



Ss Alban & Stephen Catholic Schools' Federation

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22 May 2020

Dear Parents and Carers,

I hope you are keeping well, staying safe and making the best of the current situation. Thank you for all you are doing to support your children at home. We know you continue to do your best for them.

We emailed a letter earlier this week explaining some of the information sent by the government regarding a phased return for some year groups from Monday 1st June. You were asked to give an initial indication as to whether you would be sending your child/children back. I realise you were asked to think about this without details of our proposed arrangements.

I am now writing to provide you with a picture of what school will be like for your child, should you decide to send them back at the given time we open for more children – it is YOUR choice and there will be NO penalties for non-attendance.

The government's plans are to begin Phase 1 for the opening of schools from 1st June. We have been informed that some of the teaching unions are advising their members to refuse to engage in discussions about a phased return. Therefore, our reopening to the recommended year groups will depend on whether or not there will be enough staff to facilitate this. Our Senior Leadership Team and governors strongly feel that the partial opening of school needs to be based on what we believe is best for the safety, happiness and well-being of our children and staff. Therefore, we have planned a phased return for our Reception, Year 1 and Year 6 children initially (see attached table). We have not made plans for the reintegration of our Nursery children until we are sure that we can manage the safe return of the other year groups.

You will receive a separate letter about our learning plans for home and school.

Following a detailed Risk Assessment approved by governors, here are some key points for you to take into account if you choose for your child to return to school if the government deem it to be safe from the 1st June:

- Year groups will not necessarily have their class teacher and children may not be in friendship groups.
- Children will be placed in small groups referred to as "bubbles". There will be no more than 15 children and 2 adults in any "bubble".
- Children will be encouraged to socially distance and will have their own personal work-station and will not be able to do any shared or collaborative work.
- There will be no breakfast or after-school clubs. This is to avoid cross-contamination between groups of children or "bubbles" across the school.
- School will commence at 8:45 a.m. for a soft start and will end at 3:00 p.m. Monday – Friday.
- Children are permitted to bring in a labelled water bottle which will be kept at their own work-station.
- Lunchtimes will be reduced with a morning and afternoon break. All breaks will be in different parts of the playgrounds and grassed areas and will be held at different times. There will be no communal activities such as assemblies.
- Children in Key Stage 1 and those entitled to Free School Meals will have a packed lunch provided by the school. All other children need to bring in a packed lunch in a disposable container/bag or washable Tupperware. No hot meals will be provided. Lunch will be eaten at the child's work-station to avoid large groups in the dining hall.

- Every child will be provided with equipment in school. There will be no sharing of resources.
- Children should not bring in anything from home (except packed lunch and water bottles, as necessary). Every item coming into school carries a risk so please think carefully. This includes book bags, rucksacks or toys.
- Any toys or resources used in school will be sterilised and cleaned frequently.
- If your child requires medication such as an inhaler or EpiPen please ensure that it is brought to school on the first day. The medication will remain in school as normal.
- If your child is clinically vulnerable and has health issues, please do not send them back to school. If you have a member in your family that is shielding, please do not send your children back at this time.
- Children are to return to school in their school uniform. Please ensure that they are wearing suitable shoes and bring in their red hat which will remain in school.
- We have been advised not to send reading books home.
- Children will be using toilets one at a time and staff will ensure that they wash their hands afterwards.
- Regular handwashing will be scheduled throughout the day.
- Some members of staff may choose to wear masks and it is at your discretion as to whether your child wears one.
- If your child has symptoms in school (these now include loss of taste and smell as well as a temperature or persistent cough), your child will be immediately removed from their “bubble” and remain in an isolation room, looked after by a member of staff, at a safe distance, until a parent or carer arrives. The same government guidelines apply and they will need to be collected immediately and asked to self-isolate for 7 days. For this purpose, you must ensure that your contact details are up to date and we have a minimum of 2 contacts. If somebody in your family develops symptoms then the whole family will need to isolate for a further 14 days unless they receive a negative test.
- If one of the children or the member of staff in “the bubble” tests positive for coronavirus, then the whole group of children and staff will have to self-isolate for 14 days. You will be informed if anyone in your child’s “bubble” has displayed symptoms. Classrooms are deep cleaned at the end of each day with surfaces and tables wiped regularly using disinfectant throughout the day. Staff will be very vigilant in ensuring that children are washing their hands regularly with soap and warm water.
- Children will enter the school grounds through different entrances (see table). Please follow these instructions carefully so that we avoid parents and children congregating in any drop-off zone. Please note that parents are not permitted on school grounds and children will be met by a member of staff. Should a parent need to pass on a message to the class teacher they should call or email the school office.

We will endeavour to make the experience of returning to school as positive as possible and recognise that children will be anxious – small groups will help with this. Should you decide that you wish for your child to stay at home, that is absolutely fine and I assure you, I will totally understand and respect your decision.

We have a wonderful staff at St Alban and St Stephen Infant and Junior schools, who are hard-working and committed and really care about each individual child who attends here. Please be assured that every effort will be made to look after, care for, nurture and educate your child/children in the final weeks of this academic year within the restrictions placed upon us.

Best wishes

Clare McFlynn

Phased Return Plan

For now, all children will be placed in the Infant site.

Week 1 beginning Monday 1 st June		
Key workers	Mon-Fri 8.45am – 3.00pm	Drop off at the small gate at the front of the school and enter round the back door of the school.
Year R	Tues - Fri 8.45am – 3.00pm	Drop off and pick up at the usual entrance.
Year 1	Wed- Fri 8.45am – 3.00pm	1T drop off and pick up will take place at the usual gate. 1A drop off and pick up will be through the main school entrance.

Week 2 beginning Monday 8 th June		
Key workers	Mon-Fri 8.45am – 3.00pm	Drop off at the small gate at the front of the school and enter round the back door of the school.
Year R	Mon- Fri 8.45am – 3.00pm	Drop off and pick up at the usual entrance.
Year 1	Mon- Fri 8.45am – 3.00pm	1T drop off and pick up will take place at the usual gate. 1A drop off and pick will be through the main school entrance.
Year 6	Mon- Fri 8.45am – 3.00pm	Drop off and pick up will take place at the main entrance.