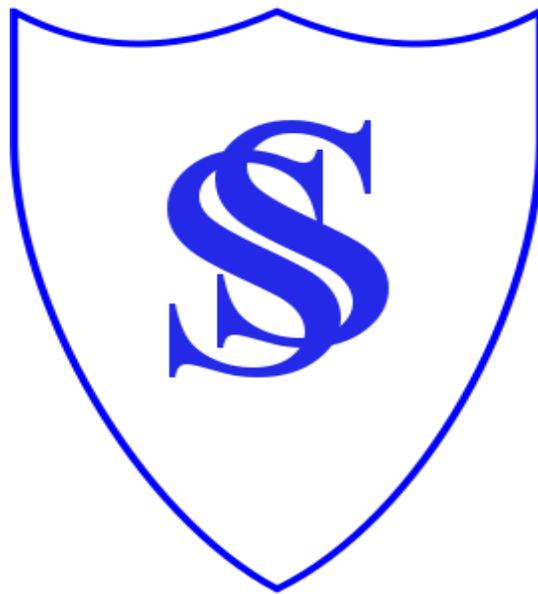


ST. STEPHEN'S CATHOLIC



PRIMARY SCHOOL

***Guidance for
Parents/Carers'***

September 2021

Welcome Back!

Dear Parents/Carers,

As we prepare to reopen on **Monday 6th September at 8.45am**, I would like to provide you with information regarding all pupils returning to school for the Autumn Term 2021. Following the government's guidance for full opening, there are a number of important points that parents/carers need to be aware of.

Following training with Public Health earlier this week, as a school we are currently reviewing our risk assessments and planning how our school will operate from September, in line with Government advice. We have a legal duty to put in place any measures that reduces risks in school and this will be at the forefront of our decision making. If you are uncertain about anything school asks of you and your child, please let a teacher or senior staff member know and they will work with you to help resolve any questions or queries.

As we begin the new academic year, we will be taking cautious steps as we come together – pupils, staff and families – for the first time in a long time in light of new guidance. Our aim is for all members of the school community to stay well and remain in school. Please also remember that sometimes, in considering infection rates and risk we may well have to make decisions to do things differently. If different guidance is received you will be told as soon as possible. Please ensure that your telephone numbers and email addresses are up to date.

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.

We look forward to welcoming everyone back to school next week.

Best wishes,

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



Attendance



From Monday 6th September 2021, school attendance is 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. Please report any absences to the school office by 9am or via the absence reporting option on Parentapps.



Drop Off/Collection Times



- The school gates will open at 8.45am every morning for all pupils until 8.55am. Pupils in Y1 -6 will enter the school gates and make their way to class as was the case for the last academic year. This will reduce foot traffic on the school playground and enable pupils to go straight into class. Staff from each class will be waiting to greet the children on the yard each morning.
- 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 10 minute window offered each morning.
- Parents/carers of our new Reception Class starters will be able to bring their child onto the playground and drop them off at the Reception Class gate and then leave. We ask that pupils in Reception and their grown up wait at the back of the queue on Sandy Lane to allow pupils in Y1-6 to come in first so there is less foot traffic on the playground.
- **All** pupils are to be collected at 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.



'Bubbles'



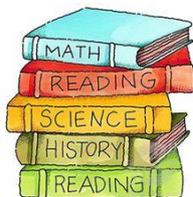
- We will no longer be operating the full bubble system like we did last year however we will be keeping elements of the bubble system as staff and pupils found it helped the day run smoothly.
- The key information for parents/carers is that there will no longer be whole class bubble closures should a child or adult in a specific class or bubble test positive for COVID-19. Only the child or adult who has tested positive will have to isolate for 10 days.



Classroom Organisation

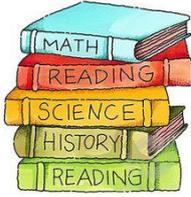


- Pupils will have regular, supervised access to the toilets and hand washing will take place frequently throughout the day.
- Each class will have a sanitising station in place to support with this like last year. Hand washing will take place at the beginning of the day, before and after break times and before and after meal/snack times. This is a routine that pupils are already familiar with. Pupils do not need to bring in their own sanitizer/hand gel from home as we have plenty in school.
- Classrooms will remain well ventilated with windows remaining open throughout the day.
- Desks will no longer be set out in rows as directed by Government guidance however some classes may stick to this arrangement to support with space and learning opportunities.
- Each child will continue to 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 afterwards.
- Pupils will access the Hall for lunch, PE and Music lessons with our Sports Coaches and KS2 Music Providers. Assemblies and collective worships will return from September and will take place in the Hall each week led by Mr Hatton. These assemblies will begin in key stages to begin with to help pupils familiarise themselves with old routines and keep a limit of the number of people in one space at a time.



Curriculum

- We will be sending home reading books again from September but will establish a 'quarantine' style system to ensure that all books are cleaned and sanitized following each use.
- Termly class homework projects will be set for the term. Tasks may be completed online via Tapestry or Seesaw or feel free to send them into school and add them to our whole school home learning display.
- School trips and visits are now able to fully resume to enhance learning experiences and the curriculum in school. Class teachers will organise these events and inform parents as and when they are booked.
- After school clubs will continue to run as they did in the Summer Term. They will be offered from week beginning 20th September from Years 1- 6. Clubs will be offered to specific classes and there will not be any mixing of two or three classes in a club this term. Clubs will be

	<p>offered to Reception Class pupils after the Spring Term onwards once they have settle into school life and routines.</p> <ul style="list-style-type: none"> Should any child/ren have to self-isolate then school has a legal duty to provide remote learning at home. This will be provided by the class teacher via Tapestry or Seesaw on a daily basis throughout the period of isolation, as long as the child is well enough to complete the tasks.
 <p>Break and Lunch Times</p> 	<ul style="list-style-type: none"> We will continue to have staggered break and lunch times for all classes. This has proven popular with pupils and staff as they have enjoyed having more space to play in and more equipment to play with at these times. Pupils in Reception, Years 1 and 2 will receive free fruit as part of their daily snack. This can range from carrots to bananas and pears to raisins. Pupils in Y3-6 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. Pupils will eat their lunches in the Hall in key stage groups and each class will be allocated a designated Middy Assistant to support both indoors and outdoors at lunch time. School meals will resume as normal following the menu which can be found on the school website. Pupils will have a choice of a hot meal or a jacket potato with a filling.
 <p>Uniform</p> 	<ul style="list-style-type: none"> Pupils are expected to return to school wearing the correct, smart school uniform as of Monday 6th September. 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. All pupils are asked to wear their PE kit (plain white t-shirt/navy/black shorts and trainers) on the days that they have PE or swimming lessons. PE lessons will commence on week beginning 6th September with our staff and Sports Coaches. You will receive a text from school by Friday 3rd September notifying you of your child's class PE days as there will be two PE lessons per week from September for all classes except Reception. 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. Please remember that nail varnish or false nails should not be worn for school and only stud earrings are permitted for health and safety reasons.
 <p>Contact with School</p>	<ul style="list-style-type: none"> School can now begin to accept visitors into school however we would like to limit this as much as possible, in the first instance. If you need to make contact with school please telephone the school office on 01925 630100 between 8.30am – 3.00pm 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 or in person with the member of staff when collecting your child at the end of the school day. Please wait for the



- member of class to dismiss the class and then ask for a word, if needed.
- Messages or requests will **not** be responded to via Seesaw or Tapestry as they are a learning platform not a messaging service.
 - School now limits 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.
 - We will continually review the local and school situation in terms of infection levels over the coming months as to how we hold events. We intend to return to face to face and live events e.g. assemblies as soon as possible however some events may need to take place virtually based on the need to reduce the volume of people in school e.g. parents' evenings. Plans will be communicated to families in a timely manner though.



**UPDATED
GUIDANCE for
September 2021
onwards:**



What should I do if my child develops COVID-19 symptoms?

The main symptoms of COVID-19 are:

- new continuous cough and/or
- fever (temperature of 37.8°C or higher)
- loss of or change in, normal sense of taste or smell (anosmia)

If your child develops any of these symptoms, you must arrange for them to have a PCR test as soon as possible. A PCR test can be arranged via the NHS UK (www.nhs.uk) website or by contacting NHS 119 via telephone if you do not have internet access.

Your child should self-isolate immediately and they should not attend school.

Please contact the school office to inform them that your child has COVID-19 symptoms and you are awaiting a COVID-19 test.

What should I do if my child has COVID-19 confirmed by PCR test?

Anyone with COVID-19 confirmed by PCR test should self-isolate until the latest of:

- 10 days after the onset of their symptoms, or
- 10 days after their test day if they are asymptomatic

Self-isolation means your child should not go to school, attend any out of school activities or visit a friend's house. They should not visit any public places, use public transport or go out to exercise. You should not have visitors into the home except for those providing essential care.

Please contact the school by phone and inform them your child has COVID-19 confirmed by PCR test. It is really important you let the school know if your child has confirmed COVID-19 so they can monitor the number of children with COVID-19 across the school.



**UPDATED
GUIDANCE for
September 2021
onwards:**



What should I do if my child is a contact of someone with COVID-19 confirmed by PCR test?

If your child is aged under 18 years and 6 months and does not have any symptoms of COVID-19 (high temperature, new continuous cough, loss of or change in, normal sense of taste or smell) they do not have to self-isolate as a contact of COVID-19.

They are advised to have a PCR test unless they have had a positive PCR test in the last 90 days.

Children aged 5 and under are not advised to take a PCR test unless the confirmed case is someone in their own household.

What should I do if my child has a positive result on a lateral flow device test?

If your child has a positive result on a lateral flow device test, they should self-isolate immediately and you should arrange a PCR test as soon as possible.

Other members of the household do not need to self-isolate whilst you await the PCR test result if they do not have symptoms and are aged under 18 years and 6 months or are fully vaccinated.

What should I do if my child is unwell with signs of an infection but does not have symptoms of COVID-19

Your child should be excluded from school if they are unwell. If concerned you should seek advice from your GP or Pharmacist, they will be able to advise you how long your child should stay off school. Otherwise we would recommend exclusion for 48 hours or until the child is symptom free, whichever is longer.

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 treated confidentially.

Please email contactststephens@gmail.com

Our risk assessment and our contingency outbreak management plan are currently being updated. You will be notified of any changes and directed via the app or a text message to the school website to read these documents, as and when they are updated.