



Huddersfield  
Grammar School  
The whole child is the whole point

# BACK TO SCHOOL

A guide to a smooth and safe transition





# MESSAGE FROM THE HEADTEACHER

The events of recent months have proven what I have long suspected, ever since joining Huddersfield Grammar School's community, that its greatest strength is the dedication and commitment of our pupils, parents and staff members. Each has risen to the challenges posed by the arrival of the Covid-19, and in doing so has allowed us to smoothly navigate whatever difficulties the pandemic has thrown our way.

Firstly, I would like to thank you – our parent community – for adapting to the new reality and for sharing your views so we could improve and for being our partners in coming out of this situation stronger. At this time I would also like to pay tribute to the outstanding efforts of our dedicated educators whose commitment enabled such as smooth transition to online teaching and learning.

While a return to normality remains some way off, the decision to open the school in a phased approach with Kindergarten, Reception, Year 1 and Year 6 is an important step in this direction. However, it is not a decision that has been taken lightly. Government guidance has heavily influenced our approach and all regulations have been adhered to stringently. We have also drawn heavily on the expertise from our Cognita colleagues around the globe.

Both the reopening team and I, have been in daily contact with the Cognita Operations Team, ensuring everything from social distancing measures to the provision of hand sanitizers has been meticulously planned and documented. During my time as a school leader, I have never felt more the benefit of being part of the HGS family and Cognita Global team.

This document is a result of extensive inputs, discussion and planning. I do hope you find that it reflects our aims of tailoring the reopening of the school to best meet your needs and it answers some of your concerns.

In closing, I wish to stress that the safety of our children and staff at Huddersfield Grammar School has been at the heart of our decision-making process. I hope you will be reassured by the comprehensive plans we have put in place because it is the social interactions, which may be termed the 'hidden curriculum', that ultimately make school a more memorable experience.

Headteacher  
**Mrs Donna Holmes**



## 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 schedule for return is set out clearly below, together with new timings for the school day. Although the school is opening on Tuesday 2nd June, the drop off times on this day are different to allow time for the children to experience their new learning environment. Please see your child's individual year group information below.

Years	Monday 1st June	School day times for Tuesday 2nd June	School day times from Wednesday 3rd June
Kindergarten	INSET Day	Green Bubble: 10:30am – 3:15pm	Green Bubble: 9:00am – 3:15pm
Reception	INSET Day	Red Bubble: 10:00am – 3:20pm	Red Bubble: 8:55am - 3:20pm
Year 1	INSET Day	Purple Bubble: 9:30am - 3:35pm Blue Bubble: 9:15am – 3:30pm	Purple Bubble: 8:45am - 3:30pm Blue Bubble: 8:50am - 3:35pm
Year 6	INSET Day	Turquoise Bubble: 8:45am - 3:40pm Cerise Bubble: 9:00am – 3:45pm	Turquoise Bubble: 8:35am - 3:40pm Cerise Bubble: 8:40am - 3:45pm
Keyworker Yr 2-5	Orange Bubble: 8:30am - 4:00pm	Orange Bubble: 8:30am – 4:00pm	Orange Bubble: 8:30am – 4:00pm
Keyworker Yr 7-9	Yellow Bubble: 8.30am - 4.00pm	Yellow Bubble: 8:30am - 4:00pm	Yellow Bubble: 8:30am – 4:00pm

## 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 for those students whose parents have actively decided for then not to return to school for the time being despite being in the 'returning' year groups. EYFS and Year 1 will find work available on SeeSaw and Year 6 will find work in the OneDrive folders.
- Please note this will be on a 'best endeavours' basis. Our teachers are now spread across smaller physical classrooms (Bubbles) so their capacity to also provide online teaching for these year groups is limited.



# APPROACH & TIMELINE

## RE-OPENING FOR KINDERGARTEN

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, one nominated parent should line up outside following the guides.
- One nominated parent is permitted to take their child to the Early Years Play Area door where their teachers will greet them. From here teachers will escort the pupils into the building.
- At the end of the school day, parents are requested to form a distanced queue by the gate. The children will be brought to the pedestrian gate next to the St David's building for dismissal. Please ensure that only one nominated parent attends for collection.
- We will share a further document explaining what the day will look like, including drop-off and collection routines over the half-term. Please read this to your child to prepare them for the return to school.

### Teachers

- Green Bubble: Miss Haigh and Mrs Hirst

Year	Date	Drop off	Pick up
<b>Week 1</b>	Monday 1st June	Staff preparation day – no children to attend school	
	Tuesday 2nd June	10:30am	3:15pm
	Wednesday 3rd - Friday 5th June	9:00am	3:15pm
<b>Week 2</b>	Monday 8th June (and all week)	9:00am	3:15pm

## WHAT SHOULD YOUR CHILD BRING TO SCHOOL DAILY?

- Water bottle
- Morning snack (nut free)
- Afternoon fruit
- School coat (no caps/hats)
- Overall
- Sun cream labelled with child's name.
- Sun hats
- Pencil case

### Pencil cases should include:

- ✓ Writing pencil and rubber
- ✓ A good set of coloured pencil crayons
- ✓ Glue stick
- ✓ Felt tip pens (not essential)
- ✓ Scissors (small pair – not pointed)

Please note that pupils should come to school in the following uniform on the specified days:

- PE kit on Monday and Wednesday
- School Uniform (Summer or Winter) on Thursday and Friday
- Forest School kit on Tuesday



# 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 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, one nominated parent should line up outside following the guides.
- One nominated parent is permitted to take their child to the back entrance (blue door) of the Royd's Mount building where Mrs Howarth will greet you. Mrs Howarth will then escort pupils into the building.
- At the end of the school day, one nominated parent is requested to form a distanced queue by the gate. The children will be brought to the pedestrian gate next to the St David's building for dismissal.
- We will share a further document explaining what the day will look like, including drop-off and collection routines over the half-term. Please read this your child to prepare them for the return to school.

### Teacher

- Red Bubble: Mrs Howarth

Year	Date	Drop off	Pick up
<b>Week 1</b>	Monday 1st June	Staff preparation day – no children to attend school	
	Tuesday 2nd June	10:00am	3:20pm
	Wednesday 3rd – Friday 5th June	8:55am	3:20pm
<b>Week 2</b>	Monday 8th June (and all week)	8:55am	3:20pm

## WHAT SHOULD YOUR CHILD BRING TO SCHOOL DAILY?

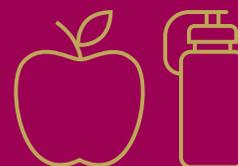
- Water bottle
- Morning snack (nut free)
- Afternoon fruit
- School coat (no caps/hats)
- Overall
- Sun cream labelled with child's name.
- Sun hats
- Pencil case

### Pencil Cases should include:

- ✓ Writing pencil
- ✓ Ruler and rubber
- ✓ Glue stick
- ✓ Scissors (small pair – not pointed)
- ✓ Good set of coloured pencil crayons
- ✓ Felt tip pens (not essential)

Please note that pupils should come to school in the following uniform on the specified days:

- PE kit on Tuesdays and Fridays
- School Uniform (Winter or Summer) on Monday and Thursday
- Forest school kit on Wednesday



# 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 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, one nominated parent should line up outside following the guides.
- Once the St David's building has opened, one nominated parent will say goodbye to their child at the front door and their teacher will accompany the child to the classroom.
- At the end of the school day, one nominated parent is requested to form a distanced queue by the gate, where the children will be brought to the front gate for dismissal.
- We will share a further document explaining what the day will look like, including drop-off and collection routines over the half-term. Please read this your child to prepare them for the return to school.

### Teachers

- Blue Bubble: Mr Naylor
- Purple Bubble: Mrs Hardcastle

Year	Date	Drop off	Pick up
<b>Week 1</b>	Monday 1st June	Staff preparation day – no children to attend school	
	Tuesday 2nd June	Blue Bubble: 9:15am Purple Bubble: 9:30am	Blue Bubble: 3:30pm Purple Bubble: 3:35pm
	Wednesday 3rd – Friday 5th June	Blue Bubble: 8:50am Purple Bubble: 8:45am	Blue Bubble: 3:35pm Purple Bubble: 3:30pm
<b>Week 2</b>	Monday 8th June (and all week)	Blue Bubble: 8:45am Purple Bubble: 8:50am	Blue Bubble: 3:30pm Purple Bubble: 3:35pm

## WHAT SHOULD YOUR CHILD BRING TO SCHOOL DAILY?

- Water bottle
- Morning snack (nut free)
- School coat (no caps/hats)
- Overall
- Sun cream labelled with child's name.
- Sun hats
- Pencil case

### Pencil Cases should include:

- ✓ Writing pencil
- ✓ Ruler and rubber
- ✓ Glue stick
- ✓ Scissors (small pair – not pointed)
- ✓ Good set of coloured pencil crayons
- ✓ Felt tip pens

Please note that pupils should come to school in the following uniform on the specified days:

- PE kit on Monday and Wednesday
- School uniform (Winter or Summer) Tuesday and Thursday
- Forest School kit:  
Blue Bubble - Monday  
Purple Bubble - Friday



# APPROACH & TIMELINE

## RE-OPENING FOR YEAR 6

We are looking forward to welcoming our Year 6 pupils who will be able to join us, for the final half term of this academic year. Although our day will feel a little different, we will enjoy engaging with pupils and preparing them for their Year 7 transition.

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 new school day.
- On arrival at school, one nominated parent is permitted to line up outside following the guides. Your children will be met by their teacher at the gate.
- At the end of the school day, one nominate parent is requested to form a distanced queue by the gate. The children will be brought to the front gate for dismissal.
- We will share a further document explaining what the day will look like, including drop-off and collection routines over the half-term. Please read this your child to prepare them for the return to school.

### Teachers

- Turquoise Bubble: Mrs Nash
- Cerise Bubble: Miss Ganley

Year	Date	Drop off	Pick up
<b>Week 1</b>	Monday 1st June	Staff preparation day – no children to attend school	
	Tuesday 2nd June	Turquoise Bubble: 8:45am Cerise Bubble: 9:00am	Turquoise Bubble: 3:40pm Cerise Bubble: 3:45pm
	Wednesday 3rd – Friday 5th June	Turquoise Bubble: 8:35am Cerise Bubble: 8:40am	Turquoise Bubble: 3:40pm Cerise Bubble: 3:45pm
<b>Week 2</b>	Monday 8th June (and all week)	Turquoise Bubble: 8:35am Cerise Bubble: 8:40am	Turquoise Bubble: 3:40pm Cerise Bubble: 3:45pm

## WHAT SHOULD YOUR CHILD BRING TO SCHOOL DAILY?

- Water bottle
- Morning snack (nut free)
- Named inhaler as appropriate
- Earphones for use in school computers
- Pencil case

### Pencil cases should include:

- ✓ Blue handwriting pens
- ✓ Highlighters green/pink/orange
- ✓ Green pen for corrections
- ✓ Pencils, ruler and eraser
- ✓ Glue stick
- ✓ Scissors (small pair – not pointed)
- ✓ Set of compasses
- ✓ Good set of coloured pencil crayons
- ✓ Felt tip pens
- ✓ Protractor

Please note that pupils should come to school dressed in their PE kit on Thursdays and Fridays. School uniform (Winter or Summer) will be required on Monday, Tuesday and Wednesday.



# NEW GUIDANCE DURING THE SCHOOL DAY

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

## **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 small 'Bubble' groups.

Government guidance stipulates a maximum size of 15 per class. We have set a maximum of 15 or smaller dependent on the room size. This means that students will be assigned a 'Bubble' and will stay within it for the whole day, including at lunch and breaks. The teacher will also stay with them.

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

## **BREAK TIMES**

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

## **MOVING AROUND SCHOOL**

We will be operating a one-way system to manage the flow of people around the buildings. We have added signage and floor markings to help everyone maintain social distancing.

## **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.

## **OTHER GUIDANCE:**

### **ACCIDENTS**

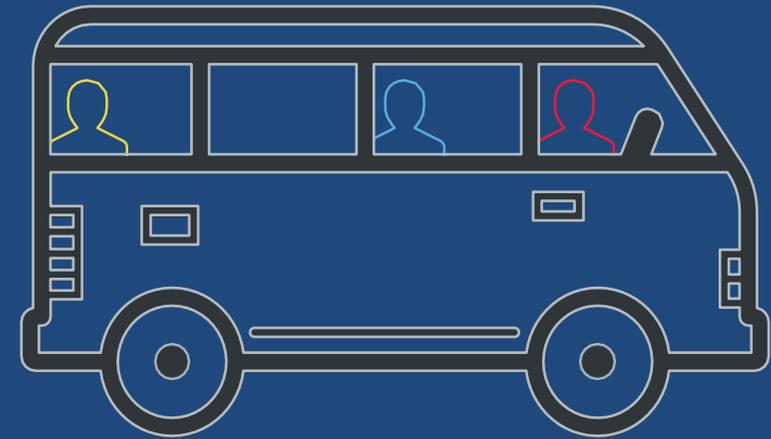
In the case of an accident or an emergency we may need to come into physical contact with your child to support them, for example if they have fallen over and require First Aid, if you have any concerns about this please contact the School Office.

### **SEPARATION ANXIETY**

On your arrival at school, if your child is anxious about leaving you, we will support you and your child on an individual basis.



# SCHOOL SERVICES



## Transport

- As per government advice we urge you to avoid public transport, if possible. If not possible, 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.

## 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.
- There will be no extra curricular clubs or events such as sports fixtures
- Extra-curricular activity is an important part of the educational experience and we hope to return to a normal schedule as soon as government guidance allows.

# CATERING

Lunch will be prepared for your child by our usual catering partner, Thomas Franks. This will be on a pre-order basis and will be charged at £80 for the half term. You will receive an invoice through the usual school billing system. The pre-order form will be sent to you via email during the half term week - please look out for this and complete promptly to ensure that we can provide a seamless lunch service for your child's return.



Sandwiches available on Brown, White Bread (Gluten Free Bread Available) or Wraps  
Served with Fruit Selection / Biscuits / Juice / Water

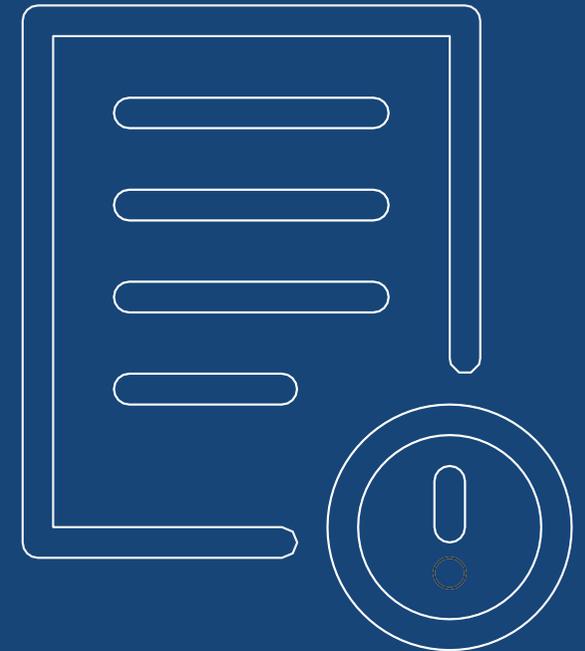
- Cheddar Cheese
- Cheddar Cheese, Mayonnaise & Red Onion
- Cheddar Cheese Salad
- \*\*
- Tuna
- Tuna Mayonnaise
- Tuna & Cucumber
- \*\*
- Ham
- Ham Salad
- \*\*
- Halal Chicken
- Halal Chicken & Mayonnaise
- Halal Chicken & Sweet Chilli
- Halal Chicken Salad
- \*\*
- Egg Mayonnaise
- \*\*
- BLT (Bacon, Lettuce, Tomato)

## Salad Options:

- Tomato Pasta Salad
- Pesto Pasta Salad
- Chicken Caesar Salad
- Tuna Salad

# PARENT GUIDE AT A GLANCE

1. Talk to your child about the new measures in this guide
2. Take note of any changes to the timings of the school day for your child
3. If you have already responded to the parents' survey that your child is not attending but you subsequently change your mind, please contact Hayley Kelly at [admin@huddersfield-grammar.co.uk](mailto:admin@huddersfield-grammar.co.uk)



# 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 IS YOUR PROVISION FOR LUNCH?

We have made the decision to continue to have the lunch service provided by our fantastic catering partner, Thomas Franks, in order to save you the trouble of providing a lunch, avoid any issues with allergens and avoid any food storage concerns. You will be charged £80 for the lunch provision for the half term through the usual billing system.

## 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 we would suggest by phone in the first instance, however, you can arrange a (socially distanced) face to face meeting.

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

We understand that some parents and students 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. Work will be set for the returning Year groups as below;  
Kindergarten – Year 1: Seesaw  
Year 6: OneDrive files

## 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 and pay particular attention to the common areas of the school.

In the instance of a confirmed COVID-19 case we will undertake a deep clean which includes all surface areas and carpets. In all cases we use coronavirus approved products 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 discomfited 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 then they will be allowed to do so. We request that guidance is followed on the safe method of using a face covering and that when removing it is placed carefully into a sealed plastic bag.

## WHAT HAPPENS TO THE EQUIPMENT THE CHILDREN USE DURING THE DAY?

Once the children have left the building the staff will clean and sanitise all equipment that has been used during the day to prepare for the following day.

## HEALTH CHECKS?

You are not required to check your child's temperature every morning. We will also not be checking temperature unless your child falls ill during the school day. The Government guidance states that routine testing of an individual's temperature is not a reliable method for identifying coronavirus.

# 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 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](http://www.cognita.com)



# 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.**

"You have all made it seem as "normal" as possible for the children."

"Excellent online learning is being provided. We couldn't be happier with HGS."

"For early years, it is important to have routine and structure to their day. This is reflected in their daily timetable."

"Mrs Smith always encourages my daughter and makes her feel valued."

"Teachers we have needed to communicate with have been prompt to respond and helpful."

"Thank you to all the staff for making this experience a good one."