



THERE IS NO PLACE LIKE
Caversham Prep

#CavershamPrepFamily

Wednesday, 17th of June, 2020

Dear Parents,

In line with the recent government announcement, we are pleased to be able to offer the opportunity for Years 2 and 5 to return to school for their morning lessons. This will start from Monday 22nd June until the end of term (Wednesday 8th July).

Year 2 will not attend school on Wednesdays but will continue to be set the work as usual via Teams, with no virtual lessons. We have made the decision not to cover Year 2 with Mrs. Kidao on a Wednesday, so the pupils only have contact with one teacher. Mrs. Foster will remain with our SEN/Key worker group.

I have chosen these two year groups in order to help prepare Year 2 for the transition from the Infants to the Juniors and similarly to help Year 5 transition to their final year at primary school as their entrance exams are coming up soon.

Year 5 will be taught in their usual classroom. Year 2 will be taught in the current Year 4 classroom, as the Year 2 classroom is being used by our key worker and SEN group. This will also be their classroom when they start Year 3 in September.

If the government guidelines change further, or we find that we have more capacity to bring more pupils back in a safe manner, we will keep you informed.

To help facilitate social distancing, we have to stagger the start and end times.

Year 2 will start at 08:30 and finish at 11:30, they will enter and exit the junior building via the green gate, nearest the junior block.

Year 5 will start at 08:50 and finish at 12:00, again they will enter and exit the junior building via the green gate, nearest the junior block

Children will be sent out to parents as they arrive. Please can I ask that you drop off and collect your child promptly.

Afternoon learning for both groups, will remain the same. That is, accessed via Microsoft Teams.

School uniform should be worn, except school blazers, which cannot be washed daily.

Parents of key worker and SEN children who are currently at school for the whole day can choose whether they stay with that bubble, or transfer to their class bubble, but that transfer must be permanent, so they would need to go home at lunch time with their class.

In the first instance, please can you indicate to Mrs. Manson whether you intend to send your child into school.

Caversham Preparatory School
16 Peppard Road Reading RG4 8JZ
Operated by Innova Schools Ltd
Registered in England Co. No. 5787165



Telephone: 0118 947 8684
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Website: www.cavershamschool.com





Below are the details of actions we have put in place in relation to coronavirus. We hope you find this informative and allows you to make an informed choice about sending your child back to school.

How is the school encouraging personal hygiene?

- There will be boxes of tissues, bottles of hand gel and lidded bins in all classrooms and public places (front hall, office, Head's Office).
- On arrival, the children will be asked to sanitise their hands and will be asked to do so regularly.
- The children will be reminded about personal hygiene on the first day back and then more regularly than they may usually.

What is the role of parents in reducing the risk of spreading the coronavirus?

- Parents are to take the temperature of their child each day to check they don't have a temperature.
- Following the latest government guidance, parents are asked not to send their child to school if anyone in their household has any of the following: a high temperature, a new, continuous cough or a loss of, or change to, their sense of smell or taste.
- Wash your child's clothes daily as soon as they return home.
- Wash your child's hands straight away when you pick them up.

What if a child is suspected to have coronavirus?

- Staff will check a child's temperature, using an infrared thermometer, if they suspect a child is showing Corona Virus symptoms.
- Any child who is feeling unwell will be isolated in the sick room immediately and parents will be called to collect.
- The staff member who stays with the sick child will wear PPE.
- The bed will be stripped and will be washed once the child has been picked up.
- The areas where the child has been will be thoroughly cleaned.
- Parents are to request a test for coronavirus if they or staff suspect their child has the virus and then must report the results to the school ASAP.

How will parents drop off and collect their child from school?

- Your child will enter by the side gate near the junior building. Please observe social distancing when dropping your child. Where possible, remain in your car until you see that the class teacher has sent a pupil inside and the gate area is free.
- At the end of the day, wait in your car if possible or stand near the wall observing social distancing guidelines - when the class teacher sees you they will let your child go.
- Parents will not enter the building, unless absolutely necessary. Please phone or email Steph with queries.

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How will parents communicate with Mrs. Hutchison or Mr. Neal?

- Arrange a call on Teams or a phone call through the office as there will be minimal contact on the gate.
- Email Steph Manson or phone school if you have any urgent messages in the day.

How will the school routines change?

- The children will only interact with their class teacher and the other children in their class.
- During lessons, the children will be sat at separate desks
- Where possible, learning will take place outside.
- Breaks will be staggered so everyone isn't outside on the playground at the same time.
- Each class bubble will take breaks separately.
- Children will be asked to wash their hands regularly.
- No communication books will be used and instead communication will be via Teams still or via Steph if urgent.

How will the school reduce the risk of spreading coronavirus through the furnishings and resources?

- The toilets, basins, door handles, light switches and table-tops will be cleaned regularly throughout the day.
- Windows and doors will be open at all times if possible.
- All soft furnishings will be removed, such as cushions and upholstered chairs where possible.
- All iPad and computers will be wiped down after and before each use.
- Each child will be allocated their own draw to hold stationery, such as felt tips, pencils and other resources.

Please email us with any questions and let us know as soon as possible if you wish your child in year 2 or year 5 to return to school on Monday morning.

Thank you for your continued support.

Yours Sincerely,

Mr. Neal

Christopher Neal BSc (Hons), PGDip Law, MAEd
Head Teacher

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