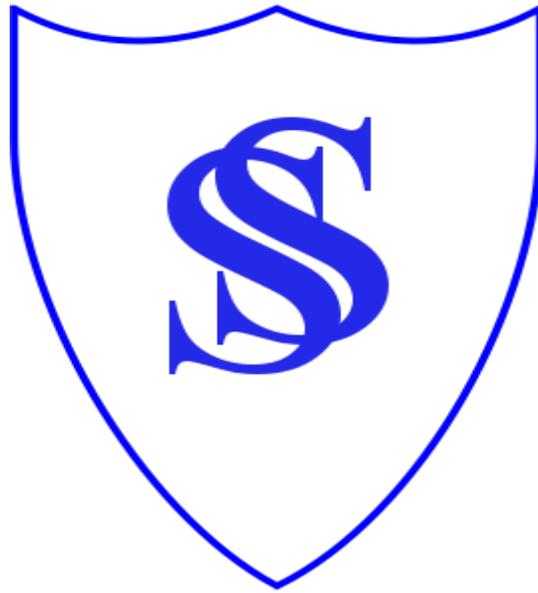


ST. STEPHEN'S CATHOLIC



PRIMARY SCHOOL

***Guidance for
Parents/Carers' on
reopening of school as of
Monday 8th March 2021***

Welcome Back!

Dear Parents/Carers,

Earlier this week, the Government announced the full reopening of all schools on Monday 8th March 2021. In line with this guidance, our plan is that **all** pupils, in **all** year groups, will return to school full-time as of that day. 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 March. 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, text messaging service or Parentapps over the coming weeks for any additional information that may be sent out.

Best wishes,

***Mr. Hatton and the staff of St. Stephen's
(February 2021)***



Attendance



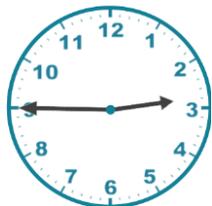
To minimise as far as possible the longer-term impact of the COVID-19 pandemic on children's education, wellbeing and wider development, it is important that we adhere to the compulsory guidelines set out by the Government regarding attendance. **From the beginning Monday 8th March 2021, school attendance 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 increases the risk of 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 8.45am every morning until 9.00am. Pupils will enter the school gates and make their way to class, however, no adults are permitted on to the premises at morning drop off. This will reduce foot traffic on the school playground and enable pupils to go straight into class.
- Please queue up along the school fence along Sandy Lane in a socially distanced manner and we ask that parents/carers do not crowd the gate entrance when handing their child over to school. Do not queue up before 8.45am and try to stagger your drop off time within the 15 minute window offered each morning.
- Pupils can be collected from 2.45pm – 3.00pm from their classroom doors at the end of the school day. Parents/carers will be permitted on to the premises at home time. Parents/carers of pupils in Reception, Years 1 and 2 can queue outside the classroom gate to collect their child. Parents/carers of pupils in KS2 are asked to follow the track around the edge of the playground, walk along the outside of the football pitch, collect your child/ren from the classroom door and walk back along the path between the football pitch and Reception outdoor area, re-join the track and exit through the double gates on the playground.
- ***We request that parents/carers wear a face mask/covering when entering the playground and do not congregate at the school gates at the beginning and end of the school day.***



'Bubbles'



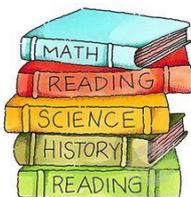
- All children will belong to their year group 'bubble' and contact with other 'bubbles' will be restricted during the school day.
- Social distancing between bubbles will be in operation during lessons and staggered break and lunch times. There will be no large gatherings e.g. whole school assemblies at least before the Easter holidays.
- 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.



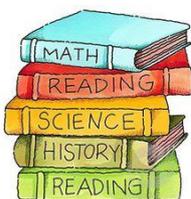
Classroom Organisation



- 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 lunch, PE and Music lessons with our Sports Coaches and KS2 Music Providers. Virtual assemblies and collective worships will take place in the classroom each week led by Mr Hatton.



Curriculum



- Our key priority is to settle the children back into school 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 when we reopen 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.
- We will not be planning any school trips before the Easter holidays but this again will be reviewed depending on guidance issued to school as we enter the Summer Term.
- We will not be running any after school clubs before the Easter holidays. This again will be reviewed in April at the start of the Summer Term.



Break and Lunch Times



- We will continue to have staggered break and lunch times for all classes to limit the number of children on the playground to avoid potential mixing of 'bubbles'.
- Pupils in KS2 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 Hall in a socially distanced manner and each class 'bubble' will be allocated a designated Midday Assistant to support both indoors and outdoors at lunch time.
- School meals will resume as normal following the menu issued in the Autumn Term which can be found on the school website. Pupils will have a choice of a hot meal or a jacket potato with a filling.



Uniform



- Monday 8th March will be a non-uniform day as part of our Fun and Friendship Day celebrating everyone's return to school.
- Pupils are expected to return to school wearing the correct, smart school uniform as of Tuesday 9th March. 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.
- All pupils 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 on week beginning 8th March 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 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. School will provide all other necessary resources.



Contact with School



- School still cannot accept visitors into school so parents/carers are not permitted to enter the school building. If you need to make contact with school please telephone the school office on 01925 630100 or email ststephens_primary@warrington.gov.uk
- If parents/carers need to speak to a member staff this is to be arranged via the school office. Messages will not be responded to via Seesaw or Tapestry. 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 and emailed back into school at the above address.

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|  <p>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 PPE 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 as well as 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 10 days. |

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| | <ul style="list-style-type: none">• The rest of their group (children and staff) will be sent home and must self-isolate for 10 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.• School has an out of hours contact email for families to use to share any updates on potential symptoms or coronavirus test results (positive and negative) at evenings or weekends. All information shared is confidential but may help with the test and trace process and supporting the closure of any class bubbles if necessary. Please email contactststephens@gmail.com |
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