

01.09.2021

Dear Parents/Carers,

I hope this finds you all well and that you have managed to find some sunshine.

I would like to confirm in September our classes and staff will be arranged in the following ways:

Class	Teacher	Support Staff
Pre- School	Miss Marie Whitley	Mrs Lindsey Penn, Mrs Amanda Taskis, Miss Amy Pearce(Apprentice)
Foundation Class	Mrs Lucy Lumby & Mrs Alison Hobbs	Mrs Sam Mayer, Mrs Jane Davey, Mr Mikey Houghton
Year 1	Mrs Hannah Morris-Torr	Mrs Sam Mayer, Mrs Helen Coole,
Year 2	Mrs Amy Hooper	Mrs Helen Coole, Mr Patrick Gilbert, Mrs Kate Bye
Year 3	Miss Millie Kempton	Mrs Jamie Duckworth (HLTA)
Year 4	Mrs Rhona Hunt & Miss Vicky Callcut	Miss Kelly Bebbington
Year 5	Mr David Hunt	Mrs Jayne Grime, Mrs Lisa Cowling
Year 6	Ms Sharon Neale & Miss Vicky Callcut	Mrs Kate Bye
Class 7 (ARB)	Mrs Kathy Walsh	Mrs Karen Fry, Mrs Nikki Every ,Mrs Jessamine Southall, Mrs Val Steele, Mrs Sarah Franks
Additional SEN/pastoral Support ,Teaching Assistants /Learning Tutors	Mrs Debbie Bartlett (SENDCo and ARB Manager) Mrs Claire Paul (Safeguarding Manager /Pastoral Lead) Mrs Sharon Baxter.(Family Support Lead/HLTA) Mr Patrick Gilbert Mrs Jo Charrett-Dykes Mrs Kari Gilbert Miss Victoria Vincent	
School Secretary	Mrs Claire Blainey & Mrs Lynda Brent	
Lunchtime assistants in main school. Staff in ARB rotate.	Miss Kelly Bebbington (Lead), Mrs Sam Mayer, Mr Mikey Houghton, Mrs Helen Coole, Mrs Jamie Duckworth, Mr Patrick Gilbert, Mrs Kate Bye, Mrs Jayne Grime, Mrs Sharon Baxter.	
Cleaning Staff	Mr Bob Willson, (Site Manager), Mrs Bridget Willson, Mrs Ann Littlejohn, Mr Steve Baxter	
School Leadership	Mrs Maura Furber –Head teacher Mrs Amy Hooper & Ms Sharon Neale –Assistant Heads of School. Mrs Joan Heaton-Chair of Governors.	

A reminder about uniform: all pupils will need:

- A school sweatshirt or cardigan (can be ordered via Price & Buckland on our school website [St Stephens Community Academy \(pbuniform-online.co.uk\)](http://StStephensCommunityAcademy.pbuniform-online.co.uk))
- A white polo shirt
- Black (or grey) trousers, jogging bottoms, dress or skirt (no other colours)
- Black, grey or white trainers or shoes (no other colours)
- Black, grey or white socks or tights (no other colours)
- Checked blue dresses are allowed too

- A blue book bag
- A waterproof coat
- Wellington boots.

For PE:

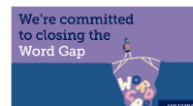
- T-shirt in plain white (no other colours)
- Black or grey shorts, skorts, leggings or joggers (no other colours)
- Sports trainers in black, grey or white.
- If a hoodie is being sent for warmth it must be school colour or black or grey plain

Please don't replace anything your child currently has that fits but use this to guide future purchases.

Below are details about the daily arrangements for the start of the autumn term 2021:

Based on current Public Health Guidance and Department for Education Guidance for Schools the restrictions in place for schools' day to day running have been significantly reduced. We outline our guidance below and will review this regularly as the situation changes especially as Cornwall is currently under *Enhanced Measures* level due to the high number of cases currently.

	Phase 1: September to October HT
Drop-off and collection	<ul style="list-style-type: none"> • The window for drop-off and collection of all children will be as normal. • AM: Gates open from 8.40am, drop-off at classroom door 8.45am – 9am. • If your child is attending breakfast club, they will enter via the main school entrance from 8.00 a.m. • PM: Gates open from 3.00pm, collection from classroom door, 3.05: EYFS, 3.10:KS1 & 3.15: KS2 – all off site by 3.30 unless for clubs. If your child is attending a club they get collected from the main entrance at 4.15 p.m. unless otherwise stated. • Once the gates are closed at 9.00 in the morning all children must register via the main school office.
One-way system	<ul style="list-style-type: none"> • The one-way system will still be in operation • Those entering/on the school site, please give way to those leaving. • Exit via the back of the school through the gate next to the main reception or the KS1 fenced play area gate or via the gate at the end of the KS2 playground onto the grass if dry.
Entry to school	<ul style="list-style-type: none"> • Please note we will still be retaining a distance at the classroom doors for adults' safety. Please do not enter the classroom or cloakroom areas. • If you are entering the school office entrance, we will still require you to wear a mask. • You will not need a mask for drop-off and pick-ups. • If you need to speak to a teacher, please inform the school office or the adult on duty at the gate. They will then arrange a meeting or telephone call with you.
In school.	<ul style="list-style-type: none"> • We will begin to mix bubbles a little now in school – at playtimes, lunches and for assemblies.
Good hygiene	<ul style="list-style-type: none"> • Good hygiene, including hand washing, "catch it, bin it, kill it", coughing into an elbow, will continue to be encouraged. . • Children will continue to wash/sanitise their hands at key times in the day e.g.: coming into school, returning to the classroom, or any other time when hands are unclean e.g. after sneezing/going to the toilet.
School uniform/ PE Kits/ Wild Tribe clothes	<ul style="list-style-type: none"> • Children must attend school in their school uniform. • They need to bring in their named PE kits to remain in school, in a named bag. Kits will be sent home half termly unless necessary before this. • A PE/Wild Tribe timetable to be shared with parents/carers on the first week back so you know when your child will need their PE/Wild Tribe kit. • Old, warm and waterproof clothes will be needed on a weekly basis, in a named bag, for our outside 'Wild Tribe' learning. This will go home with your child weekly to ensure it can be washed and /or dried. Here is the link on the school website that will be useful:



Attendance	<p>https://www.ststephenscornwall.co.uk/web/wild_tribe_learning_for_sustainable_living/341964</p> <ul style="list-style-type: none"> • Please continue to inform us of your child's absence in the normal ways – either message Mrs Brent/ Mrs Blainey directly on ststephens@andaras.org or phone 01566 772170 and leave an answerphone message early on the morning of the absence. • For absence requests, please email Mrs Furber via the school email or pass a written request into the main school office. Please check the list for acceptable absences in exceptional circumstances. • Holidays in term time will not be authorised by any school in the An Daras Trust.
Covid guidance	<p>There has been a change to the rules on self-isolation.</p> <ul style="list-style-type: none"> • Staff, children and parents/carers should self-isolate straight away and get a PCR test (a test that is sent to the lab) as soon as possible if they have any of these 3 symptoms of COVID-19, even if they are mild: <ul style="list-style-type: none"> ○ a high temperature ○ a new, continuous cough ○ a loss or change to your sense of smell or taste • They should also self-isolate straight away if: <ul style="list-style-type: none"> ○ they've tested positive for COVID-19 – this means they have the virus ○ someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you) ○ you've been told to self-isolate following contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app • If someone they live with has symptoms of COVID-19, or has tested positive for COVID-19, they will not need to self-isolate if any of the following apply: <ul style="list-style-type: none"> ○ they're fully vaccinated – this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS ○ they're under 18 years, 6 months old ○ they're taking part or have taken part in a COVID-19 vaccine trial ○ they're not able to get vaccinated for medical reasons.

We have found an enormous amount of unnamed lost property in school which we will put out for you to check on the first day back in our KS1 playground.

It will be then be washed and made available for any parents to purchase from our 'pre-loved' stock that our wonderful PTFA have been organising.

Please note we also have a section on our school website where we try to answer any general questions you may have as a parent. I know how easy it is to forget things after a summer holiday so hope this helps https://www.ststephenscornwall.co.uk/web/frequently_asked_questions/392429. If you have any further questions or queries before September please email through the normal school account ststephens@andaras.org

For you information I am currently updating the school risk assessment and this will be on the school website, prior to the start of term, under the 'Coronavirus Information' tab.

The staff and I hope you are having a wonderful summer with your family and friends and we can't wait to welcome 'Team St Stephens' back on Tuesday 6th September with batteries recharged!

Kind regards

Maura Furber

Headteacher

