



AKS Lytham
Independent School
ACADEMIC AMBITION | INDIVIDUAL PATHWAYS | SUCCESS AND VALUE

Return to School

**Information for Nursery and Preparatory School
Parents**

September 2020

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1. Guiding Principles

Our approach to the development and delivery of the AKS 'Return to School' plan is built on the following principles:

1. It is our intention that all pupils should return to school and receive a high-quality education that enables them to progress through the curriculum.
2. School should be a safe environment for pupils and staff, informed by relevant government guidance and the available evidence, recognising that we cannot eliminate all risks.
3. We will follow government guidelines and United Learning policies to implement precautionary and safeguarding measures across our site.
4. Our plans remain under continual review, in respect of emerging guidance and feedback from pupils, staff and parents.
5. We will strive to accommodate the diverse needs of all members of our community.
6. We accept our responsibility to support the health and wellbeing of all our community members as we develop the plans to welcome pupils back to school.
7. We are committed to providing an exceptional pupil-focused learning experience within a variety of delivery models.
8. We acknowledge the need to make some adjustments to the usual school practices to enable social distancing and lessons to be delivered to children on-site.
9. We will provide regular updates about how our return to school plan is being delivered.

2. Key Points of Contact

If parents, pupils or staff have any concerns or questions relating to the material covered in this document, or our return to school plan, please contact **Mr Harrow** (Headmaster) at headmaster@akslytham.com or **Mrs Ilhan** (Head of Nursery and Preparatory School) at amanda.ilhan@akslytham.com.

Alternatively, if you need to contact the school for any other reason, our school telephone numbers are all staffed:

Nursery: 01253 784130, **Prep School:** 01253 784110, **Senior School:** 01253 784100.

3. CARE – Four Steps to Keeping Safe

In response to the challenge of clearly communicating to our youngest children about what they (and their carers) will be doing to keep them and the broader community safe, we have developed the mnemonic **CARE**. This will help our community remember the key actions that need to be taken to minimise risk and will form the cornerstone of preparing the children to return to school and helping them feel safe and secure when in school.

We would greatly appreciate your support in discussing CARE with your children before they come back to school and familiarising them with what it stands for and what it will mean for them.

The actions are summarised here, but are explained in full in the following pages:

- | | |
|-------------------------------|---|
| Clean hands | Wash hands before leaving home, on entering and leaving the buildings, classrooms and dining room. Children will be encouraged to wash hands or use sanitiser at regular intervals throughout the day. |
| Arrive ready | Children should arrive with a water bottle, snacks and emergency medication in their school bag . In class, they will have their own plastic bag of stationery items (ruler, pencil, rubber etc.), as this will enable us to minimise sharing items between children where possible. No additional items should be brought into school. |
| Remain in your pod | Children will be segmented into year group pods and will work, play and eat in this year group pod . In this way, they will have a 'school family' and will minimise any mixing beyond their immediate group. This will be important for them to remember when moving around the school, they should not linger in corridors or leave their 'pod' unless permission is sought. |
| Everyone at a distance | Even within their pods, the children will be encouraged to maintain distance . This will be managed by class and lunch seating plans (or play areas for Nursery). In the ample grounds that we have available to us, the pupils will play in allocated year group areas on the playgrounds and fields. Teachers will encourage the children to play 'socially distanced' games which will enable them to have fun whilst playing safely. |

4. Arrangements for Learning

4.1 Attendance

Children will return to school and are expected on site every day. Regular routines will help them to feel settled and secure.

4.2 Nursery day

- School uniform is expected to be worn.
- Please do not park in the Prep School car park before or after school, as we need this space to adhere to social distancing rules for queueing parents and children.
- Children should arrive with a **water bottle** and any **emergency medication** they may need in their school bag.
- Please can parents aim to drop their children off at the following times:
 - **Bees** 8.45am
 - **Ladybirds** 8.30am
 - **Pre-school** 8.15am
- Please line up by the cones outside the **Prep School front door** which will help maintain distance from others. No parents will be admitted to the building, so parents will drop their children off at the door.
- The children will be escorted by the relevant staff member to their usual class (Bees, Ladybirds and Pre-school). They will be taught in their classrooms as usual.
- Specialist lessons of French, Music and Sport will be taught in person with the specialist teacher teaching the lessons, socially distancing from the children.
- Breaks will be taken in their separate classes in the ample grounds of the school.
- The children will eat in their class group in the Prep School dining room.
- **We can now offer the extended 10 hour day until 6pm.** Children will leave through the **Prep School front door**.
- If your child is only staying for a half day session, please come to the **Prep School front door** to drop off/ pick up your child at lunchtime.

4.3 Prep School day

Weekly Planning

- Prep School parents will continue to receive the **weekly timetables** to ensure parents continue to have clear sight of the weekly activities and class lesson times and objectives each week.

Clothing

- **Summer uniform is expected to be worn** (short sleeved shirts, short grey socks for boys, white socks for girls) until the October half term holiday.

Additional items

- **Pupils should arrive with a water bottle, snacks and emergency medication** in their school bag. In class, they will have their own bag of stationery items (ruler, pencil, rubber etc), as this will enable us to minimise sharing items between children where possible.

- No additional items should be brought into school.

Dropoff, pickup and staffing

- As all the children will be taught in the Prep School from September onwards, the door times for each group of school children will be staggered. Please help us avoid bottlenecks by arriving with your child at their door at the times listed below.
- The school gates may be closed at times to maintain security.
- If you have children in different year groups, please can you adhere to the above request for each child. Please note that no parents will be admitted to the building.

Pod	Location	Teachers	Drop Off	Pick Up
Reception	Prep front door	Miss Allen Mrs Walsh	8.05am	3.35pm
Year 1	Prep back door	Mrs Smith Mrs Brooker	8.30am	3.55pm
Year 2	Prep back door	Mrs Bleasdale Mrs Hine	8.15am	3.35pm
Year 3	Prep back door	Mrs Briggs Mrs Douglas	8.05am	3.45pm
Year 4	Track playground door	Mrs Blinston Mrs Cole	8.30am	3.40pm
Year 5B	Track playground door	Mr Barber Mrs Leeming	8.15am	3.50pm
Year 5W	Track playground door	Mrs Whitaker Mrs Leeming	8.15am	3.50pm
Year 6A	Beehive door	Mr Avis Mrs Dixon	8.30am	3.40pm
Year 6R	Beehive door	Mr Rice Mrs Dixon	8.30am	3.40pm

- At the end of the day, please wait by the cones at the designated doors, as per drop off. Your child will be released to you.

Class arrangements

- Children will be taught in their classes. Parallel classes (ie the same year group) can be mixed for Maths, English, and sport. Specialist lessons of Music, Drama, Spanish, German, French, Sport, Art, DT and IT will be taught in person with the specialist teacher teaching the lessons, socially distancing from the children.
- Children will each be given their own bag of stationery items containing everything they need (e.g. pencil, ruler, rubber, colouring pens) as this will enable us to minimise sharing items between children where possible.
- Computer equipment will be sanitised before it is given to another child. The Senior School IT labs, DT labs and Modern Foreign Languages (MFL) rooms will be used for Year 6 children.
- Breaks will be taken in separate playgrounds in the ample grounds of the school.
- At lunchtime, all Nursery and Prep School children will now eat in the Prep School hall. All lunchtimes will be staggered to enable us to keep the year groups separate.

- A hot lunch will be provided by Chartwells as usual. Social distancing rules will be adhered to in the Prep hall.

4.4 Pupil conduct during breaks

- Children must:
 - wash or disinfect their hands before and after morning, lunch and afternoon breaks
 - stay within their designated outdoor play zone
 - play with their class groups in these designated areas.
- Contact sports or games will not be permitted. Each year group will have a selection of games equipment that can be sanitised after use.
- Children should avoid all unnecessary physical contact such as hugging, play wrestling, etc.
- Adult supervision of outdoor spaces will be carried out by staff in their separate year groups.

4.5 Assessment and reporting

Teacher assessment will continue for the children and a review of the children's progress will be carried out in September. Testing in the Preparatory School will be completed in September and used as a baseline to start the new academic year.

We will provide end of term reports for the Pre School children in Nursery and the Preparatory School children in the usual format and timescale.

4.6 PE lessons

KS2 Years 3 to 6

- All children should come into school in their school uniform with PE kit and personal equipment in their PE bags: this will allow for children to be in clean clothing should there be any bad weather conditions if lessons are outside (we are being asked to keep as many lessons outdoors as possible).
- Boys and girls will change in separate classrooms with use of changing rooms only to be utilised should the ratio exceed 15 of each sex in each classroom.
- All children to get changed after the lesson and before going for break, lunch and home time.
- All boots, trainers and any other equipment to be cleaned prior to entering back into school. No personal equipment to be shared or lent to others.
- Sanitary dispensers and wipes to be kept close to entry/exit back into school, boot bags to be utilised wherever possible to place trainers/boots into.

Reception and KS1 Years 1 and 2

- Children to attend school in their PE kits: this will help alleviate the need for any assistance of changing for pupil to staff member.
- Children to bring any water-proof clothing and warm clothes in their PE bags.
- Children advised to wear AKS jogging suits (jumper & trousers) with white t-shirt underneath, cycling shorts/shorts can be worn underneath.
- Sanitary dispensers and wipes to be kept close to entry/exit back into school

Equipment

All equipment to be used will be the responsibility of the PE staff member to make sure that it is sanitised before and after each lesson so that other year groups are able to use the equipment.

All balls, sticks etc to be wiped down after use and stored in a cleaned environment.

No shared personal equipment is allowed.

Activity

KS2

Activities utilised for skill based (no contact) for rugby, hockey, football, netball, cricket and athletics/fitness

Year 3 and 4

All lessons are single lessons, so activities will be:

- **Boys:** rugby, football, cricket & athletics/fitness
- **Girls:** hockey, netball, cricket & athletics/fitness

Year 5 and 6

Single lessons:

- **Boys:** rugby and football
- **Girls:** hockey and netball

Double lessons:

- **Boys and girls:** cricket and athletics/fitness on a weekly rotational basis (alternate weeks)

KS1

Activities to utilise agility, balance and co-ordination (ABCs) and fundamental movement skills of all four sports (football, rugby, hockey and netball), incorporating fitness within lessons.

5. Health and Hygiene

5.1 Training and information

Staff and all community members will be asked to follow the government guidelines. Posters displayed throughout the school buildings and classrooms will remind the school community about the important measures needed to protect themselves and others as well as encourage good hygiene practices. Matron and Mrs Hobson-Woodhead (Health and Safety Co-ordinator) will be on-site to support the safe running of the school.

5.2 Restricted access to our site

Parents will not be permitted to enter any of the school buildings unless there is an exceptional circumstance.

If a parent must be on the school site, they must follow the social distancing measures that are in effect. Visitors will be permitted by appointment only.

5.3 Onset of symptoms

If a member of staff or child exhibits symptoms at school, they will be immediately taken to the medical room in the Prep School. Parents will be contacted to collect them as soon as possible. The child will be escorted to their usual entrance/exit door for collection.

If a member of staff or child is confirmed as having COVID-19, the other children/staff in their year group will be sent home to self-isolate for 14 days. Other siblings will also be required to remain at home during this time.

Public Health England will advise if wider measures are necessary, but there is no general expectation that a school will close if a case of COVID-19 is confirmed. We will keep you updated accordingly.

5.4 Masks

There are no government guidelines requiring the wearing of masks in Nursery and Preparatory schools.

Masks are available for staff use if they need to look after and isolate a child who displays symptoms of COVID, but teachers are not required to use masks.

5.5 Gloves

Plastic gloves are not recommended except in the case of persons in a specific role such as Matron or our cleaning staff.

5.6 Hand sanitiser

We will be following the government guidelines which have stressed the importance of handwashing and provide guidance about handwashing. Children will be asked to wash their hands frequently throughout the school day following these guidelines.

There will be hand disinfection stations at the entry points to the buildings. Children are encouraged to use these stations if handwashing facilities are not easily available.

5.7 Social distancing

We will implement the 1 metre social distancing rule which all community members are expected to follow. The government guidelines do however note that this is difficult for the younger children to achieve and therefore the year groups will be kept separate and the cleaning routines rigorously carried out. The schedule for outdoor breaks and lunch breaks will be adjusted to ensure we keep the year groups separated from each other. Different areas will be used in the school grounds.

5.8 Class snacks and birthday cakes

Please do not send any food to school with your child to share with others. Nursery children will have their snacks provided at school as usual. Preparatory School children may bring their own snacks to school, but please remind them not to share any food or accept any food or drink from others. Bought birthday cakes are permitted - please do not send in homemade cakes. For those children in Twilight Club, snacks will be brought to the classrooms.

5.9 Cleaning

Members of our cleaning team will remain in the Nursery and Preparatory School throughout the school day to regularly clean the common areas and carefully disinfect surface items such as handrails, doorknobs, switches, sinks, toilets, etc. Items that cannot be easily cleaned such as soft furniture, pillows, beanbags etc. that cannot be deep cleaned daily have been removed from the classrooms. Each classroom has been equipped with anti-bacterial wipes. At the end of the school day, a thorough cleaning of the school buildings, classrooms and all common areas will be completed.

5.10 School drop off and afternoon pickup

We will ask parents to maintain social distancing from pupils, staff and other parents. We ask parents to wait by the cones at their child's designated door. If parents have more than one child, they will be asked to pick up each child individually from their respective doors. Pupils who bike or walk to school on their own are asked to adhere to these same rules, using only their designated door. They should be cautious on their journey to school, taking the most direct route and limiting any contact with others.

The doors to the school will be open and supervised during the arrival and departure times to minimise contact with the surfaces and to ensure that only pupils or teachers enter. Children will go straight to their classroom and the register will be taken there.

Class teachers will be asked to use the same door as those in their pod.

5.11 Pupils during the school day

For the majority of the day, pupils will stay in a designated classroom and will be supervised by specific teachers.

Pupil movement around the school will always be within oversight of relevant staff members, for example walking to PE lessons, to the playgrounds and fields for breaktimes, and to the hall for lunch.

Different entrances, toilets, and play areas have been designated for each year group. Where entrance/ exit points are used for multiple year groups, times will be staggered.

6. Additional Services

6.1 School bus service

Our school bus service will be running. The children will be asked to wear masks and sit in their year groups.

6.2 Lunch

Our school caterer, Chartwells, has implemented all the needed precautionary measures for the food service.

6.3 Water bottles

Please ensure that your child(ren) brings a water bottle to school clearly labelled with their name.

6.4 Breakfast Club and Twilight Club

There will no Breakfast Club until further notice: children will be greeted by their Class Teacher and go to their classroom when they arrive at school.

Prep School Twilight Club will commence from Monday 7th September. Please call Mrs Jackson or Mrs Gee on 01253 784 110 or email prep@akslytham.com if you would like to book in your child. As much notice as possible would be appreciated. Twilight Club will be held in each year group's classroom and not in the hall until further notice. Prices are £3.50 Session 1- 3.40pm- 4.45pm with a snack and drink, and Session 2- 4.45pm-6pm £3.50. Please come to the designated door at 4.45pm (end of Session 1) or 6pm (end of Session 2).

6.5 Co-curricular activities

Co-curricular activities will take place this half term within each year group and a list of co-curricular clubs will follow. Where possible, peripatetic lessons for additional musical instruments and LAMDA will continue in school, no woodwind or brass lessons will commence until further notice.

7. Frequently Asked Questions

This document should be read in conjunction with the government's guidance on actions for schools on preparing for wider opening.

What if pupils wish to wear their own protective clothing e.g. masks, even if not advised by government to do so?

Over the summer we have continued to put in place the best measures possible for the safe continuation of education for the children in Nursery and those attending the AKS Holiday Club. The scientific advice that has been published during the summer has been clear that primary-age children are at minimal risk from the virus and it is safe for them to return to school with these measures in place.

We will continue to follow the guidance from the government and Public Health England and adopt it in full as required. This advice is clear that there is no requirement for primary pupils to wear face coverings at school. The changes that you may have read about with regards to this only apply to secondary school pupils and, at the time of writing, are only recommended when local lockdowns are in place.

Should schools check temperature of everyone arriving on-site?

No. There is no requirement to check people's temperature as they arrive in school, as this is not a reliable method for identifying coronavirus. If anyone in school develops a temperature, the school should follow the guidance relating to symptomatic staff/pupils.

What are the expectations with regards to social distancing? What about for the youngest children?

The government's guidance recognises that the youngest children cannot be expected to adhere to stringent social distancing guidelines. Schools are therefore asked to ensure that children are kept in consistent groups and that each group always stays at least a 2m distant from any other group (with some low risk exceptions e.g. passing in a corridor in a brief, transitory way).

For older children, schools should ensure that, where possible, desks are spaced so as to allow 2m social distancing in classrooms.