



LONG CLOSE SCHOOL

What's next?

Our plans for the September return



MESSAGE FROM THE HEAD

Dear Parents

The coronavirus pandemic has presented unprecedented challenges for us all: challenges that at Long Close we have met with creativity, courage and resilience.

We have learnt a great deal over the past weeks and months. We have developed and refined our Online Learning Programme, that we believe presents the very best of the education we are able to provide by virtual means. We have continued to provide pastoral and educational support to our pupils. We have made adjustments to our site, and ways of working to facilitate the safe return of dozens of pupils to Long Close, in line with Government guidance. Underpinning all of our decision making has been our unwavering dedication to do the very best for our students.

I am proud of how proactive and pragmatic we have been in our planning at every stage: from the School's closure, to our transition to Online Learning and then reopening. I was also pleased that the efforts made to re-open school safely, efficiently and in line with government advice have been recognised by you in the recent parent survey. The resilience and adaptability the whole school community has shown will have a lasting impact on us all as we plan and dream of a return to 'normal'.

Whilst we have been busy welcoming back different year groups this term, we have also been doing detailed scenario planning for September.

I am very conscious that the landscape is changing constantly and there are no certainties as to the nature of our September operations, but we have made plans based on a number of scenarios and have closely followed the evolving government advice.

When we return in September, we are committed to taking and preserving the best that came from this period, particularly how we have adapted and reimagined our ways of working. With that context in mind, I am excited to share with you some exciting new initiatives, as part of the Cognita family of schools, later on in this booklet. These initiatives will capitalise on what we have learned over the last few months, take our educational and wellbeing provision for your child to the next level, and prepare us should a second wave require a localised lockdown.

As we come out of 'hibernation', to use the Prime Minister's phrase, we as a community have come a long way. I thank all in the School family for their ongoing support. We could not have achieved the relative success of this difficult summer term without the engagement of our pupils, the commitment of our staff and the support of our parents.

I wish you all a happy and safe summer and look forward to an exciting new academic year.

Kind regards

Miss Nijjar

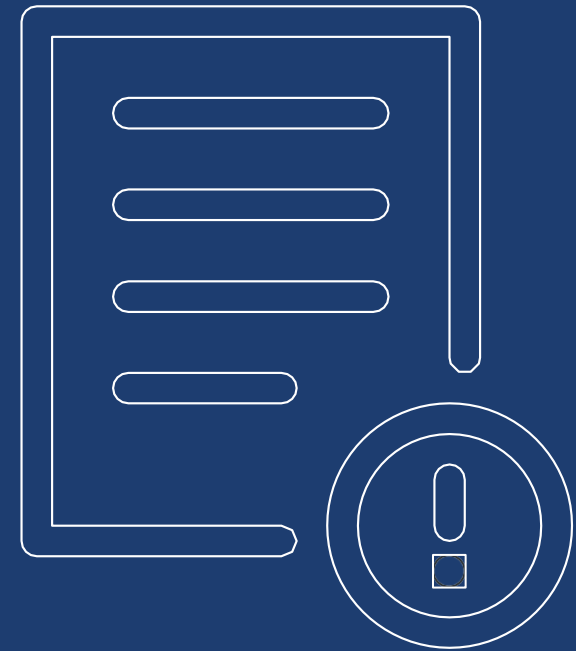
Headteacher



LONG CLOSE SCHOOL

HIGHLIGHTS FOR NEXT YEAR

1. Back to normal - this means open and running a normal day for all year groups, within the government guidelines.
2. Catch up support - for any students we feel would benefit from revisiting any subject learning post lockdown.
3. Wellbeing - a focus on both students and staff to help them emotionally process the lockdown experience.
4. Safety – risk mitigation to include enhanced cleaning and hygiene measures with new procedures for confirmed cases and outbreaks
5. Growth mindset - taking the lockdown experience and continuing to innovate and grow from what we have learnt.

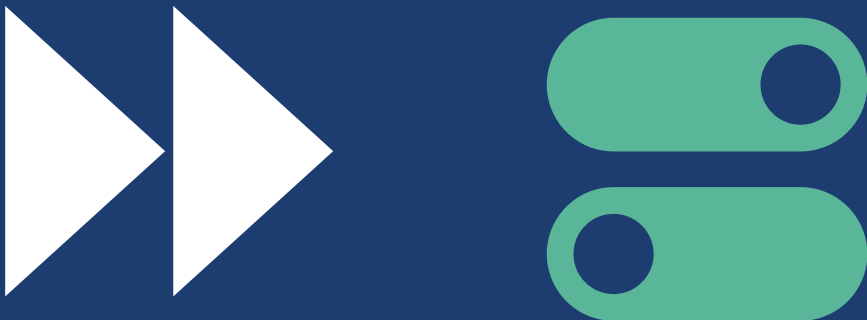


HOW WILL IT WORK?

We have done a large amount of scenario planning and we're confident we can get back to normal.

The latest government guidelines have significantly reduced the need for social distancing and as a result schools will be encouraged to return to a full timetable for all year groups.

This is great news and to the right is a summary of what we know now. This is, of course, conditional on the continued downward trend of the infection rate.



GUIDANCE SUMMARY

Based on the government guidance released on 2 July this is what we are basing our planning on:

- Primary - the bubble concept will be increased from a maximum of 15 to 30. This means our classes can return as full year groups, and we may even have the flexibility to create larger bubbles for a whole key stage for example
- Senior/Primary (with specialist teachers) - the bubbles will be increased to incorporate 'whole year' bubbles. This will enable us to deliver lessons as per normal with full classes. Specialist teachers will be able to move between classes provided they maintain social distancing.
- Some of the features from this term may need to remain such as staggered timings and one-way systems, as will a focus on hygiene and cleaning. More detail will follow before the start of next term.
- School services such as catering can return to relative normality with some adaptations to mitigate viral spread
- Track and trace in schools will be a focus

NEW INITIATIVES FOR NEXT YEAR

As part of our drive to ensure that all students have an uninterrupted educational experience with us, we are giving every student in Year 3 and above their own touchscreen laptop.

Personal devices open the door to combining online study with face-to-face teaching and learning so the best of each is adopted. It can transform many areas of the education process: student agency and digital portfolios (how can I best showcase my learning?); collaboration (how can I develop my interpersonal skills when working with others in class and around the world); assessment and feedback (how can I learn from immediate and meaningful feedback?)

On a more practical level we need to ensure students are prepared should there be a need for remote learning next academic year; for example, due to a second peak of Coronavirus or the need to self-isolate. In addition, there may be a new scenario next year, with teachers self-isolating at home and delivering lessons remotely to students in classrooms. We need students to be on a level playing field and have access to a dedicated, suitable, safe and reliable device that can enrich their learning experience.



NEW INITIATIVES FOR NEXT YEAR

1-2-1 Devices – How it will work

- The school will fund this in the next school year. The cost will be added to school fees from 2021/22 onwards for the year groups who have these devices
- It will work out at approx. £4 per week from 2021/22 onwards – we are able to get such a low cost because we have negotiated at scale for all the European schools in the Cognita family
- This device will be dedicated to school work at home and in the classroom
- It will be set up with software to make it age appropriate and safe, allowing support to be offered remotely, and ensuring all the required educational applications are included
- Devices will be insured so lost or broken devices are replaced quickly, and schools will have spares
- Investment in our infrastructure will be made over the summer and year ahead
- Teachers and students will have access to training and support materials to help them get the most benefit from the device and how it can contribute to a blended education
- Devices will be rolled out from September – more details to follow on the exact timings
- The device we have chosen is a HP X360 because:
 - It's a 2-in-1 Laptop/Tablet; Flip and fold with 360° hinge
 - It's durable –it passed 19 US Military Spec durability and reliability tests
 - It has fast charging – 50% in 30 minutes
 - It has long battery life –10-14 hours for typical usage
 - It has dual web cams (screen cam plus keyboard cam for taking videos in tablet mode)
 - It has a full keyboard
 - It has a 13.3" Touchscreen: students can use their finger or a HP PRO Pen to digitally write



NEW INITIATIVES FOR NEXT YEAR

During the lockdown period we also took action to develop a number of other initiatives which have enabled us to lead the way in online learning and teaching and we intend to build on this next year.



- **Masterclasses** - our teachers have benefited from working with global experts on how to build curriculums that offer a **blended educational experience** and how we can approach **assessment** of student's progress in new ways
- **Partnerships** - with innovative learning platforms that use artificial intelligence to create adaptive and personalised learning paths for students – more 'books' on our shared 'virtual bookshelf'
- **Wellbeing monitoring** – we will introduce **AS (Affective Social) Tracking**, an adolescent mental health tracking tool that enables schools to identify pupils' hidden risks early. This equips teachers with targeted action plans to reduce pupil mental health and wellbeing risks and is part of our global commitment to putting mental health and wellbeing at the centre of a well-balanced education.
- **Inspiring Futures programme** - developed for our Year 11 and 13 cohorts to help them get prepared for the future. The programme focused on non-academic character development such as leadership, communication, teamwork, creativity and emotional intelligence. We will continue to develop this working with some expert partners to stretch and challenge all those involved in the programme.
- **Collecting the best content from our global family** - as a Group we are developing an online platform which will host bespoke content curated from our expert educationalists from across our 80 schools. It's early days for this exciting project so more to follow soon.

FAQS

Wellbeing and Pastoral Care



HOW WILL YOU ENSURE THAT THE PUPILS ADJUST SOCIALLY AND EMOTIONALLY?

Pupils who have returned to school have been delighted to see their friends after all this time, and have settled quickly into routines. This being said, we are very mindful that lockdown has been extremely difficult for some children, and so our staff are on hand to support pupils who are struggling. We will use tutor time to support social interaction, and teachers will be mindful of the emotional wellbeing of all children, alerting parents, if they have any concerns, or feel additional support is needed.

WHAT WILL HAPPEN IF MY CHILD IS TOO ANXIOUS TO RETURN TO SCHOOL?

If your child is feeling particularly anxious about returning to school, please contact your child's class/form teacher, who will be happy to discuss the best way forward to support your child. We hope that, through discussion and putting in place a plan for support, all pupils will quickly feel confident to return to School.

WHAT WILL HAPPEN IF I DON'T FEEL COMFORTABLE WITH MY CHILD ATTENDING SCHOOL?

It is very much our hope that all parents will feel reassured by the extensive planning and preparation the School has undertaken to make the site as safe as possible. However, if you do not feel comfortable with your child attending school, please contact the relevant Head of School who will be happy to discuss the protective measures in place within school and any specific concerns you may have.

WILL ASSEMBLIES TAKE PLACE?

The guidance prohibits large gatherings, therefore assemblies will not take place with the whole school together. Assemblies will take place in small bubbles.

MY CHILD IS NEW TO THE SCHOOL. HOW WILL YOU HELP THEM TO SETTLE IN?

We will run our normal programme of induction for all pupils new to Long Close which will help them to get to know their teachers and peers, and also to get used to our new routines and procedures. We fully intend to host all relevant welcome evenings for new parents, whether remote or in School, providing you with an early opportunity to meet the team responsible for your child's ongoing care throughout the course of the year.

HOW WILL YOU MANAGE VERTICAL TUTOR GROUPS IN LIGHT OF THE GUIDANCE?

We will not be able to organise our forms vertically in the senior School for the start of the autumn term. Forms will have to be organised in year groups.

FAQS

Academic matters



HOW WILL YOU ENSURE THAT THE PUPILS CATCH UP ACADEMICALLY AND READJUST AFTER ALL THIS TIME?

We are very mindful that remote learning has been challenging for some pupils, and we are actively planning for the return to School to include clear adjustments from teachers to support this. As always, where any pupil or group of pupils are in need of further and targeted academic intervention, we will make provision for this in our timetable.

WHAT WILL THE TIMETABLE LOOK LIKE IN SEPTEMBER?

We have planned for a full timetable from September with some minor adjustments for safety reasons and in order to comply with the current guidance.

WHAT WILL YOU DO IF THERE IS ANOTHER LOCKDOWN?

We are very proud of our Online Learning provision and we are ready to revert to it, in whole or in part, as necessary.

WILL YOU ADJUST THE TIMES OF THE SCHOOL DAY TO AVOID RUSH HOURS?

We hope that this will not be necessary, as we want to maintain our full timetable. However, we will need to stagger the time our gates open for pupils at the start of the school day to ensure we can manage the number of groups/bubbles on the site at a given time and avoid mixing where possible. We are lucky that we have a large window of opportunity between the current gate opening time and the start of lessons to manage the transition.

WHAT WILL HAPPEN IF TEACHERS BECOME UNWELL OR HAVE TO SELF-ISOLATE?

If a member of staff displays any symptoms of Coronavirus they will return home immediately and follow the appropriate self-isolation guidance. Parents will be notified if their child's teacher has tested positive for the virus. Classes will be covered appropriately.

IF MY CHILD IS REQUIRED TO ISOLATE, WILL THEY STILL BE ABLE TO ACCESS LESSONS?

Where pupils must isolate, we are committed to continuing their education through remote teaching and learning, as much as is practicable.

WILL SPECIALIST LESSONS TAKE PLACE?

Specialist lessons will continue as the guidance permits this.

WILL PERIPATETIC TEACHERS STILL OFFER LESSONS?

Yes, and staff will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.

FAQS

Health and Safety of our site



WHAT HAPPENS IF THERE IS A CASE OF COVID-19 IN THE SCHOOL?

We will strictly follow government guidance on this matter. In line with current guidance, any pupil with Coronavirus symptoms will remain in our dedicated isolation room with a qualified first aider, until their parents can collect them safely. Full PPE will be worn by staff caring for the child. Once at home, they are currently required to self-isolate for 7 days, and should arrange to have a test. This can be organised by visiting NHS.UK or dialling 111: all staff and pupils attending an education have access to a test, if they display symptoms. Members of the household are currently also advised to self-isolate for 14 days. If the test results are negative, they can return to school and household members can end their isolation. If the result is positive, the rest of their class or bubble group will be notified and advised to self-isolate for 14 days. Household members of the bubble groups do not need to isolate.

WHAT IF MY CHILD HAS NO CHOICE BUT TO USE PUBLIC TRANSPORT?

Pupils and staff are encouraged to walk, cycle or travel by car to school, however we appreciate that this may not always be possible. If public transport is your only option, and in line with current guidance, you will need to wear appropriate PPE which, as a minimum, should include a face mask.

HOW WILL YOU MANAGE CROSS-CONTAMINATION OF STATIONERY AND OTHER CLASSROOM EQUIPMENT?

Pupils will be expected to bring in their own stationery and equipment and must not borrow other pupils' belongings. Teachers will endeavour to clean curriculum resources, after use by using antibacterial wipes.

WILL YOU COMPLETE TEMPERATURE CHECKS ON ARRIVAL?

As research suggests that many children do not display a temperature with Covid 19, but may indicate a range of other more common illnesses, we have decided not to temperature check, unless a child feels unwell.

WILL ACCESS TO TOILETS AND COMMUNAL AREAS BE CONTROLLED TO PROTECT THE INTEGRITY OF BUBBLE GROUPS?

It is likely that the areas pupils are allowed to access during break and lunch times will be limited, and staff supervision of those areas may be different to our usual procedures. We are currently considering how best to deploy staff on duty, particularly during break and lunch times to support the integrity of bubble groups and remind pupils of social distancing where appropriate. To avoid overcrowding, the number of pupils using the toilets will be monitored.

FAQS

Health and Safety of our site



HOW ARE YOU GOING TO MAKE SURE MY CHILD WASHES THEIR HANDS REGULARY?

All staff and pupils will be expected to sanitise their hands on arrival and throughout the day. Hand sanitisers are also positioned in all common areas around the School. Teachers will remind pupils throughout the day on the importance of regular hand washing. Staff will talk to children about the importance of good hygiene. The latest hand washing Government posters are on display around the School. We will continue to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. We will provide tissues, but we encourage pupils to have their own individual packets too.

HOW ARE YOU GOING TO KEEP THE SCHOOL FROM GETTING STUFFY AND KEEP THE AIR FLOWING?

All classroom doors and windows will remain open, with appropriate measures in place in the event of lockdown or evacuation.

DO YOU HAVE ACCESS TO ANTI-BACTERIAL HAND SANITISERS?

Hand sanitisers are positioned in all common areas around the School and in all classrooms.

WILL PUPILS BE REQUIRED TO WEAR SCHOOL UNIFORM?

Yes, we will return to our usual uniform policies in the autumn term. Guidance indicates that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

WHAT SHOULD A PUPIL DO IF THEY FEEL UNWELL WHILST AT SCHOOL?

Pupils will need to let their teacher, or any member of staff know if they are feeling unwell. All of the staff at Long Close have completed first aid training.

HOW WILL YOU MANAGE THE BEGINNING AND END OF THE SCHOOL DAY TO AVOID OVERCROWDING ON THE SITE?

We are currently considering how to manage the beginning of the school day to avoid overcrowding. This may involve staggered arrival and departure times. This has worked successfully as we have welcomed pupils back to school during the summer term.

Access to the site will be cordoned off. Parents will not be able to have unrestricted access to the site or to escort children to their designated classrooms, with the exception of parents in Early Years.

Gatherings on the School site to talk to one another will no longer be possible, including at drop off and collection.

We will be operating a one-way system on the site and we will share further details about these arrangements during the summer.

FAQS

Health and Safety of our site



WHAT ABOUT INFECTION CONTROL?

We will continue our robust cleaning regime next year and work closely with our cleaning staff to ensure every possible risk mitigation is taken.

We are also reviewing our infection control procedures over the Summer to allow us to track confirmed or suspected cases and communicate with parents in the smoothest way possible.

DO YOU HAVE FACILITIES FOR MEDICAL ATTENTION AND ISOLATION IN THE EVENT OF AN EXPECTED OUBREAK?

We have a designated area for isolation should it be required.

CAN MY CHILD WEAR A FACE MASK?

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as misuse may inadvertently increase the risk of transmission. We appreciate however, that each individual will have their own thoughts and priorities on this matter and, as such, we will support people to do what makes them feel safe. For those staff and pupils that arrive at school wearing a face mask, the school has a process in place for the removal of face coverings. Pupils should not touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

WILL CATERING RETURN TO NORMAL?

We believe that children sitting and eating a healthy lunch with their friends is an important part of the day, so we intend to offer this provision and we are working with our caterers on that basis. We may need to operate staggered mealtimes, and apply some other operational safeguards, but we intend to return to catering as it was before as far as we can, within the guidelines.

CAN MY CHILD BRING SNACKS/THEIR OWN WATER BOTTLE TO LESSONS?

Yes, children will be expected to bring their own water bottles, and access to fresh drinking water will be provided, so that pupils can refill bottles throughout the day. Water fountains will not be usable. Pupils should continue to bring in their own healthy, nut-free snack. To ensure we are able to maintain social distancing and bubble groups, we are not currently planning to open the tuck shop for Senior pupils to purchase snacks at break time.

FAQS

Health and Safety of our site



HOW WILL YOU ENSURE PHYSICAL DISTANCING IS FOLLOWED?

Break and lunch times will be staggered to avoid all returning children having to share recreational space and time. Pupils will only be able to spend break and lunch play time in their small groups.

WHAT ADAPTATIONS WILL YOU MAKE TO CLASSROOMS?

We will make small adaptations to the classroom that may include seating pupils side by side and facing forwards, rather than face to face or side on.

VISITING THE SITE DURING THE SCHOOL DAY

The site will remain a locked site for the duration of the school day, to limit the number of external visitors to the school during school hours.

You should only come to the school outside of the drop off/collection times when strictly necessary, and you will need to come to the main office to do so.

Please be aware that there will not be a facility to drop any forgotten items off at the main office. Should this happen, we cannot guarantee, unless staffing permits, that a member of staff will be able to take it over to where it is required. Please ensure that your child has all of the necessary items when you drop them off in the morning.

Should you wish to meet with your child's teacher/room leader, this can be organised directly with them and must take place remotely, using Microsoft Teams or via phone.

FAQS

Co-curricular and enrichment



WILL YOU CONTINUE TO HAVE EXCITING CO-CURRICULAR ACTIVITIES ON OFFER?

Yes, we are planning under the assumption they will be possible next year, although there are likely to be some restrictions. We are keen to return to 'business as usual' as much as possible, and this component of education is important, however, please be mindful that we will need to adjust the activities on offer as needed to conform with necessary social distancing and maintaining bubble groups. We will work through these over the summer.

WILL MUSIC LESSONS CONTINUE TO TAKE PLACE?

We will offer face to face music lessons although some adjustments will need to be made. At the time of writing, singing, wind and brass playing in large groups is not permitted. Therefore choir and ensembles and assemblies will not take place. We will adapt our schemes of work accordingly to deliver a broad curriculum.

WILL COMPETITIVE SPORT BE REINTRODUCED?

It looks unlikely that competitive sport as we knew it previously will be back in time for the start of the autumn term. Our Director of Sport, has been discussing the impact of Government guidance on sport in schools with the Leadership Team. Certain non-contact sports are approved. Regardless of where we are, we will be looking to find creative ways of keeping pupils active and able to access sport in a safe and appropriate way.

WILL HOUSE ACTIVITIES HAPPEN?

Our programme of House activities has been a big success this term, with excellent engagement from our current pupils. We have planned a full calendar of House competitions in preparation for September, but we are prepared to continue with our remote offering if circumstances dictate that we need to do so.

WILL TRIPS GO AHEAD?

We fully recognise the importance of trips for pupil development and for now we are committed to planning domestic trips. Residentials and overseas trips are not yet permitted. We keep a sharp eye on government advice on these topics as guidance changes frequently.

WILL PUPILS GO SWIMMING?

Ordinarily our facilities for swimming would have been booked in the summer term in preparation for September. At present, the leisure centres we would use remain closed and they have not confirmed our booking requests. Given we need to plan a term in advance, swimming will not take place in the autumn term. If we are able to secure our bookings for the spring term, we will notify parents. We will utilise the time to consolidate any content and bridge any gaps in learning.

FAQS

Other



WILL THERE BE AN ANNUAL INCREASE TO FEES NEXT YEAR?

No. Given the exceptional circumstances, the economic situation, and the value we place on our relationship with our parent community, there will be no fee increase for the 2020/21 school year.

WHAT DO WE DO IF WE HAVE SUMMER HOLIDAY BOOKED?

You must take your own decision over whether or not to take a summer holiday, but we do ask that you remain vigilant over the quarantine guidance.

WHAT ABOUT LOCAL LOCKDOWNS?

We are planning in detail what happens if the school needs to temporarily close in the case of an outbreak or localised lockdown. If the call comes, we can respond quickly, following a pre-agreed plan.

WILL YOU OFFER WRAP AROUND CARE?

We want to support working parents and our aim is to resume before / after-school provision although this will look very different to our normal offer. At present, the guidance does not permit us to offer support across year groups so we will not be able to offer facilities such as homework club in Prep School and Senior School where year groups are combined. We will review this at the end of the autumn term.

We will ask you to book before/after school provision in advance so we can keep the groups consistent.

WHAT COMMUNICATIONS SHOULD WE EXPECT FROM YOU BEFORE SEPTEMBER?

Announcements arrive from the Government daily. Although we expect this to slow over the summer period, we will be ensuring that the Leadership Team continues to monitor all changes in guidance, as they emerge. It is our intention to open in September and we are preparing for this eventuality. In the event we are not allowed to do this, and /or we cannot do this safely, we will revert to what is now our well-developed Online Learning Programme, either fully or in part.

You will receive a separate communication from our Heads of School outlining the arrangements specific to Early Years, Prep and Seniors.

NEW GUIDANCE DURING THE SCHOOL DAY

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

CLEANING AND HYGIENE

The following points of routine will be enacted:

- All frequently-touched surfaces, equipment, door handles and toilets will be cleaned thoroughly at both the start and end of each day, as well as at regular intervals during school hours.
- Regular checks will be made to ensure that soap is available in every toilet.
- Hand sanitiser will be available in every classroom, as well as at other prominent stations around school. These will be replenished regularly.
- Classroom bins will be replaced by lidded-bins, for the disposal of tissues. All bins will be emptied each day.
- Disposable tissues will be available in every classroom to implement the 'catch it, bin it, kill it' approach in each group, and we will ensure that these are topped-up regularly.
- All surfaces and floors will be cleaned thoroughly each day, and in advance of School opening.
- Frequently used equipment will be disinfected in advance of the School reopening.
- Cleaning throughout the day will take place both in classrooms and throughout the school multiple times a day by our site team.

ADDITIONAL HEALTH AND SAFETY MEASURES

- Signage will be located at regular stations throughout the School to remind pupils about hand washing and general information signs relating to coronavirus.
- Teachers will monitor how many children are sent to the toilet at one time to use the facilities and wash their hands. Only two children of each gender can be sent to the toilet at one time, to avoid over-crowding.
- Doors to classrooms will remain open, to avoid excessive touching of door handles.
- Doors and windows will remain open, to allow for air flow and ventilation.



RETURN TO SCHOOL SURVEY RESULTS

100% of parents agreed that their child benefited returning to school

100% of parents agreed that their family benefited from the return to school

90% of parents agreed that the return to school process was well managed by the school

95% of parents agreed every possible risk mitigation that could've been taken was taken by the school

THANK YOU FOR THE POSITIVE FEEDBACK

“We felt well informed with the plans to come back. Also, the video was very useful for my daughter to see- the rainbow in the playground was very much appreciated by her!”

“Thank you for all that you do.”

“It was nice for my son to see his friends and teachers in person.”

