



North Bridge House
Nursery & Pre-Prep Schools

BACK TO SCHOOL

A guide to a smooth and safe transition



MESSAGE FROM MRS MCLELLAND



Dear Nursery and Pre-Prep Parents,

This document has been put together to provide you with an overview of how we have planned for the safe return of pupils and staff to the schools from the week commencing 1st June.

As you will know, schools have been asked to re-open to pupils in Nursery schools and also Year 1.

Operationally, this is a huge challenge for us being such a large Early Years and Key Stage 1 setting and therefore we have had to make some very difficult decisions. By returning pupils gradually, we can initially reduce the number of children in classrooms compared to usual and put protective measures in place to reduce risks: social distancing, reducing 'pinch points' and utilising outdoor space.

At this point in time, we cannot safely accommodate our youngest children in Otters and Robins. Miss Obadiah and Miss Demetriou remain totally focused on supporting these classes with online live sessions and Seesaw.

As you will be aware, the Government have not yet included Year 2 pupils in the current re-opening plans. The Year 2 Teachers will therefore continue with their online programme of learning through live lessons and Seesaw.

My team and I are confident that the plans we have in place for Pre-Reception, Reception and Year 1 will provide those children and staff with a safe and secure environment in which to learn.

As we have experienced during the past 9 weeks or so, circumstances and plans can change at very short notice. We all need to be mindful of this moving forwards and as a school we will continue to follow DfE guidance.

The requirement to implement a 'bubble group' system of no more than 15 children in a group across the schools impacts hugely on the number of classrooms we need to use and is heavily reliant on staffing. Thank you for supporting staff with the offer of parking spaces, This has made a huge difference for us.

Our plan enables each 'bubble group' to be overseen by a Teacher and supported by a Teaching Assistant.

The demand for space requires us to make good use of the wider NBH facilities so that we can make use of the biggest class spaces we have available to enable social distancing between staff and pupils and bubble groups across the schools. As a result, our Year 1 pupils will be housed at the Senior School in Hampstead. Reception pupils will be located in the Pre-Prep School and Pre-Reception will make use of the Nursery building.

At this point in time we are unable to offer face to face specialist teaching for any of the year groups due to the enforced bubble group system. However specialist activities will still be available through Seesaw which can be used as enrichment activities at home.

In order to run the school day as smoothly as possible, whilst maintaining safety measures for staff and pupils, we will be using staggered start and end times for all year groups. [Please pay close attention to page 6](#)

We are asking that your children do **not** wear their NBH uniform to school. We would like the children to wear a clean, fresh outfit for school each day as an additional safety measure. **Please can you avoid your child wearing novelty costumes at all times.**

Finally, the length of the school day has been shortened slightly for all year groups so that we can provide time to teachers to plan and prepare teaching & learning for the following day, before the buildings and resources are cleaned ready for the next school day.

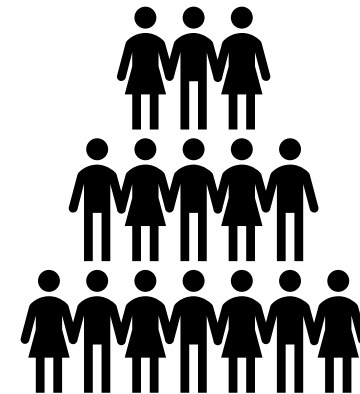
As always, we remain here to help and support you and your pupils as we enter this next stage of our provision here at the schools and I thank you in advance for your support in playing your part with regards to the measures that we have put in place to keep everybody safe.

Mrs McLelland
Executive Headteacher



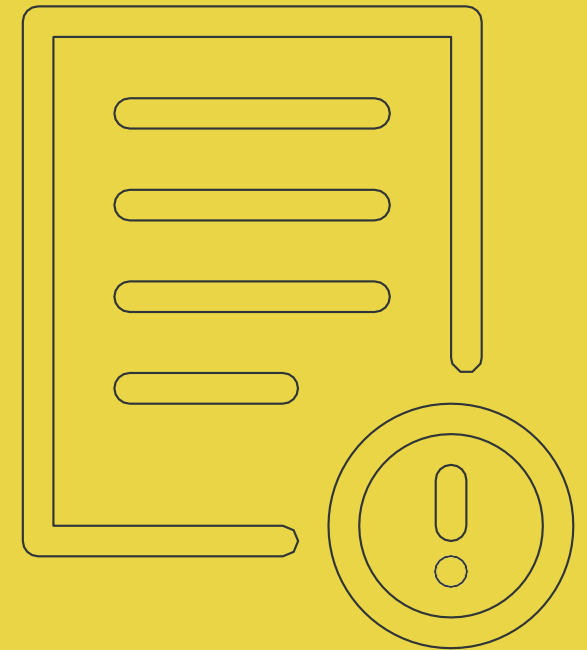
WHAT IS A *BUBBLE GROUP* AND HOW WILL THEY BE FORMED?

- The Government has advised that children be grouped into a class of **no more than 15 pupils** that remain together as one consistent group along with their Teacher and Teaching Assistant. This group then becomes a 'bubble'
- We will place children in bubble groups with other children that they are friends with
- Where possible one teacher (and TA) will be allocated to a bubble group but where there are teacher shortages then Teaching Assistants may be used to lead groups
- Each bubble will have sole use of a classroom and will learn, eat and play together at all times
- Bubble groups will be kept away from each other and will have timetabled playtimes and carefully coordinated movement around the building



PARENT GUIDE AT A GLANCE

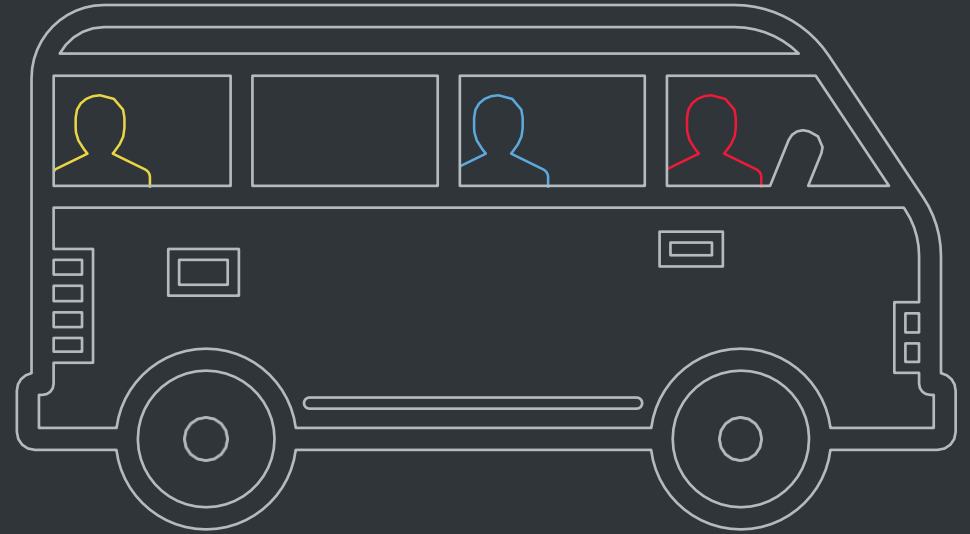
1. Talk to your child about the new measures in this guide
2. Teach your child how to greet their friends using the model video on Seesaw (available on Seesaw w/c 25th May)
3. Take note of any changes to the timings of the school day for your child – this will enable the start and end of day to be as safe and smooth for everyone
4. If you have decided not to send your child back, please notify the school by email to:
Caroline.Tunstall@northbridgehouse.com



SCHOOL SERVICES

Travel to school:

- As per Government advice we urge you to avoid public transport, if possible. Children may bring bikes and scooters on to site. If you have to use public transport please follow guidelines around face coverings and carry hand sanitiser with you or wear gloves.
- Please follow drop off and pick up times carefully. They are designed to avoid crowding.
- We have introduced the staggered start times and end times to limit social contact during these times
- **At this point in time we are unable to provide the coach and shuttle bus service**



Catering:

- The school will provide all snacks and lunches through our in-house catering team as normal. Lunch will be consumed in classrooms if appropriate social distancing cannot be achieved in the lunchroom / gym.

Extra Curricular:

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

NEW ROUTINES DURING THE SCHOOL DAY

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

GREETING OUR FRIENDS AND TEACHERS

We will send a short video out via Seesaw to model for the children how they can greet each other without making physical contact. Please can you practice this with your children over the coming days before they return to school so that they understand this new way of saying *hello*.

SOCIAL DISTANCING IN THE CLASSROOM

We are following the government advice: *...early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.*

We know young children will not stay apart whilst playing, especially after not seeing each other for such a long time. To mitigate the risk we are following the advice that students are split into 'bubble groups'.

Government guidance stipulates a maximum size of 15 per class. This means that students and staff will be assigned to a bubble group and will stay within their bubble group for the whole day, including at lunch and breaks.

We are using all the available space and members of staff we have to achieve this government stipulation so your child may unfortunately not be in their usual classroom.

MOVING AROUND SCHOOL

We have carefully timetabled routes through the school so that bubble groups do not cross paths during the school day.

We will add signage and floor markings to help everyone maintain social distancing.

BREAK TIMES

We will stagger break times to avoid bubble groups mixing. This is not something we do happily as playtime is a key part of learning, but it is a significant risk mitigation.

PERSONAL HYGIENE

We will continue to urge children to regularly wash hands just as we did pre-lockdown. We have enough bathrooms to support this.

Extra supplies of soap and paper towels have been purchased.

You can help by reminding your children of the need to regularly wash their hands for 20 seconds by singing happy birthday twice.



PERSONALISED RESOURCE PACKS

Children will be provided with a personalised zip wallet with resources and equipment for them to use whilst in school to limit the sharing of resources within the bubble group. These packs will remain in school at all times. Soft furnishings will also be removed from classrooms.

OTHER GUIDANCE

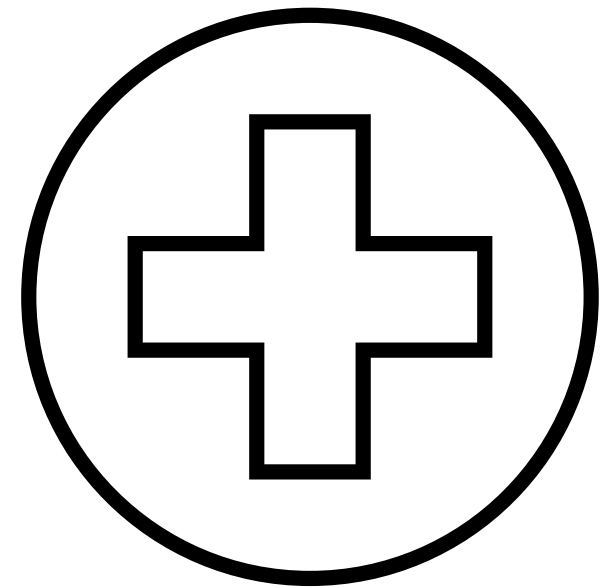
Food – All lunches and snacks will provided by school

Medication –Please send in any medications that would be normally required to be in school eg asthma inhalers and epi-pens **which must be in date.**

SAFETY AND WELL-BEING

It is important that we all do everything we can to ensure that children and staff are as safe as possible. Therefore, we ask that parents support us through adhering to the following:

- Children to wear non-uniform to school each day, fresh clothes each morning which should then be washed at home at 60°
- No items to be brought into school from home, other than a water bottle
- **Parents are to apply sunscreen to children before arriving at school**
- It is advisable that children also have a sunhat to wear when outside (**please ensure clearly labelled with your child's name**)
- Check your child's temperature before school each morning and do not send them into school if they have a raised temperature or any symptoms of illness (COVID 19 or otherwise). The Government have advised that staff and pupils will be eligible for testing if they become ill with coronavirus symptoms, as well as members of their households. A positive test will ensure rapid action to protect classmates and staff through the isolation of that 'bubble group' for a period of 14 days.
- Parents to carefully adhere to the staggered start times for your year group so that we can socially distance groups of parents and children
- Regular hand washing will take place for all children and staff throughout the day.
- **One adult** to drop off and collect to reduce the volume of people in and around the school gates at key times of the day
- Offices will be virtually open - access to school limited to protect all parties.



RE-OPENING

APPROACH & TIMELINE

In developing the plan for our return to school we have followed Government guidelines, listened to your views through our Parent Survey and built on learnings from other Cognita schools across the world.

The staggered return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner.

The success of this reopening plan hinges on the relocation of the Year 1 pupils to NBH Senior School in Hampstead.

Therefore, we will be welcoming Year 1 pupils back to school first to ensure that they are confident and secure in their new location.

It is then our intention to welcome back the Reception children and safely settle them into their new surroundings at the Pre-Prep school, followed by welcoming our Pre-Reception pupils into the Nursery building.

The schedule for return is set out below, together with new timings for the school day.

***We will communicate precise bubble group timings in advance of start date via Schoolcomms**

Years	Date of return	Drop off	Pick up
Year 1	Wednesday 3rd June	*From 08:40 Top Playground, Nutley Terrace	*From 15:05 Top Playground, Nutley Terrace
Reception	Monday 8 th June	*From 08:30 8 Netherhall Gardens	*From 14:15 8 Netherhall Gardens
Pre-Reception	Tuesday 9th June	*From 08:30 33 Fitzjohns Avenue	*From 14:15 33 Fitzjohns Avenue

A COMBINED TRANSITION TO TEACHING & LEARNING

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

To do this we will:

- Continue the online educational provision for students who are not yet in the 'returning' year groups
- Provide online resources and support for those students who have actively decided not to return to school for the time being despite being in the 'returning' year groups
- Please note this will be on a 'best endeavours' basis. Our teachers are now spread across smaller class groupings (micro-classes or bubbles of up to 15 pupils) so their capacity to also provide online teaching for these year groups is limited.



ARRANGEMENTS FOR YEAR 1

Start Date: Wednesday 3rd June 2020 Drop off times from 08:40 Collection times from 15:05

Location for drop off and collection: Top Playground - Nursery School, Nutley Terrace

In order to maximise the use of the largest learning spaces available to us, we have taken the decision to relocate the Year 1 cohort to the Senior School in Hampstead.

We have been given the **exclusive use** of the first floor at the Senior School where there are dedicated teaching spaces for 4 *bubble groups*, toilet and handwashing facilities for the children and separate toilet and handwashing facilities for staff.

We have our own dedicated access route into and out of the building and there are two play spaces that we can use for recreation.

We will transport all the required equipment and resources from the Pre-Prep up to the Senior School in advance of the 3rd June.

Year 1 children will be dropped off by **one parent** at the **Nursery School Top Playground**, Nutley Terrace, where they will be met by their teachers and teaching assistants.

A register will be taken before the group are walked up to the Senior School on Vane Close / Rosslyn Hill which is 0.7 miles from Nutley Terrace.

The route is straightforward, requiring one crossing on Nutley Terrace and the use of the nearby zebra crossing on Fitzjohns Avenue plus a further crossing at the junction of Fitzjohns Avenue and Lyndhurst Road.

Lunch and snacks will be provided by our catering team (Thomas Franks). Children should bring a bottle of water with them each day.

Each child will be provided with a labelled A3 zip wallet containing equipment to use when at school. This will contain all the equipment and resources that they would normally use in school and will be for their sole use. This zip wallet will remain at school.

Any homework will be set via Seesaw.

At the end of the school day, the children will be walked back to Nutley Terrace for dismissal from the Top Playground.

Reminders:

Sunscreen to be applied before school. Please provide a sun hat

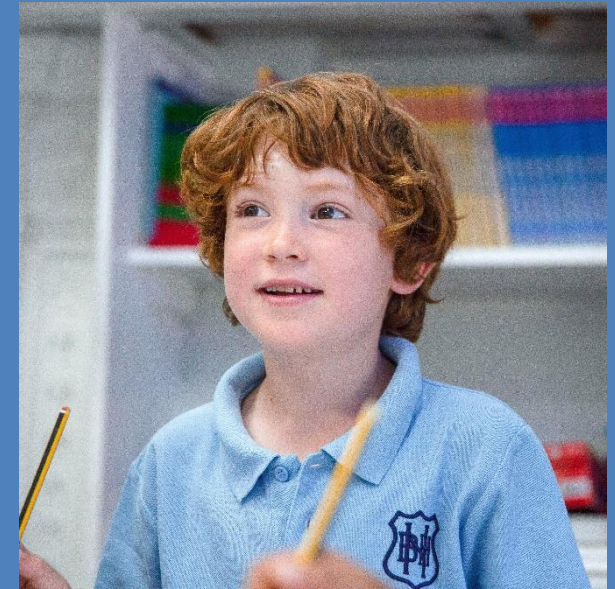
Non-uniform, clean outfit each day

Send in any medication that your child would normally require in school (inhalers, epi-pens) - please ensure that these are in date.

Sensible shoes for walking

1 bottle of water

1 family member / adult to drop off and collect to reduce the number of people gathering



ARRANGEMENTS FOR RECEPTION

Start Date: Monday 8th June 2020

Drop off time from 08:30* Collection time from 14:15*

Location for drop off and collection – NBH Pre-Prep, 8 Netherhall Gardens - Side Gate

*We will be allocating staggered start times and end times for bubble groups to enable a safer environment for all concerned. These times will be communicated to you via a schoolcomms message in advance of 8th June. Please assist us by following these timings carefully.

In order to maximise the use of the largest learning spaces available to us, Reception will be split into 6 *bubble groups*

Reception children will be dropped off by **one parent** via the side gate entrance to the Pre-Prep school at 8 Netherhall Gardens, where they will be met by their teachers and teaching assistants.

Lunch and snacks will be provided by our catering team (Thomas Franks). Children should bring a bottle of water with them each day.

Each child will be provided with a labelled A3 zip wallet containing equipment to use when at school. This will contain all the equipment and resources that they would normally use in school and will be for their sole use. This zip wallet will remain at school.

At the end of the school day, the children will be dismissed from the playground at 8 Netherhall Gardens.

Reminders:

Sunscreen to be applied before school. Please provide a sun hat

Non-uniform, clean outfit each day. No novelty costumes please

Send in any medication that your child would normally require in school (inhalers, epi-pens) - **please ensure that these are in date.**

Sensible shoes

1 bottle of water

1 family member / adult to drop off and collect to reduce the number of people gathering



North Bridge House
Pre-Prep School

ARRANGEMENTS FOR PRE - RECEPTION

Start Date: Tuesday 9th June 2020

Drop off time from 08:30* Collection time from 14:15*

Location for drop off and collection – NBH Nursery School

***We will be allocating staggered start times and end times for bubble groups to enable a safer environment for all concerned. These times will be communicated to you via a schoolcomms message in advance of 9th June. Please assist us by following these timings carefully.**

In order to maximise the use of the largest learning spaces available to us, Pre- Reception will be split into 5 *bubble groups*

Pre-Reception children will be dropped off by **one parent** via the side gate and front door entrance to the Nursery school at 33 Fitzjohns Avenue, where they will be met by their teachers and teaching assistants.

Lunch and snacks will be provided by our catering team (Thomas Franks). Children should bring a bottle of water with them each day.

At the end of the school day, the children will be dismissed from the side gate or front door at 33 Fitzjohns Avenue.

Reminders:

Sunscreen to be applied before school. Please provide a sun hat

Non-uniform, clean outfit each day. No novelty costumes please

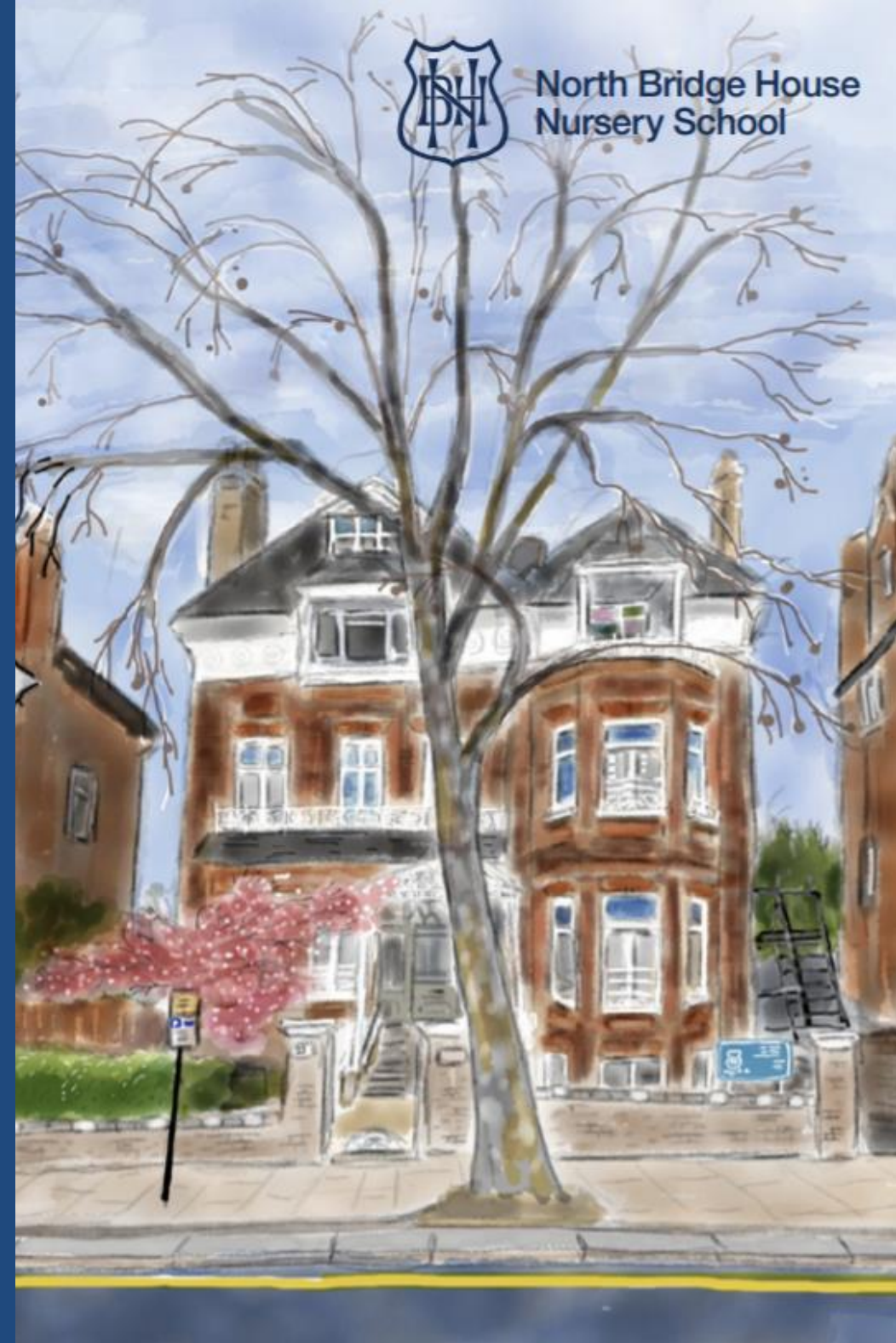
Please send in a plastic bag containing a spare change of clothes for your child – including pants, socks and all other items of clothing. This will be held at school for the duration.

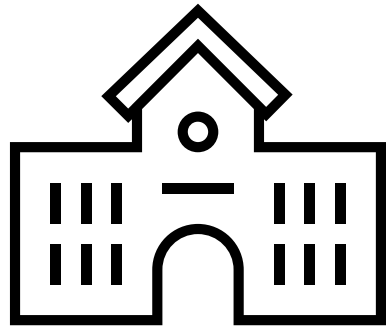
Send in any medication that your child would normally require in school (inhalers, epi-pens) - please ensure that these are in date.

Sensible shoes

1 bottle of water

1 family member / adult to drop off and collect to reduce the number of people gathering





CONSIDERATIONS FOR YEAR TWO

We are conscious that this is a very important final term at the Pre-Prep for our Year Two pupils.

I am liaising with Mr. Stenning, Headteacher at NBH Prep, with regards to planning the transition for our pupils.

We do of course have to consider governmental advice when forming our plans, but please rest assured that we will do all that we can to provide an opportunity for our Year Two pupils to return to school before the end of the summer term, albeit briefly.

Mr. Stenning and I will communicate further to Year Two parents on this as soon as we are able.

You are not forgotten.

OTTERS & ROBINS

Due to Government stipulation we have been told that we must group any children into 'bubble groups' of no more than 15 pupils.

This poses an enormous challenge, not only in terms of facilities in which to place these bubble groups but also, and critically for us, the staffing required to support this.

Provision for our Otters and Robins would therefore require 3 classrooms. Staffing requirements for this would mean we would need **12 members of staff** in order to supervise the children in these classes.

Whilst the number of classrooms in the school are a significant issue, the critical challenge we face is the number of staff required to support each bubble group across the school.

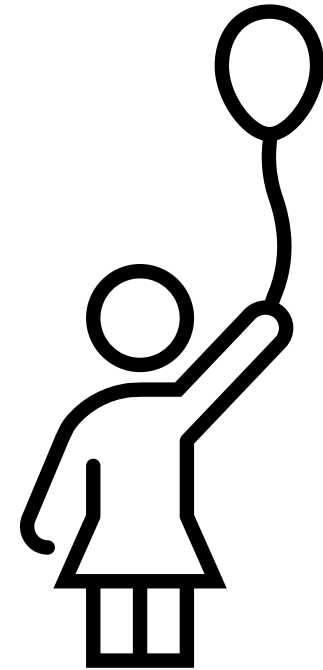
We are already struggling to staff the bubble groups for other year groups (Pre-Reception, Reception and Year 1) in the school as I have many staff who are either shielding or in isolation due to health reasons.

Therefore, it is with regret, that at this point in time, and keeping inline with government guidance, we are not yet able to re-introduce our Otters and Robins to school.

Obviously, in this current situation, guidance can change at any time, for the better or the worse. We will continue to monitor the guidance and will react accordingly where we are able to meet the requirements.

There is nothing we would like more than to have all our children back at school with us and as soon as possible but we must follow guidance in order to keep everybody safe and this has meant some very difficult decisions.

Miss Demetriou and Miss Obadiah will continue to support the children through Seesaw and live sessions until the children are able to return to school.



FAQS



WILL THE SCHOOL FEES DISCOUNT BE REMOVED?

No. Although we did communicate previously that once schools re-open we would revert to normal fees we have decided to waive this for the remainder of the summer term. The exceptional circumstances, the economic situation, and the value we place on our relationship with you – our parent community – means 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?

For the foreseeable, access for visitors will be strictly limited and by appointment only. We will be following social distancing guidelines. We will be reachable via email:

caroline.tunstall@northbridgehouse.com

and telephone as normal:

0207 2676266

Opt 1 for Pre-Reception

Opt 2 for Reception and Year 1

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

We understand that some parents and pupils may be wary about physically returning to school and we will do our best to deliver a suitable level of online provision for these students. This has to be on a 'best endeavours' basis as we look to balance a lower number of staff across an increased number of classes as a result of limiting the number of students in each class. **Please contact caroline.tunstall@northbridgehouse.com if you are not planning to send your child back to school.**

HOW ARE YOU RECORDING ABSENCE OF PUPILS WHEN SCHOOL RE-OPENS?

If you choose not to send your child back to school for the time being, for those in the 'returning' year groups, this will be recorded as an 'Authorised Absence'.

WHAT IS YOUR CLEANING REGIME?

We have a robust cleaning regime throughout the school day with a focus on bathrooms and high-touch areas. At the end of the day we also repeat this paying particular attention to the classrooms and common areas of the school. In the instance of a confirmed COVID-19 case we will do a deep clean which includes all surface areas and carpets. In all cases we use coronavirus approved disinfectants/cleaning fluids, 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.

WHAT IF THERE IS A CONFIRMED CASE OF CORONAVIRUS IN THE SCHOOL?

The 'bubble group' system means that contact between groups of children and staff is limited. Should there be a confirmed case of COVID19 within a single 'bubble group' then all members of the bubble group (staff and pupils) will be required to stay away from school, be tested and isolate for a period of 14 days.

HERE TO HELP

A reminder of key contacts:

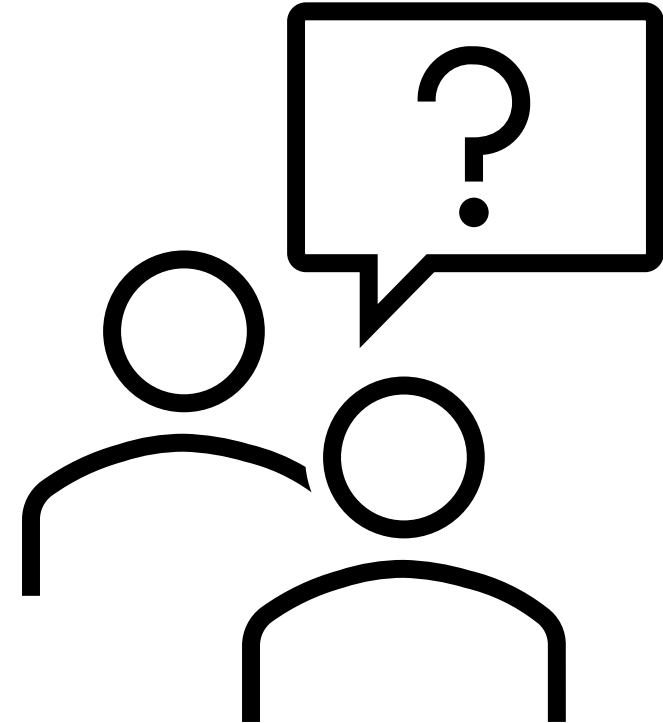
Telephone: 0207 2676266
opt 1 for Nursery School
opt 2 for Pre-Prep School

Mrs McLelland - Executive Head:
Christine.McLelland@northbridgehouse.com

Head's PA / School Secretary:
Caroline.Tunstall@northbridgehouse.com

Miss Kapoor - Nursery School Deputy Head and
Designated Safeguarding Lead:
Nishi.Kapoor@northbridgehouse.com

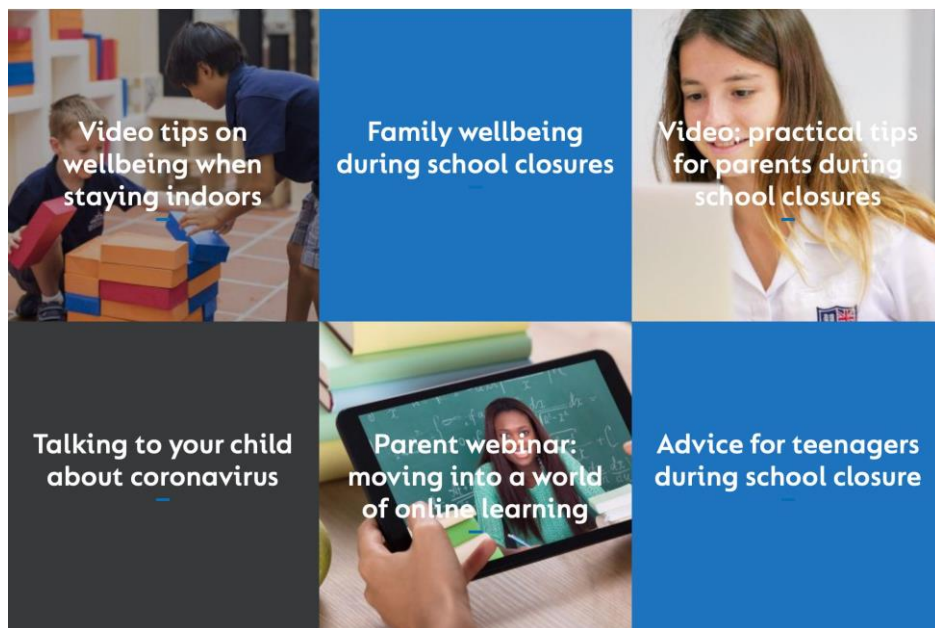
Mrs Mitchell – Pre-Prep School Deputy Head and
Designated Safeguarding Lead:
Michelle.Mitchell@northbridgehouse.com



WELL-BEING

The transition back to school will still be a challenge for all of us trying to adjust to a new way of 'being', coping with fear of the unknown and in some cases balancing a mix of online and face to face learning. The wellbeing of our students, parents and teaching staff is our highest priority and we are lucky to be part of Cognita 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 students and parents. Members of our parent community have even shared how they have coped with lockdown. This evolving set of content can all be found at www.cognita.com



POSITIVE FEEDBACK

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

“Excellent provision, we couldn’t have asked for more. Thank you.”

“It has been an amazing response by NBH - we feel very lucky to have a supportive school community. Thank you all so very much.”

“I think NBH are doing a great job!”

“10/10 for school and teachers! Always work to be done w/o the pressure. Feedback from teachers amazing and very encouraging. Couldn’t ask for more”

