



ST. JOHN'S CATHOLIC PRIMARY SCHOOL
The Diocese of Westminster Academy Trust

Providence Way
Baldock
Hertfordshire
SG7 6TT

Acting Headteacher: Mr. T. Timson

www.stjohns4.herts.sch.uk

Tel: 01462 892478 Fax: 01462 892683 E-mail: admin@stjohns4.herts.sch.uk

Dear Parents and Carers,

We hope that you and your families have managed through this most unusual and, at times, challenging summer break. As a governing body, we wrote to you towards the end of last term outlining our strategic planning and committed to update you ahead of the new term beginning in September.

From the outset in early March we put in place **3 guiding principles** which you will recall are

- Rigorous planning and implementation of safe hygiene and practices to minimise the risk of contamination within our school
- Continuity of education and support for children attending school as well as learning from home
- Plans for the wider re opening of schools and the need for long term adaptations, policies and practices.

We continue to be guided by these alongside government policy, direction and guidance.

We are planning now for the full reopening of St John's and this letter is to provide you with important details. Please take the time to consider this and talk with your child/ren to ensure they are fully aware of the changes and requirements outlined below. Mr Timson will write separately to update you on the term and year ahead from an educational perspective.

Contingency Planning

While we are planning to fully re open the school, we are continuing with our contingency planning should we need to revert to full or partial closure. Included within those contingencies will be home education support which will be through <https://www.thenational.academy>. More details on this will be shared should we need to make use of this resource.

Changes to the School

We have implemented a number of changes to the school. You will see signage at the entrance and throughout the school. This is to remind children as well as parents and carers of the requirements such as hand hygiene, safe social distancing and circumstances where you must not attend school. Please take time to read the signage at the school entrances. There will also be a QR code to enable you to access the latest guidance and information on Covid-19.

We have also invested in *new hand washing facilities* within the playground area which we will be using to ensure additional hand washing takes place before entering the school as well as during break times. These will be installed within the next few weeks.

The one-way system will remain in place and will be clearly signposted both within the school buildings and for pick up and drop off. Please remain 100% compliant with the one-way system which will be clearly signposted for you.

Drop off and Collection

Company Number: 7944160

Registered Office: Vaughan House, 46 Francis Street, London. SW1P 1QN



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Please see below windows for drop off and collection by year group.

Class	Drop Off Window	Collection Window
Reception*	8:30 – 8:40	3:00 – 3:10
Year 1	8:30 – 8:40	3:00 – 3:10
Year 2	8:30 – 8:40	3:00 – 3:10
Year 3	8:40 – 8:50	3:10 – 3:20
Year 4	8:40 – 8:50	3:10 – 3:20
Year 5	8:50 – 9:00	3:20 – 3:30
Year 6	8:50 – 9:00	3:20 – 3:30

*Reception class will be following a transition timetable for the first two weeks.

We ask that you stick to these times to ensure we minimise the number of people within the school grounds at any given time.

If you have children to be dropped off or collected at different times it is imperative that you **wait off the school premises**. We understand that this is less than convenient, but it is in service of the safety of our children, staff and wider community.

Symptoms and Reporting

As we head into the winter, we will experience a rise in cold, flu and, potentially, Covid-19 symptoms and illness.

Below are the most common symptoms of Covid-19

- A new, continuous cough
- A high temperature
- Loss or change to your sense of smell or taste

and children can also experience

- Diarrhoea
- Abdominal pain

If you, your child, or anyone in your household experiences these symptoms we ask that your child does not attend school.

The only way to be sure if someone has coronavirus is through testing. You can find and arrange a test here <https://www.gov.uk/get-coronavirus-test>

If you, or anyone in your household receives a positive test, you must all self-isolate for 14 days.

If you, or anyone in your household receives a positive test you must inform the school immediately as we are working with the government test and trace service. This will allow the service to activate contact tracing and reduce the risk of widening the transmission.

Travel and Self Isolation

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Depending on which countries you have visited, you may need to self-isolate for 14 days on return from travel. The most up to date information on locations and countries exempt from this can be found here <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-requirement-on-arrival-in-england>

If you have recently returned from a non-exempt country and are self-isolating as required, please ensure that your child does not attend school until the isolation period is complete. Please report to the school at the beginning of term if this is the case.

Return to School Confirmation

Within the next two weeks, Mr Timson will be asking all parents and carers to confirm that they have read and considered the details and changes regarding returning to school and that their children are aware of these changes as they affect them.

Our Shared Responsibilities

We are delighted and thankful that we are able to re-open the school and we want to do everything possible to ensure safety and to avoid further lockdowns and restrictions.

We all play a significant part in ensuring that this will continue by being super vigilant and adhering to the requirements included here as well as on going government directions and guidance.

We are learning to live alongside the virus while working hard to minimise its damaging effects on health, education and community.

Warm wishes,

The Governing Body