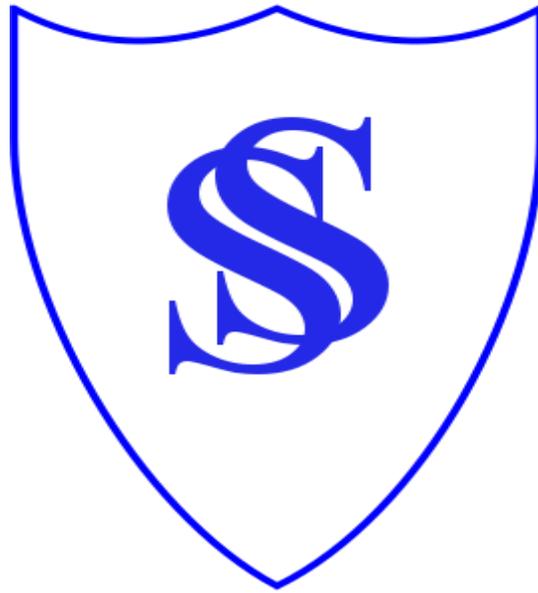


ST. STEPHEN'S CATHOLIC



PRIMARY SCHOOL

***Guidance for
Parents/Carers' on
reopening of school as of
September 2020***

>Welcome Back!

Dear Parents/Carers,

Earlier this month, the Government published detailed guidance regarding the full opening of all schools in September 2020. In line with this guidance, our plan is that **all** pupils, in **all** year groups, will return to school full-time from the beginning of the Autumn Term on Thursday 3rd September 2020. The safety of each and every member of our school community is of paramount importance. With this in mind, we have been working hard to ensure that we have everything in place to safely welcome all of our children back.

We hope you find the information in this booklet useful as you plan to send your child/ren back to school in September. Our current risk assessment for full opening is in the process of being updated and will be available on the school website in the coming weeks.

As with all of our plans and best intentions please be aware that they are subject to change. Please keep a close eye on our school website or Parentapps over the summer break for any additional information that may be sent out.

Best wishes,

**Mr. Hatton and the staff of St. Stephen's
(July 2020)**



Attendance



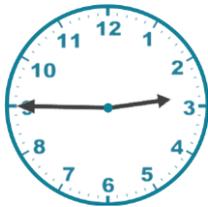
To minimise as far as possible the longer-term impact of the COVID-19 pandemic on children's education, wellbeing and wider development, it is important that we adhere to the compulsory guidelines set out by the Government regarding attendance. **From the beginning of the Autumn Term, school attendance will be compulsory.** This means from that point, the usual rules on school attendance will apply, including:

- Parental/carer duty to ensure that their child attends regularly at school
- Our responsibility to record attendance and follow up absence
- The availability to issue sanctions, including fixed penalty notices in line with local authority codes of conduct

Missing out on more time in the classroom risks pupils falling behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. Strong home-school partnerships and working together to keep our community safe have never been more important: so we ask that our families also do their utmost to keep our children and staff safe by socially distancing and following all Government guidelines. If your child or anyone in your household displays any symptoms, please do **not** send your child to school.



Drop Off/Collection Times



Social distancing remains an important part of infection control. With this in mind, and to minimise any crowding, we will be operating the following drop off and collection times:

- The school gates and classroom doors will be open from 8.30am every morning until 8.55am. The aim of this is to support our working families and facilitate the dropping off of siblings in different classes.
- Only **one** adult is permitted on to the playground to accompany/collect their child/ren to/from the classroom door. We will be encouraging our older children to walk to classes unaccompanied.
- This will enable a steady and safe flow of foot traffic on the school playground so that pupils can be dropped off at their classroom door and adults can move on quickly and safely.
- **Please remember that following discussions with St. Andrew's CofE Primary School, pupils from St. Stephen's will no longer be able to access their Breakfast Club provision before school as of September due to the current Government guidance and restrictions in place.**
- Due to an earlier start, pupils can be collected from 2.45pm onwards from their classroom doors at the end of the school day.
- Further guidance on routes in, out and around the premises will be issued before the start of term in September.



'Bubbles'



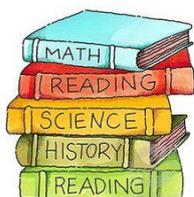
- All children will belong to their year group 'bubble' and contact with other 'bubbles' will be limited during the school day.
- Social distancing between bubbles will be in operation during lessons and staggered break and lunch times. There will be no large gatherings e.g. whole school assemblies, Meet the Teacher events.
- Within bubbles, children will be washing their hands thoroughly (for at least 20 seconds) and more frequently. We will also be promoting the 'Catch it, bin it, kill it' approach regarding coughs and sneezes. Alongside enhanced cleaning regimes, these two measures are absolutely vital in preventing the transferral of COVID-19.



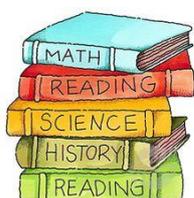
Classroom Organisation



- Teachers and teaching assistants will be able to lead 'class bubbles' but will aim to socially distance as much as possible during the day.
- Government guidance states that staff can move between 'bubbles' safely however pupils are not permitted to mix with pupils from other class 'bubbles'.
- Pupils will have regular, supervised access to the toilets and hand washing will take place frequently throughout the day.
- From Years 2- 6 desks will be set out in rows as directed by Government guidance to avoid pupils having direct face to face contact.
- Each child will have their own resource pack to store equipment such as pencils, pens, whiteboards and scissors. There will be limited sharing of resources in all classes and where sharing occurring, cleaning will take place immediately afterwards.
- Pupils will only access the Hall for PE and Music lessons with our Sports Coaches and KS2 Music Providers. Virtual assemblies and collective workshops will take place in the classroom each week led by Mr Hatton.



Curriculum



- Our key priority in September is to settle the children back into school, adapt to new classrooms and routines so that a broad and balanced curriculum can be delivered. Please do not worry about your child being behind, we will be working hard to ensure that all pupils receive the support they need.
- We will be sending home reading books again as of September but will establish a 'quarantine' style system to ensure that all books are cleaned and sanitized following each use.
- Homework each week will be set via Tapestry or Seesaw. Pupils and families are familiar with these formats after the school closure period. Should school have to close at any point in the future due to a local lockdown, we will be setting school work via Tapestry and Seesaw which will enable pupils and families to interact with class teachers easily.
- We will not be planning any school trips for the first half of the Autumn Term but this again will be reviewed depending on guidance issued to school.
- Further to the newsletter announcements in recent weeks, the Y6 residential trip originally planned for September 2020 has now been moved to March 2021. Information about the updates and new payment deadlines can be found on the Y5 class web page.
- We will not be running any after school clubs for the first half of the Autumn Term to reduce the risk of pupils mixing and to support pupils and staff as they return to school full time. This again will be reviewed in October.



Break and Lunch Times



- We have planned staggered break and lunch times for all classes to limit the number of children on the playground to avoid potential mixing of 'bubbles'.
- Pupils will be able to purchase toast, crumpets, juice etc again at break times. This will be ordered in class and delivered to class safely at break times. Please ensure your child's ParentPay account is in credit or snacks will be refused and families will be asked to provide their own snacks moving forward.
- Break times will be supervised by teachers, teaching assistants and members of the School Leadership Team.
- Pupils will eat their lunches in the classroom for the first half term and each class 'bubble' will be allocated a designated Midday Assistant to support both indoors and outdoors at lunch time.
- School meals will consist of a packed lunch for the first half of the Autumn Term to aid pupils' eating in class. This will be reviewed at the end of September in preparation for the colder weather arriving and a review of the government guidance at that time.
- We remind Y2 parents that the universal free school meal offer ends at the end of Key Stage 1 so if your child does not qualify for Free School Meals then you must pay for school lunches by crediting your child's ParentPay account as they move into Y3 in September.

 <p style="text-align: center;">Uniform</p> 	<ul style="list-style-type: none"> • Pupils are expected to return to school in September wearing the correct, smart school uniform. Details of uniform expectations can be found on the school website. Click on the 'About Us' tab and the uniform information can be found under the 'Parent Information' section. Clean school uniform is expected to be worn each day. • Pupils in Years 1-6 are asked to wear their PE kit (plain white t-shirt/navy/black shorts and trainers) on the day that they have PE. PE lessons will commence week beginning 7th September with our Sports Coaches. Pupils may wear a plain navy or black tracksuit during the winter months. No variations on PE kit will be permitted as of September so we ask for your support in this matter. • Following guidance, we have to limit the number of school bags in school so we ask that pupils only bring in a book bag and their lunch bag each day from home.
 <p style="text-align: center;">Contact with School</p> 	<ul style="list-style-type: none"> • School cannot accept visitors into school so parents/carers are not permitted to enter the school building as of September. If you need to make contact with school please telephone the school office or email ststephens_primary@warrington.gov.uk • If parents/carers need to pass messages on to staff at the beginning of the day we ask that they do so briefly. Due to earlier opening and limiting numbers on the playground, staff will not engage in lengthy conversations before or after school. Staff will contact parents/carers at a mutually convenient time (that most likely being after school). • School will limit the amount of paper sent home so we ask ALL parents/carers to set up Parentapps on their mobile phones so that families can respond to information, forms and surveys via the app. Failing that important forms can be downloaded from the school website as of September and emailed back into school at the above address
 <p style="text-align: center;">Safeguarding</p> 	<ul style="list-style-type: none"> • Normal safeguarding procedures will apply when school reopens in September led by Mr Hatton and Mrs Georgiou. • Safeguarding is everyone's responsibility so if you have any concerns with regards to a child then you must pass them on through the appropriate channels. • It may be necessary for Mr Hatton or Mrs Georgiou to speak to children in a safe, socially distanced manner should the need arise based on any concerns or worries raised. • Telephone, email and online meetings will take place as a way of communicating with families and external agencies to help support and safeguard our pupils and their families.

 <p>P.P.E. (Personal Protective Equipment)</p> 	<ul style="list-style-type: none"> • Each class 'bubble' will have a supply of P.P.E which includes: gloves, aprons, face masks, sanitizer, wipes, paper towels, bin liners and tissues which will only be used in case of an emergency. • Wearing a face covering or face mask in school is not recommended by the DfE, so children and staff will not be wearing masks in school. • The exception to this is if a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. • Staff will wear appropriate PPE when carrying out any tasks where risks have identified a need to wear them, such as looking after a child who becomes unwell at school.
 <p>If someone becomes unwell in school</p> 	<ul style="list-style-type: none"> • If anyone in school becomes unwell with COVID-19 symptoms they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • If a child is awaiting collection, they will be moved to the Medical Room which we have made into an Isolation Room where they will remain isolated behind a closed door with appropriate adult supervision, who will remain at a distance of at least 2 metres. • They should be picked up via the main entrance from school. • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • Staff must wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • The Medical Room, where a child waited for collection, must be locked after the child with symptoms has left until the affected area can be thoroughly cleaned. • All staff and children, and members of their household must access testing if they display symptoms of coronavirus. • School must be provided with evidence of the coronavirus test result whether it is positive or negative. • If someone is tested and the result is negative, they can return to school as soon as they are fit to do so. • If someone is tested and the result is positive, they must self-isolate for 7 days. • The rest of their group (children and staff) will be sent home and must self-isolate for 14 days. • The other household members of that wider class or group do not need to self-isolate unless the child or household members they live with subsequently develop symptoms.