



LANGLEY

PRE-PREP PREP SENIOR SIXTH FORM



Parent Information



Langley Prep School Safe Return to School

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Introduction

All staff at the School are eager for the return of pupils to the School site on Monday 7th September. Our support teams are currently working tirelessly to ensure that we meet or exceed the government guidance that has been issued to ensure that we are prepared for a safe return to School. These preparations will continue with the grouping of our community in 'bubbles'.

We have prepared the following information to keep you well informed about the provisions that have been made and actions that we are taking.

Touch Safe Protection

We are committed to ensuring our sites are as safe as possible. We have commissioned a contract for both sites and our minibus fleet, to be target sprayed with an anti-microbial protective screen via an electrostatic spraying system, just prior to the start of term. This is a scientifically proven organic solution which will provide us with additional wrap around touch point protection throughout the winter period, against COVID-19 and other viruses in addition to the enhanced routine COVID-19 cleaning and sanitisation procedures we have in place.

School Day

EYFS & Pre-Prep

Class	Start Time	Early Bird	Collection	Hobbies	After School Care
Oaks – Early Years	8.30	8.00	3.30	N/A	6.00
Acorns – Early Years	8.45	8.00	3.15	N/A	6.00
Willow & Sweet Chestnut - Reception	8.30	8.00	3.00	3.30 – 4.30	6.00
Sycamore & Apple – Year 1	8.15	8.00	3.15	3.30 – 4.30	6.00
Cedar & Cherry – Year 2	8.00	N/A	3.30	3.30 – 4.30	6.00

Please note

- *All early bird groups commence from 8am in your child's classroom where they will be supervised by their class teacher. This service must be booked at least 24 hours in advance.
- * Children booked into After School Care will be supervised by their class teacher until their club or hobby begins at 3.30pm.
- * Parents with children in two different classes should collect and drop off as close to the set times as they are able, but can use the Early Bird facility if needed, providing it is booked in advance and therefore on the registers so staff are aware. At the end of the day they should pick up siblings at the later time of the elder sibling.

Prep

Class	Drop off from	Registration	Pick up	Hobbies	Prep	Late stay
Years 3 & 4	8.00	8.15	3.40	3.40 – 4.40	4.40 – 5.40	5.40 – 6.00
Years 5 – 8	8.00	8.15	4.25	4.40 – 5.40	4.40 – 5.40	5.40 – 6.00

Prep School Drop off

All parents are to use the North Drive (the entrance nearest Taverham High / Norwich City Hockey) into the School and reverse park into a suitable space along the left-hand side as you come into the School or in the Sweep at the front of the School. **Where possible, can we encourage a drop and go policy for pupils in Years 5-8**, whilst we understand that parents of children in Year 3 & 4 may still wish to accompany their children to the metal gates (the area where Mr Crossley and Mr Wood greet pupils and parents each morning). Parents may also wish to use the designated dropping off point opposite the Sports Hall. This dropping off point will always be staffed and it is particularly useful if a child needs to drop off their large games bag in the Sports Hall changing rooms.

Prep School Pick up

Year 3 & 4 'Handshake' takes place every evening at 15:45 from the metal gates (Covered Way). If your child is staying for a Hobby or After School Club, the above arrangements will be the same, apart from Handshake will take place at 16:40 with the member of staff who has taken them.

Year 5 – 8 'Handshake' takes place every evening at 16:30 from the metal gates (Covered Way). There will be 2 members of staff present, with one looking after Y5 and 6 and the other to look after Y7 and 8. Children will not be released until parents have come across to pick-up their children ensuring that they are accompanied through the car-park at all times.

If your child is staying for a Hobby or Prep, then 'Handshake' will take place at 17:40 at the main entrance (the front of the main building in the area known as the Sweep) with the duty member of staff or the member of staff who has taken them for their hobby.

If for any reason you are picking up your child at a time which is different to the 'Handshake' times, you will need to ensure that the School Office is aware. Staff can then ensure that your child is supervised and that they are ready for when you arrive. If you cannot find a member of staff to help you at the front door, please ring the bell and someone will come to help you. All pupils leaving early, must ensure that they have signed out with the School Office.

Parent Access

For the safety of our community parents will not be allowed within the school buildings upon drop off and pick up.

The school receptions will be open, but access will be restricted to socially distanced numbers, so your patience would be appreciated if having to wait for assistance.

Where possible, we would ask you to direct any day-to-day communication with the school via e-mail or telephone to the school office.

Uniform

School uniform should be worn at all times.

Year group ‘bubbles’

EYFS and Pre-Prep year groups, will each be within their own ‘bubble’ group whilst in the Prep School. Pupils in the Prep School will be divided into a Year 3 & 4 bubble, a Year 5 and 6 bubble and a Year 7 & 8 bubble which allows games and tutor groups to run as usual.

Equipment

Sharing of resources should be avoided wherever possible. Basic equipment as follows should be provided for pupils to bring in to school:

Pre-Prep & EYFS	Prep
Pencil case	Pencil x 2
Colouring crayons	Blue or black Handwriting pen (no biro)
Sharpener	Sharpener
Eraser	Ruler
Pritt stick	Colouring pencils
Writing Pencils – triangular grip for EYFS and Reception	Eraser
	Scissors
	Pritt Stick
	Scientific calculator (Y5 – 8)
	Green and purple pen
	Reading book

If pupils/students need to borrow items they will be available and will be put out of use for 72 hours once a pupil/student has finished with the item, as will reading/library books that are taken home.

Could we please ask that you ensure that all equipment is named. This must include water bottles which all pupils/students should bring in to school daily.

Break times

Breaks will be taken outside in designated areas for each bubble.

Transport

It is our intention to reinstate school transport. We are committed to ensuring our buses are as safe as possible. We have commissioned a contract for our minibus fleet to be target sprayed with an anti-microbial protective screen via an electrostatic spraying system as detailed on page 3.

We are in the process of installing screens within our minibus fleet for the protection of our staff and pupils. Face coverings must be worn whilst on school transport by all staff/pupils/students over the age of 11, unless an exemption notification has been provided. Again, a mask and a plastic bag should be supplied, and appropriate directions given. Pupils/students will be asked to use sanitiser on embark and disembark of vehicles.

Catering

EYFS, Pre-Prep and Prep School lunch timings will continue as normal with lunch being served in the senior and main dining halls.

We do ask that a water bottle is brought in to school and our water points throughout the sites are used to refill bottles throughout the day. These should be named and taken home to be washed daily. Following the recent building work, all taps in the Prep School can now be used to refill water bottles.

Classrooms and Teaching

Our academic aspirations remain high and we will support the pupils both in and out of school.

Classrooms will be set out with forward facing desks in consistent groups with social distancing adhered to wherever possible. Each class/set will be allocated a particular classroom and the teachers will come to pupils, in order to minimise movement around the building. However, specialist subjects, such as Art, DT, Science and Music will still be taught in their normal rooms.

If a pupil or teacher has to be away due to Covid-19 the lesson will be live on zoom and also recorded.

Activities and Hobbies

Our activities programmes and hobbies will run throughout the term. The government have made it clear that extra-curricular activities and wrap around care is an important part of school life, and that bubbles may adjust to ensure this is delivered. We will continue to maintain small grouping when delivering activities and hobbies in line with government guidance, with the emphasis on hygiene procedures and social distancing where possible.

Face coverings

Face coverings are not advised to be worn in school, according to government guidelines, and we do not plan to encourage use of these but we will not refuse anyone who wishes to wear one; be that staff or pupils/students. If worn masks **must** be sealed in a plastic bag when not in use and guidance of using and removing should be strictly followed. If your child wishes to wear a face covering please ensure they have watched this link and have a plastic bag to store their covering in when not in use. [Wearing, Maintaining and Disposing of a Face Covering](#)

Social distancing – Common Areas

Signage will be in place where one-way systems are required. At all other times pupils and staff are asked to adhere to a **‘keep left’** protocol when moving around the sites.

Assemblies

There will be an assembly area set up at both sites which will be no larger than the largest grouping size. Only one bubble will be permitted to attend an assembly at one time. This will be strictly reviewed alongside government guidance.

Music

One to one music lessons can take place where a child has their own instrument. All visiting music tutors will be provided with shield protection and lessons will take place in well ventilated rooms.

Group wind practice and singing will not be able to take place. Drama will be restricted to non-contact performances.

Sports

All activities will be in line with current government guidance, sports equipment used will be sanitised between group use. As and when guidance is updated we will react accordingly. Therefore, in September girls will be playing Hockey and the boys will split their games afternoons between cricket and rugby skills. PE lessons will focus on developing pupil’s individual fitness, through a programme of swimming and athletics.

Trips and Visits

There will be no overnight trips in line with government guidance. Day trips will be risk assessed on an individual basis and will only take place if guidance can be met.

Pastoral & Wellbeing

As we look forward to pupils returning to the Prep School and Pre-Prep in September, all of the staff will be well prepared to meet their pastoral and wellbeing needs. As a School, we are very aware that different pupils will have had very different experiences during the lockdown and we will ensure that they are all well supported. During the first week back, time will be put aside to help pupils with the process of returning to school, through the following initiative:

- More focus on mental health and wellbeing in lessons.
- Dedicated time for children and staff to discuss their Covid experiences.
- More time for children and to play, be creative, and reconnect with their peers.
- More pastoral provision, including one-to-one support for pupils.
- Physical spaces for staff and pupils, e.g. quiet rooms or the time4U room

Elsewhere, a basic element of pastoral care will be re-establishing routines and emphasising good behaviour. More than ever, the staff will be particularly sensitive to pupil's needs and be very aware that many pupils may crave nothing more than a "normal" school day and a well-considered pastoral plan will be in place to ensure that this can happen.

Hygiene routines

Sanitiser units are now available throughout the sites with pump dispensers available in every room. Sanitiser is to be used to supplement usual hand washing procedures. Handwashing with soap and water will continue to be encouraged as the main hand cleansing routine, upon arrival to school and before and after eating. NHS Catch it, bin it, kill it will be in place, tissues will be provided throughout site and bins available for disposal.

Test and Trace, Quarantine Procedures

Testing will be available for all staff, children and their families in line with government guidance. Langley School will follow the authorised schools' procedures for test and trace should the need arise. Quarantine facilities are available at both sites within our medical care units.

General Health

Temperatures will not be taken as routine, but may be taken if a high temperature is suspected, this will be taken using a handheld remote thermometer. Pupils/students should not arrive at school if either they or a member of their household has COVID-19 symptoms (high temperature, a new continuous cough, a loss or change to sense of smell or taste) if in doubt please contact NHS 111 to check symptoms.

Reporting absence

General absences from school should be reported/requested using our normal procedures. If symptoms of COVID-19 are apparent/suspected could you please ensure you contact coronaupdate@langleyschool.co.uk immediately. The School will then take the appropriate action and contact the local Health Authority to obtain further guidance. We are prepared to quarantine bubbles at very short notice.

Policies

This information is a reduced version of the schools COVID-19 policy. Should you wish to review the document in full a copy is available on the School's COVID-19 page.

Updates have been made to many of our School policies (Safeguarding, Behaviour, Attendance, First Aid, Medicines to name but a few). Should you wish to see updated versions of these they are available via the policies page on our school website.

Updates will be made to the above information regularly as the COVID situation evolves. We will regularly update information as it become available and post on our COVID web page. A considerable amount of time and effort has gone into ensuring that we have ticked off everything on a very long checklist, but most importantly, we are very much looking forward to welcoming all of the pupils back in September. We will of course update you if the Government's guidance for schools fundamentally changes and we are always available to answer any further questions that you may have.

FAQs

What measures have been taken to protect the children from COVID-19 whilst in school?

Our priorities are to:

- reduce the risk associated with the spread of COVID and act quickly should anyone show any symptoms
- wash hands frequently and follow good hygiene practices
- deep clean school settings regularly to include touch point fogging in addition to regular cleaning and sanitising procedures
- minimise contact and mixing

Will start finish times alter?

Start and finish times will not be staggered, but all efforts will be made to avoid congestion as children arrive and leave school.

Will lunches be provided?

A choice of lunch will be available, whilst there will be no self-service, our Chefs will provide a good, balanced selection of food.

We would emphasise the importance of children bringing their own, names water bottle to school, to eliminate sharing. Water bottle fill up points have been increased across both school sites.

Will temperatures be taken upon arrival?

Temperatures will not be taken unless we have reason to believe a child may be experiencing an elevated temperature, in which case, our medical staff will take the child's temperature using a handheld, remote thermometer for guidance purposes. Isolation procedure will be actioned if COVID-19 symptoms are suspected.

My child is feeling off-colour can he attend school?

We stress the importance of NOT attending school if COVID-19 symptoms are present.

Please assess your child health daily and do not attend the setting if your child, or a member of your immediate family is experiencing symptoms of coronavirus.

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Main symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

Are group bubbles in place?

Yes, each pupil is assigned to a segregated year group. Each group is divided out into set or class groups, has its own learning space, access to its own set of toilets where possible, and its own designated outdoor space for break and lunch time. The emphasis on maintaining groups is to limit the number of people having contact during the day.

What will a class look like?

Social distancing will be in place where possible, when social distancing cannot be met, desks will be front facing side by side to limit contact.

Non-essential items have been removed and there is no sharing of any personal equipment. Teachers use a checklist at the start of lessons to remind pupils of Social distancing and hygiene rules.

Are hygiene rules considered sufficient to protect staff and pupils, is personal protective equipment (e.g. masks) available if required?

Pupils are supervised by staff throughout the day to ensure handwashing/ sanitising and other hygiene rules are reinforced. Hand sanitiser stations are installed in all classrooms and throughout the school sites.

Supplies of hygiene materials are regularly restocked.

Face covering/shields will only be supplied to staff members having been risk assessed as requiring one and for those pupils on school minibuses over the age of 11, where they have

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forgotten to bring their own. The government is clear on its stance that face masks are not required in schools, however, should a member of the Langley community feel more comfortable wearing a face covering, they may do so, but strict guidance on the maintenance, cleaning and disposal of masks must be followed as stated on the schools COVID-19 Policy.

Is my child required to wear uniform? Does clothing require any special cleaning?

All Langley pupils will be expected to wear school uniform.

Our uniform supplier confirms that there are no special cleaning requirements required, usual personal laundering and hygiene regimes should be followed.

Are all rooms used deep cleaned at the end of each day?

All areas are thoroughly cleaned overnight, boarding houses are thoroughly cleaned during the day. Touch point areas are cleaned daily with sanitising product (switches, door handles, targeted hard surfaces, etc) in addition to specific targeted touch area fogging at regular intervals to provide a wrap around, touch point protection.

If someone in my child's class displays symptoms of COVID-19, what is the procedure?

Any pupil displaying symptoms will be escorted to the isolation room, temperature taken with non-contact thermometer and parents phoned to collect their son and arrange a test.

Public Health England reporting procedures will be followed and the school will follow advice as coordinated by PHE

The affected rooms or areas in the school will be closed and deep cleaned for reassurance.

Will the teachers be mixing with other staff members from other 'groups'?

Staff will have access to communal areas as necessary to complete their duties and are regularly reminded to respect social distancing when in any communal area on site. All communal areas are deep cleaned daily.

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Once my child has been placed in a designated bubble, is that the group for the rest of the term?

The bubble groups are made up of pupils in the same year group, with the intention to minimise the risk of virus transfer by mixing with others. Bubble groups may integrate for specific timetabling and wrap around care, this will be carried out alongside government guidance and tracked for test and trace purposes.

Will the bubbles affect set placement?

No. We will allocate a classroom base for each set and pupils will be allocated their own individual desk; teachers will move to the relevant classrooms to minimise pupil movement around the school. A small minority of pupils who are in a different set for different subjects will need to move from one classroom to another; this will be carried out alongside government guidance and tracked for test and trace purposes. Thorough cleaning of desks will be undertaken during the [change over](#).

Does my child need to wear a face covering on returning to school?

Face covering are not recommended for use in schools unless a pupils or member of staff has been risk assessed as requiring one. Children over the age of 11 must wear a face covering if travelling on school transport, unless they have advised and exemption to the school. We will not refuse the use of face coverings within the school setting, but strict hygiene protocol must be applied and where re-useable face coverings are used, they must be stored in a plastic bag when not in use, provided by the parent.

Who can my child turn to if they become anxious during the day?

There is an opportunity for pupils to check in with their form tutor or class teacher on a regular basis. This would be the first point of contact if they became anxious. The time4u room will also be open on a regular basis.