



Milbourne Lodge School  
*ad optima petenda*

# BACK TO SCHOOL

A guide to a smooth and safe transition.



**COGNITA**

Milbourne Lodge is part of the Cognita Schools Group

# WELCOME BACK

Dear Parents,

The events of recent months have proved how emotionally adaptable, resilient and spirited we are; our greatest strength is the dedication and commitment of all those who comprise the Milbourne community.

A return to normality still seems far off but re-opening for some year groups marks an important milestone on our path from lockdown back to our regular pattern of school life.

As you will appreciate, in order to manage the complex demands of providing online teaching as well as on-site teaching we shall be making some adjustments to our timetables and to staffing to enable us to deliver our usual rigorous curriculum provision to all Milbourne pupils, so our offering will be a 'new normal'.

We have not taken this decision lightly and we are adhering stringently to government guidance to ensure that we manage and mitigate potential risks. We are fortunate in having so much outdoor space that we can utilise.

This document provides you with important information relating to a range of practical matters relating to our return and I trust that it will assuage the concerns expressed in the parental survey.

I am very much looking forward to this 'new beginning' and I am confident that we have robust measures in place to create a safe environment for pupils and staff.

It will be a joy for me to welcome some children back on site after Half Term.

Kind regards,



**Judy Waite**  
Head

# A COMBINED TRANSITION TO TEACHING & LEARNING

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

## **To do this we will:**

- Continue the online educational provision for students who are not yet in the 'returning year groups'
- Continue to provide online teaching for those who cannot return to school in Reception, Year 1 and Year 6.



# 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 arrival and departure times help us to welcome the school community back through our doors in a safe, orderly and effective manner. Further details on drop-off and pick-up arrangements will be issued next week.

## ARRIVAL

Arrival Time	Class
8.15am	4A
8.25am	4B
9.00am	PP1
9.15am	Reception

## DEPARTURE

Departure Time	Class
3.00pm	PP1
3.15pm	Reception
4.00pm	4A
4.10pm	4B

## UNIFORM

### Prep

Pupils should wear Milbourne sports kit every day, this does not have to be summer kit. Please bring a sun hat/cap and come wearing sunscreen if it is a sunny day.

### Pre-Prep

Pupils should wear their white house top, white shorts, white socks, trainers and sun hat (one with a neck cover is preferable). A tracksuit may be worn if it is cool. Blue shorts will also be acceptable. Pupils should come wearing sunscreen if it is a sunny day.

## EQUIPMENT/SCHOOL BAGS

### Prep

Pupils need to bring their regular school bag containing essential items only. They should not bring in their old exercise books or language files as we are trying to keep equipment down to a minimum. They should bring in their packed lunch, morning snack and water bottle.

### Pre-Prep

They should bring in their packed lunch, morning snack and water bottle. No bags or books are to be brought in.



# NEW GUIDANCE DURING THE SCHOOL DAY

**We will all have to adapt our behaviour during the school day following government and expert guidance to ensure everyone's safety.**

## **SOCIAL DISTANCING**

We are following 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 children will be kept in small groups for the entire day.

We will be making full use of our extensive grounds during this period.

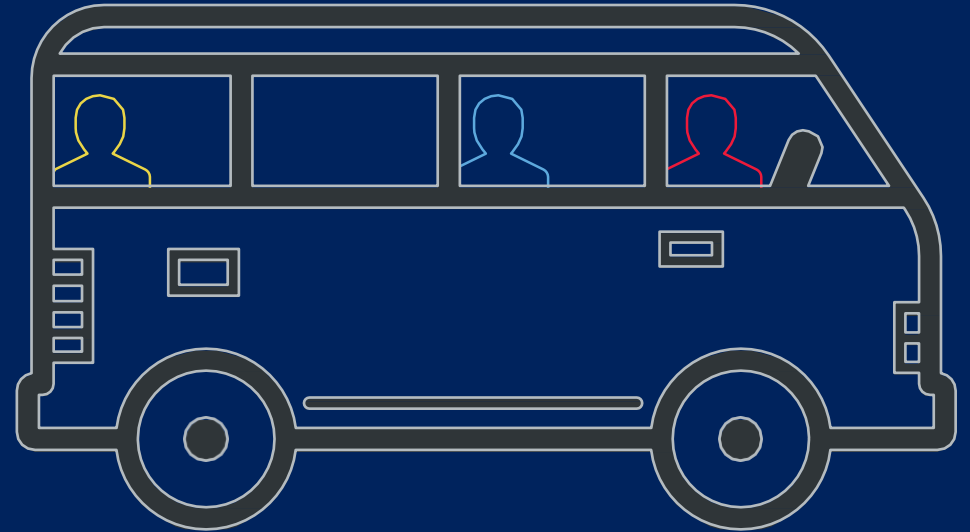
During break times and when moving around school we will monitor pupils closely to avoid unnecessary contact between different groups in order.

## **PERSONAL HYGIENE**

We will continue to remind children to regularly wash their hands and to follow the 'catch it, bin it, kill it approach' as we were doing pre-lockdown.



# SCHOOL SERVICES



## Transport

Please follow drop off and pick up times carefully. They are designed to enable social distancing.

We are unable to provide buses during this period.

## Catering

We request that all children bring in healthy packed lunches and their usual morning snack. Lunch will be consumed in classrooms or outdoors. Please also provide water bottles for the children.

Please consider the allergies of other children and do not use any items containing nuts.

## Extra Curricular

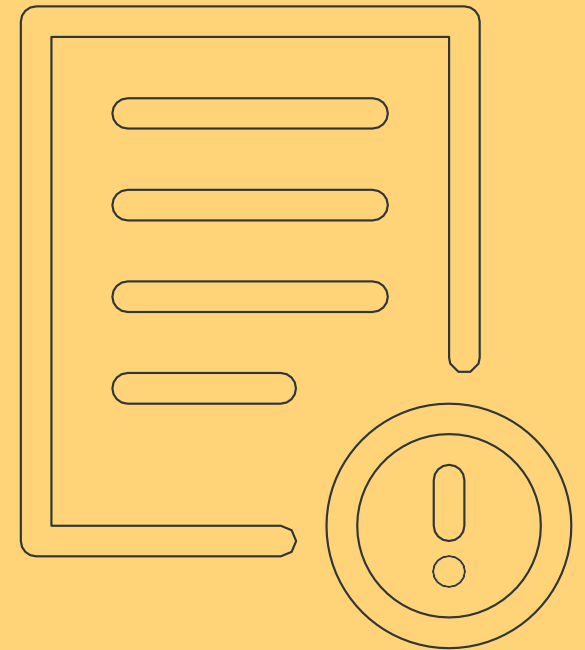
We will not be offering before and after school care for the time being, although we are eager to offer this service as soon as is feasible.

There will be no extra curricular clubs, individual music lessons or events such as sports fixtures.

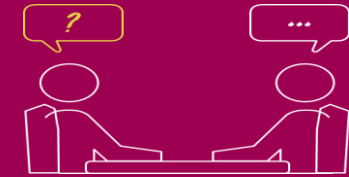
Extra curricular activity is an important part of the educational experience and we hope to return to a normal schedule as soon as government guidance allows. The online choir and science club will continue on Teams for the Prep School

# 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, morning snack and water bottle for your child until further notice.
4. If there are any changes in your decision regarding returning to school please give us 48 hours notice.



# 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 Cognita have decided to waive this for the remainder of the summer term. In recognition of the exceptional circumstances and the economic situation the existing discount continues for this academic year and there will be a fee freeze for next year.

## **WHAT'S YOUR POLICY ON VISITORS?**

We shall be limiting the number of visitors on site and ensuring that social distancing guidelines are followed at all times.

## **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 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 to the common areas of the school. On a Friday evening we do an enhanced clean of all rooms in the school.

In the instance of a confirmed COVID-19 case we will do a deep clean. In all cases we use coronavirus approved disinfectants/aerosols, and our cleaners have ordered sufficient stocks.

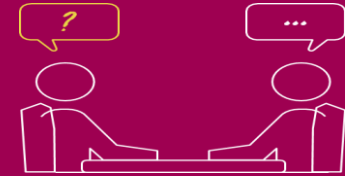
## **WILL CHILDREN AND STAFF BE EXPECTED TO WEAR FACE COVERINGS ON SITE?**

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.

If a student or member of staff wishes to wear a face covering they will be allowed to do so. We request they follow the government guidance on the safe method of use and disposal.

# FAQS



## **WHAT HAPPENS IF THERE IS A CONFIRMED CASE OF CORONAVIRUS?**

When a child or staff member develops symptoms compatible with COVID-19, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and children who are attending school will have access to a test if they display relevant symptoms, and are encouraged to get tested in this scenario.

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

Where the child or staff member tests positive, the rest of their group within school should be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take. Closure of the whole school will not generally be necessary.

## **HOW DO WE ACCESS COVID-19 TESTING?**

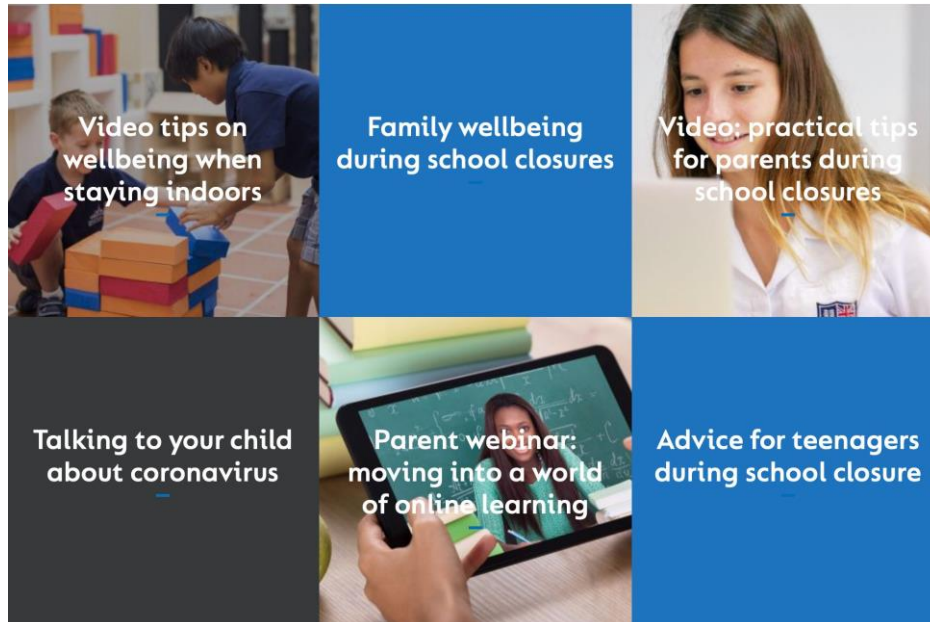
All those children eligible to attend and members of their households will have access to testing if they display symptoms of COVID-19. This will enable them to get back into school, and their parents to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.



# 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 students, parents and teaching staff is our highest priority. Cognita have provided a range of resources to support our school community since the start of the lockdown.

This includes live webinars with education experts, podcasts, and a series of videos and resources on wellbeing. This evolving set of content can all be found at [www.cognita.com](http://www.cognita.com)



# POSITIVE FEEDBACK

Here are a few of the comments of the positive comments that we have received during Lockdown.

*I want to express my sincere appreciation and thanks to you and your staff for all your hard work and efforts to get the online learning platform set up and running in such a short time, ready for the start of the new term. For that, I thank you.*

*It has been very apparent that the staff are fully aware of the fragility of the situation and that whilst they have high expectations of work that they understand that everyone has differing circumstances.*

*High quality online education but just as importantly backed up with great pastoral care.*

*For us the provision has worked brilliantly, our child is engaged and challenged but never overwhelmed. Well done Milbourne!*

*The "spirit of Milbourne" very much comes to life in the activities (bottle flip challenge; sock challenge etc), and it's nice to see that attention to the "all around" education/wellbeing of the children.*