



# ASHDOWN LODGE

Parental Guide – September 2020

Dear Parents

I do hope that this communication finds you and your families well and that the children are beginning to look forward to the impending return to school.

The purpose of this Guide is to provide parents with some clarity on the modifications to School routines as we continue to prepare for a full re-opening next week. Over the course of the summer break, staff have been working hard to re-organise classrooms and plan activities to ensure that we are fully compliant with the Government's statutory requirements: 'Guidance for full opening: schools'.

We have a full risk assessment in place and all activities and practices on the School site must comply with the agreed control measures. This has led to some significant amendments to the internal workings of the School, as you will see as you read on. All of the changes made are with the health, safety and wellbeing of the School community at heart. Though it has been necessary to adapt our practices to the current circumstances, we hope you will agree that the quality of the provision remains high and the opportunities broad.

The changes made are under constant review, pending further advice from the Government as both the national and local situations continue to evolve. As we settle into September, we may make further tweaks to benefit the children and, in this case, we will inform you in advance.

Please read through the following pages carefully. We have included, what we hope is, all of the necessary information to begin the new academic year. If there is anything additional that you would like to know, please email Mrs Hinchliffe and we will address any concerns or queries that you may have: [hinchliffe.a@bronte.co.uk](mailto:hinchliffe.a@bronte.co.uk)

At the end of this document is a Parental Agreement and a link to Survey Monkey. There are several pieces of information that we need to collect from you to assist us with ongoing risk assessments and we are also asking for your assistance in keeping children safe at school by complying with a number of requests. Please don't be offended if staff remind you of these in the coming weeks as we work together to keep your children as safe as possible.

After such an extended break, we are hugely excited about being able to open our doors again and we look forward to welcoming you back to Brontë in the coming days.

With very best wishes,



Sarah Chatterton  
Head, Brontë House

## Ashdown Lodge - Parent Information – Sept 2020

### **What should my child do when they arrive at school?**

When you arrive at school in the morning, between 7.30 and 8.30 am, please park in the car park nearest to Ashdown Lodge, along the bottom of the Ashdown playground. Please do not park on the side car park along the side of the path.

Pre-Nursery parents should enter the canopy via the gate and go straight to the Pre-Nursery door.

Nursery parents should enter through the main entrance (green doors).

Reception arriving before 8.30am should go to the South Lodge building, regardless of which class their child is in. If you arrive after 8.30am and are in Reception B (Mrs Hinchliffe's and Mrs Ainscoe's class) which is the upstairs classroom, you should use the main doors, the same as Nursery. At this time, it is likely to be quite busy so please be aware of others and adhere to social distancing guidance, with particular attention to maintaining distance between those children and parents in other year groups.

We are asking that parents vacate the car park as quickly as possible to help us to minimise the amount of people on the school site at any one time. Please do not let your children run around in the car park area.

If your child is not able to come to school, please email [absence@bronte.co.uk](mailto:absence@bronte.co.uk).

We ask that all children bring a named water bottle to school each day. This can be empty; we will fill it at school.

### **What are the daily routines?**

Your child will be given an overview of their week and the topics they will be following this half term during their first week at school. During the day, the children will consistently remain within their year group bubble and will remain in the same classroom and outside space for the majority of their time.

We have staggered the timings of each bubble to ensure that year groups are not mixing unnecessarily throughout the day. This includes staggered lessons, breaks and lunchtimes. The same staff members will remain with the same children throughout the day.

Reception will have a formal PE lesson once a week. Please bring in their PE bag and sports kit at the beginning of the term and leave it at school. It is a good idea to add some spare items in too in case of accidents and don't forget socks. Children will change for PE in their own classrooms so there is no need for Reception children to attend school in their PE kit. Undressing and dressing themselves in this way is good practice for children in Reception.

It seems that the school shop only has a stock of larger tracksuit bottoms so children can wear navy blue jogging bottoms or the school crested black ones (no skins please).

## **What happens at the end of the day?**

Children can be collected from 3.30pm. Pre-Nursery and Nursery should be collected from the same place they were dropped off and/or the playground nearest to their classrooms. All of the Reception children will either be playing outside or in South Lodge after 3.30pm.

Please check book bags every night for messages. You will be asked to complete a collection form each week.

It tells us what time you will be collecting your child and if they would like tea. You will not be allowed in the building at drop off or collection time and so we will use the information on the collection form to get your child ready to go home to make picking up a little easier for you. There will be time for a brief chat about your child's day, but further detail should be gained from the book bags and the Tapestry online system. You will, of course, be able to email teachers and practitioners

Under normal circumstances, we provide extra-curricular activities from outside companies. However, we have made the decision to only provide extra-curricular activities by Ashdown Lodge staff, in order to prevent the additional risk of infection from external providers who teach in multiple settings. In addition to these planned activities, children will be able to play in the outside spaces and, if they are still with us at 4.30pm, will be able to have tea in their bubbles.

## **Bubbles**

Children will remain in their own area of the school, with their own dedicated staff members. They will play and eat in these spaces as, at the moment, we will not be using the school Dining Room. This is to decrease the likelihood of cross-contamination between children in Ashdown Lodge and Brontë House.

Bubble 1 is Pre-Nursery, Bubble 2 is main Nursery and Reception make up one Bubble, despite being in two separate classrooms, and they are known as Bubble 3.

## **Will there be any whole school events?**

Unfortunately, at this time, there will be no whole school assemblies or whole school events, as we need to consider the safety of all our children and staff. Our main priority is to keep the bubbles in separate areas of the school and therefore meeting as a whole school in any circumstance is not possible. Individual year groups may hold their own assemblies in their rooms.

## **Food**

Snacks are provided in the morning and the afternoon. Breakfast is available until 8am and will be served in bubble areas. This will consist of finger foods such as cereal bars, fruit and croissants. Lunch is served in the classrooms and will be a full, hot lunch, including pudding. Nursery will have two sittings on some days to accommodate the numbers of children eating. Tea is a light, snack tea and is served around 4.30pm. Your child will not be given tea unless the collection form says they should have it.

There are extra cleaners throughout the day and additional hygiene procedures to accommodate the serving of food in the building. Please see your child's timetable for lunch timings. Children who join us for afternoon sessions are not served lunch and should arrive at school having already eaten.

### **Answers to other FAQs**

All children should attend school in their uniform and everyone should have a set of spare clothes at school. This doesn't have to be uniform. Details for the school shop can be found on the school website.

Children do not need to bring in their own equipment such as pencils as this is provided. Each child will have their own set which will only be used by them.

Children should not bring toys into school. If a comforter of some kind is necessary, it should be brought in at the beginning of the term and will remain at school.

Please do not bring in any food.

If you have any messages throughout the day, please phone the school office on 0113 2502811. Please be aware that all of our staff are engaged in learning activities throughout the day and are unable to come to the phone. A message will be taken and the member of staff will call back later in the day. If you would prefer, please email the bubble staff using the email addresses on the proceeding page.

There are no of- site trips being arranged at this time.

Homework for Reception will be set on an online system called Seesaw. You will be sent log in details for this in due course. The children will be able to bring reading books home once they reach this stage in their development.

Further details about the school and, specifically, the Early Years Foundation Stage can be found in the EYFS Handbook which you should have received via email.

### **Staff**

Pre Nursery Bubble 1	Nursery Bubble 2	Reception B (upstairs) Bubble 3	Reception H (South Lodge) Bubble 3
<b>Miss Hargreaves</b> Miss Sait Mrs Walker Miss Lee Mrs Willis Miss Delaney Mrs O'Hare	<b>Mrs Potter</b> Mrs Ward Mrs Metcalfe Mrs Cowburn Mrs Dooling Mrs Khan Miss Kear	<b>Mrs Hinchliffe and Mrs Ainscoe</b> Mrs Moody	<b>Mrs Hallam</b> Mrs Ham Mrs Sykes

It is important that you know who your child's key person is as this is the member of staff that will know your child best. You may not always see that person depending on the times you drop off or collect. Each bubble leader is written in bold.

Some useful email addresses are:

Bubble 1 [hargreaves.s@bronte.co.uk](mailto:hargreaves.s@bronte.co.uk)

Bubble 2 [potter.r@bronte.co.uk](mailto:potter.r@bronte.co.uk)

Bubble 3 [hinchliffe.a@bronte.co.uk](mailto:hinchliffe.a@bronte.co.uk)

[Ainscoe.a@bronte.co.uk](mailto:Ainscoe.a@bronte.co.uk)

[Hallam.r@bronte.co.uk](mailto:Hallam.r@bronte.co.uk)

## **Keeping Safe**

### **What handwashing facilities do you have in place?**

All children will wash their hands upon entry in to the school, and then at regular intervals during the day. Our younger children will be fully supervised by a member of staff when washing their hands and children will be encouraged to sing 'Happy Birthday' whilst washing their hands to ensure that their hands have been washed for a good period of time.

The school has a large stock of anti-bacterial hand wash and hand sanitiser is located at all entry points into the school.

### **What happens if my child requires any medical attention/first aid?**

All bubbles have a fully stocked First Aid kit and all members of staff in the bubbles are First Aid trained. When administering First Aid, all staff will wear a visor, apron and gloves.

### **Will staff be wearing masks/visors?**

At present, Government advice does not compel staff to wear masks and visors whilst in school. The school is fully supportive of the fact that some staff may choose to wear a mask and/or a visor and has provided all staff with a personal visor, which will be sanitised after each use, and the school has a large stock of surgical and non-surgical masks. We will continue to comply with all relevant Government advice regarding face coverings.

### **Can my child wear a face covering?**

At present, the Government are not advising that children wear masks in school. However, the school appreciates that some parents may prefer for their child to wear a face covering and we will fully support the decision to wear one.

### **What happens if my child develops a symptom of Covid-19?**

If your child becomes unwell at home with recent onset of a new continuous cough or high temperature or loss of, or change in, normal sense of taste or smell (anosmia), please telephone the school office as soon as possible. If it is after 5PM or before 8AM, please email [absence@bronte.co.uk](mailto:absence@bronte.co.uk) and [Chatterton.se@bronte.co.uk](mailto:Chatterton.se@bronte.co.uk)

If your child becomes unwell in school with any one of the aforementioned symptoms, your child will be moved to the isolation room, which is the school's Meeting Room at Brontë House. The member of staff taking your child to the isolation room will be wearing full PPE and you will be informed and asked to collect your child as soon as possible.

The school will advise you to book a Covid-19 test for your child as your child will not be able to attend school again until the test result returns as negative or, if positive, until they have completed 10 days of self-isolation and are free of symptoms (other than a cough or loss of smell, as these symptoms can go on for several weeks after the infection has gone).

The school would not normally collapse the bubble until a positive result was received. In spite of this, the School also reserves the right to collapse a bubble before a positive test result is received if confidential information is known by the School, about the family/member of staff that makes the possibility of a positive result more likely.

Where your child tests negative, they can return to school and fellow household members can end their self-isolation and if the bubble has been collapsed, this will be reopened.

### **What happens if my child tests positive for Covid-19?**

If your child tests positive for COVID-19, the rest of their Year group "bubble" will be sent home and advised to self-isolate for 14 days. The other household members of the wider class do not need to self-isolate unless the pupil or staff member they live with subsequently develops symptoms.

As part of the national Test and Trace programme, if other cases are detected within the 'bubble', or within the wider setting, Public Health England's Local Health Protection Teams will conduct a rapid investigation and advise the school on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure.

In this instance, learning will switch to the School's remote learning platform 'Seesaw' which, this year, should it be required, we are planning on combining with elements of live interactivity and teaching.

### **What if a child in my child's bubble tests positive?**

Your child's bubble will be collapsed and your child will be advised to self-isolate for 14 days. If your child develops symptoms, please inform the school office immediately and take your child for a Covid-19 test.

Again, remote learning will commence via Seesaw.

### **Preparing children for return**

Returning to school will be a little different for children this year. We will be introducing them to the new rules and spending time talking to them about their experiences whilst in lockdown. Please contact us before your child starts if you have any concerns in this area, otherwise please just talk about school to them in a positive way, use our names freely and try and listen carefully to their worries. Remember, they have a very different outlook on life to us and sometimes it's just a simple thing that they don't understand. There are many books

that you can use to start discussion and answer questions. One is called Coronavirus, A Book for Children by Axel Scheffler.

## **Familiarisation Visits**

All families should, by now, have been contacted regarding familiarisation visits for new and returning children in Pre-Nursery, Nursery and Reception. If you have not been contacted, please phone the School Office as a matter of urgency to arrange a convenient time to join us in school before the start of the new term.

Parents in Pre-Nursery and Nursery are reminded that only one adult may attend this visit and that appointment times must be strictly adhered to. An area of the Pre-Nursery and Nursery rooms have been allocated for each visit and these will be thoroughly cleaned in between visitors. Regrettably, children and parents will not be able to move around the rooms whilst we comply with social distancing of visitors. We would also ask that adults wear an appropriate face mask for the visit.

Please note, children are not required to wear school uniform for the familiarisation visits.

## **Parental Agreement**

It is imperative that we work together with families in order to facilitate a safe and smooth return to school. With this in mind, the information below details the role of parents in this process.

Please click the link at the end of the document to indicate your agreement with the points below and to provide us with a little information to help us to keep your children safe.

**Please note, it is imperative that this is completed before your child is able to join us in school for familiarisation visits.**

- You will need to take your child's temperature **each morning** and confirm this with the member of staff on the gate. Whilst the Government hasn't stipulated this to be a mandatory measure, we are mindful that our youngest children in Ashdown Lodge may not be able to tell us if they are not feeling well and a rise in temperature may be an indicator of this.
- Please DO NOT give your child Calpol or any other paracetamol suspension to reduce a fever and then bring them into school.
- In Nursery and Reception, only ONE parent is permitted to approach the school building with children at drop off/collection times. This should be a consistent adult, as far as possible, to limit the number of adults accessing the site. Any other adults and siblings must remain in the car.
- We appreciate that many of you will be delighted to see each other but if you wish to have a conversation, please arrange to meet away from the school site.
- Parents are not permitted within the Ashdown Lodge or Brontë House school buildings without the prior agreement of the Head. If you need to speak to a member of staff, please email them in the first instance.



- If your child is feeling upset, please be aware that staff are only able to take children by the hand; unfortunately, they will not be able to pick up or take children from you if they are distressed. In this situation, you will be asked to take the child away and try again the following day. We are hoping that the familiarisation visits assist with this.
- Provide your child with a named water bottle each day
- Please do not allow your child to bring any toys/resources from home.
- Parents should begin to prepare children for the aforementioned changes before they return to school; in particular, the need to distance from others; keep hands away from faces; catch coughs and sneezes; and follow all rules outlined by staff.

Please do not bring your child in to school if they are showing any signs which may indicate they have COVID-19.

- A new, continuous cough - coughing a lot for more than an hour, or three or more coughing episodes in 24 hours **OR**
- Fever - temperature is above 37.8C **OR**
- Loss of smell or taste.

If a child or adult within the 'bubble' develops symptoms compatible with COVID-19, they will be sent home and advised to self-isolate for 10 days and their household members should isolate for 14 days.

Staff and pupils (if child is 5 or over, parents to use 111 online coronavirus service) will have access to a test if they display symptoms of coronavirus and will be strongly advised to get tested in this scenario.

If they test positive, the rest of the 'bubble' - staff and pupils - will be sent home and advised to self-isolate for 14 days.

<https://www.surveymonkey.co.uk/r/BHreturnSep2020>