



FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

Station Road, Fordingbridge  
Hampshire, SP6 1NS  
Telephone: 01425 653181  
www.fsmsschool.com

Dear Parents of Children Due to Return to FSM,

I am delighted to hear that your child will be coming into school from June 1<sup>st</sup>. I will be supervising the Upper School children in Blake's Barn, alongside Miss Corani. Mrs Rowntree will co-ordinate staffing in the Lower School building.

**Parents may NOT come through the car-park gates. Please wait for a member of staff to come and greet your child in the mornings.**

**School buildings may not be entered by parents and you are strongly discouraged from gathering during pick-up and drop-off times.**

*Even if your child has been in school over the last half-term, it is very important they understand that due to the larger number of children on site procedures & guidelines have now changed. All Y6 children will now be in Blake's Barn.*

It is essential that you read through the following practical information **and share them with your child in advance**. This is to ensure we have clear expectations, along with a united front, over the four and a half weeks. Our expectations of behaviour will remain high. It is particularly important that children listen & follow instructions – it is dangerous not to do so. During this time of heightened risk to health, it will be made clear to the children that unhygienic behaviour has to be reclassified from a minor transgression to something more serious.

*I hope the points below will help to explain how school will function during this first returning phase:*

Children will be welcomed at the car-park gate nearest their building and temperatures will be taken.

Children on-site will continue to receive the Remote Learning provision currently in place.

The optional subjects will be no longer be optional, including the PE activity at 9am each day.

Please ensure your child has all the equipment needed to take an active part in LIVE music and art lessons.

Ball games and play activities during non-screen time / breaks will be strictly supervised.

No independent choice of location will be given during break and lunchtimes - the Barn classroom 'bubble' will move as one, due to supervision.

During the day, the separate classroom 'bubbles' won't be permitted to mixing with other children on site.

Children will be allocated a desk and a chair in a specific room. They will not be allowed to wander or change their assigned position. All classrooms have been arranged so that pupils are distanced from one another.

Toilet breaks will be highly regulated. Guidelines will be place to ensure hand-washing takes place before and after using the shared toilet.

Children should come into school in clean clothes every day, no uniform is required. Please ensure clothing choices are appropriate for the whole day and range of activities, the changing rooms will be out of bounds.

Children NEED to be aware and understand many of the FSM values (such as sharing equipment) will be forbidden.

Please note the following updates to our behaviour policy:

### FSM GRADUATED DISCIPLINARY RESPONSE (GDR)

Alongside our usual GDR the additions below include specific actions relating to the current Covid-19 pandemic.

Stage	Examples of Behaviour	Possible Sanctions
1	Not following school instructions on hygiene including:  Handwashing and sanitising  Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands  Rules about sharing any equipment or other items	Quiet reminder  Non-verbal signals  Name on board or strikes  Moved to another position / change of seating.
2	Receiving three warnings (or strikes) from level one  Ignoring reminders about rules about not sharing any equipment, including drinking bottles  Spraying water from their bottle  Ignore specific instructions regards moving around the school, including one-way systems or queuing	Missing a break time.  Waiting outside Mr Wells' office
3	Coughing or spitting at or towards any other person  Not following instructions on who pupils can socialise with during school hours, this may include siblings  Not following out of bounds instructions or rules at breaks or lunchtimes  Not disclosing symptoms of coronavirus  Deliberately misusing the toilets	Parents informed and child withdrawn from classroom.  Internal suspension for morning or afternoon to include a lunchtime.  A behaviour contract may be introduced at this point.

Depending on the context of individual situations (including the response from the child) the sanction could be increased immediately. All disciplinary incidents with Upper School children should be recorded by Deputy Head – Academic, who informs the relevant staff of the event and action the next morning. The Deputy Head - Academic will regularly review to look for any patterns of behaviour and inform staff / parents if there are points of note or concerns. **Whilst the framework provides clear expectations for us all, please be assured it will be actioned on an age-appropriate basis.**

**Once you have read and discussed with your child please sign and return to me electronically before June 1<sup>st</sup>.**

Signed: .....

Print name: .....

Date: .....

Please note: Any Year 8 children on site will be sitting their CE Exams during our first week back, so the children in Blake's Barn will also need to follow additional guidance regarding noise levels.

Please do not send your child to school if they or anyone in your home is displaying Covid-19 symptoms. Whilst the virus is not presenting as particularly dangerous to children it remains so for adults. You have a duty of care to our community to disclose if your child shows symptoms of Covid-19. If symptoms are reported the whole 'bubble' (including staff) will be asked to self-isolate for 14 days. It is important to emphasise that the priority and primary purpose in all of this is the safety of all children in our community along with the staff who are prepared to work in school, at this difficult time.

Please do not hesitate to contact me, if you have any queries.

Yours sincerely

*W. Peak*