



LONG CLOSE SCHOOL

BACK TO SCHOOL

Guidance: September 2020



MESSAGE FROM THE HEADTEACHER

I hope that you and your families have enjoyed a wonderful summer.



As you are aware, we intend to fully open the School at the beginning of this academic year. This full reopening is in-line with Government guidance and expectation. We feel particularly well positioned to do this safely and effectively. We have already modelled many of our site modifications and adjustments to our practice through the reintroduction of year groups before the summer holidays; Prep School pupils returned in tranches of time throughout the summer term, and we also hosted our Year 10, for pastoral and academic support, with each of their teachers.

We have learnt from these experiences, and the guidance that I am outlining to you is born from significant thought and consideration about all the options that are available to us. Intrinsic to our planning have been two guiding principles:

1. We want to do this whilst keeping the site safe and practicable and doing everything within our power to prevent the transmission of Covid-19 in our setting.
2. We want to do everything we can to ensure that we maintain the broad education we are known for. We do not want to curtail subjects, stop our co-curricular programme or limit our pastoral care.

These principles are not mutually exclusive. It can be done, and I hope this guidance gives you some reassurance of this. It may be a 'new normal' but my commitment to making the school an outstanding place of learning is undimmed. I'm eager to take the best from last year's extraordinary circumstances whilst also returning school life to normal as much as possible.

One of the biggest successes of the last six months was the seamless transition to online learning and the way in which our teaching staff embraced the new possibilities afforded by digital technology. This is partly why I am delighted to announce that this term we will be rolling out a 1-2-1 device programme for all students in Year 3 and above. This investment reflects our intention to be 'best in class' when it comes to digital technology provision.

This is not about replacing the classroom face-to-face experience – quite the opposite. It's about incorporating technology into education so the things that work best face-to-face are prioritised. In the pages ahead you can read about our plans for managing Covid-19, our Edtech plans and our ongoing commitment to Wellbeing.

Also included in this document are the wonderful exam results that our students have achieved this summer. We were delighted with the outcomes at GCSE. It's fair to say that this process, and the term as a whole, have been challenging for our students and their resilience has been an inspiration – it may not feel this way now, but our young people will emerge from these challenges stronger in the long term.

Finally, whether you are an existing family with children that are keen to return, or a new member of our School family excited to start, a warm welcome awaits you.



Miss K Nijjar
Headteacher



LONG CLOSE SCHOOL

WELCOME BACK

Our plans for a safe return to school in September build upon the measures put in place during the summer term. We have listened to your feedback, closely followed national government guidelines as they have been updated and continue to build on learnings from other Cognita schools across the world.

Children will be placed in consistent groups - the 'bubble' concept. Groups will be kept apart where possible, and older children encouraged to keep their distance within their groups. The formation of bubbles will dictate our breaks, lunchtimes, clubs and enrichment provision. After School Care will reflect small consistent groups in line with the latest government guidance.

Bubble Formation		
Early Years	Nursery, Pre-School and Reception	
Prep	Years 1-2	Years 3-6
Senior	Years 7-9	Years 10-11

We are maintaining the structure of the school day as closely as possible although we are staggering the start times for the school day. Please see page 4.

Year group/s	Date of return	Timing of school day
Nursery, Pre-School and Reception	Thursday 3rd September	8.30 - 15.30
Years 1-6	Thursday 3rd September	8.30 - 15.45
Years 7-11	Thursday 3rd September	8.30-15.45

POINTS TO NOTE

Household health:

- Please continue to monitor the health of both yourself and your children and encourage the habit of regular handwashing.
- Do not send children into school if they, or any other member of the household, show any symptoms associated with Covid-19.
- Any child or member of staff who develops symptoms during the school day will be sent home immediately.
- If you have returned from a holiday in a country upon which the government has recently imposed quarantine measures, please notify the school, as soon as possible and prior to the start of term.

School drop off and pick up:

- Specific entry and exit points will be used across the buildings for specific bubbles.
- Pupils will not be permitted to congregate in large groups within, or immediately outside, the school grounds.
- Pupils will also be asked to make a prompt exit from the school grounds at the end of the day to avoid overcrowding.
- Please support the school by respecting social distancing when gathering with fellow parents and communicating with our staff, ensuring that you make a prompt exit from our grounds when you have dropped off and collected your child.
- Regrettably, we cannot welcome parents into the School buildings at this time. If you wish to speak with a member of staff, please initiate this via email for a Teams or phone call at a mutually convenient time.

THE SCHOOL DAY



We are staggering the start times for the school day across different year groups in order to regulate the numbers of children entering and exiting the school at the same time. The schedule and arrangements for each year group are listed below.

	Early Years	Prep	Senior
Drop off time	8.00-8.15am for pupils booked in advance for before school care	8.15-8.30am	8.15-8.30am
	8.30-8.40am for pupils not booked into before school care		
Entrance into school	Main school gate	Main school gate	Main school gate (Y7 only) Pedestrian gate (Y8-11)
Drop-off point	Designated area outside the Early Years main hall	School playground	School playground (Y7 only) Upton Court car park (Y8-11)
Where should pupils go once they are on the site?	Early Years Hall, then staff will guide them to their classroom	Directly to their form room	Directly to their form room
End-of-day collection time	3.30pm for those not in After School Care	3.45pm	3.45pm
	3.45pm for pupils with siblings in other areas of the school		
Exit	Main school gate	Main school gate	Main school gate (Y7 only) Pedestrian gate (Y8-11)

*We will review these arrangements regularly.

THE SCHOOL DAY



Cleaning, catering and transport have all been thoroughly reviewed over the summer with additional measures being put in place to enhance the safety of our students, parents and staff.

OUR CLEANING REGIME

We have a robust cleaning regime throughout the school day with a focus on bathrooms and high-touch areas. Our cleaning hours have been extended. At the end of the day we repeat this regime and pay particular attention to 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 would do a deep clean which includes all surface areas and carpets. In all cases we use coronavirus approved disinfectants/aerosols.

Foggers (a means of spraying an antiviral disinfectant solution to surfaces) will be deployed across the school to support the enhanced cleaning.

PERSONAL HYGIENE

Hand sanitiser will be available upon entering every classroom. Children will be required to wash hands or use sanitiser every time they change rooms.

FACE COVERINGS

Government advice is shifting rapidly on face coverings in schools. At time of writing, the general guidance is for face coverings in limited scenarios in secondary schools in high risk areas. We will adapt as guidance changes. We understand that some parents might wish for their children to wear one whilst in school and we will not be preventing them from doing so, so long as they are wearing it consistently and sensibly. We will ask individual students to remove their face covering if it causes any disruption or issues in school.

SWIMMING

Once swimming resumes, we will be following the guidance issued by Swim England for pool operators.

CATERING

The catering offer returns to relative normality this term. The kitchen will be open and producing meals. We will stagger lunchtimes to support the distancing between groups.

EQUIPMENT

For equipment-based lessons we are following the guidance issued by the accredited bodies for schools such as Cleapss for Science, DT, Art and AFPE for Sport. All equipment is cleaned after use.

Students can take books home. We continue to advise that high touch items such as pens are bought from home in a pencil case.

ENRICHMENT ACTIVITIES

Sports, drama, art and music continue to be a crucial part of the school experience and we are endeavouring to return these activities back into the school day as soon as possible. Many sports are now supported, drama and art can be delivered in discreet year group bubbles, and music lessons can happen provided we follow social distancing guidelines. We will continue to follow government advice as soon as it is updated.

FAQS



Q. What are you doing to prepare for the return of pupils?

The Leadership Team have met frequently across the summer in order to prepare comprehensively for a full return in September. A detailed risk assessment has been written for all elements of our site operation which will be shared with our staff in advance of the start of term. A deep clean of the whole School site has been undertaken.

Q: What are the arrangements for drop off?

Please do not drop pupils at School before the allocated time. Due to the formation of bubbles we will no longer have the facility to supervise a mixture of year groups in the main hall/dining hall.

Parents in Early Years are asked to sign up to Before School Care- this enables you to drop off your child between 8:00-8:15. Parents are asked to bring their children to the Early Years Hall entrance ramp where you will be greeted by a member of staff.

Parents in the Prep school are asked not to bring their child up to the School buildings, there will be markers which we ask you not to cross. There will be staff on the playground to help direct any children who are unsure where to go.

Senior School parents (Years 8-11) should drop pupils at the Upton Court Car Park as normal. Pupils will be required to walk along Upton Court Road and enter the premises via the pedestrian gate. Staff will be on duty to supervise pupils walking along Upton Court Road. Only Year 7 pupils should enter via the pupil gate. Parents should not park outside the pedestrian gate.

All parents on the school site are asked to practise social distancing when gathering with fellow parents and communicating with our staff, ensuring that you make a prompt exit from our grounds when you have dropped off your child.

Q. Where should pupils go on arrival?

After being dropped off and sanitising their hands, pupils in the Prep School and Senior School will go directly to their form rooms from 8:15am where they must remain. Registration will be taken by the form tutors at 8.45 am as normal.

On the first day of term staff members will be visible to tell pupil which form room you need to go to.

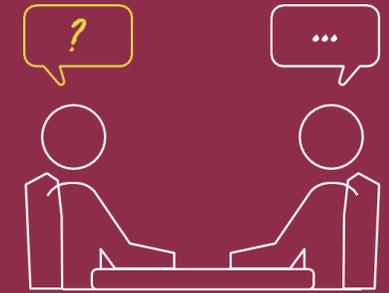
Q: What are the arrangements for collection?

Parents with children in Early Years - Year 7 should wait in the designated area in the playground until children start to vacate the buildings. The children will assemble on the playground with their year group and remain there until they are handed over to parents.

Pupils in Years 8-11 will exit via the pedestrian gate and walk along Upton Court Road to the car park where parents should wait. Parents should **not** park outside the pedestrian gate.

Any pupils that have not been collected by the end of the School day will be required to go to After School Care, for which there is a charge.

FAQS



Q: How will you maintain the integrity of year group bubbles?

It is clearly essential that wherever possible we will maintain the integrity of year-group bubbles. We are aware that this will not always be possible and there are occasions where we will need to risk-assess mixing bubble groups, but we believe the following measures we have planned for will help preserve the integrity of them. All pupils will be fully briefed on the importance of bubbles, and pupils will be encouraged to keep their distance from pupils in different bubbles and within bubbles, whenever possible.

Q: Will the curriculum be modified?

We must balance site safety against the unashamed commitment we have to offering a broad and ambitious education, across the academic, pastoral and co-curricular life of the School. As such we are committed maintaining full teaching contact time. We will of course have to build in time for handwashing as we seek to adjust back to our new routines.

A full range of subjects will continue to be offered throughout the School. No subject will be lost from the curriculum in order for us to make life easier. This being said, there will be some modifications to classroom layout and to schemes of learning and assessment, so that these subjects will be able to be run safely.

As previously communicated, there will be no swimming in the autumn term for Reception and KS1 pupils. Instead we will focus on catch-up sessions. We will notify parents in advance of when swimming will resume.

A full co-curricular programme will run, but it will be modified to be based in bubbles where possible, or risk-assessed as appropriate.

Q: What will happen at breaktimes?

Breaktimes will be staggered to allow pupils safe access to outdoor areas where weather permits. Outdoor areas will also be zoned, to avoid mixing of bubbles. In the event of poor weather conditions, students will remain in their allocated classroom/zones. The zones will be shared with pupils on the first day of term.

Q: How will you manage lunch service?

Lunch in the dining hall will be in bubble' and timings will be adjusted to reduce contact between bubbles and to allow for cleaning. Early Years children will have their lunch in the Early Years Hall as before. The Hall will also be used for additional seating to minimise cross-over between groups within the year group bubble. After lunch, the remainder of the lunchtime break will be spent by pupils in the designated zone allocated to each bubble. An additional serving station has been purchased to facilitate the smooth running of the lunch service and allow for safe and unhurried queuing.

FAQS



Q: What happens if my child is unwell?

For the sake of the whole School community, we must appeal to the integrity of all parents to check that their child is well enough to attend School each day. We ask that if a pupil has a temperature or is displaying any other symptoms of the coronavirus, they are kept at home.

If a pupil becomes unwell with COVID-19 symptoms during the School day, they will be taken to an isolation area and parents will be contacted and asked to collect their child immediately and to have a test carried out. Isolating a child with possible symptoms will help us to maintain a safe environment for all. Pupils must remain off School until we have been notified of a negative test result or, if the result is positive, until 10 days of self-isolation have been completed. Please inform School if a member of your household displays symptoms / tests positive. The household would also need to isolate.

If a pupil feels generally unwell during the School day and, once assessed, is deemed not well enough to go back to lessons, parents will be contacted and asked to collect their child from School as soon as possible. UK Government advice and support about Covid-19 can be found on the official website: <https://www.gov.uk/coronavirus>

Q: Will you provide my child with stationery?

Pupils will be expected to bring in their own stationery and equipment and must not borrow other pupils' belongings. Sharing of non-essential resources will not be allowed, and any equipment that has to be shared will be used in line with strict hygiene guidance.

Q: Will my child be required to wear uniform?

Pupils will be expected to arrive each morning wearing their full school uniform. Pupils may arrive in their PE kit on their Games/PE days. This will alleviate the need to change into kit during the school day. Care should be taken to ensure uniform is cleaned in line with government guidance.

Q: Will you be offering After School Care?

After School Care will run as normal and parents will be required to book in advance using Cognita Connect. After School Care will take place in the Early Years Hall. Parents should wait by the ramp when collecting their children. Entry into the building will not be possible.

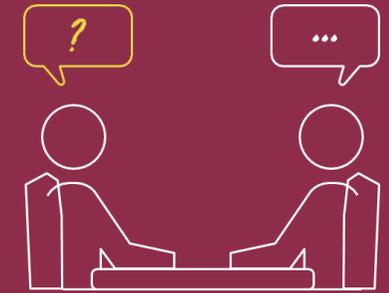
Q: What guidance has been given to teachers?

A detailed risk assessment has been written for all elements of our site operation which will be shared with our staff. Teachers will maintain distance between themselves, wherever possible. Modifications to staff rooms will be in place, with limited numbers and strict social distancing measures. All staff will be supported with PPE and other measures, should they need to do so.

Q: What if there is a local lockdown and the School closes again?

Our Online Learning provision has been refined and developed over many months to represent something that we are genuinely proud of. We will revert back to Online Learning again, in whole or in part, should we need to, for bubbles or the whole community. Staff planning will reflect the potential need to transition online at short notice.

FAQS



Q: What additional health and safety measures have been put in place?

We have put in place a number of measures to enhance the health and hygiene of the site. These include:

- Enhanced cleaning will be in operation, including additional cleaners, who will focus on high touch-point areas and toilets throughout the day.
- A thorough deep clean has been undertaken by an external cleaning company including full fogging of all classrooms.
- We have access to a fogging machine which will be used by the Site Team to disinfect classrooms and communal areas.
- Regular and thorough hand washing will be encouraged at all times.
- Each class has a cleaning station for spot cleaning when necessary.
- We will encourage everyone to keep rooms well ventilated, opening windows wherever possible.
- Posters encouraging and explaining good handwashing will be on display throughout the School.
- We will encourage hand sanitising whilst moving around the School.
- There will be hand sanitisers at key points around the School.
- Automatic hand sanitisers will be placed across the site
- Pupils may carry their own hand sanitiser with them.
- Everyone will be encouraged to practise good hygiene with any used tissues, face masks etc - remember to Catch it, Bin It, Kill It.
- The School minibus will be disinfected using the fogging machine before and after use.

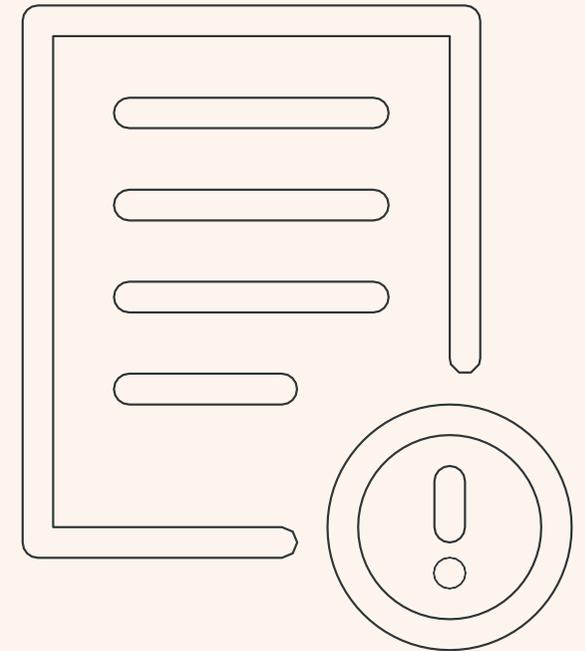
Q: How can parents help with the return to school?

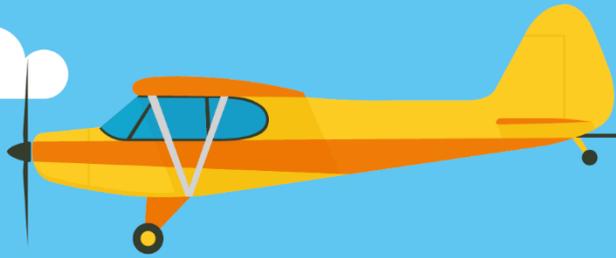
Please read this guidance carefully.

- Make sure you have all the necessary uniform and PE kit for your child and ensure it is labelled.
- Make sure your child's pencil case is fully stocked, with all items labelled and that they have all necessary equipment.
- Consider the journey to and from school and any adjustments to timings or routes that you and/or your child might need to make and discuss this with them or consider taking them on a trial run.
- If your child will be travelling on public transport, make sure they have sufficient face coverings and that they know how to wear and use them safely.
- Talk to your child about how life at school may be different from what they are used to, but also that many things will be the same. Talk about new routines and the importance of measures such as bubbles and hand washing.
- Talk to your child about how they are feeling and any concerns or worries they may have about the return to school.
- Contact your child's Form Tutor or the relevant Head of School if you have any concerns about how your child is feeling about the return to school and settling into the new academic year.
- Encourage your child to focus on the positives and all the good things that will come with the return to school, such as being with friends or doing their favourite subject or co-curricular activity.
- Please ensure that your child has all of the necessary items when you drop them off in the morning. 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.
- 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.
- Notify the School immediately if your child or a member of your household tests positive for COVID-19.

SUMMARY OF KEY CHANGES

1. Talk to your child about the updated measures and the expectations outlined in this guide
2. Do not send your child into school if they, or any other member of the household, show any symptoms associated with Covid-19
3. Please talk to your child about sensible behaviours to reduce viral infection and ensure regular hand washing
4. Take note of any changes to the timings of the school day for your child
5. Ensure your child has a water bottle and nut free snacks for breaktimes





COMING SOON

We're thrilled to confirm that every pupil from Year 3 and above will receive their own personal device this term.

This development promises to create new methods of teaching, assessment and feedback, and provide every student with greater ownership for their learning. It will engage students with the technology they are likely to use in the future at university or in the workplace. Ultimately, we need to ensure that every pupil has access to an exceptional, consistent and reliable education and can adapt to any further need for remote learning.

The provisional roll-out slot is from 12th October - more details will follow nearer the time

1-2-1 DEVICES

For closer insight on why we are so excited about our digital learning developments, [view this short video](#) from Cognita's Digital Learning Advisor, Andy Perryer.



3:51 / 5:14



EdTech

Our focus on educational technology (EdTech) was in place well before Covid-19. However, the pandemic has accelerated our approach and we continue to build on digital learning initiatives put in place last year.

Software such as FlipGrid, Teams, OneNote, LBQ and Century Tech will occupy a greater part of our teaching and learning environment. These programmes support peer-to-peer collaboration, interactivity, organisation, and enable a more personalised learning experience.

Educational technology is re-shaping the classroom experience for learners of all ages. Our investment will ensure that your child is part of this journey, and we can't wait to take them there!



FAQS ON DEVICES



Q: Will all teaching be delivered online now?

No. Our digital learning approach is intended to complement and add value to traditional classroom teaching. There are multiple additional educational benefits that can be delivered through digital learning, with the further assurance that we can safeguard an uninterrupted education should any future remote learning be deemed necessary.

Q: Who will own the devices?

The devices are leased and ownership is with Cognita. All software, upgrades and insurance are included, as is a digital pen, power cable and protective sleeve. At the end of their schooling students simply hand the device back for recycling. Devices will be refreshed every 3-4 years, and spares are included in the leasing agreement in the case of loss or damage.

Q: What is the cost of the devices to parents?

In this first year; nothing. Cognita are covering the first-year leasing, accessory purchase, and set-up costs in order to accelerate the ambition for our school to be a leader in EdTech, and to support a continued educational provision in the case of further lockdowns.

In year 2 onwards, the cost will be incorporated into school fees and this is estimated at approx. £4 per week – this low cost is achievable by negotiating at scale to lease 10k devices across our European schools.

Q: Can we opt out and use our own device?

No. Devices fall into the same category as school uniform. We have assessed the 'bring your own device' approach and decided against it. The devices will come with all the software to support students in their studies, and keep them safe, and we can't guarantee that with your own devices. We also don't think it's a good use of teacher time to work across multiple devices. Finally, remote support can be provided by our IT colleagues with a standard device. Our education and IT colleagues have done extensive research on the best device for this situation, trialled many alternatives, and the device we have gone for is the HP ProBook x360 435 .

Q: How will be my child be kept safe online

All devices will be installed with powerful software that will monitor appropriate usage. This software includes leading safeguarding methods that

use artificial intelligence to monitor activity that may present safeguarding risks, triggering alerts when appropriate – for example, tracking web access, YouTube and social media.

Q: How will classroom management interact with the device?

As noted above, software will be installed on the device to support a safe and respectful teaching environment. For example, teachers will be able to switch devices off with one click to focus students off technology, to share links and resources, and to monitor students' screens during class.

Q: Can students bring their device home?

Yes, this is encouraged. The devices bridge both the home and classroom and is part of the reason a protective case will be supplied. The device is for schoolwork only and students will be expected to sign up to a charter of correct usage.

The wellbeing of our students, parents and teaching staff continues to be our priority as we return to school. We wish to make sure that the children in our care are supported individually and continue to benefit from an exceptional education.

Our Wellbeing Charter is designed to embed a culture of wellbeing across our schools, to evaluate and monitor wellbeing, and to ensure availability of high-quality resources and guidance. We identify six major contributors: Sleep, Diet, Physical Activity, Connecting with Self and Others, Finding Fulfilment in Activities, and, Compassion and Guidance.

MONITORING WELLBEING

We will begin the autumn term with the deployment of a pastoral assessment and tracker tool called AS (Affective Social) Tracker for children in Years 5, 10 & 11. This pioneering tool is already used across UK independent schools to support the mental health of over 30,000 students from the age of 8-18. It elicits the 'pupil voice' to track social-emotional development, so that your child is given the right academic support, at the right time, in the right way. An online assessment is completed by the pupil twice each academic year. The aim is to equip students with the skills to make wise choices in different contexts and relationships. Further information will be released shortly.

For a full set of family wellbeing tips and resources please visit www.cognita.com.



Watch our 'Return to School' vodcast with Professor Tanya Byron

RETURN TO SCHOOL WELLBEING



Global BeWell Day
25 September 2020

As previously, our curriculum will collapse for the day to allow a programme of wellbeing events to take central place across the school.

FACE COVERINGS



Government guidance is changing rapidly on this topic and we will adapt as further changes happen.

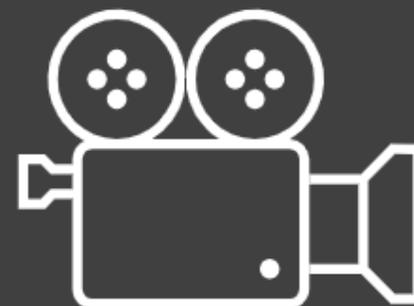
Current guidance at time of writing (26 August) is that face coverings are recommended in these circumstances:

- Senior schools only
- Schools in high risk areas (this naturally changes day to day)
- Face coverings to be worn in communal areas, but not in class

Should the need arise for face coverings in school we will let you know.

Please prepare by:

- Buying or making sufficient face coverings that your child is comfortable wearing
- Talk to your child about the correct way to put on, wear, and remove it
- Provide your child with a Ziploc bag to store their covering when not being worn



[50 second BBC video on wearing a face covering correctly](#)

Covid 19 – Guidance for suspected or confirmed cases

Step 1: Symptoms

If a child or a member of your household develops symptoms, **STAY AT HOME**
Please notify school.
If your child develops symptoms at school, they will be sent home.



Step 2: Isolation & Testing

Person with symptoms: book a test and **STAY AT HOME** for 10 days.
Rest of household: **STAY AT HOME** for 14 days (see government guidance on ending isolation)
If a pupil with symptoms has a sibling in another year group within the school then the sibling will be sent home.



Step 3: Positive Test-Confirmed Case

Child tested positive and remains in isolation for 10 days alongside their family.
School work with Local Health Protection Team (HPT) to establish close contacts



Step 4: Further Action:

Rest of the school can continue as normal with Risk Assessment in place. School follows current government guidance.
Areas used by confirmed case will have deep clean as directed by HPT

Step 3: Negative Test

Where the child tests negative and **NO** other member of household has tested positive, all isolation ends and anyone connected who was in isolation returns to school.

COGNITA

EXAM RESULTS

To end on a positive note! This summer should have seen Long Close pupils sitting their GCSE exams. Despite the challenging situation this year, we were delighted with the hard work and dedication that our students continued to put into their studies at home and we thank our parents for supporting their children throughout their time at school, not least during this difficult year. We realise that many of our students would have preferred to have sat their exams.

Long Close students celebrated outstanding 2020 GCSE results with **99.4%** of students achieving **Grade 5** and above across all papers and an equally impressive **86%** achieving **Grade 6** and above in all subjects.

Other highlights from the results include:

English Language

65% pupils achieved Grade 7 and above compared to National Average of 19%
35% pupils achieved Grade 8 and above compared to a National Average of 9%

Maths

59% pupils achieved Grade 7 and above compared to a National Average of 19%
47% pupils achieved Grade 8 and above compared to a National Average of 10%

Triple Science

100% students achieved Grade 7 and above in all Triple Science papers
80% achieved Grade 8 and above in Chemistry compared to a National Average of 34%
60% achieved Grade 8 and above in Biology compared to a National Average of 33%

Computer Science

80% pupils achieved Grade 6 and above compared to a National Average of 49%

Congratulations to all our students! We are so proud of their positivity and determination to succeed and wish them every success in the future.

SCHOOL NEWS

COGNITA CONNECT

Our new secure app and web-based parent portal gives parents 24-hour access to personalised news and information in relation to child(ren)'s school life and activities via mobile, tablet or desktop device.

Key features of Cognita Connect:

- Access through the app or online.
- Personalised newsfeed with information relevant to you.
- Smart calendar to keep track of important dates and events.
- View letters and give trip permissions.

New parents will be enrolled at the start of the new Autumn term. Existing Long Close parents have already received enrolment codes. If you haven't, please email info@longcloseschool.co.uk and we will reissue another code.

Once you are enrolled, full instructions about how to download and use Cognita Connect will be provided for you. Here is an introductory [video](#).

