



# ASHDOWN LODGE

Parental Guide – from 8<sup>th</sup> March 2021



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 forthcoming 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 on Monday 8<sup>th</sup> March.

Last week, the government published the latest document: Schools coronavirus (COVID-19) Operational Guidance. In our preparations for re-opening next week, we are following closely the measures and systems of control stipulated in this handbook.

For this reason, the same routines and systems that were present in the Autumn Term will, once again, be in place in order to maintain the wellbeing of the school community. Last term, we were incredibly fortunate to have very limited exposure to Covid within school and we hope that our continued vigilance in adhering to our risk assessment protocols will afford us the same privilege as we begin the journey out of lockdown.

All measures will be kept under review and we hope to be able to relax some restrictions in the Summer Term, pending further advice from the Government as both the local and national situation continues to evolve.

The Parental Guidance issued in September 2020 has been updated and adapted; new sections have also been added. For ease, any material changes or sections of high importance have been highlighted in yellow.

Please read through the following pages carefully. We have included, what we hope is, all of the necessary information to facilitate a smooth return. If there is anything additional that you would like to know, please email Mrs Bedford and we will address any concerns or queries that you may have:

[Bedford.k@brontehouse.co.uk](mailto:Bedford.k@brontehouse.co.uk)

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,

A handwritten signature in black ink that reads 'S. Chatterton'. The signature is written in a cursive, flowing style.

Sarah Chatterton

Head, Brontë House

## **CONTENTS PAGE**

Daily Routines.....	Page 4
Answers to Frequently Asked Questions.....	Page 7
Staff.....	Page 8
Keeping Safe.....	Page 9
Parental Agreement.....	Page 11

## **DAILY ROUTINES**

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

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

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

All Nursery parents should enter through the main entrance (green doors). Please note that, from Monday 8<sup>th</sup> March, Nursery will revert to one bubble, based in the main Nursery building.

Reception children arriving before 8.30am should go to the South Lodge building, regardless of their class. Those children arriving after 8.30am in Reception B (Mrs Hinchliffe's and Mrs Ainscoe's class) which is the upstairs classroom, 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.

Parents are politely requested to vacate the car park as quickly as possible to help us to minimise the amount of people on site at any one time. Please do not allow children to run around in the car park area.

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

Children will require a named water bottle in school each day. This can be empty; we will fill it at school.

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

During the day, the children will remain consistently within their bubble and will remain in the same classroom and outside space, for the majority of their time in school, with the same staff.

We have staggered the timings of the day to ensure that year groups are not mixing unnecessarily. This includes staggered lesson timings, breaks and lunchtimes.

Reception will have a formal PE lesson once a week. Please bring PE bags and sports kits into school at the beginning of the first week and leave it at school. It is a good idea to add some spare items, in case of accidents; please do not 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.

## **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 the Reception children will either be playing outside or in South Lodge after 3.30pm; please either wait in the playground or ring the South lodge bell.

Please check book bags every night for messages. You will be asked to complete a collection form each week, please make this as accurate as possible. This tells us what time you will be collecting your child and if they require tea. Parents will not be allowed in the building at drop off or collection time and so we will use this information to ensure that your child is ready to go home to make picking up a little easier and faster 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 should you need to.

Under normal circumstances, we provide extra-curricular activities from outside companies. However, until further notice, we have made the decision to only allow extra-curricular activities that can be provided 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, have tea in their bubbles.

## **After-School Guidance for Reception Parents**

The latest government guidance released to schools last week is clear that wrap around care should be accessed sparingly and only in the following circumstances:

*'the use of the provision is reasonably necessary to support them (parents) to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group'.*

Children attending after-school care mix more freely within their year group bubble in the classroom environment; something that we do not allow at any other time during the day. Last term, some year groups reported that over 80% of the children remained in school for After-School Care. We are aware that some parents rely on the availability of this service and we are committed to ensuring that the School remains open fully; however, if you do not need your child to remain in school past the end of the day, can we politely request that they are taken home? This will ensure that we remain compliant with the government issued Operational Guidance whilst also assisting us in keeping the site as safe as possible.

Parents who are using out-of-school extra-curricular activity providers are advised to limit their use of such settings and only visit one external provider, in addition to school. Thorough checking should also take place to establish if appropriate protective measures are in place. Further guidance for parents and carers may be found on the link below.

[Extra-Curricular Activity Guidance for Parents](#)

## **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 yogurts. 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. A sandwich tea is served around 4.30pm. Your child will not be given tea unless the collection form says they should have it.

We now have our own dedicated cleaner/housekeeper to tend to additional hygiene procedures and to accommodate the serving of food in the building. Pre-Nursery and Nursery have their lunch at 11.30am and Reception at 12.15pm. Children who join us for afternoon sessions are not served lunch and should arrive at school having already eaten.

## **ANSWERS TO FREQUENTLY ASKED QUESTIONS**

All children should attend school in their uniform, and everyone should have a set of spare clothes at school. This does not have to be uniform.

Following the announcement that the School have appointed School Blazer as the uniform supplier for the academic year 2021-22, the Monkhouse School shop is now closed. The online service will continue to be available for the remainder of the academic year and parents are able to order uniform to be delivered to their home. A 'Click and Collect' service from Woodhouse Grove main Reception is also being investigated; more details to follow later this week.

The ABA are keen to support families with 'Pre-Loved' items of uniform available on the Year Group WhatsApp sites.

Children do not need to bring in their own equipment such as pencils; this is provided.

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 any food; a number of children suffer with severe allergies and this could be dangerous.

If you have any messages throughout the day, please phone the school office on 0113 2502811. Please be aware that all 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 off- site trips arranged at this time.

Homework for Reception will be set on Seesaw. The children will bring reading books home, and these should be sent back to school each day.

Further details about the school and, specifically, the Early Years Foundation Stage can be found in the EYFS Handbook, which was previously emailed to parents.

## **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 Metcalfe Mrs Willis Miss Delaney Mrs O'Hare	<b>Mrs Potter</b> Mrs Ward Miss Lee 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 are aware of your child's Key Person 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 and collect.

Each bubble leader is written in bold.

Some useful email addresses are:

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

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

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

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

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



## **KEEPING SAFE**

### **What handwashing facilities are in place?**

All children will wash their hands upon entry into 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 to ensure that their hands have been washed for a good period of time.

The school has a large stock of hand soap 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.

### **Face Coverings (Staff)**

All Brontë House staff wear a mask in corridors and common areas within the School.

Within their own classroom bubble, staff may choose to wear a visor or mask; this is left to their discretion.

Staff in close proximity to children when they hear them read may choose to wear a mask but, when teaching a group of children, they may choose not to.

If there is more than one member of staff present in a classroom, staff are encouraged to remain 2m apart and, if this is not possible, wear a mask.

We will continue to support our staff to feel comfortable and confident in their individual roles in school.

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

If your child becomes unwell, at home, with recent onset of a new continuous cough or high temperature or loss of/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@brontehouse.co.uk](mailto:absence@brontehouse.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. Any siblings must also be taken home at this point.

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).

Where your child tests negative, they can return to school and fellow household members can end their self-isolation.

## **What happens if a child or staff member tests positive for Covid-19?**

If a child or staff member tests positive for COVID-19, close contact tracing will commence to identify which members of the school community have been in close contact with the positive case up to 48 hours before they became symptomatic or, in the case of an asymptomatic pupil or staff member, 48 hours prior to the positive test result.

### **Close contact means:**

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
  - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre.
  - been within 1 metre for 1 minute or longer without face-to-face contact.
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - travelled in the same vehicle or a plane.

Close contacts will be advised to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive. Household members of close contacts 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.

If a positive case is detected in a bubble of very young children, such as Pre-Nursery and Nursery; or if a positive case is detected in a child who has mixed more widely within their bubble through use of both Pre and After-School Care facilities, it will likely be necessary to collapse the whole year group bubble. In this instance, learning will switch to the School's remote learning platforms: Seesaw (Reception) and Tapestry (Nursery).

The School will always investigate the possibility of re-opening the bubble for unaffected children, though this will depend on the availability of staff.

### **Preparing children for return**

Returning to school might be a little worrying for your child. We will make their first week back as fun as possible whilst they settle back in, build their stamina once more and reacquaint with their friends. Please contact us before your child starts if you have any concerns in this area; otherwise, please simply 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 is just a simple thing that they don't understand.

## 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.

- 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 has not 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. It is useful for parents to be aware of fluctuations in their child's temperature. Children with a temperature above 37.8 degrees should not be brought into school.
- 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 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.
- 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 10 days.

Staff and pupils 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 – deemed to be close contacts, will be sent home and advised to self-isolate for 10 days.