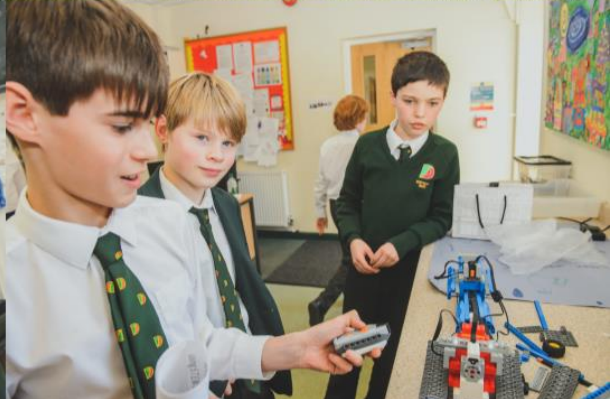




Ditcham Park School

Parent's Handbook
Covid-19 Update (September 2020)



Autumn Term
2020-2021

Notes for the Guidance of Parents : Covid-19 Update



Dear Parents,

We are delighted to be welcoming pupils and staff back to Ditcham Park School for the autumn term from 3rd September 2020. After the many weeks of lockdown, remote teaching and learning, the phased return for some pupils in the last weeks of the summer term and the summer holiday period itself, it will be good to see and hear the children in the building once more, bringing it back to life and looking forward to the next stage of their education with energy and enthusiasm.

The term ahead will of course look and feel very different for us all as the School seeks to follow and incorporate the latest public health advice to minimise the risks of coronavirus (COVID-19) transmission.

The information contained within this handbook update aims to answer your most frequently asked questions and act as a useful reference for parents. It will of course be revised as the government updates its guidance to schools during the coming weeks and months and we hope you will find it useful.

This booklet should be read in conjunction with the usual Parent Handbook 2020-21 which is provided to families on admission, and available on request to existing families. If anything is unclear, please do not hesitate to contact us.

Graham Spawforth, Headmaster

29th August 2020

Notes for the Guidance of Parents : Covid-19 Update

Index

<u>Subject</u>	<u>Page No</u>
• Risk Assessment and System of Controls	3
• Ditcham Park School's "Safety First" Approach	5
• Communication & Contact with the School	6-7
• Reporting Absence	8-9
• Remote Teaching & Learning (during self-isolation)	9
• Parents Evenings	9
• Friends of Ditcham Park School	9
• Hygiene and Cleaning Arrangements	10
• Medical Emergencies & Administering First Aid	10
• Washing Hands Infographic	11
• School's Response to a Suspected case of COVID-19	12
• School Day Timings	13
• Wrap Around Care	14
• Pupil Entrances & Exits	14
• Moving Around School	14
• Boot Rooms, Bag Racks and Lockers	15
• Toilets	16
• Lesson adjustments during COVID-19 restrictions	16
• After School Clubs and Activities	16-17
• School Lunches	17
• School – Home Transport	18-19
• Pupils Equipment Needs	20-21
• PE and Games Information	20-21
• Uniform Shop	23
• School Grounds	22
• The Bursary & Financial Matters	23
• Your Feedback	23
• Complaints Procedure	23

Notes for the Guidance of Parents : Covid-19 Update

RISK ASSESSMENT AND SYSTEM OF CONTROLS

The School undertakes to follow the [latest government guidance to Schools](#) and the PHE-endorsed 'system of controls' at all times. The government's system of controls builds on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) pandemic. In adopting these controls as our School's guiding principles, and in conjunction with a robust risk assessment process, we are confident we can provide your children with the safest possible environment in which to learn, where the risk of transmission of infection is substantially reduced.

SYSTEM OF CONTROLS

Our "[Safety First](#)" approach seeks to meet, as a minimum, the government's published system of controls reproduced below:

Prevention

- 1) **Minimise contact with individuals who are unwell:** by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) **Where recommended, use of face coverings in schools.**
- 3) **Clean hands thoroughly more often than usual.**
- 4) **Ensuring good respiratory hygiene by promoting the "catch it, bin it, kill it" approach.**
- 5) **Introduce enhanced cleaning,** including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) **Minimise contact between individuals and maintain social distancing wherever possible.**
- 7) **Where necessary, wear appropriate personal protective equipment (PPE).**

Response to any infection

- 8) **Engage with the NHS Test and Trace process.**
- 9) **Manage confirmed cases of coronavirus (COVID-19)** amongst the school community.
- 10) **Contain any outbreak** by following local health protection team advice.

Numbers 1 to 5 must be in place in schools, all the time.

Number 6 must be properly considered, and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Numbers 8 to 10 must be followed in every case where they are relevant.



Notes for the Guidance of Parents : Covid-19 Update

RISK ASSESSMENT

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

Like many schools, Ditcham Park School has remained open to some pupils since 23rd March and welcomed more pupils back from 1st June. Ditcham Park therefore has already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

As part of our planning for the full reopening of school in September 2020, the School has fulfilled its legal requirement to revisit and update our comprehensive risk assessment document and has considered the additional risks associated with a return to full capacity from 3rd September 2020.

Where necessary, control measures already in place have been refined and additional control measures have been introduced. The School has consulted with its staff, key suppliers (eg: school transport and cleaning service providers) and the School Governors.

The School has implemented sensible and proportionate control measures to reduce the risk to the lowest reasonably practicable level. The School undertakes to monitor that these controls are effective, working as planned, and updated appropriately, considering any issues identified (ie: by staff, pupils, parents and all visitors) and changes in public health advice.

The Chair and the Vice-Chair of Governors, accompanied by the Chair of the Governor's Education Sub-Committee, visited the School on 27th August 2020 to examine and test the School's preparations and sign off the School's Risk Assessment documentation.

The School's Summary Risk Assessment is available on the School's Website (details below). Parents of current pupils are also able to request a copy of the School's full risk assessment schedule by contacting the Bursar via email bursar@ditchampark.com.



Notes for the Guidance of Parents : Covid-19 Update

DITCHAM PARK SCHOOL's "SAFETY FIRST" APPROACH

Actions include (as at 28/8/2020):

1. Implementation of Year Group Bubbles (YGB) to minimise contact and social interaction between pupils (and staff)
2. Continuation of robust hand and respiratory hygiene practices.
3. Continuation and expansion of our enhanced cleaning arrangements.
4. Adoption of forward-facing desks in classrooms (where practicable)
5. Continuation of the weekly health status declarations for pupils and staff. Addition of an overseas travel declaration to ensure compliance with the government's requirement for 14-days self-isolation for those arriving from countries removed from the [travel corridor list](#).
6. Use of face coverings by pupils aged 11 and over; provided by parents/guardians for their children along with a bag in which to keep them clean and safe during the school day, when not being worn. Currently:
 - a) pupils aged 11 and over are required to wear a face covering when arriving at school in the morning, and when leaving at the end of the school day.
 - b) pupils aged 11 and over, who use the school transport to and from school must wear a face covering on the school bus, at all times.
 - c) pupils aged 11 and over are required to wear a face covering when moving around the building from class to class.
 - c) pupils are not to wear face coverings when in lessons.
7. Use of face coverings by pupils under 11 is, currently, optional only.
8. Parents will not be permitted to enter the School buildings at any time, unless previously arranged via the School Office Manager (Headmaster's PA) and her team, or for emergency reasons. All visitors to the School, including parents, who enter the school buildings will need to complete a health and travel declaration in advance of their visit.

The detailed procedures, required to accommodate these outlined actions, are provided in this parent information handbook. The same information, and any further updates, will be provided to the School staff via a supplement to the Staff Handbook, to ensure consistency of approach.

Notes for the Guidance of Parents : Covid-19 Update

COMMUNICATION & CONTACT WITH THE SCHOOL IN THE COVID-19 ENVIRONMENT

CONTACTING THE SCHOOL.

Currently the following procedures apply:

- **In person: Parents are currently not permitted to enter any of the School buildings at any time, unless previously arranged with the Headmaster's PA, Mrs Amanda White.**

Mrs White can be contacted as follows:

Telephone: 01730 825659 (8.30am to 4.45pm)
Email: headspa@ditchampark.com

In the event of Mrs White's absence, parents are asked to contact either of the School's secretaries, Mrs Jude Coombes and Mrs Nicky Corrigan as follows:

Telephone: 01730 825659 (8.00am to 5.00pm)
Email: parents@ditchampark.com

Please do not visit without a pre-arranged appointment. Parents will be required to complete a visitor's health status and travel declaration in advance of their entry to the School.

Entry to the School is only permitted via the Main School Entrance and School Reception.

- **Telephone, Email and Letter** remain very useful and effective methods of communication with the school, particularly so in the coronavirus (COVID-19) environment. See further guidance below:
- **Google Meet / Zoom:** all staff (teaching and support) are now able to meet you via webcam, by prior agreement and appointment. Please email staff in the first instance to request.

EMAIL – GUIDE TO USE OF EMAIL COMMUNICATION WITH THE SCHOOL

TERM TIME

- **Absence notifications*** (by 8.30am on day of absence):
 - a) **General absence: contact parents@ditchampark.com**
 - b) **Covid-19 related absence, including self-isolation: contact headspa@ditchampark.com copied to the Bursar at denise.allen@ditchampark.com**

**please also see ["School Attendance and Reporting Absence"](#)*

- **Emergency/Urgent Situations:**
 - 1) By telephone via the School Office 01730 825659 (The School's preferred option), or
 - 2) by email: parents@ditchampark.com
- **Safeguarding or Child Protection issues:**

By email, direct to

 - 1) Designated Safeguarding Lead: Mr Mark Philips: mark.philips@ditchampark.com or
 - 2) Deputy Designated Safeguarding Lead: Mrs Helen Parrott
helen.parrott@ditchampark.com

Notes for the Guidance of Parents : Covid-19 Update

- **General enquiries** about your child: should continue to be directed via your child's Form Tutor (Seniors) or Class Teacher (Juniors) in the first instance, using their [School email address](#)*, as before.
- **Subject based enquiries (in Seniors)** for your child: should continue to be directed to the relevant subject teacher and/or the Head of Department by email* as before.

*The email address of each teacher can be found on our website (www.ditchampark.com) under [About Ditcham and then Staff and Governors](#).

NON-TERM TIME

General Enquiries:

- Email: parents@ditchampark.com
- Telephone: 01730 825659
- Answerphone: Inevitably there will be some occasions when the office is closed i.e. Bank Holidays, between Christmas and New Year and for some days at Easter and in the summer. At these times, a message will be left on the school answer phone and you will receive an auto-reply to any email advising when staff will be back.

Covid-19 Related:

- Email: please email The Headmaster (graham.spawforth@ditchampark.com) and The Bursar (denise.allen@ditchampark.com) in the first instance.

If the Headmaster and/or Bursar are not available, out of office replies will provide details of any required further instructions/next steps.

COMMUNICATIONS FROM THE SCHOOL

GENERAL MATTERS

Parents can continue to expect communications from the School by the following methods, (including information updates in respect of its response to Covid-19):

Clarion Call : mails/texts to parents (normally) each Wednesday

Newsletter : electronic newsletter every Friday afternoon to parents.

Parent Portal : for School Calendar and Sporting Fixtures
for Booking Parent's Evening appointments

URGENT COMMUNICATIONS

Whole School: relating to Covid-19 (eg local lockdown), any other emergency closures (eg extreme weather), problems on our access roads will be communicated to parents in the following ways:

- 1) **Clarion Call text sent directly to parents.**
- 2) Message on School Website homepage www.ditchampark.com (updated at the end of each school day for duration of emergency)

Individual Pupil(s): relating to Covid-19 or any other health and safety, or safeguarding, matters will be by telephone. **Parents are asked to ensure the School has two "In Case of Emergency" contact numbers.**

Notes for the Guidance of Parents : Covid-19 Update

WEBSITE

The school website can be found at www.ditchampark.com, please note "Cookies" need to be enabled in order to gain access to the Parents Portal.

Covid-19 Information page

for access to the latest information relating to the School's response to the coronavirus (COVID-19) pandemic, including the **summary risk assessment**, parents can visit the School website page: <http://www.ditchampark.com/dps-covid-19-information-page/>

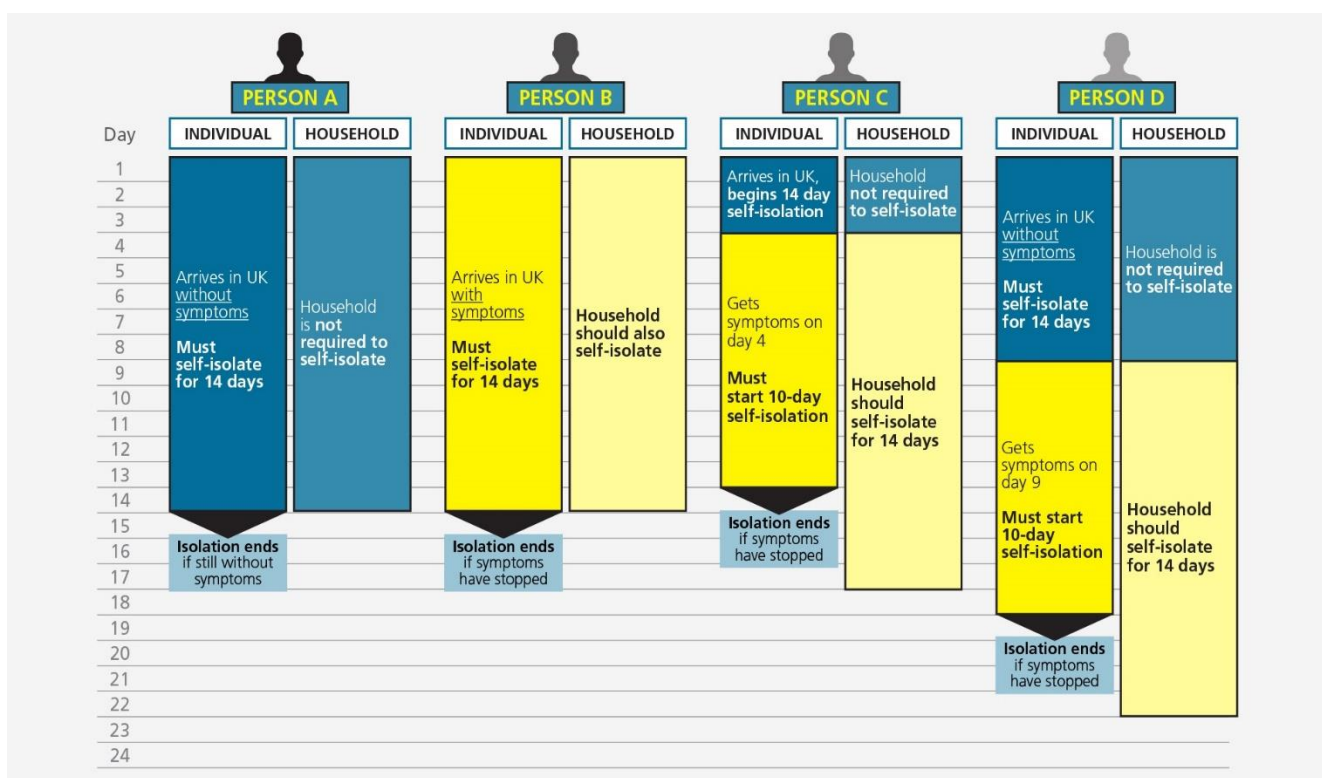
Social Media

The School uses the following social media platforms, although parents should note it is unlikely the School will use these methods as a primary method to communicate emergency messages relating to Covid-19.

- Facebook
- Instagram
- Twitter
- LinkedIn

SCHOOL ATTENDANCE & REPORTING ABSENCE

- Pupils are expected to attend school every day unless they are ill or self-isolating.
- Pupils must not attend school if they, or anyone in their household, has tested positive for coronavirus (COVID-19), or is symptomatic and is self-isolating. Please follow the required protocols prescribed by the government and PHE.
- Pupils must not attend school, and should complete a period of 14 days self-isolation, if they or any member of their household have returned from any country that does not appear on the government's [travel corridor list](#) (see infographic below)



Notes for the Guidance of Parents : Covid-19 Update

If your child is absent from school because of illness, you must inform the school by 8:30am on the morning of the first day's absence as follows:

- Please leave a message on the 'Reporting Absence' line via the main school telephone number (01730 825659) or via email as follows:
 - **General absence:** parents@ditchampark.com
On the day of your child's return to school, a written explanation for the absence is required. Please send this directly to the School Office or email: parents@ditchampark.com.
 - **Covid-19 related absence, including self-isolation:** headspa@ditchampark.com copied to the Bursar (Health & Safety Officer) at denise.allen@ditchampark.com

Remote Learning if you Child is Self-Isolating

- For children who are absent in order to self-isolate, the School plans to provide access to remote teaching and learning materials. Details of self-isolating pupils will be provided to the Head & Deputy Head of Seniors / Head & Deputy Head of Juniors, as appropriate, who will contact parents to discuss arrangements within 24 hours.

PARENTS' EVENINGS

All parents evening, and similar events, will not take place at School in the Autumn term. Instead these events will be facilitated by Google Meet.

The School will be in touch with parents, as appropriate, prior to each event to provide detailed arrangements and access to any online booking systems required.

FRIENDS OF DITCHAM PARK SCHOOL

Parents are advised that, due to coronavirus (COVID-19), it is currently not possible for the School's PTA (**The Friends of Ditcham Park School**) to run events at the School.

The School will update families when this situation changes.

Notes for the Guidance of Parents : Covid-19 Update

HYGIENE & CLEANING ARRANGEMENTS IN THE COVID-19 ENVIRONMENT

The School has adopted a number of enhancements to its cleaning and hygiene arrangements as a direct response to the coronavirus (COVID-19) pandemic, in order to maximise pupil, staff and visitor health and safety. These include, but are not limited to:

- Deployment of the Estates Team, and an additional part-time cleaner, to provide increased cleaning of transit and communal areas (with a concentration on hard surfaces such as handrails and doors)
- Installation of screen shields in Reception, the School Office several (smaller) classrooms in the Seniors and in all Learning Support classrooms.
- Installation of multiple hand sanitising stations throughout the School.
- Provision of a “Covid-19 Essentials” cleaning pack in each classroom and office for use as required during the day.
- Enhanced cleaning programme, after school, in each area delivered by the School’s 3rd party cleaning contractor.
- Purchase of a “fogging machine” to be used out of normal school hours, to provide anti-bacterial protection to larger or hard to clean areas.
- Implementation of a strict visitor protocol (reduced numbers on site, and health/travel declarations in advance).
- Display of posters around the School in corridors, classrooms and toilets, reminding pupils and staff of the importance of handwashing and the “Catch It, Bin It, Kill It” messages (eg: page 10)

MEDICAL EMERGENCIES AND ADMINISTERING FIRST AID in the COVID-19 ENVIRONMENT

In addition to our robust processes already in place to deal with medical emergencies and provision of First Aid at school, the School has taken/will take the following actions:

- The School will fully engage with the NHS Test and Trace programme.
- Parents can find further information on NHS Test and Trace by following this link: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

Established details of the local health team who will be consulted when the School has received reports of two confirmed cases of coronavirus (COVID-19) in the School community within 14 days, or identifies a rise in absence in any particular year group bubble.

Hampshire and Isle of Wight HPT (South East)

Public Health England, Fareham Borough Council, Civic Offices, Civic Way, Fareham, Hampshire, PO16 7AZ

Email HIOW@phe.gov.uk; phe.hiow@nhs.net

Telephone 0344 225 3861, Out of hours advice 0844 967 0082

- Has asked all parents to complete an updated medical needs form for their child(ren) prior to the start of term, including the opportunity to advise if a child is believed to be at higher risk from coronavirus (COVID-19).

If parents wish to contact the School in respect of any medical matter please contact the Headmaster’s PA, Mrs Amanda White, in the first instance: headspa@ditchampark.com

Coronavirus

Wash your hands with
soap and water more
often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

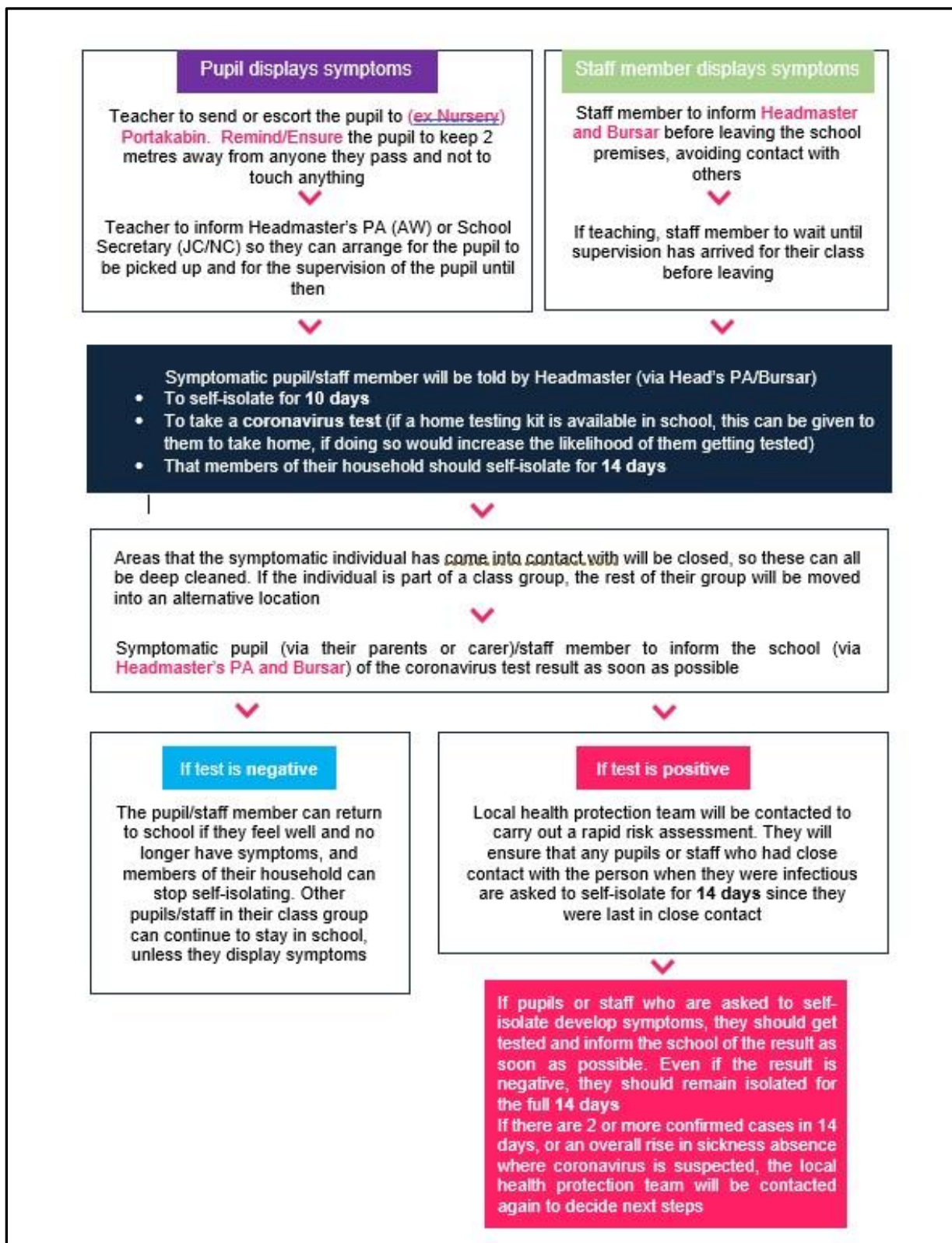
Use a tissue to turn off the tap.
Dry hands thoroughly.



Notes for the Guidance of Parents : Covid-19 Update

How the School will respond to a suspected case of coronavirus (COVID-19) when patient on the premises, is shown below. A copy of this infographic is displayed in all classrooms and offices and is subject to revision, in line with latest government guidance.

Pupils who become ill at school, but not with coronavirus (COVID-19) symptoms, will be treated in the usual First Aid room as required by the School Office First Aid trained staff



Notes for the Guidance of Parents : Covid-19 Update

THE SCHOOL DAY AND OPERATIONS

SCHOOL DAY TIMINGS

In the Autumn 2020, term the School will operate a normal school day with lessons beginning at 08.40am and finishing at 3.45pm for all Nursery, Junior and Senior pupils.

All pupils should be in school by 8:40am.

PARKING ARRANGEMENTS FOR PARENTS DRIVING TO SCHOOL

Parents are asked to note the following parking areas in operation for drop-off and collection of children at the start and end of the School day:

- **NURSERY / PRE-PREP / PREP / TRANSITION:**
Main Junior Car Park alongside Art & Design (David Holmes) Building.
- **LOWERS / MIDDLES AND UPPERS:**
Grass area in front of the Dragonflies Nursery
- **SENIORS:**
North Drive perimeter parking spaces and Main Entrance Car-Parks.

At all other times (authorised visits, by prior arrangement), please use the visitors car parking spaces adjacent to the Main School Entrance.

WRAP-AROUND CARE

Early Morning Club (EMC) – arrangements for the Autumn term:

Nursery & Juniors:

- Children may arrive on site from 7:50am. Parents and pupils should enter the School at the Main Reception and wait at the Lobby door where they will be met and recorded as attending EMC* and then taken to the Margaret Daley Library, where they will be supervised by a member of staff until 8.25am. **required for Track & Trace purposes*
- this provision will operate as a “Quiet Reading” time so parents should provide their children with a reading book.

Seniors:

- Pupils should enter the School at the Main School Reception and wait at the Lobby door, where they will be met and recorded as present for EMC (as above).
- Seniors whose Period 1 lesson is in Science, D&T, Art or Drama will remain in the Small Hall where they will be supervised by a member of staff until 8.25am when they will proceed to class.
- All other Seniors once registered as “in-School” will proceed upon arrival to their Period 1 classroom where they are required to wait quietly in the classroom.

After School Care (ASC) – arrangements for the Autumn term:

Juniors: Active8 will provide after school care from 3.45pm to 6.00pm

Seniors: The School will operate a Seniors Homework Club until 6.00pm.

Parents are asked to note:

- The government’s guidelines for Early Morning Clubs and After School Care require the Schools to operate these cross-year-group provisions on a ‘consistent group’ basis.

Notes for the Guidance of Parents : Covid-19 Update

- Parents are therefore required to book fortnightly in advance, using the following systems:
 - Early Morning Club
Thursday 3rd and Friday 4th September: e-mail Parents@ditchampark.com
From Monday 7th September: via an on-line booking system (details to be provided to parents week commencing Monday 1st September)
 - After School Clubs
Book via the parents' area on the School website www.ditchampark.com
- Parents are asked to note that for the Autumn term the School is unable to provide an after-school care tea for pupils. Parents should provide a packed after school tea for their child.

PUPIL ENTRANCES AND EXITS

Juniors (parents and pupils are asked to queue at 2M social distancing)

NURSERY	:	usual entrance
RECEPTION	:	Via outside play area at the far end through the walled garden
PRE-PREP	:	Junior courtyard (look for Mrs Somerville)
PREP	:	Junior Courtyard Prep Classroom Entrance
TRANSITION	:	Juniors Entrance in the Junior Courtyard
LOWERS	:	Via the Memorial Garden Entrance at rear of Classroom Block
MIDDLES	:	Via the Junior Courtyard Entrance to the New Juniors Classroom Block
UPPERS	:	Junior Courtyard UJA or UJM Classroom Entrance

Seniors (pupils, wearing face-coverings, and unescorted)

Form 1 (Yr7)	:	Seniors Entrance
Form 2 (Yr8)	:	Seniors Entrance
Form 3 (Yr9)	:	Southern Entrance (next to Dining Marquee, Compass Courtyard)
Form 4 (Yr10)	:	Southern Entrance (next to Dining Marquee, Compass Courtyard)
Form 5 (Yr11)	:	Senior Entrance

MOVING AROUND SCHOOL

JUNIORS PUPILS AND STAFF

- When accessing lessons in other parts of school, teachers will escort their class where appropriate.
- Upper Junior children are encouraged to wear face coverings when moving between lessons outside of their bubble in UJA and UJM. Children are to follow one-way system in place in seniors, especially on staircases.
- Children will attend Peri and Learning Support lessons, which we intend to run as normal. Class teachers will ensure children know where they are going (taking them where necessary) and will liaise with the specialist teacher and office staff to ensure they arrive safely and on time.

Notes for the Guidance of Parents : Covid-19 Update

Break-time

- Children will play in marked out Year group bubble zones on the main south facing field immediately in front of the Main School building, with staff on duty to ensure health and safety and year group bubble integrity.
- At the start of break times, class teachers will escort children to boot rooms to avoid unnecessary overcrowding. At the end of break times, class teachers will collect their children from the playground areas and walk back to class in bubble groups to avoid unnecessary overcrowding and ensure children are sensible.

SENIORS PUPILS AND STAFF

- Pupils will be required to follow a one-way system around the Main School buildings in order to minimise (and avoid where possible) interaction between year group bubbles.
- Senior Leaders will provide all Pupils with information about the one-way system in place at the start of term on Thursday 3rd September.
- Form Tutors and Subject teachers will provide reminders to pupils each day at the end of each lesson until pupils become familiar with the routes.
- The School has posted clear "One-Way" signage throughout the building for pupils to follow.
- Senior Pupils will wear face-coverings when transiting around the School site and in corridors, a measure which will mitigate risk of infection transference where social distancing may be reduced.

Break-time

Pupils have been provided with allocated recreation areas on the main south facing field immediately in front of the Martyn Price Building and South Downs Hall, with staff on duty to ensure health and safety and year group bubble integrity.

BOOT ROOMS, BAG RACKS AND LOCKERS

JUNIORS

Boot Rooms: The School has rearranged locations of Junior boot rooms to maximise social distancing between year group bubbles. As parents are not permitted in School buildings at present, they should seek to remind their children where to hang their coats prior to the start of term:

- NURSERY: In Dragonflies building
- RECEPTION In Reception classroom
- PRE-PREP Outside Junior toilets, by the Main Juniors Entrance
- PREP In Prep classroom
- TRANSITION In the Boot Room in the Transition Corridor
- LOWERS Ground Floor Boot Room Annexe (previously Transition Boot Room)
- MIDDLES Front half of Ground Floor Boot Room (accessed by Junior Entrance)
- UPPERS Rear half of Ground Floor Boot Room (via entrance adjacent to the Senior Bag Rack area).

Notes for the Guidance of Parents : Covid-19 Update

SENIORS

Bag Racks & Lockers:

- FORM 1 Seniors Entrance
- FORM 2 Seniors Bag Rack Area (socially distanced from other year groups)
- FORM 3 Seniors Bag Rack Area (socially distanced from other year groups)
- FORM 4 Seniors Bag Rack Area (socially distanced from other year groups)
- FORM 5 South Downs Hall

TOILETS

Juniors

Pupils will use allocated toilet facilities:

- Reception /Pre Prep : use toilets by classroom
- Transition : use toilets in the Transition Corridor
- Prep – Uppers : use Junior toilets (adjacent to Juniors Entrance)

Seniors

Pupils will be able to use all toilets “as normal” throughout the Seniors buildings (only) but will always only be permitted to leave individual lessons one at a time with instructions to return immediately and to exercise social distancing should they meet staff or other pupils whilst away from the classroom.

ADJUSTMENTS TO LESSONS IN THE COVID-19 ENVIRONMENT

Sport and PE

- Pupils will play sport and take part in PE in their Year Group Bubbles.
- The School is currently not permitted to open its changing rooms for use; therefore pupils should come to school in PE kit (including sports jackets and tracksuit bottoms) on the days they are timetabled for Sport & PE.
- Sporting fixtures with other schools are currently suspended. Pupils will take part in internal “Year Group Bubble Fixtures/Sporting Competitions”.

Music, Drama, Art

- Music (including 1:1 lessons with peripatetic visiting teachers)
- Singing will not take place in groups over 15 in number
- Musical instruments will not be shared where possible (and not at all for wind instruments). Where sharing is unavoidable, enhanced hygiene practices between use will be deployed as detailed in the Head of Music’s letter to parents on 28th August 2020.
- Drama, Performing Art and Art lessons and activities will take place within the parameters of the government’s [current guidelines](#).

Notes for the Guidance of Parents : Covid-19 Update

ACTIVITIES AND AFTER SCHOOL CLUBS

The School aims to run as many activities as possible within the [government's published guidelines](#) in the Autumn term however this will be subject of constant review and the School will undertake detailed risk assessments for each activity, adjusted to incorporate all control measures required/recommended to ensure it is "Covid-secure" before being permitted to take place.

Activities and After School Clubs will not start until week commencing Monday 14th September at the earliest, further details will be provided by the Headmaster, Heads of Seniors and Juniors in due course.

SCHOOL LUNCHES – ARRANGEMENTS FOR THE AUTUMN TERM

Parents and pupils are asked to note that throughout the period of Covid-19 Year Group Bubble restrictions, all pupils will be required to eat lunch with their year group peers irrespective of whether they choose a school or home provided lunch.

September 3rd – 11th

- School supplied packed lunches will be available to all pupils. This will include a choice of baguette, wrap or pasta pot, fruit and a piece of cake. Menus can be found on the School Website using this link: <https://www.ditchampark.com/parents/lunch-menus/>
- Order your child's food choices using this link:

September 14th – 18th

- School supplied hot lunch will be available to all pupils. Menu can be found on the School Website using this link: <https://www.ditchampark.com/parents/lunch-menus/>
- Order your child's food choices using this link:

September 21st onwards

- School plans to extend its hot food offering from week 3, to include many #ditchamDelicious favourites, and will be available to pupils who have signed up to termly lunches (at a discounted daily cost per head). Parents are asked note that the menus will be published week commencing 7th September on the School website.
- Families who have signed up to termly lunches will be emailed an online ordering link in the prior week.

Lunches will be served at the following locations and times, during the Autumn term:

Year Group	Nursery	Own Classroom	Dining Marquee	South Downs Hall
Nursery (EYFS)	11:45			
Reception (EYFS)		from 11:45		
Pre-Prep (Yr1)		from 11:45		
Prep (Yr2)		from 11:45		
Transition (Yr3)			11:50	
Lowers (Yr4)			11:55	
Middles (Yr5)			12:10	
Uppers (Yr6)			12:15	
Form 1 (Yr7)			Rota TBA*	
Form 2 (Yr8)			Rota TBA*	
Form 3 (Yr9)			Rota TBA*	
Form 4 (Yr10)			Rota TBA*	
Form 5 (Yr11)				TBA*

Notes for the Guidance of Parents : Covid-19 Update

- *Seniors will be notified of lunch arrangements on the first day of term, and rotas will be posted weekly on noticeboards in the Senior Entrance and by the Dining Marquee.
- NUTS: The School does not permit nuts in the school because of the risk of allergic reaction to some children. Please do not provide your children with any item containing nuts in their break-time snacks or packed lunches. The School does not use nuts as a constituent ingredient in its catering operation – although many manufacturing companies now include a “rider” on packaging that states “may contain traces of nuts” or “is made in a factory that handles nuts” although nuts are not listed as an ingredient. In such circumstances, the school may use such products.

HOME-SCHOOL TRANSPORT

The daily School-Home Transport service operated on our behalf by AMK will run as normal from 3rd September 2020, however some necessary changes to daily procedures for the children using this service.

Main changes for Autumn 2020

- **Ad-hoc “daily tickets” are not available, as this compromises the consistent nature of the passenger list for the bus.**
- Pupils seated from youngest (front of minibus/coach) to eldest (rear of minibus/coach) in order to preserve Year-Group Bubble integrity as far as possible.
- Pupils will be allocated a seat for the term and will not be permitted to change (*unless agreed in advance with the School on health grounds eg; motion sickness – contact the Deputy Bursar at louise.bowen@ditchampark.com*).
- Pupils to minimise volume of baggage transported to/from school daily.
- Pupils are required to carry their own bags onto the bus.
- Pupils aged 11 and over must wear a (parent supplied) face-covering which will remain in place until the pupil arrives at their first lesson classroom (morning) or arrives at their destination bus-stop (afternoon).
- Pupils must use hand sanitiser on entry to and exit from the School bus.

Transport Timetables

Thursday 3rd September & Friday 4th September (Morning): to help pupils get used to the new system, the School will run the buses 5 minutes in advance of the published timings. Please ensure your child has arrived at the bus stop at these slightly earlier times on these days.

Thursday 3rd September (Afternoon): pupils on School Transport will leave lessons at 3.30pm in order to practice the new loading system for the return journey, supervised by members of the School SLT and AMK drivers.

From Monday 7th September: the buses will return to published timings.

School bus timetables are available from the School Office. Please contact Mrs Coombes or Mrs Corrigan by email: parents@ditchampark.com

CODE OF CONDUCT FOR HOME TO SCHOOL TRANSPORT

Parents and pupils are asked to read and comply with the School’s Transport Code of Conduct in operation, re-produced overleaf:

Notes for the Guidance of Parents : Covid-19 Update

CODE OF CONDUCT FOR HOME TO SCHOOL TRANSPORT IN THE CONTEXT OF THE CURRENT COVID-19 PANDEMIC – AUTUMN 2020

In recognition of the plans being put place for the return of pupils to school from September 2020, we have set out the following Code of Conduct line with the latest DfE guidance.

Transport provider AMK will:

- Clean vehicles thoroughly on a daily basis in accordance with agreed schedule (details of which are available upon request);
- Clean high—touch areas between each journey with anti—bacterial spray/wipes;
- Retain the use of consistent minibuses and drivers on School routes and undertake to not use these vehicles for any other purpose;
- Provide hand sanitiser on board for pupils to use at the start and end of each journey;
- Ensure that all drivers have made a declaration of good health (Covid-19 symptom free) prior to starting work each week, confirming they are fit for work;
- Provide an alternative driver where necessary;
- Ensure that drivers wear face coverings and keep vehicles well ventilated - where air conditioning is in use units have been re-configured where possible to extract external air rather than re-circulating internal air (as per guidance from the Confederation of Passenger Transport);
- Ensure that drivers remain forward facing as much as possible and avoid unnecessary interaction with pupils;
- Group pupils together in school-related 'bubbles' as much as possible - pupils will sit in the same seat each day;
- Provide Ditcham Park School with a copy of their risk assessment and safe system of work, prior to the start of term;
- Continue to monitor and follow guidance provided by the DfE, associated transport bodies and local authorities.
- Engage with all aspects of the NHS Track and Trace process.

The School will:

- Ensure that our risk assessment and pupil protocols are monitored and reviewed regularly;
- Ensure that pupils queue in an organised and socially distanced manner whilst waiting for vehicles at the end of the day and during this time check that pupils over 11 are wearing a face-covering;
- Supervise pupils to ensure that they board vehicles in single file, observing social distancing at all times.

Pupils will:

- Respect the need for social distancing whilst waiting to board vehicles, both in the morning and afternoon;
- Ensure that they follow the strict seating policy to remain within their designated 'bubble';
- Ensure that their face covering remains place throughout the entire journey, bags are safely stowed and their seat-belt is secured;
- Ensure that they disembark the vehicles, both in the morning and the afternoon, in single file and keep within their school 'bubble' where appropriate;
- Understand that any failure to comply with the above conditions may result in transport provision being withdrawn.

Notes for the Guidance of Parents : Covid-19 Update

Parents/Guardians will:

- Ensure that their child(ren) does not embark upon their journey to school if they are showing any symptoms of Covid-19;
- Ensure children are at the bus stop in good time each morning;
- Limit their child's carry-on baggage to "essentials" only for the day ahead;
- Provide face coverings for all pupils aged 11 years and above, to be worn during every journey;
- Ensure that their child(ren) understands the conditions outlined in this Code of Conduct;
- Understand that any failure to comply with the above conditions may result in transport provision being withdrawn.

EQUIPMENT

- **All pupils, in every year group, should bring a reusable water bottle.**

JUNIORS EQUIPMENT REQUIREMENTS

PENCIL CASES

Nursery to Transition

- Pupils will be provided with all necessary writing and drawing utensils.
- Where possible, children will be provided with their own equipment to avoid risk of infection
- transference.
- Pupils will not share equipment.
- Where any resources may be shared (e.g. colouring pencils) they will be regularly cleaned
- and children will wash their hands before and after use.

Lowers – Uppers

Parents are required to provide pupils with their own pencil case and equipment. This should include:

- 2 HB pencils
- 2 Blue Handwriting pens (Middles and Uppers)
- 30cm ruler
- Eraser
- Pencil sharpener
- Highlighter
- Glue stick
- Colouring pencils (if possible)
- Protractor
- Pair of compasses
- Scissors
- Calculator (optional)

PE AND GAMES (including boot room kit)

Pupils are required to come to school in Sports Kit on the days when they have PE and Games.

Reception – Prep: this will mean coming into school every day in their PE Kit.

All other year groups: PE or Games kit will only be worn on certain days.

Notes for the Guidance of Parents : Covid-19 Update

PE and GAMES KITS

- On days your child has timetabled PE, please wear PE kit
Girls: Short sleeved green PE top, black skort, short white socks, trainers
Boys: Short sleeved green PE top, white shorts, short white socks, trainers
- On days your child has timetabled Games, please wear Games kit
Girls: Short sleeved green PE top, black skort, long green socks, trainers
Boys: Long sleeved green shirt, black shorts, long green socks, trainers

Please could you also provide your child with a gum shield, shin pads and studded boots in a small bag clearly labelled with their name.

JUNIORS PE and Games take place on the following days:

	PE	GAMES
MONDAY	Reception, Pre-Prep, Prep, Middles & Uppers	Transition Lowers
TUESDAY	Nursery, Reception, Pre-Prep, Prep & Uppers	
WEDNESDAY	Reception, Pre-Prep, Prep, Transition, Lower & Uppers	Middles Uppers
THURSDAY	Reception, Pre-Prep, Prep, Transition Middles	
FRIDAY	Reception, Pre-Prep, Prep Lowers	

Tracksuits, blazers, coats, waterproofs, wellington boots & rugby boots can stay in school and can be taken home when needing a wash. If it is wet (or as we move into October) then coats should be worn to and from school daily.

SENIORS EQUIPMENT REQUIREMENTS

In order to ensure the safest possible working environment, most work this term will be completed and assessed on Chromebooks and the Google Classroom platform. We do not anticipate that exercise and textbooks will need to be carried on a regular basis.

Pupils must only bring in a limited amount of equipment. They should have a small, clearly named day bag containing the following:

- Chromebook (This must be fully charged)
- Pencil Case 2 black writing pens
- A green pen
- 2 sharp pencils including an 'HB' Eraser Pencil sharpener
- Pair of compasses
- Protractor
- CASIO scientific calculator
- Ruler
- 2 Highlighter pens
- Reading Book
- Reusable water bottle

Notes for the Guidance of Parents : Covid-19 Update

SENIORS PE KIT

- Pupils are required to attend School dressed in Sports Kit on the days when they have PE and Games. PE kit must be appropriate school issue and clearly named on the front of each item.
- Changing facilities at school are currently unavailable, in line with government guidelines.
- Pupils should be provided with a gum shield, shin pads and studded boots in a small bag clearly labelled with their name.

SENIORS PE and Games take place on the following days:

	PE & GAMES
MONDAY	Form 5 and Form 1
TUESDAY	Form 4 and Form 3
WEDNESDAY	Form 2
THURSDAY	Form 5, Form 2, Form 1
FRIDAY	Form 5 and Form 3

UNIFORM IN THE AUTUMN TERM

- Nursery – Year 4: pupils should wear a tracksuit tops and bottoms.
Year 5 and above: pupils in Year 5 and above are expected to wear School uniform in the Autumn term.
- Nursery – Year 6: all pupils should be provided with a pair of wellington boots (which are to be left in school during the week in their allocated boot-rooms).
- Year 7 and above: May wear football, hockey boots or trainers outside when the ground is wet. These are to be stored in bag-stores when not in use.
- Year 11 girls: pupils are permitted to wear trousers as part of a trial. Trousers should be ordered from the School Uniform Shop (see below).
- Uniform Shop: To order new and secondhand clothing from the Uniform Shop please e-mail Ali Bates at uniform@ditchampark.com or telephone 07547 895200.

From September 2020, parents are advised that uniform does not have to be washed each day.

SCHOOL GROUNDS

Parents are advised that, apart from driving their children to and from School, the School Grounds are currently not open to parents.

Parents are required to return to their cars without delay once they have dropped off or collected their children and to leave the School grounds immediately or when directed by the School's estates team. When on site, parents are required to observe social distancing at all times.

Any questions in respect of the School Grounds should be directed to the Estate Bursar in the first instance: adrian.trewhella@ditchampark.com

Notes for the Guidance of Parents : Covid-19 Update

THE BURSARY AND FINANCIAL MATTERS

In line with the government's advice the School Bursary personnel will be working at school in the Autumn term, however in order to keep our staff safe during the Covid-19 period of restricted movement we wish to limit the number of visits required to the bank in order to pay in cheques. We would therefore ask you to pay all fees and other charges by BACS bank transfer. Please note that we are not able to accept cash for insurance reasons.

Details of the School's Bank Account are available on request from Bursary staff:

Deputy Bursar: louise.bowen@ditchampark.com

Finance Assistant: kate.brickwood@ditchampark.com

If you are experiencing financial difficulties as a result of the coronavirus (COVID-19) pandemic, please contact the Bursar, Mrs Denise Allen, by email: denise.allen@ditchampark.com

YOUR FEEDBACK

We hope that parents and pupils find this handbook useful. The School aims to update and publish it regularly, primarily on the School Website.

Despite our comprehensive efforts we understand you may still have questions or concerns about some elements of our coronavirus (COVID-19) response and actively seek your feedback so that we can continue to enhance and improve.

If you wish to contact us in this respect, please do so using the following email addresses, or alternatively telephone the School on 01730 825659 and speak to a member of the School Office team in the first instance, who will redirect your call as appropriate.

Educational Matters: headsqa@ditchampark.com
Helen.parrott@ditchampark.com (Nursery & Juniors)
Mark.philips@ditchampark.com (Seniors)

Health & Safety Matters: bursar@ditchampark.com

Grounds & Facilities: bursar@ditchampark.com

Medical issues for your child: headsqa@ditchampark.com

Please mark your email "COVID-19 feedback" in the subject header. Please note the usual response times to emails will apply.

If you wish to contact the Governing Body you can do so via the Clerk to the Governors, Mrs Denise Allen, by email denise.allen@ditchampark.com or direct to the Chair of Governors by email: chairofgovernors@ditchampark.com

PARENTS' COMPLAINTS PROCEDURES*

A copy of our Complaints Policy, and detailed procedures can be found on our website

<https://www.ditchampark.com/policy/complaints-policy-and-procedure/>

Parents can obtain a copy by email, or post, by contacting the School Office or Bursar as follows:

School Office: Telephone 01730 825659

Email: Headspa@ditchampark.com or
denise.allen@ditchampark.com

*Please note that due to a "temporary Covid-19 advisory" timelines may be extended due to the site not being fully open to parents and visitors during the Autumn term.