



HYDESVILLE
TOWER SCHOOL

BACK TO SCHOOL

A guide to a smooth and safe transition



COGNITA

Hydesville Tower School is part of the Cognita family of schools



MESSAGE FROM THE HEADMASTER

The events of recent months have proven what I have always known since joining the Hydesville family: its greatest strength is the commitment of the staff, pupils and parents. Every one of us within this community has risen to the challenges posed by the arrival of Covid-19 and navigated the challenges the pandemic has thrown our way.

I would firstly like to commend the outstanding efforts of our dedicated staff team, whose commitment enabled such a smooth transition to online teaching and learning. I wish also to thank you – our parent community – for adapting to this new way of working, for sharing your views so we could improve, and for being our partners in coming out of this situation stronger.

The Prime Minister has informed us that the possibility that schools will reopen from 1st June is dependent upon a review of the relevant scientific guidance to determine whether the government targets have been met. At this time, we do not know if the targets will be met or when the next stage towards schools reopening will be announced.

Before our school re-opens, we will carry out thorough risk assessments of how we can do our best to ensure the safety of your children and our staff. As this is a pandemic, we will not be able to guarantee that your child or our staff will not encounter an infected person. However, we will take steps to minimise the risk of such contact. The final decision as to whether to send children to school will lie with you, as parents. As professionals, our role will be to maximise the safety of the children and staff, to minimise the risks and to provide you and staff with the relevant information.

Hydesville is well supported by the central Cognita team who have been a constant source of support and guidance to us. We have benefitted from insights from our colleagues running schools in Asia and value being part of a truly global and expert team.

We know that some of our staff team will not be able to return to work at this time as they are required to “shield” or provide continued teaching online. Therefore, some specialist subjects will still be taught remotely. We will also wish to maintain a provision for those pupils unable to return due to the health considerations in their household.

Once in school, the children will have to follow new routines that involve less contact and more hand washing and social distancing. However, we will take advantage of our outside space and use this as part of our curriculum offer.

Our number one priority is, and remains, your children and our staff’s wellbeing. I hope you will be reassured by the comprehensive plans in place because it is the social interactions – what may be termed the ‘hidden curriculum’ – that ultimately make school life a truly memorable experience.

A handwritten signature in black ink, reading "Warren Honey". The signature is fluid and cursive.

Warren Honey
Headmaster



**HYDESVILLE
TOWER SCHOOL**

RE-OPENING APPROACH & TIMELINE

In developing the plan for our return to school, we have followed government guidelines, listened to your views through our Parent Survey and built on learnings from other Cognita schools across the world.

The staggered return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner.

The schedule for return is set out clearly below, together with new timings for the school day. If other year groups are deemed able to return by the government at a later point, we will review the entirety of our timings to maintain the principles of separation.

Year	Date of return	School day	Drop off	Pick up
Nursery	Tuesday 2 nd June	9.05am – 3.05pm	8.50 – 9.00am	3.05 – 3.15pm
Reception	Tuesday 2 nd June	9.00am – 3.15pm	8.40 – 8.50am	3.15 – 3.25pm
Year 1	Tuesday 2 nd June	9.00am – 3.20pm	8.30 – 8.40am	3.20 – 3.30pm
Year 6	Tuesday 2 nd June	9.00am – 3.45pm	8.20 – 8.30am	3.30 – 3.40pm
Key Worker children not included in the year groups above	Monday 1 st June	9.00am - 3.45pm	8.15 – 9.00am	3.05 – 3.45pm

A COMBINED TRANSITION TO TEACHING & LEARNING

As a school, we are committed to balancing the needs of both the pupils in our physical classrooms and also those who remain in our virtual classrooms.

To do this we will:

- Continue the online educational provision for children who are not yet in the 'returning' year groups
- Provide online resources and support for those pupils who have actively decided not to return to school for the time being despite being in the 'returning' year groups. Please note this will be on a 'best endeavours' basis. Our teachers will be increasingly delivering within physical classrooms (micro-classes or bubbles) so their capacity to also provide online teaching for these year groups will become more limited.



NEW GUIDANCE DURING THE SCHOOL DAY

We will all have to adapt our behaviour during the school day to ensure everyone's safety.

BEFORE BRINGING YOUR CHILD TO SCHOOL

Ensure a temperature reading has been taken for your child. If they have a raised temperature above 37.8°C or if anyone in the house is displaying symptoms associated with Covid-19, keep your child at home and notify us.

SOCIAL DISTANCING IN THE CLASSROOM

We are acknowledging the government advice: *...early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.*

We know young children will not stay apart whilst playing, especially after not seeing each other for such a long time. To mitigate the risk we are following the advice that students are split into 'micro-classes'.

Government guidance stipulates a maximum size of 15 per class. We will always remain below this in terms of adult:child ratios. This means that pupils will be assigned to one of our larger classrooms and will stay within it for the whole day. The same teacher will also stay with them for the majority of the time.

We are using all the available space and staff we have to achieve this government stipulation. Hence, your child may not be in their usual classroom and may have a different teacher.

BREAK TIMES

We will stagger break times to avoid classes mixing. It's not something we do happily as play time is a key part of learning, but it is a significant risk mitigation.

MOVING AROUND SCHOOL

We will be operating a one-way system wherever possible to manage the flow of people around the building. We have added signage and floor markings to help everyone maintain social distancing.

PERSONAL HYGIENE

We will continue to instruct children to regularly wash hands just as we did pre-lockdown and monitor this being done. We have enough sink areas to support this.

Extra supplies of soap and paper towels have been purchased.

You can help by reminding your children of the need to regularly wash their hands for 20 seconds by singing "Happy birthday to you" twice.

Uniform must be washed daily. With this in mind, we are not expecting blazers to be worn, and understand if children need to rotate between summer and winter uniform (or PE kit on those days of the week).



SCHOOL SERVICES

Transport (car, walk or public transport):

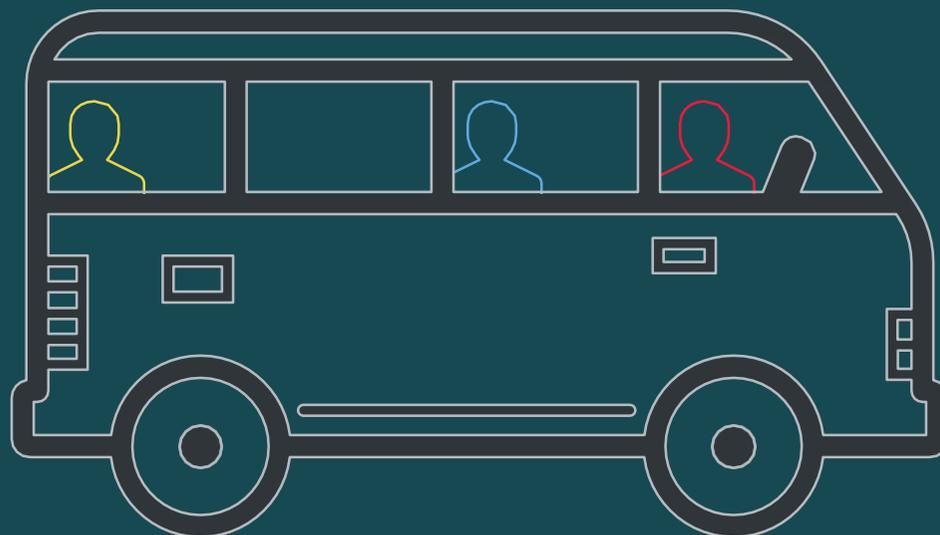
- As per government advice we urge you to avoid public transport, if possible. If not possible please follow guidelines around face coverings and carry hand sanitiser with you or wear gloves.
- Please follow drop off and pick up times carefully. They are designed to avoid crowding.
- You may use the main school playground to drop off and collect your child by car. Please park in an available space and remain in your car, while your child is met by a member of staff and directed into school.
- At the end of the school day, children will be accompanied to your car by a member of staff.
- Parents walking their child to school can bring them through the main gates to the staff member present in the playground. Please keep to the yellow markings at the side to remain in the safest space. At the end of the day, the parent can come to the playground and await dismissal, but please maintain social distancing with other waiting parents.

Transport (minibus):

- We will be operating a reduced Arboretum mini-bus service to collect and drop off children at the Arboretum car park on an amended schedule. Numbers permitted on the buses will run with an 'empty seat' policy and will be limited to 4 children per journey, to allow for social distancing measures. All children are required to wear a face mask for each journey (mask is to be provided by the parent). Children from Nursery are not permitted to use this park and ride service. The minibus will be cleaned before each use.
- Further details will be sent to parents once they have contacted Mr Ison (john.ison@Hydesville.com) with at least 48 hours notice.

Catering:

- We request that all children bring in packed lunches in cool bags wherever possible. Lunch will be consumed in classrooms if appropriate social distancing can't be achieved in the Dining Room.
- Please consider the allergies of other children and avoid packing nuts into the lunches.

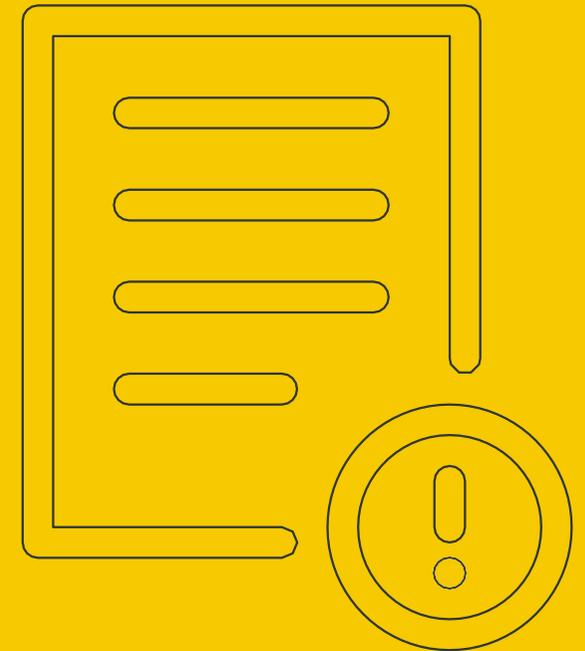


Extra-Curricular:

- We will not be offering before and after school care for the time being, although we are eager to offer this service as soon as is feasible.
- There will be no extra-curricular clubs or events such as sports fixtures.
- Extra-curricular activity is an important part of the educational experience and we hope to return to a normal schedule as soon as scientific guidance allows greater levels of social interaction.

PARENT GUIDE AT A GLANCE

1. Talk to your child about the new measures in this guide
2. Take note of any changes to the timings of the school day for your child
3. Please provide a packed lunch for your child until further notice
4. Please complete the new parent survey about intentions for the return of your child (If you subsequently change your mind and wish them to return, please give us 48 hours notice)
5. Contact Mr Honey if you have any concerns



FAQS



WILL THE SCHOOL FEES DISCOUNT BE REMOVED?

No. Although we did communicate previously that once schools re-open we would revert to normal fees we have decided to waive this for the remainder of the summer term. The exceptional circumstances, the economic situation, and the value we place on our relationship with you – our parent community – means we have decided the existing discount continues for this academic year. The fee freeze for next year remains too.

WHAT IS YOUR CLEANING REGIME?

We have a robust cleaning regime throughout the school day with a focus on toilets and high-touch areas. At the end of the day we also repeat this and pay particular attention on the common areas of the school. On a Friday evening we do a weekly enhanced clean of all rooms in the school.

In the instance of a confirmed Covid-19 case, we will conduct a “deep clean” which includes all surface areas and carpets. In all cases we use coronavirus approved disinfectants/aerosols, and our cleaners have ordered sufficient stocks.

WHAT IF I CHOOSE NOT TO SEND MY CHILD BACK TO SCHOOL?

We understand that some parents and pupils may be wary about physically returning to school and we will do our best to deliver a suitable level of online provision for these children. This has to be on a ‘best endeavours’ basis as we look to balance the demands of following government guidance to open the school and hence have increasing numbers of teachers in school.

HOW ARE YOU RECORDING ABSENCE OF PUPILS WHEN SCHOOL RE-OPENS?

If you choose not to send your child back to school for the time being, for those in the ‘returning’ year groups, this will be recorded as an ‘Authorised Absence’.

WHAT’S YOUR POLICY ON VISITORS?

We are significantly limiting the presence of any visitors to the school apart from those who enable school functioning to continue. They would be required to book in advance and we will be following social distancing guidelines.

As parents you are always welcome to contact us and arrange a telephone or video conference meeting.

WILL CHILDREN AND STAFF BE EXPECTED TO WEAR FACE COVERINGS ON SITE?

No. This is the government advice: *Wearing a face covering or face mask in schools or other education settings is not recommended.*

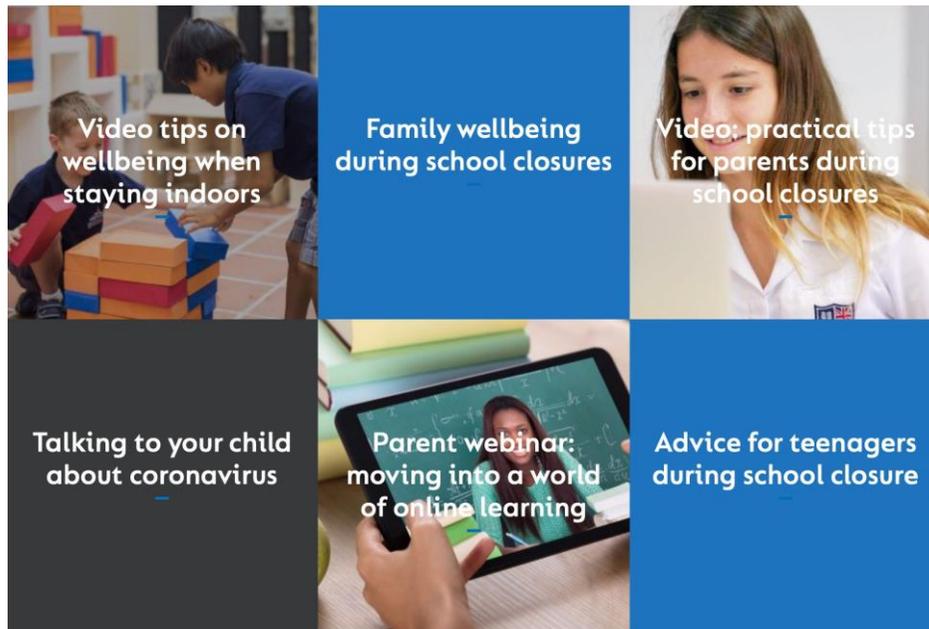
Face coverings are primarily worn to prevent the wearer from spreading the virus rather than catching it. Primary age children are likely to be distracted and discomforted by the wearing of such an item and cannot be expected to do so safely.

If a pupil or member of staff wishes to wear a face covering, then they will be allowed to do so. We request they follow guidance on the safe method of using and when removing it should be placed carefully into a sealed plastic bag.

WELLBEING

The transition back to school will still be a challenge for all of us trying to adjust to a new way of 'being', coping with fear of the unknown and in some cases balancing a mix of online and face to face learning. The wellbeing of our pupils, parents and teaching staff is our highest priority and we are lucky to be part of Cognita who have been able to provide lots of resources to support our school communities since the start of the lockdown.

This includes live webinars with our education experts, podcasts, and a series of videos and resources on wellbeing in these strange times for both students and parents. Members of our parent community have even shared how they have coped with lockdown. This evolving set of content can all be found at www.cognita.com



POSITIVE FEEDBACK

It was great to hear some of your feedback about how the school responded during lockdown. **Here are a few of the comments that make us feel proud.**

“You and the team are working so hard. Well done for a great job!”

“The teachers are fantastic listening to their online lessons. They are really doing a great job. My children are working well and enjoying online schooling. I have spoken to lots of people whose children attend private school and we are by far the best at offering online schooling. They can't believe that we offer a full timetable of online lessons and keep the children engaged all day. I really think the school is doing an amazing job in such challenging times.”

“Both my children are enjoying the online learning and me and my husband are enjoying doing the activities with them and being able to support their learning journey. I have been impressed with the effort all staff have put in with the online learning and totally appreciate it is far more difficult working remotely and ensuring the learning is enjoyable and interactive. The teacher feedback has been helpful and very prompt.”

“Thank you all at Hydesville for the continued support even during these difficult times.”

“I would like to take this opportunity to say well done to yourself and all the staff for managing to so efficiently transfer to online study in this uncertain time. Thank you for your efforts, excellent communication and care.”