



St Stephen Churchtown Academy & St Stephen Churchtown Nursery

Head of School: Miss L James

1st March 2021

Dear Parents and Carers,

We are really looking forward to welcoming all our children back into school on Monday 8th March - it will be a long-awaited return for many! We are currently updating all policies and procedures to enable us to welcome everyone back safely. In the last 12 months, the school year has looked totally different. One which none of us could have predicted – we thank you for your support and have such admiration for all the excellent home learning that has been happening. Below is the essential information needed for full school opening and will hopefully answer your questions.

Drop off and Collection

	Nursery Miss Case	Reception Mrs Ridpath Mrs Longworth-Riggs	Reception/Year 1 Mrs Frost	Year 1/Year 2 Mrs Smith Mrs Ellis	Year 2/Year 3 Mrs George Mrs Randles
Arrival	8.45am	8.40am – Surnames A - G 8.50am – Surnames H – O 9.00am – Surnames P - Z	8.40am – Surnames A - G 8.50am – Surnames H – O 9.00am – Surnames P - Z	8.40am – Surnames A - G 8.50am – Surnames H – O 9.00am – Surnames P - Z	8.40am – Surnames A - G 8.50am – Surnames H – O 9.00am – Surnames P - Z
Location	Nursery	Back door for Reception Through the green side gate	Front Door for R/1 Near main office entrance	Grass side Drop at the end of the path	Grass side Drop at the end of the path
Dismissal	3.15pm	3.00pm – Surnames A - G 3.10pm – Surnames H – O 3.20pm – Surnames P - Z	3.00pm – Surnames A - G 3.10pm – Surnames H – O 3.20pm – Surnames P - Z	3.00pm – Surnames A - G 3.10pm – Surnames H – O 3.20pm – Surnames P - Z	3.00pm – Surnames A - G 3.10pm – Surnames H – O 3.20pm – Surnames P - Z
Location	Nursery	Back door for Reception Through the green side gate	Front Door for R/1 Near main office entrance	Bottom Block End of path	Bottom Block End of path

	Year3/Year 4 Miss Bunney Mrs Faulds	Year 3/Year 4 Mrs Philp	Year 4/Year 5 Mrs Kempna	Year5/Year 6 Mrs Price	Year 6 Mr Stenhouse
Arrival	8.40am – Surnames A - G 8.50am – Surnames H – O 9.00am – Surnames P - Z	8.40am – Surnames A - G 8.50am – Surnames H – O 9.00am – Surnames P - Z	8.40am – Surnames A - G 8.50am – Surnames H – O 9.00am – Surnames P - Z	8.40am – Surnames A - G 8.50am – Surnames H – O 9.00am – Surnames P - Z	8.40am – Surnames A - G 8.50am – Surnames H – O 9.00am – Surnames P - Z
Location	Grass side Drop at the end of the path	Grass side Drop at the end of the path	Top Playground Gate Drop off only	Top Playground Gate Drop off only	Top Playground Gate Drop off only
Dismissal	3.00pm – Surnames A - G 3.10pm – Surnames H – O 3.20pm – Surnames P - Z	3.00pm – Surnames A - G 3.10pm – Surnames H – O 3.20pm – Surnames P - Z	3.00pm – Surnames A - G 3.10pm – Surnames H – O 3.20pm – Surnames P - Z	3.00pm – Surnames A - G 3.10pm – Surnames H – O 3.20pm – Surnames P - Z	3.00pm – Surnames A - G 3.10pm – Surnames H – O 3.20pm – Surnames P - Z
Location	Bottom Block End of path	Bottom Block End of path	KS2 Gate	KS2 Gate	KS2 Gate

For families with different surnames, arrive and collect at the time of the first surname alphabetically. Same for child minders. We have decided to change to this system as our collection was becoming too busy previously. As always, this will be under regular review and we will adapt if necessary.

T: 01726 822568

E: hello@ststephenchurchtown.org.uk

W: www.ststephenchurchtown.org.uk

St Stephen Churchtown Academy, Creakavose, St Stephen, St Austell, Cornwall PL26 7NZ

A Company Limited by Guarantee. An Exempt Charity

Registered in England & Wales - Company No. 07387540

Registered Office: Aspire Academy Trust, Unit 20, St Austell Business Park, St Austell, Cornwall PL25 4FD

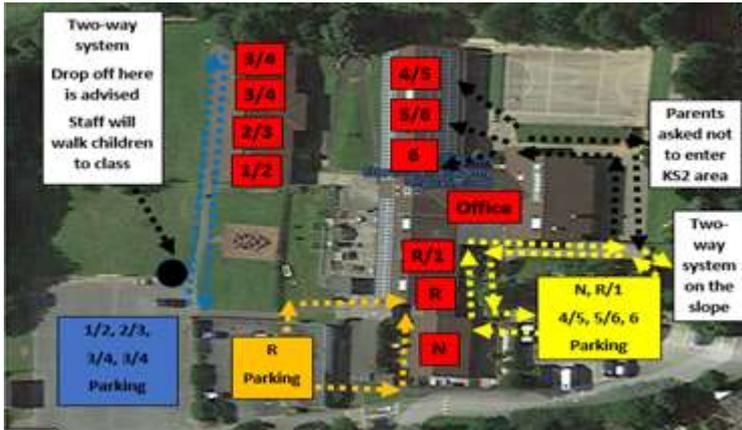




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One-way systems/School Routes



This will look the same as it did previously.

Lunches

Hot meals are up and running or the children can bring in their own packed lunches. Meals need to be paid for in advance using ParentPay. Lunchtimes will be staggered so that children remain with their class.

PE Kit

We ask that children bring in their PE Kits on the first day back and leave them in school. Please ensure that everything is carefully labelled.

Book bags and Reading Books

Children can bring their book bag into school with their reading book, reading record and a snack. Every pupil will need a clearly labelled water bottle. We ask that children do not 'transport' additional items such as pencil cases. Reading books will be changed on set days in every class: Monday, Wednesday and Friday. This allows us to quarantine books in between use. Staff will record in reading records and we ask that parents and carers do the same.

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Rules and Routines

When returning to school, the safety of the pupils and staff is paramount. We will continue to expect all pupils to follow the stringent hygiene routines and respect the safety of others. 'Bubbles/classes' will stay together to minimise any wider contact across the school wherever possible. **We ask that ALL parents/carers wear face masks whilst on school site unless you are exempt and social distancing is adhered to at all times.**

Covid symptoms and procedures

If your child experiences any symptoms relating to coronavirus, please do not send your child into school. We ask that you inform the school immediately. The following symptoms apply: a high temperature, a new and persistent cough or a loss of taste/smell. We expect our families to actively engage with testing and the track and trace system.

School's Out

Please contact School's Out directly to ask questions or make bookings. It is anticipated that School's Out will continue for key worker children. Where possible, we wish to minimise booking unless it is essential so we can minimise contact.

Extra-Curricular Clubs/Swimming

For the remainder of the Spring Term, we will not be running any extra-curricular clubs. We will review this as and when we receive updated guidance.

Staff Contact

The school office will remain closed to visitors unless you have a prior appointment. If you wish to speak with a member of staff, we ask that you book an appointment. If something is urgent, please state this when asking for an appointment and the member of staff will gladly call you.

All the above will be under constant review and we will adjust accordingly, keeping the safety of everyone at the heart of any decisions.

We are looking forward to Monday 8th March and greeting lots of smiling faces.

Kind regards,

Miss James
Head of School

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