



ST.  
CLARE'S  
SCHOOL

# Back to School

A guide to a smooth and safe transition







# MESSAGE FROM THE HEADTEACHER

Dear Parent,

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 St. Clare's community.

A return to normality still seems far off but a phased re-opening from 29<sup>th</sup> June marks an important milestone on our path from lockdown back to our regular pattern of school life. The Education Minister has informed us that schools will re-open from 29<sup>th</sup> June for up to a third of all pupils throughout the school, in a phased approach. In preparation for the re-opening of the school we are in the process of carrying out thorough risk assessments of how we can do our best to ensure the safety of our children and staff. As professionals our role will be to maximise the safety of the children and staff, to minimise the risks and to provide you and staff with the relevant information.

As you will appreciate, some staff and pupils will be unable to physically return to the school site. 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 excellent pastoral and academic provision, to all pupils at St. Clare's.

We have not taken the decision to re-open lightly and we are adhering stringently to government guidance to ensure that we manage and mitigate potential risks. Part of this process will involve staff returning to the school site before pupils. Friday 26<sup>th</sup> June will be an INSET day to allow staff to return to school and prepare. There will be no online learning on that day. This does not affect the amount of Teaching or INSET days throughout the year as we cancelled the INSET on Friday 3<sup>rd</sup> April and replaced it with a teaching day. We have followed our usual academic calendar this year and we will finish school as planned on Friday, 10<sup>th</sup> July. State schools will finish a week later than planned but in order to do so, they are taking five teaching days from the Autumn Term. We do not wish to do this as we do not want to disrupt the teaching and learning for the Autumn Term.

Once in school the pupils will have

to follow new routines that involve less contact and more hand washing, hand sanitising and social distancing. However, we will take advantage of our outside space and use this as part of our curriculum offer.

I hope you will be reassured by the comprehensive plans in place because it is the social interactions and personal relationships that ultimately make school life a truly memorable experience.

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 pupils back to the school site from 29<sup>th</sup> June.

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. Please complete the survey using the attached link on the Parentmail within the next 48 hours indicating whether your child will be returning to school. Information regarding the number of pupils returning is extremely important to inform our planning. It would be much appreciated if you could take a few minutes to complete the survey.

Our number one priority is, and remains, your children and the staff's well-being.

Thank you once again for your support, encouragement and feedback. As ever, please let me know if you have any questions.

Kind regards

Helen Hier,  
Headteacher

**A COMBINED  
TRANSITION TO**

# **TEACHING & LEARNING**

## **St. Clare's Prep School**



# APPROACH & TIMELINE

## RE-OPENING FOR NURSERY

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 times help us to welcome the school community back through our doors in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- On arrival at school, please use the Prep School gate.
- Parents will take children to the side entrance of the Nursery. A member of staff will meet them at this side door. Pupils will follow the hand sanitizing procedure before entering the classroom.
- At the end of the school day, parents are requested to form a distanced queue outside the main Nursery entrance. The children will be brought to the door individually, by a member of staff, for dismissal. We politely request that you leave school site promptly after collecting your child.

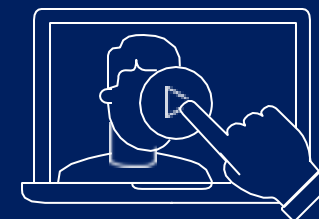
Year	Date	School day	Drop off	Pick up
<b>Nursery</b>				
<b>Week 1</b>	Monday-Friday 29 June - 3 July	10.00am – 2.00pm	9.45am - 10.00am	2.00pm
<b>Week 2</b>	Monday – Friday 6 - 10 July	10.00am – 2.00pm	9.45am - 10.00am	2.00pm

## A COMBINED TRANSITION TO TEACHING & LEARNING

Mrs Vanderbrink and Mrs Morgan will teach the children in school and will also provide activities for the children to do at home.

### To do this we will:

- Provide online resources and support for those children who have actively decided not to return to school for the time being.
- The school day will be shorter to allow for children to transition back to being at school. Please see the provisional timetable overleaf.
- Nursery children will have 10 days upon which they can come into school to, 'check in, catch up and prepare for summer and September.'





## Re-Opening: Week 1 and 2

Classrooms – Nursery Rooms

Staff - Mrs Vanderbrink and Mrs Morgan

## Nursery



	Monday	Tuesday	Wednesday	Thursday	Friday
9.45am – 10am	Arrival	Arrival	Arrival	Arrival	Arrival
10am – 10.45am	Session 1 Check in/Chat Maths/English	Session 1 Check in/Chat Maths/English	Session 1 Check in/Chat Maths/English	Session 1 Check in/Chat Maths/English	Session 1 Check in/Chat Maths/English
10.45am – 11.15am	Break	Break	Break	Break	Break
11.15am – 12.00pm	Session 2 English/Maths/ Child initiated play	Session 2 English/Maths/ Child initiated play	Session 2 English/Maths/ Child initiated play	Session 2 English/Maths/ Child initiated play	Session 2 English/Maths/ Child initiated play
12.00pm – 1.00pm	Lunch	Lunch	Lunch	Lunch	Lunch
1.00 pm – 2.00pm	Session 3 ** Quiet time/yoga Topic Work * Child Initiated Play Story Time	Session 3 ** Quiet time/yoga Topic Work * Child Initiated Play Story Time	Session 3 ** Quiet time/yoga Topic Work * Child Initiated Play Story Time	Session 3 ** Quiet time/yoga Topic Work * Child Initiated Play Story Time	Session 3 ** Quiet time/yoga Topic Work * Child Initiated Play Story Time
2.00pm	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Session 3 \*\* - This will vary depending on things such as: weather, number of children present, how children are feeling etc...

Topic Work \* may include: PSE and well-being, physical activity, geography, history, RE, music, singing, art, project work etc....

# APPROACH & TIMELINE

## RE-OPENING FOR RECEPTION

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 times help us to welcome the school community back through our doors in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- On arrival at school, please use the Prep School gate.
- Parents will say goodbye to their child at the gate where there will be a member of staff on duty, they will enter the school from the side entrance where there will be another member of staff on duty to safely escort them into their classroom. Pupils will follow hand sanitising procedures prior to entering the classroom.
- At the end of the school day, parents are requested to collect their child from the wooden gate behind Year 1 classroom. The children will be brought to the door individually, by a member of staff, for dismissal. We politely request that you leave school site promptly after collecting your child.

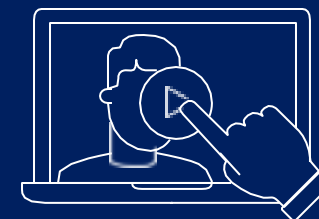
	Date	School day	Drop off	Pick up
<b>Week 1</b>	Friday July 3	9.15am - 3.00pm	9.00am - 9.15am	3.00pm
	Monday June 29 to Thursday July 2	Home Learning		
<b>Week 2</b>	Monday July 6 & Thursday July 9	9.15am - 3.00pm	9.00am - 9.15am	3.00pm
	Tuesday July 7, Wednesday July 8 & Friday July 10	Home Learning		

## A COMBINED TRANSITION TO TEACHING & LEARNING

Mrs King will teach the children in school and will also provide activities for the children to do at home.

### To do this we will:

- Provide online resources and support for those children who have actively decided not to return to school for the time being.
- Please see the provisional timetables overleaf.
- Reception children will have 3 days upon which they can come into school to, 'check in, catch up and prepare for summer and September.'
- Pupils will continue with online learning on the days they are not physically in school.



## Re-Opening: Week 1

## Reception



Classrooms – Reception & Year 1  
Staff – Mrs A King & Miss Ledwell

	Monday June 29 <sup>th</sup>	Tuesday June 30 <sup>th</sup>	Wednesday July 1 <sup>st</sup>	Thursday July 2 <sup>nd</sup>	Friday July 3 <sup>rd</sup>
9.00am – 9.15am					Arrival
9.15am – 10.30am	Home Learning	Home Learning	Home Learning	Home Learning	Session 1 Check in/Chat Maths
10.30am – 10.45am					Break
10.45am – 12.00pm					Session 2 English
12.00pm – 12.45pm					Lunch
12.45pm – 1.45pm					Session 3 Topic Work *
1.45pm – 2.00pm					Break
2.00pm – 3.00pm					Session 4 Topic Work *
3.00pm					Dismissal

Topic Work \* may include: PSE and wellbeing, science, physical activity, geography, history, RE, music, singing, art, project work etc....

## Re-Opening: Week 2

Classrooms – Reception & Year 1  
Staff - Mrs A King & Miss Ledwell

## Reception



	Monday July 6th	Tuesday July 7th	Wednesday July 8th	Thursday July 9th	Friday July 10th
9.00am – 9.15am	Arrival			Arrival	
9.15am – 10.30am	Session 1 Check in/Chat Maths	Home Learning	Home Learning	Session 1 Check in/Chat Maths	Home Learning
10.30am – 10.45am	Break			Break	
10.45am – 12.00pm	Session 2 English			Session 2 English	
12.00pm – 12.45pm	Lunch			Lunch	
12.45pm – 1.45pm	Session 3 Topic Work *			Session 3 Topic Work *	
1.45pm – 2.00pm	Break			Break	
2.00pm – 3.00pm	Session 4 Topic Work *			Session 4 Topic Work *	
3.00pm	Dismissal			Dismissal	

Topic Work \* may include: PSE and wellbeing, science, physical activity, geography, history, RE, music, singing, art, project work etc....





# APPROACH & TIMELINE

# RE-OPENING FOR YEAR 1

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 times help us to welcome the school community back through our doors in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- On arrival at school, please use the Prep School gate.
- Parents will say goodbye to their child at the gate where there will be a member of staff on duty, they will enter the school from the side entrance where there will be another member of staff on duty to safely escort them into their classroom. Pupils will follow hand sanitising procedures prior to entering the classroom.
- At the end of the school day, parents are requested to collect their child from the Year 1 classroom door. The children will be brought to the door individually, by a member of staff, for dismissal. We politely request that you leave school site promptly after collecting your child.

Year	Date	School day	Drop off	Pick up
<b>Week 1</b>	Monday June 29 & Tuesday June 30	9.15am - 3.00pm	9.00am - 9.15am	3.00pm
	Wednesday July 1 – Friday July 3	Home Learning		
<b>Week 2</b>	Monday July 6 - Wednesday July 8 & Friday July 10	Home Learning		
	Tuesday July 7	9.15am - 3.00pm	9.00am - 9.15am	3.00pm

## A COMBINED TRANSITION TO TEACHING & LEARNING

Mrs King will plan the work and Mrs Bessell will work with the children at school. Mrs King will also provide online learning for children unable to return to school.

- Please see the provisional timetables overleaf.
- Year 1 children will have 3 days upon which they can come into school to, 'check in, catch up and prepare for summer and September.'
- Pupils will continue with online learning on the days they are not physically in school.



## Re-Opening: Week 1

## Year 1



Classroom – Year 1

Staff - Mrs Bessell

	Monday June 29 <sup>th</sup>	Tuesday June 30 <sup>th</sup>	Wednesday July 1 <sup>st</sup>	Thursday July 2 <sup>nd</sup>	Friday July 3 <sup>rd</sup>
9.00am – 9.15am	Arrival	Arrival			
9.15am – 10.30am	Session 1 Check in/Chat Maths	Session 1 Check in/Chat Maths	Home Learning	Home Learning	Home Learning
10.30am – 10.45am	Break	Break			
10.45am – 12.00pm	Session 2 English	Session 2 English			
12.00pm – 12.45pm	Lunch	Lunch			
12.45pm – 1.45pm	Session 3 Topic Work *	Session 3 Topic Work *			
1.45pm – 2.00pm	Break	Break			
2.00pm – 3.00pm	Session 4 Topic Work *	Session 4 Topic Work *			
3.00pm	Dismissal	Dismissal			

Topic Work \* may include: PSE and wellbeing, science, physical activity, geography, history, RE, music, singing, art, project work etc....

## Re-Opening: Week 2

## Year 1



Classroom – Year 1

Staff - Mrs Bessell



	Monday July 6th	Tuesday July 7th	Wednesday July 8th	Thursday July 9th	Friday July 10th
9.00am – 9.15am		Arrival			
9.15am – 10.30am	<b>Home Learning</b>	Session 1 Check In/Chat Maths	<b>Home Learning</b>	<b>Home Learning</b>	<b>Home Learning</b>
10.30am – 10.45am		Break			
10.45am – 12.00pm		Session 2 English			
12.00pm – 12.45pm		Lunch			
12.45pm – 1.45pm		Session 3 Topic Work *			
1.45pm – 2.00pm		Break			
2.00pm – 3.00pm		Session 4 Topic Work *			
3.00pm		Dismissal			

Topic Work \* may include: PSE and wellbeing, science, physical activity, geography, history, RE, music, singing, art, project work etc....





# APPROACH & TIMELINE

# RE-OPENING FOR YEAR 2

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 times help us to welcome the school community back through our doors in a safe, orderly and effective manner
- The schedule for return is set out clearly below, together with new timings for the school day
- On arrival at school, please use the Prep School gate
- Parents will say goodbye to their child at the gate where there will be a member of staff on duty, they will enter the school from the side entrance where there will be another member of staff on duty to safely escort them into their classroom. Pupils will follow hand sanitising procedures prior to entering the classroom.
- At the end of the school day, parents are requested to collect their child from the Year 2 classroom door. The children will be brought to the door individually, by a member of staff, for dismissal. We politely request that you leave school site promptly after collecting your child.

Year	Date	School day	Drop off	Pick up
<b>Week 1</b>	Monday June 29 – Tuesday June 30	9.15am - 3.00pm	9.00am - 9.15am	3.00pm
	Wednesday July 1- Friday July 3	Home Learning		
<b>Week 2</b>	Monday July 6 & Wednesday July 8 - Friday July 10	Home Learning		
	Tuesday July 7	9.15am - 3.00pm	9.00am - 9.15am	3.00pm

## A COMBINED TRANSITION TO TEACHING & LEARNING

Mrs Schofield will teach the children at school as well as providing online learning for children unable to return to school.

To do this we will:

- Provide online resources and support for those children who have actively decided not to return to school for the time being .
- Please see the provisional timetables overleaf.
- Year 2 children will have 3 days upon which they can come into school to, 'check in, catch up and prepare for summer and September.'
- Pupils will continue with online learning on the days they are not physically in school



## Re-Opening: Week 1

Classrooms – Year 2 and Reception  
Staff – Mrs Schofield and Miss Ledwell

## Year 2



	Monday June 29 <sup>th</sup>	Tuesday June 30 <sup>th</sup>	Wednesday July 1 <sup>st</sup>	Thursday July 2 <sup>nd</sup>	Friday July 3 <sup>rd</sup>
9.00am – 9.15am	Arrival	Arrival			
9.15am – 10.30am	Session 1 Check in/Chat Maths	Session 1 Check in/Chat Maths	Home Learning	Home Learning	Home Learning
10.30am – 10.45am	Break	Break			
10.45am – 12.00pm	Session 2 English	Session 2 English			
12.00pm – 12.45pm	Lunch	Lunch			
12.45pm – 1.45pm	Session 3 Topic Work *	Session 3 Topic Work *			
1.45pm – 2.00pm	Break	Break			
2.00pm – 3.00pm	Session 4 Topic Work *	Session 4 Topic Work *			
3.00pm	Dismissal	Dismissal			

Topic Work \* may include: PSE and wellbeing, science, physical activity, geography, history, RE, music, singing, art, project work etc....

## Re-Opening: Week 2

## Year 2



Classrooms – Year 2 and Reception  
Staff - Mrs Schofield and Miss Ledwell

	Monday July 6th	Tuesday July 7th	Wednesday July 8th	Thursday July 9th	Friday July 10th
9.00am – 9.15am		Arrival			
9.15am – 10.30am	<b>Home Learning</b>	Session 1 Check in/Chat Maths	<b>Home Learning</b>	<b>Home Learning</b>	<b>Home Learning</b>
10.30am – 10.45am		Break			
10.45am – 12.00pm		Session 2 English			
12.00pm – 12.45pm		Lunch			
12.45pm – 1.45pm		Session 3 Topic Work *			
1.45pm – 2.00pm		Break			
2.00pm – 3.00pm		Session 4 Topic Work *			
3.00pm		Dismissal			

Topic Work \* may include: PSE and wellbeing, science, physical activity, geography, history, RE, music, singing, art, project work etc....



# APPROACH & TIMELINE

## RE-OPENING FOR YEAR 3

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 return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- On arrival at school, please use the Prep gate.
- Parents will say goodbye to their child at the gate and they will enter the building through the main Prep School entrance where there will be another member of staff on duty. They will follow the school hand sanitizing procedure before entering the classroom.
- At the end of the school day, parents are requested to form a distanced queue outside the main Prep School entrance. The children will be brought to the door individually, by a member of staff, for dismissal. We politely request that you leave school site promptly after collecting your child.

Year	Date	School day	Drop off	Pick up
<b>Week 1</b>	Wednesday July 1 and Thursday July 2	9.15am - 3.00pm	9.00am - 9.15am	3.00pm
	Monday June 29, Tuesday June 30 and Friday July 3	Home Learning		
<b>Week 2</b>	Monday July 6, Tuesday July 7, Thursday July 9 and Friday July 10	Home Learning		
	Wednesday July 8	9.15am - 3.00pm	9.00am - 9.15am	3.00pm

## A COMBINED TRANSITION TO TEACHING & LEARNING

Mrs Davies will teach the children at school as well as providing online learning for children unable to return to school.

### To do this we will:

- Provide online resources and support for those children who have actively decided not to return to school for the time being.
- Please see the provisional timetables overleaf.
- Year 3 children will have 3 days upon which they can come into school to, 'check in, catch up and prepare for summer and September.'
- Pupils will continue with online learning on the days they are not physically in school.



## Re-Opening: Week 1

Classrooms – Year 3 and Year 4 (KP)

Staff – Mrs Davies and Miss Ledwell

## Year 3



	Monday June 29 <sup>th</sup>	Tuesday June 30 <sup>th</sup>	Wednesday July 1 <sup>st</sup>	Thursday July 2 <sup>nd</sup>	Friday July 3 <sup>rd</sup>
9.00am – 9.15am			Arrival	Arrival	
9.15am – 10.30am	Home Learning	Home Learning	Session 1 Check in/Chat Maths	Session 1 Check in/Chat Maths	Home Learning
10.30am – 10.45am			Break	Break	
10.45am – 12.00pm			Session 2 English	Session 2 English	
12.00pm – 12.45pm			Lunch	Lunch	
12.45pm – 1.45pm			Session 3 Topic Work *	Session 3 Topic Work *	
1.45pm – 2.00pm			Break	Break	
2.00pm – 3.00pm			Session 4 Topic Work *	Session 4 Topic Work *	
3.00pm			Dismissal	Dismissal	

Topic Work \* may include: PSE and wellbeing, science, physical activity, geography, history, RE, music, singing, art, project work etc....

## Re-Opening: Week 2

Classrooms – Year 3 and Year 4 (KP)

Staff – Mrs Davies and Miss Ledwell

## Year 3



	Monday July 6th	Tuesday July 7th	Wednesday July 8th	Thursday July 9th	Friday July 10th
9.00am – 9.15am			Arrival		
9.15am – 10.30am	Home Learning	Home Learning	Session 1 Check in/Chat Maths	Home Learning	Home Learning
10.30am – 10.45am			Break		
10.45am – 12.00pm			Session 2 English		
12.00pm – 12.45pm			Lunch		
12.45pm – 1.45pm			Session 3 Topic Work *		
1.45pm – 2.00pm			Break		
2.00pm – 3.00pm			Session 4 Topic Work *		
3.00pm			Dismissal		

Topic Work \* may include: PSE and wellbeing, science, physical activity, geography, history, RE, music, singing, art, project work etc....



# APPROACH & TIMELINE

## RE-OPENING FOR YEAR 4

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 return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- On arrival at school, please use the Prep gate.
- Parents will say goodbye to their child at the gate and they will enter the building through the main Prep School entrance where there will be another member of staff on duty. They will follow the school hand sanitizing procedure before entering the classroom.
- At the end of the school day, parents are requested to form a distanced queue outside the main Prep School entrance. The children will be brought to the door individually, by a member of staff, for dismissal. We politely request that you leave school site promptly after collecting your child.

Year	Date	School day	Drop off	Pick up
<b>Week 1</b>	Friday July 3	9.30am - 3.15pm	9.15am - 9.30am	3.15pm
	Monday June 29 to Thursday July 2	Home Learning		
<b>Week 2</b>	Tuesday July 7 and Thursday July 9 and Friday July 10	Home Learning		
	Monday July 6 and Thursday July 9	9.30am - 3.15pm	9.15am - 9.30am	3.15pm

## A COMBINED TRANSITION TO TEACHING & LEARNING

Mr Lewis and Miss Phillips will share the teaching at school as well as providing online learning for children unable to return to school.

### To do this we will:

- Provide online resources and support for those children who have actively decided not to return to school for the time being despite being in the 'returning' year groups. The content and structure will differ slightly from what has been shared in the first half of term.
- Please see the provisional timetables overleaf.
- Year 4 children will have 3 days upon which they can come into school to, 'check in, catch up and prepare for summer and September.'
- Pupils will continue with online learning on the days they are not physically in school.



## Re-Opening: Week 1

## Year 4



Classrooms – Year 4 (TL), Year 4 (KP) and Year 5

Staff – Mr Lewis, Miss Phillips

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	Monday June 29 <sup>th</sup>	Tuesday June 30 <sup>th</sup>	Wednesday July 1 <sup>st</sup>	Thursday July 2 <sup>nd</sup>	Friday July 3 <sup>rd</sup>
9.15am – 9.30am					Arrival
9.30am – 10.45am	Home Learning	Home Learning	Home Learning	Home Learning	Session 1 Check in/Chat Maths
10.45am – 11.00am					Break
11.00am – 12.15pm					Session 2 English
12.15pm – 1.00pm					Lunch
1.00pm – 2.00pm					Session 3 Topic Work *
2.00pm – 2.15pm					Break
2.15pm – 3.15pm					Session 4 Topic Work *
3.15pm					Dismissal

Topic Work \* may include: PSE and wellbeing, science, physical activity, geography, history, RE, music, singing, art, project work etc....



## Re-Opening: Week 2

## Year 4



Classrooms – Year 4 (TL), Year 4 (KP) and Year 5

Staff - Mr Lewis, Miss Phillips and Miss Baker

	Monday July 6th	Tuesday July 7th	Wednesday July 8th	Thursday July 9th	Friday July 10th
9.15am – 9.30am	Arrival			Arrival	
9.30am – 10.45am	Session 1 Check in/Chat Maths	Home Learning	Home Learning	Session 1 Check in/Chat Maths	Home Learning
10.45am – 11.00am	Break			Break	
11.00am – 12.15pm	Session 2 English			Session 2 English	
12.15pm – 1.00pm	Lunch			Lunch	
1.00pm – 2.00pm	Session 3 Topic Work *			Session 3 Topic Work *	
2.00pm – 2.15pm	Break			Break	
2.15pm – 3.15pm	Session 4 Topic Work *			Session 4 Topic Work *	
3.15pm	Dismissal			Dismissal	

Topic Work \* may include: PSE and wellbeing, science, physical activity, geography, history, RE, music, singing, art, project work etc....

# APPROACH & TIMELINE

## RE-OPENING FOR YEAR 5

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 return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- On arrival at school, please use the Prep gate.
- Parents will say goodbye to their child at the gate and they will enter the building through the main Prep School entrance where there will be another member of staff on duty. They will follow the school hand sanitizing procedure before entering the classroom.
- At the end of the school day, parents are requested to form a distanced queue outside the main Prep School entrance. The children will be brought to the door individually, by a member of staff, for dismissal. We politely request that you leave school site promptly after collecting your child.

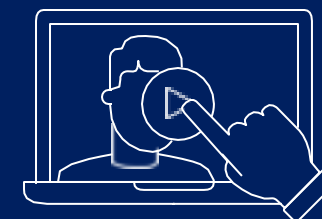
Year	Date	School day	Drop off	Pick up
<b>Week1</b>	Wednesday July 1 and Thursday July 2	9.30am - 3.15pm	9.15am - 9.30am	3.15pm
	Monday June 29, Tuesday June 30 and Friday July 3	Home Learning		
<b>Week2</b>	Monday July 6, Tuesday July 7, Thursday July 9 and Friday July 10	Home Learning		
	Wednesday July 8	9.30am - 3.15am	9.15am - 9.30am	3.15pm

## A COMBINED TRANSITION TO TEACHING & LEARNING

Mrs Harris will teach the children at school as well as providing online learning for children unable to return to school.

To do this we will:

- Provide online resources and support for those children who have actively decided not to return to school for the time being.
- Please see the provisional timetables overleaf.
- Year 5 children will have 3 days upon which they can come into school to, 'check in, catch up and prepare for summer and September.'
- Pupils will continue with online learning on the days they are not physically in school.



## Re-Opening: Week 1

## Year 5



Classrooms – Year 5 and Year 4

Staff - Mrs Harris and Miss Baker

	Monday June 29 <sup>th</sup>	Tuesday June 30 <sup>th</sup>	Wednesday July 1 <sup>st</sup>	Thursday July 2 <sup>nd</sup>	Friday July 3 <sup>rd</sup>
9.15am – 9.30am			Arrival	Arrival	
9.30am – 10.45am	Home Learning	Home Learning	Session 1 Check in/Chat Maths	Session 1 Check in/Chat Maths	Home Learning
10.45am – 11.00am			Break	Break	
11.00am – 12.15pm			Session 2 English	Session 2 English	
12.15pm – 1.00pm			Lunch	Lunch	
1.00pm – 2.00pm			Session 3 Topic Work *	Session 3 Topic Work *	
2.00pm – 2.15pm			Break	Break	
2.15pm – 3.15pm			Session 4 Topic Work *	Session 4 Topic Work *	
3.15pm			Dismissal	Dismissal	

Topic Work \* may include: PSE and wellbeing, science, physical activity, geography, history, RE, music, singing, art, project work etc....



## Re-Opening: Week 2

Classrooms – Year 5 and Year 4  
Staff – Mrs Harris and Miss Baker

## Year 5



	Monday July 6th	Tuesday July 7th	Wednesday July 8th	Thursday July 9th	Friday July 10th
9.15am – 9.30am			Arrival		
9.30am – 10.45am	Home Learning	Home Learning	Session 1 Check in/Chat Maths	Home Learning	Home Learning
10.45am – 11.00am			Break		
11.00am – 12.15pm			Session 2 English		
12.15pm – 1.00pm			Lunch		
1.00pm – 2.00pm			Session 3 Topic Work *		
2.00pm – 2.15pm			Break		
2.15pm – 3.15pm			Session 4 Topic Work *		
3.15pm			Dismissal		

Topic Work \* may include: PSE and wellbeing, science, physical activity, geography, history, RE, music, singing, art, project work etc...

# APPROACH & TIMELINE

## RE-OPENING FOR YEAR 6

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 return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- On arrival at school, please use the Prep gate.
- Parents will say goodbye to their child at the gate and they will enter the building through the main Prep School entrance where there will be another member of staff on duty. They will follow the school hand sanitizing procedure before entering the classroom.
- At the end of the school day, parents are requested to form a distanced queue outside the main Prep School entrance. The children will be brought to the door individually, by a member of staff, for dismissal. We politely request that you leave school site promptly after collecting your child.

Year	Date	School day	Drop off	Pick up
<b>Week 1</b>	Monday June 29 – Tuesday June 30	9.30am - 3.15pm	9.15am - 9.30am	3.15pm
	Wednesday – Friday July 1 – July 3	Home Learning		
<b>Week 2</b>	Monday July 6, Wednesday July 8 & Thursday July 9	Home Learning		
	Tuesday July 7 & Friday July 10	9.30am - 3.15pm	9.15am - 9.30am	3.15pm

## A COMBINED TRANSITION TO TEACHING & LEARNING

Mr Emanuel will teach the children at school as well as providing online learning for children unable to return to school.

### To do this we will:

- Provide online resources and support for those children who have actively decided not to return to school for the time being.
- Please see the provisional timetables overleaf.
- Year 6 children will have 4 days upon which they can come into school to, 'check in, catch up and prepare for summer and September.'
- Pupils will continue with online learning on the days they are not physically in school.



## Re-Opening: Week 1

Classrooms – Year 6 and Year 5  
Staff – Mr Emanuel and Miss Baker

## Year 6



	Monday June 29 <sup>th</sup>	Tuesday June 30 <sup>th</sup>	Wednesday July 1 <sup>st</sup>	Thursday July 2 <sup>nd</sup>	Friday July 3 <sup>rd</sup>
9.15am – 9.30am	Arrival	Arrival			
9.30am – 10.45am	Session 1 Check in/Chat Maths	Session 1 Check in/Chat Maths	Home Learning	Home Learning	Home Learning
10.45am – 11.00am	Break	Break			
11.00am – 12.15pm	Session 2 English	Session 2 English			
12.15pm – 1.00pm	Lunch	Lunch			
1.00pm – 2.00pm	Session 3 Topic Work *	Session 3 Topic Work *			
2.00pm – 2.15pm	Break	Break			
2.15pm – 3.15pm	Session 4 Topic Work *	Session 4 Topic Work *			
3.15pm	Dismissal	Dismissal			

Topic Work \* may include PSE and wellbeing, science, physical activity, geography, history, RE, music, singing, art, project work etc....

## Re-Opening: Week 2

Classrooms – Year 6 and Year 5

Staff – Mr Emanuel and Miss Ledwell

## Year 6



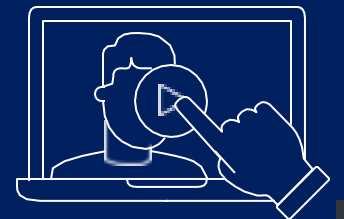
	Monday July 6th	Tuesday July 7th	Wednesday July 8th	Thursday July 9th	Friday July 10th
9.15am – 9.30am		Arrival			<b>Year 6</b>
9.30am – 10.45am	<b>Home Learning</b>	Session 1 Check in/Chat Maths	<b>Home Learning</b>	<b>Home Learning</b>	<b>Farewell and Celebration Day</b>
10.45am – 11.00am		Break			
11.00am – 12.15pm		Session 2 English			
12.15pm – 1.00pm		Lunch			
1.00pm – 2.00pm		Session 3 Topic Work *			
2.00pm – 2.15pm		Break			
2.15pm – 3.15pm		Session 4 Topic Work *			
3.15pm		Dismissal			

Topic Work \* may include: PSE and wellbeing, science, physical activity, geography, history, RE, music, singing, art, project work etc....

**A COMBINED  
TRANSITION TO**

# **TEACHING & LEARNING**

## **St. Clare's Senior School**





# APPROACH & TIMELINE

## RE-OPENING FOR YEAR 7

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 return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- On arrival at school, pupils will go straight to the maths classrooms. They will be based there for all lessons, in 2 groups.
- Pupils will walk up the school drive, with staff on duty. Hand sanitisers will be on the school gates and their use will be compulsory prior to entering the school site.
- At the end of the school day, pupils will walk down the drive, keeping 2 metres distance. Staff will be on duty on the drive.

	Date	School day	Drop off	Pick up
<b>Week 1</b>	Monday 29 <sup>th</sup> June Friday 3 <sup>rd</sup> July	9.15 a.m. - 3.00 p.m.	9.00 a.m. – 9.15 a.m.	3.00 p.m. -3.15pm
	Tuesday 30 <sup>th</sup> June Wednesday 1 <sup>st</sup> July Thursday 2 <sup>nd</sup> July	Home Learning		
<b>Week 2</b>	Monday 6 <sup>th</sup> July Friday 10 <sup>th</sup> July	9.15 a.m. - 3.00 p.m.	9.00 a.m. – 9.15 a.m.	3.00 p.m. – 3.15 p.m.
	Tuesday 7 <sup>th</sup> July Wednesday 8 <sup>th</sup> July Thursday 9 <sup>th</sup> July	Home Learning		

## A COMBINED TRANSITION TO

# TEACHING & LEARNING

Please see the detailed, provisional timetables overleaf. They will also show you how the online schedule will change for the pupils unable to come to school during this two-week period.

Year 7 will have 4 days upon which they can come into school to, 'check in, catch up and prepare for summer and September.'



**Arrival Time 9 - 9.15: Go to Maths rooms.** Students to be permanently based there in 2 groups of 8 maximum (groups to be confirmed)

Timings	Senior School Open for Year 7 Only		Tuesday, Wednesday and Thursday 30.06.20 – 02.07.20 <i>Normal online timetable on Teams</i>	Timings	Senior School Open for Year 7 Only	
	Monday 29.06.20				Friday 03.07.20	
	In Class	At Home			In Class	At Home
As students arrive 9.00 – 9.30	Registration <b>Staff – BC / SM</b>	Registration on Teams		As students arrive 9.00 – 9.30	Registration <b>Staff - SM / MP</b>	Registration on Teams
<u>Session 1</u> 9.30 – 10.30	<u>Well - being check</u> Students will have the opportunity to discuss their time in lock down and share their feelings with staff and their peers <b>Staff - RS &amp; MP/CL &amp; LW</b>	<u>Well-being booklet</u> – provided via Teams. Opportunity to reflect from home.		<u>Session 1</u> 9.30 – 10.30	<b>English - taught in the maths classrooms and via Teams</b> <b>Staff – KB / PW</b>	
<b>Break 10.30 -11.00</b>				<b>Break 10.30 -11.00</b>		
<u>Session 2</u> 11.00 – 11.45	<b>English - taught in the maths classrooms and via Teams</b> <b>Staff – KB / PW</b>			<u>Session 2</u> 11.00 – 11.45	<b>Art – taught in the maths classrooms and via Teams</b> <b>Staff – PW / DT</b>	
<u>Session 3</u> 11.45 – 12.30	<b>Physics - taught in the maths classrooms and via Teams</b> <b>Staff MG / GJ</b>			<u>Session 3</u> 11.45 – 12.30	<b>Physics - taught in the maths classrooms and via Teams</b> <b>Staff – MG / FW</b>	
<b>Lunch 12.30- 1.30</b>				<b>Lunch 12.30 - 1.30</b>		
<u>Session 4</u> 1.30 – 3.00	<u>Outdoor activity</u> – Focus on mindfulness and sharing and potential concerns on return to school <b>Staff BC / SM</b>	<u>Mindfulness podcasts</u> and activities to be added to class Team		<u>Session 4</u> 1.30 – 3.00	<u>Outdoor activity</u> – Focus on mindfulness and sharing and potential concerns on return to school <b>Staff MG / SM</b> <b>BC (from 2.45 p.m.)</b>	<u>Mindfulness podcasts</u> and activities to be added to class Team
<u>Wellbeing Clinic</u> 1.30 – 2.30	Individual wellbeing checks – between 1.30 -2.30 students can book an appointment with Mr. Gatt and Mrs. Smart (online or in school) for 1:1 wellbeing discussion.			<u>Wellbeing Clinic</u> 1.30 – 2.30	Individual wellbeing checks – between 1.30 - 2.30 students can book an appointment with Mr. Gatt and Mrs. Smart (online or in school) for 1:1 wellbeing discussion.	
<b>3.00 – 3.15 Collect</b>				<b>3.00 – 3.15 Collect</b>		

**Arrival Time 9 - 9.15: Go to Maths rooms.** Students to be permanently based there in 2 groups of 8 maximum (groups to be confirmed)

Senior School Open for Year 7			Tuesday, Wednesday and Thursday 07.07.20 – 09.07.20 <i>Normal online timetable on Teams</i>	Senior School Open for Year 7		
Monday 06.07.20				Friday 10.07.20		
Timings	In Class	At Home		Timings	In Class	At Home
As students arrive 9.00 – 9.30	Registration <b>Staff – BC / SM</b>	Registration on Teams	As students arrive 9.00 – 9.30	Registration <b>Staff - SM / KBess</b>	Registration on Teams	
<u>Session 1</u> 9.30 – 10.30	<u>Well - being check</u> Students will have the opportunity to discuss their time in lock down and share their feelings with staff and their peers <b>Staff – RS &amp; MP / CL &amp; LW</b>	<u>Well-being booklet</u> – provided via Teams. Opportunity to reflect from home.	<u>Session 1</u> 9.30 – 10.30	<b>English - taught in the maths classrooms and via Teams</b> <b>Staff – KB / PW</b>		
<b>Break 10.30 -11.00</b>			<b>Break 10.30 -11.00</b>			
<u>Session 2</u> 11.00 – 11.45	<b>English - taught in the maths classrooms and via Teams</b> <b>Staff – KB / PW</b>		<u>Session 2</u> 11.00 – 11.45	<b>Art – taught in the maths classrooms and via Teams</b> <b>Staff – PW and DT</b>		
<u>Session 3</u> 11.45 – 12.30	<b>Physics - taught in the maths classrooms and via Teams</b> <b>Staff MG / GJ</b>		<u>Session 3</u> 11.45 – 12.30	<b>Physics – taught in the maths classrooms and via Teams</b> <b>Staff – FW and MG</b>		
<b>Lunch 12.30- 1.30</b>			<b>Lunch 12.30 - 1.30</b>			
<u>Session 4</u> 1.30 – 3.00	<u>Outdoor activity</u> – Focus on mindfulness and sharing and potential concerns on return to school <b>Staff BC / SM</b>	Mindfulness podcasts and activities to be added to class Team	<u>Session 4</u> 1.30 – 3.00	<u>Outdoor activity</u> – Focus on mindfulness and sharing and potential concerns on return to school <b>Staff MG and SM</b> <b>BC (from 2.45)</b>	Mindfulness podcasts and activities to be added to class Team	
<b>Wellbeing Clinic</b> <u>1.30 – 2.30</u>	Individual wellbeing checks – between 1.30 -2.30 students can book an appointment with Mr. Gatt and Mrs. Smart (online or in school) for 1:1 wellbeing discussion.		<b>Wellbeing Clinic</b> <u>1.30 – 2.30</u>	Individual wellbeing checks – between 1.30 - 2.30 students can book an appointment with Mr. Gatt and Mrs. Smart (online or in school) for 1:1 wellbeing discussion.		
<b>3.00 – 3.15 Collect</b>			<b>3.00 – 3.15 Collect</b>			

# APPROACH & TIMELINE

## RE-OPENING FOR YEAR 8

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 return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- On arrival at school, pupils will go straight to the English classrooms. They will be based there, for all lessons, in 2 groups.
- Pupils will walk up the school drive, with staff on duty. Hand sanitisers will be on the school gates and their use will be compulsory prior to entering the school site.
- At the end of the school day, pupils will walk down the drive, keeping 2 metres distance. Staff will be on duty on the drive.

	Date	School day	Drop off	Pick up
<b>Week 1</b>	Tuesday 30 <sup>th</sup> June Thursday 2 <sup>nd</sup> July	9.15 a.m. - 3 p.m.	9.00 a.m. - 9.15 a.m.	3 p.m. - 3.15 p.m.
	Monday 29 <sup>th</sup> June Wednesday 1 <sup>st</sup> July Friday 3 <sup>rd</sup> July	Home Learning		
<b>Week 2</b>	Tuesday 7 <sup>th</sup> July Thursday 9 <sup>th</sup> July	9.15 a.m. - 3 p.m.	9.00 a.m. - 9.15 a.m.	3 p.m. - 3.15 p.m.
	Monday 6 <sup>th</sup> July Wednesday 8 <sup>th</sup> July Friday 10 <sup>th</sup> July	Home Learning		

## A COMBINED TRANSITION TO TEACHING & LEARNING

Please see the detailed, provisional timetables overleaf. They will also show you how the online schedule will change for the pupils unable to come to school during this two-week period.

Year 8 will have 4 days upon which they can come into school to, 'check in, catch up and prepare for summer and September.'





Arrival Time 9 - 9.15: Go to English rooms. Students to be permanently based there in 2 groups (groups to be confirmed)								
Monday 29.06.20	School Open for Year 8 Only Tuesday 30.06.20		Wednesday 01.07.20	School Open for Year 8 Only Thursday 02.07.20		Friday 03.07.20		
Normal online timetable on Teams	Timings	In Class	At Home	Normal online timetable on Teams	Timings	In Class	At Home	
	As students arrive 9.00 – 9.30	Registration Staff – LW / SM	Registration on Teams		As students arrive 9.00 – 9.30	Registration Staff - SM / KBess	Registration on Teams	Normal online timetable on Teams
	Session 1 9.30 – 10.30	Well - being check Students will have the opportunity to discuss their time in lock down and share their feelings with staff and their peers Staff – SM / DT	Well-being booklet – provided via Teams. Opportunity to reflect from home.		Session 1 9.30 – 10.30	English - taught in the maths classrooms and via Teams Staff – JW / K. Bess		
	Break 10.30 -11.00				Break 10.30 -11.00			
	Session 2 11.00 – 11.45	Art – taught in the classrooms and via Teams Staff LW / KP			Session 2 11.00 – 12.30	Biology – taught in the classrooms and via Teams Staff CL / KP		
	Session 3 11.45 – 12.30	Drama- taught in the classrooms and via Teams Staff PW / JW			Session 3 11.45 – 12.30	History – taught by HD from home and shown in the classroom by K Bess and KP		
	Lunch 12.30- 1.30				Lunch 12.30 - 1.30			
	Session 4 1.30 – 3.00	Outdoor activity – Focus on mindfulness and sharing and potential concerns on return to school Staff LW / MP	Mindfulness podcasts and activities to be added to class Team		Session 3 1.30 – 3.00	Spanish – taught in the classrooms and via Teams Staff RS / BC		
	Wellbeing Clinic 1.30 – 2.30	Individual wellbeing checks – between 1.30 -2.30 students can book an appointment with Mr. Gatt and Mrs. Smart (online or in school) for 1:1 wellbeing discussion.						
	3.00 – 3.15 Collect				3.00 – 3.15 Collect			



Arrival Time 9 - 9.15: Go to English rooms. Students to be permanently based there in 2 groups (groups to be confirmed)

Monday 06.07.20	Timings	School Open for Year 8 Only Tuesday 07.07.20		Wednesday 08.07.20	Timings	School Open for Year 8 Only Thursday 09.07.20		Friday 10.07.20
		In Class	At Home			In Class	At Home	
<i>Normal online timetable on Teams</i>	As students arrive 9.00 – 9.30	Registration <b>Staff – LW / SM</b>	Registration on Teams	<i>Normal online timetable on Teams</i>	As students arrive 9.00 – 9.30	Registration <b>Staff - SM / KBess</b>	Registration on Teams	<i>Normal online timetable on Teams</i>
	<u>Session 1</u> 9.30 – 10.30	<u>Well - being check</u> Students will have the opportunity to discuss their time in lock down and share their feelings with staff and their peers <b>Staff – SM / DT</b>	<u>Well-being booklet</u> – provided via Teams. Opportunity to reflect from home.		<u>Session 1</u> 9.30 – 10.30	<b>English - taught in the maths classrooms and via Teams Staff – JW / K. Bess</b>		
	<b>Break 10.30 -11.00</b>				<b>Break 10.30 -11.00</b>			
	<u>Session 2</u> 11.00 – 11.45	<b>Art – taught in the classrooms and via Teams Staff LW / KP</b>			<u>Session 2</u> 11.00 – 12.30	<b>Biology – taught in the classrooms and via Teams Staff CL / KP</b>		
	<u>Session 3</u> 11.45 – 12.30	<b>Drama- taught in the classrooms and via Teams Staff PW / JW</b>			<u>Session 3</u> 11.45 – 12.30	<b>History – taught by HD from home and shown in the classroom by K Bess and KP</b>		
	<b>Lunch 12.30- 1.30</b>				<b>Lunch 12.30 - 1.30</b>			
	<u>Session 4</u> <u>1.30 – 3.00</u>	<u>Outdoor activity</u> – Focus on mindfulness and sharing and potential concerns on return to school <b>Staff LW /MP</b>	Mindfulness podcasts and activities to be added to class Team		<u>Session 3</u> <u>1.30 – 3.00</u>	<b>Spanish – taught in the classrooms and via Teams Staff RS / BC</b>		
	<u>Wellbeing Clinic</u> <u>1.30 – 2.30</u>	Individual wellbeing checks – between 1.30 -2.30 students can book an appointment with Mr. Gatt and Mrs. Smart (online or in school) for 1:1 wellbeing discussion.						
	<b>3.00 – 3.15 Collect</b>				<b>3.00 – 3.15 Collect</b>			

# APPROACH & TIMELINE

## RE-OPENING FOR YEAR 9

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 return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- On arrival at school, pupils will go straight to the PE classroom. They will be based there, for all lessons.
- Pupils will walk up the school drive, with staff on duty. Hand sanitisers will be on the school gates and their use will be compulsory prior to entering the school site.
- At the end of the school day, pupils will walk down the drive, keeping 2 metres distance. Staff will be on duty on the drive.

	Date	School day	Drop off	Pick up
<b>Week 1</b>	Wednesday 1 <sup>st</sup> of July	9.15 a.m. - 3 p.m.	9.00 a.m. - 9.15 a.m.	3 p.m. - 3.15 p.m.
	Monday 29 <sup>th</sup> June Tuesday 30 <sup>th</sup> June Thursday 2 <sup>nd</sup> July Friday 3 <sup>rd</sup> July	Home Learning		
<b>Week 2</b>	Monday 5 <sup>th</sup> July Wednesday 7 <sup>th</sup> July Friday 10 <sup>th</sup> July	Times change throughout the week. Please see timetables on the following page.		
	Tuesday 6 <sup>th</sup> July Thursday 9 <sup>th</sup> July	Home Learning		

## A COMBINED TRANSITION TO TEACHING & LEARNING

Please see the detailed, provisional timetables overleaf. They will also show you how the online schedule will change for the pupils unable to come to school during this two-week period.

Year 9 will have 4 days upon which they can come into school to, 'check in, catch up and prepare for summer and September.'



Arrival Time 9 - 9.15: Go to PE room. Students to be permanently based there in 1 group of 8 maximum (groups to be confirmed)					
Monday 29.06.20 Tuesday 30.06.20	Timings	School Open for Year 9		Thursday 02.07.20 Friday 03.07.20	
		Wednesday 01.07.20			
Normal online timetable on Teams		In Class	At Home	Normal online timetable on Teams	
	As students arrive 9.00 – 9.30	Registration <b>Staff – GJ</b>	Registration on Teams		
	<u>Session 1</u> 9.00 – 9.50	<u>Well - being check</u> Students will have the opportunity to discuss their time in lock down and share their feelings with staff and their peers <b>Staff – RS</b>	<u>Well-being booklet</u> – provided via Teams. Opportunity to reflect from home.		
	<u>Session 2</u> 9.50 – 10. 45	<b>Maths – taught in the classrooms and via Teams</b> <b>Staff – JCE / FW</b>			
	<b>Break 10.45 - 11.10</b>				
	<u>Session 3</u> 11.00 – 11.45	<b>Geography – taught by SS from home via Teams. Shown in school by KP.</b>			
	<u>Session 4</u> 11.45 – 12.30	<b>English - taught in the classrooms and via Teams <b>Staff KB and K Bess</b></b> <b>(K Bess to start the session to allow KB to finish teaching Year 8 online)</b>			
	<b>Lunch 12.30- 1.30</b>				
	<u>Session 5</u> 1.30 – 3.00	<u>Outdoor activity</u> – Focus on mindfulness and sharing and potential concerns on return to school <b>Staff SM / GJ</b>	Mindfulness podcasts and activities to be added to class Team		
	<b>Wellbeing Clinic</b> <u>1.30 – 2.30</u>	Individual wellbeing checks – between 1.30 -2.30 students can book an appointment with Mr. Gatt and Mrs. Smart (online or in school) for 1:1 wellbeing discussion.			
<b>3.00 – 3.15 Collect</b>					



Go to the PE Room 8.45 – 9.00			Tuesday 07.07.20	Go to the PE Room 9.00 – 9.15			Thursday 09.07.20	Go to the PE Room 8.45 – 9.00				
Timings	Monday 06.07.20			Normal online timetable on Teams	Timings	Wednesday 08.07.20		Normal online timetable on Teams	Timings	Friday 10.07.20		
	In Class	At Home				In Class				At Home	In Class	At Home
On arrival 8.45 – 9.00	Registration Staff – GJ	Registration on Teams		On arrival 9.00 – 9.15 (until 9.30)	Registration Staff – GJ	Registration on Teams		On arrival 8.45 – 9.00	Registration Staff – GJ	Registration on Teams		
Session 1 9.00-9.50	Maths – taught in the classrooms and via Teams Staff – JCE / FW			Session 1 9.00 – 9.50	Well - being check Staff – RS	Well-being booklet – on Teams.		Session 1 9.00-9.50	Chemistry – taught in the classroom and via Teams Staff – FW			
Session 2 9.50 – 10.40	PSE – taught in the classrooms and via Teams Staff – SM			Session 2 9.50 – 10. 45	Maths – taught in the classrooms and via Teams Staff – JCE / FW			Session 2 9.50 – 10.40	French – taught in the classrooms and via Teams Staff – BC			
Break 10.45 – 11.10				Break 10.45 - 11.10				Break 10.45 – 11.10				
Session 3 11.10 – 12.00	History – taught by HD from home via Teams. Shown in school by LY			Session 3 11.00 – 11.45	Geography – taught by SS from home via Teams. Shown in school by KP.			Session 3 11.10 – 12.00	History – taught by HD from home via Teams. Shown in school by KP.			
Session 4 12.00 – 12.50	English - taught in the classroom and via Teams Staff KB			Session 4 11.45 – 12.30	English - taught in the classroom and via Teams Staff KB and K Bess (K Bess to start the session to allow KB to finish teaching Year 8 online)			Session 4 12.00 – 12.50	PSE – taught in the classroom and via Teams Staff – SM			
Lunch 12.50 – 1.50				Lunch 12.30- 1.30				Lunch 12.30- 1.30				
Session 4 1.50 – 2.00	Registration: Staff GJ			Session 5 1.30 – 3.00	Outdoor activity – Focus on mindfulness Staff SM / GJ	Mindfulness podcasts and activities to be added to class Team		Session 4 1.50 – 2.00	Registration: Staff GJ			
2.00 – 2.45	Physics – taught in the classroom and via Teams Staff – GJ			Wellbeing Clinic 1.30 – 2.30	Individual wellbeing checks – between 1.30 -2.30 students can book an appointment with Mr. Gatt and Mrs. Smart (online or in school) for 1:1 wellbeing discussion.			2.00 – 2.45	Thoughts before the summer - Final Wellbeing check-in Staff – GJ			
2.45 – Collect				3.00 – 3.15 Collect				2.45 – Collect				

# APPROACH & TIMELINE RE-OPENING FOR YEAR 10

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 return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- On arrival at school, pupils will go straight to the English classrooms or geography classroom. They will be based there, for all lessons, in 2 - 3 groups (groups TBC).
- Pupils will walk up the school drive, with staff on duty. Hand sanitisers will be on the school gates and their use will be compulsory prior to entering the school site.
- At the end of the school day, pupils will walk down the drive, keeping 2 metres distance. Staff will be on duty on the drive.

	Date	School day	Drop off	Pick up
<b>Week 1</b>	Wednesday 1 <sup>st</sup> July	8.55 a.m. – 2.45 p.m.	8.40 a.m. – 8.55 a.m.	2.45 p.m. - 3.00 p.m.
	Monday 29 <sup>th</sup> June Tuesday 30 <sup>th</sup> June Thursday 2 <sup>nd</sup> July Friday 3 <sup>rd</sup> July	Home Learning		
<b>Week 2</b>	Wednesday 7 <sup>th</sup> July	8.55 a.m. – 2.45 p.m.	8.40 a.m. - 8.55 a.m.	2.45 p.m. - 3.00 p.m.
	Monday 6 <sup>th</sup> July Tuesday 7 <sup>th</sup> July Thursday 9 <sup>th</sup> July Friday 10 <sup>th</sup> July	Home Learning		

## A COMBINED TRANSITION TO

# TEACHING & LEARNING

Please see the detailed, provisional timetables overleaf. They will also show you how the online schedule will change for the pupils unable to come to school during this two week period.

Our priority for Year 10 is the continuity of their curriculum, especially as they move into Year 11, their GCSE year, in September. They will have 2 days upon which they can come into school to, 'check in, catch up and prepare for summer and September.' The rest of their GCSE teaching will continue seamlessly online.





Arrival Time 8.40 – 8.55: Go to English rooms and Geography room. Students to be permanently based there in 3 groups (groups to be confirmed)					
Monday 29.06.20 Tuesday 30.06.20	Timings	School Open for Year 10		Thursday 02.07.20 Friday 03.07.20	
		Wednesday 01.07.20			
Normal online timetable on Teams		In Class	At Home	Normal online timetable on Teams	
	As students arrive 8.40 – 8.55	Registration Staff – DT / CL / SM	Registration on Teams		
	Session 1 9.00 – 9.50	Biology – taught in the classrooms and via Teams Staff – DT / CL / FW / MG			
	Session 2 9.50 – 10.40	English – taught in the classrooms and via Teams Staff JW, KB (K Bess to support in separate room if needed)			
	Break 10.40 – 11.10 (Year 9 and 10 to be kept in separate areas).				
	Session 3 11.10 – 12.00	Maths – taught in the classrooms and via Teams Staff JCE, FW and GJ			
	Session 4 12.00 – 12.50	Computer Science - LY Art – LW / DT taught in the classrooms and via Teams			
	Lunch 12.50 – 1.50 (Year 9 and 10 to be kept in separate areas).				
	Session 4 1.50 – 2.45	Well - being check Students will have the opportunity to discuss their time in lock down and share their feelings with staff and their peers Staff DT, RS and SM	Well-being booklet – provided via Teams. Opportunity to reflect from home.		
	Wellbeing Clinic 1.50 – 2.45	Individual wellbeing checks – between 1.30 -2.30 students can book an appointment with Mr. Gatt and Mrs. Smart (online or in school) for 1:1 wellbeing discussion.			
2.45 – 3.00 Collect					

Arrival Time 8.40 – 8.55: Go to English rooms and Geography room. Students to be permanently based there in 3 groups (groups to be confirmed)					
Monday 06.06.20 Tuesday 07.06.20	Timings	School Open for Year 10		Thursday 09.07.20 Friday 10.07.20	
		Wednesday 08.07.20			
Normal online timetable on Teams	In Class		At Home	Normal online timetable on Teams	
	As students arrive 8.40 – 8.55	Registration Staff – DT / CL / SM	Registration on Teams		
	Session 1 9.00 – 9.50	Biology – taught in the classrooms and via Teams Staff – DT / CL / FW / MG			
	Session 2 9.50 – 10.40	English – taught in the classrooms and via Teams Staff JW, KB (K Bess to support in separate room if needed)			
	Break 10.40 – 11.10 (Year 9 and 10 to be kept in separate areas).				
	Session 3 11.10 – 12.00	Maths – taught in the classrooms and via Teams Staff JCE, FW and GJ			
	Session 4 12.00 – 12.50	Computer Science - LY Art – LW / DT taught in the classrooms and via Teams			
	Lunch 12.50 – 1.50 (Year 9 and 10 to be kept in separate areas).				
	Session 4 1.50 – 2.45	Well - being check Students will have the opportunity to discuss their time in lock down and share their feelings with staff and their peers Staff DT, RS and SM	Well-being booklet – provided via Teams. Opportunity to reflect from home.		
	Wellbeing Clinic 1.50 – 2.45	Individual wellbeing checks – between 1.30 -2.30 students can book an appointment with Mr. Gatt and Mrs. Smart (online or in school) for 1:1 wellbeing discussion.			
2.45 – 3.00 Collect					

# APPROACH & TIMELINE RE-OPENING FOR YEAR 12

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 return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- On arrival at school, pupils will go straight to the dining hall.
- Student cars will not be permitted on site and will need to be parked off site.
- Pupils will walk up the school drive, with staff on duty. Hand sanitisers will be on the school gates and their use will be compulsory prior to entering the school site.
- At the end of the school day, pupils will walk down the drive, keeping 2 metres distance. Staff will be on duty on the drive.

	Date	School day	Drop off	Pick up
<b>Week 1</b>	Wednesday 1 <sup>st</sup> July	2.00 p.m. - 3.40 p.m.	1.45 p.m. - 2.00 p.m.	3.40 p.m. - 3.55 p.m.
	Monday 29 <sup>th</sup> June Tuesday 30 <sup>th</sup> June Thursday 2 <sup>nd</sup> July Friday 3 <sup>rd</sup> July (+ Wednesday 1 <sup>st</sup> A.M.)	Home Learning		
<b>Week 2</b>	Wednesday 7 <sup>th</sup> July Friday 10 <sup>th</sup> July	2.00 p.m. - 3.40 p.m.	1.45 p.m. - 2.00 p.m.	3.40 p.m. - 3.55 p.m.
	Monday 6 <sup>th</sup> July Tuesday 7 <sup>th</sup> July Thursday 9 <sup>th</sup> July (+ Wednesday 7 <sup>th</sup> A.M. + Friday 10 <sup>th</sup> A.M.)	Home Learning		

## A COMBINED TRANSITION TO

# TEACHING & LEARNING

Please see the details of Year 12's return overleaf.

Our priority for Year 12s is the continuity of their curriculum, especially as they move into Year 13, their A Level year, in September. They will have 3 sessions, during which they can come into school to, 'check in, catch up and prepare for summer and September.' The rest of their A Level teaching will continue seamlessly online.



<b>Year 12                      Week 1</b> <b>Wednesday, July 1<sup>st</sup> 2020</b>	
On arrival: <b>1.45 p.m. – 2.00 p.m.</b> – go to the dining hall	
<b>U.C.A.S. Afternoon</b> <b>2.00 p.m. – 3.40 p.m.</b>	Points to be covered: <ul style="list-style-type: none"> <li>● Personal statement</li> <li>● References</li> <li>● Finance</li> </ul> Mrs. Parker will also run these sessions through Teams, so that any students unable to come into school will have equal access.
<u>Well-being Clinic</u> Individual wellbeing checks: between 1.45 – 3.30 p.m. students can book an appointment with Mr. Gatt and Mrs. Smart (online or in school) for 1:1 wellbeing discussion.	<u>Academic Clinics</u> If students would like to book meetings with their A Level teachers, they can book an appointment through Mrs. Parker. We will endeavour to facilitate this online or in person at school.
Leave school 3.40 p.m. – 3.55 p.m.	



Reopening Week 2



Year 12 Week 2		Wednesday, July 8 <sup>th</sup> 2020	
On arrival: 1.45 p.m. – 2.00 p.m. – go to the dining hall			
<p style="text-align: center;"><b>U.C.A.S. Afternoon</b> <b>2.00 p.m. – 3.40 p.m.</b></p> <p>Mrs. Parker will also run these sessions through Teams, so that any students unable to come into school will have equal access.</p>	<p>Points to be covered:</p> <ul style="list-style-type: none"> <li>• Year 13 matters</li> <li>• Ambassadorship</li> <li>• Prefects</li> <li>• Head Team</li> <li>• Summer assignments</li> </ul>		
<p><u>Well-being Clinic</u></p> <p>Individual wellbeing checks: between 1.45 – 3.30 p.m. students can book an appointment with Mr. Gatt and Mrs. Smart (online or in school) for 1:1 wellbeing discussion.</p>	<p><u>Academic Clinics</u></p> <p>If students would like to book meetings with their A Level teachers, they can book an appointment through Mrs. Parker. We will endeavour to facilitate this online or in person at school.</p>		
Leave school 3.40 p.m. – 3.55 p.m.			

Year 12 Week 2		Friday, 10 <sup>th</sup> July 2020	
On arrival: 1.45 p.m. – 2.00 p.m. – go to the dining hall			
<p style="text-align: center;"><b>Meeting with Mr. Cole, Head of 6<sup>th</sup> Form</b> <b>2.00 p.m. – 2.45 p.m.</b></p> <p>Mr. Cole will run this meeting through Teams, so that students at home can also be part of this meeting.</p>	<p>Points to be covered:</p> <ul style="list-style-type: none"> <li>• Prefects</li> <li>• Head Team</li> </ul>		
<b>Downtime with peers 2.45 p.m. – 3.40 p.m. OR ...</b>			
<p><u>Well-being Clinic</u></p> <p>Individual wellbeing checks: between 1.45 – 3.30 p.m. students can book an appointment with Mr. Gatt and Mrs. Smart (online or in school) for 1:1 wellbeing discussion.</p>	<p><u>Academic Clinics</u></p> <p>If students would like to book meetings with their A Level teachers, they can book an appointment through Mrs. Parker. We will endeavour to facilitate this online or in person at school.</p>		
Leave school 3.40 p.m. – 3.55 p.m.			



# NEW GUIDANCE DURING THE SCHOOL DAY

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

## **BEFORE YOU LEAVE FOR SCHOOL**

You must check your child's temperature before leaving for school each morning. If your child has a temperature, please keep your child at home and notify the school of the temperature reading.

## **SOCIAL DISTANCING IN THE CLASSROOM**

We are following the government advice: It is very difficult to keep nursery and primary age children 2 metres apart from each other and staff. We have however, placed visual markers within classrooms to help children with this and teachers will do their best to encourage children to do so.

We know young children will not stay apart whilst playing, especially after not seeing each other for such a long time. We have split classes into smaller groups and they will each have their own designated play area.

Government guidance stipulates a maximum size of 8 per class for primary pupils and this will be adhered to. Pupils throughout the rest of the school will also be split into smaller class sizes and thorough risk assessments have been carried out.

In the Nursery and Prep School, pupils will be allocated a classroom for the school day.

In the Senior School, pupils will also be allocated a classroom and the teachers will teach them in the allocated room to reduce movement around the school.

We will also use the school grounds for outside learning and fresh air.

## **BREAK TIMES**

We will have separate play areas in the grounds and break times will be staggered to avoid year groups mixing as a significant risk mitigation.

## **MOVING AROUND SCHOOL**

We have added signage and floor markings together with a one-way system around the school to help everyone maintain social distancing.

## **CLEANING**

Cleaning has been increased throughout the day and particular attention will be given to areas such as bathrooms, handrails, outdoor play equipment in the Nursery and other communal areas. The school will be thoroughly cleaned at the end of each day.



# NEW GUIDANCE DURING THE SCHOOL DAY

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

## ACCIDENTS

In the case of an accident or an emergency we may need to come into physical contact with your child to support them, for example if they have fallen over and require First Aid, if you have any concerns about this please contact Mrs McGinley, our First Aid Co-ordinator. Additional PPE has been procured for such circumstances to protect the pupil and member of staff.

## SEPARATION ANXIETY

If your child is anxious about leaving you at the school gate, we will support you on a one to one basis.

## UNIFORM

It is recommended that all clothing worn to school is washed daily. Pupils will therefore wear PE kit to school and blazers must not be worn.

Year 12 students do not have PE kit.

They can therefore wear their own clothing.

## APPLICATION OF SUN CREAM

Please apply a long-lasting sun cream before your child arrives at school. We will ensure that your child has plenty of shaded time throughout the day. Older pupils may bring sun cream if required and are able to apply it themselves.

## STATIONERY

All pupils are encouraged to bring in their own stationery and take it home at the end of each day. Pupils must not share stationery.

Pupils will be given paper/book to work in during their time in school. The book will stay in school during the two-week period. Pupils do not need to bring in exercise books, textbooks or files.

With the exception of Year 12, pupils must not bring in their own devices.

## TOYS FROM HOME

Please can pupils not bring in toys from home.

## LUNCH AND BREAK TIME

Pupils will need to bring their own lunch, break time snack and drinks into school. All food and drink should be in a container which is disposable or that can be washed thoroughly at home after school. Lunch will be eaten in the classroom or outside if weather permits.

## PERSONAL HYGIENE

We will continue to ensure children regularly wash their hands just as we did pre-lockdown.

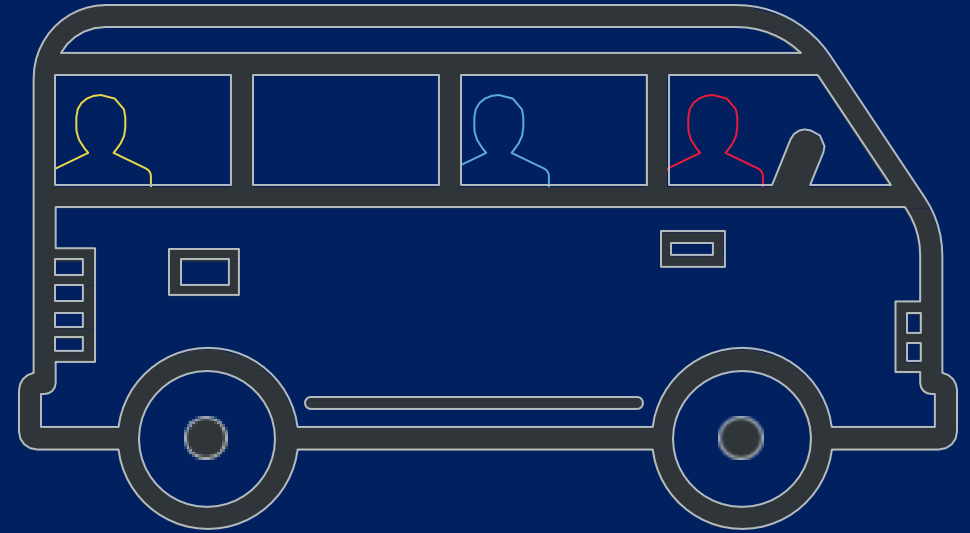
Hand sanitising stations will be at the entrance and exit points. There will be 18 in total.

Hand sanitisers will also be in every classroom.

Extra supplies of soap and paper towels have been purchased. Children will be reminded to regularly wash their hands.



# SCHOOL SERVICES



## Transport

- Social distancing has severely impacted the number of pupils that can access school transport provision. Once we are aware of the number of pupils that require school transport, we can then take an informed approach to identify if pupils can be transported safely in accordance with government guidance.
- In the event that transport is provided, a one seat policy will be implemented and pupils will be required to wear masks during travel.

## Catering:

- We will be unable to offer school lunches or tuck shop. Pupils are required to bring in a packed lunch and snacks for break. In line with our Food Allergy Management Policy, we ask that parents do not include items that contain or have traces of nuts. This is to ensure the safety of those pupils who suffer with allergens.

## Wrap Around Care:

- Wrap Around Care will not be provided during this time, however, Key Worker Provision will remain.
- Pupils of Key Workers will continue to access Key Worker Provision on the days that pupils are not timetabled to attend school.

# FAQS



## **WILL THE SCHOOL FEES DISCOUNT BE REMOVED?**

### **For all classes:**

No, we have decided the existing discount continues for this academic year. The fee freeze for next year remains too.

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

Visitors are welcome to the school but are required to book in advance and we will be following social distancing guidelines.

As parents you are always welcome to contact us and arrange a (socially distanced) face to face meeting with staff working in school. The front office will be manned for any enquiries.

## **WHAT IF I CHOOSE NOT TO SEND MY CHILD BACK TO SCHOOL?**

We understand that some parents and children may be wary about physically returning to school and we will do our best to deliver a suitable level of online provision for these pupils. This has to be on a 'best endeavours' basis as we look to balance staff working in classrooms and trying to deliver some online provision at the same time.

## **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, 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 bathrooms and high-touch areas. At the end of the day there will be a thorough clean of all classrooms and communal areas. 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, a deep clean will be carried out, which includes all surface areas and carpets. 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. Primary age children are likely to be distracted and discomforted by the wearing of such an item and cannot be expected to do so safely.

If a student or member of staff wishes to wear a face covering, they will be allowed to do so. We request they follow guidance on the safe method of using and when removing it should be placed carefully into a sealed plastic bag.

## **HEALTH CHECKS?**

Please continue to check your child's temperature before leaving for school, if they have a temperature, please stay at home and inform school immediately.

# 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 balancing a mix of online and face to face learning. The wellbeing of our pupils, parents and teaching staff is our highest priority. We are lucky to be part of the Cognita group who have been able to provide lots of resources to support our school communities since the start of the lockdown.

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



At school, we will be offering well-being clinics to 'check in, catch up and prepare for summer and September.' We understand this will have been a challenging time for families, so will be working through a booklet to reflect on the lockdown and the apprehensions pupils may have about the return to school.

# POSITIVE FEEDBACK

It was great to hear some of your feedback about how the school responded during lockdown. **Here are a few of the comments that make us feel proud:**

***"In a global crisis, St. Clare's are shining brightly."***

***"I am confident in sending my children back to school as I am sure that you will do everything to ensure their safety and well-being."***

***"The continuity, routine and class socialising that the remote online learning is offering is priceless when the pupils and staff are surrounded by so many changes and so much fear. I cannot begin to imagine how much work it has taken all the staff to achieve this so quickly."***

***"Thank you to you and your staff for the quality of work for both my children. The amount of work put in by the staff in the preparation and delivery of lessons is exceptional. The feedback is personalised, regular and comes in a variety of forms including written and video. This is time-consuming for staff but makes such a positive impact on the children."***

***"I would like to take the opportunity to commend you and the staff of St. Clare's on the enormous effort you are putting into getting our children educated through this unprecedented time of uncertainty."***

***"I am most grateful to all of you for taking the time to give our children structure and routine to their day."***