



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,

I would like to formally welcome you all back to St. John's on Thursday 3rd September. We have been working hard over the summer to prepare the school ready for all children to return. The Governors' letter, that was sent on the 21st August, explained some of the procedures and work that has been done. I would like to take the opportunity in this letter to discuss further what awaits your children upon their return to full education in September. We cannot wait!

What is different about the school?

As you may be aware, the school will look slightly different than it did in March of this year. This is because we have had to make sure that we are following Guidance by the DfE and Government on making sure that we are mitigating risk within our school setting. Outlined below are some of the procedures we will be taking to ensure we can continue to mitigate the risk:

- Increased cleaning around the setting – especially around frequently touched areas.
- A one-way system for dropping off and picking up. (We ask that all parents respect social distancing when on our school site). These are outlined in the attached diagrams.
- Increased washing facilities to allow for more frequent washing of hands.
- A one-way system within the school building for freer movement around the school.

If you would like more information about the steps we are taking as a school, there is an updated Risk Assessment, which can be found on the school website under the heading of 'COVID-19'.

We hope that this will give you the confidence that we are taking big steps in reducing the risk of spreading the virus within our school setting.

I have heard about 'bubbles', what will they look like at St. John's?

A 'Bubble' is an isolated group of individuals, in which they will not mix with other bubbles, or groups. At St. John's we will be bubbling by Key Phase. The bubbles will be as follows:

Bubble 1 – Early Years, Year 1 and Year 2

Bubble 2 – Year 3 and Year 4

Bubble 3 – Year 5 and Year 6.

Our aim is to keep the year groups within the bubbles as separate as possible. For example, they will not be mixing for PE or Assembly.

When the bubbles will be used to their fullest extent will be at Breaktimes, Lunchtimes, pick up and drop off. This is due to them being outside (less risk of spreading) and in a much larger area.

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What will my child's education look like?

Over the summer holidays, the teachers have been working very hard to make sure that lessons are prepared and classrooms are ready. They have thought very carefully about how we are going to make sure that we are able to offer the opportunity for the children to 'catch-up'. We have worked alongside Hertfordshire education authority in creating comprehensive 'Catch-up' plans for Maths and English and our subject leads are making sure that content missed in many of our other core and foundational subjects will also be carefully planned into the children's learning this year.

In terms of home learning expectations (such as reading at home and homework), I will be in contact with you regarding how this will be undertaken. My main aim is to focus on the successful reintegration of children back into St. John's Catholic Primary School.

What will my child need to wear on return to school?

Below are listed what is required for children to wear at St. John's on their return to school in September:

This uniform is the current uniform for Summer wear.

Boys

- Navy blue sweatshirt with the school badge
- Grey trousers or shorts
- Pale blue polo shirt (Key Stage 1 & 2)
- Pale blue shirt and school tie (optional for Key Stage 2)
- Dark plain socks

Girls

- Navy blue sweatshirt/cardigan with the school badge
- Light blue gingham checked dress
- Grey trousers, skirt or shorts
- Pale blue polo shirt (Key Stage 1 & 2)
- Pale blue shirt and school tie (optional for Key Stage 2)
- White socks

As we move into the second half of the Autumn term and it becomes colder, please make sure you look at the school website to see what is appropriate for school.

Shoes & Coats

When wearing school uniform:

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- Shoes must be flat black or navy; trainers, open-toed sandals/shoes and boots are not to be worn.
- Coats must be navy blue or black, plain and without logos.

School Bags

- All children in Early Years, Key Stage 1 and Year 3 must use a blue book bag and purple PE bag.
- Children in Years 4, 5 & 6 are encouraged to wear the St. John's backpack to school. If not a plain blue backpack will suffice.

Physical Education

For PE, children will need:

- Purple polo shirt carrying school logo
- Navy shorts
- Navy jogging bottoms
- Navy sweatshirt
- White socks
- Trainers

We do have a lot of second-hand clothes for sale at anywhere from 50p-£2. If this is of interest to you, please contact the office via email or telephone.

What will my child need?

I would like to give some clarity around what we ask for children to bring into school.

The list below outlines what we expect the children to bring in:

- **Pencil Case** – plain (apart from Reception and Year 1 children where we will be giving them their own resources) The pencil case should include: a pencil, a blue writing pen (not a biro), colouring pencils, a glue stick, a ruler.
- **Water Bottle** – clearly labelled with full name.
- If your child is having a '**Packed lunch**' – this can come in a plastic lunchbox, however we ask that these are cleaned thoroughly each night, so that they are safe to bring in for the next day.

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Teachers will be clarifying the times when PE will be taking place. On these days we are asking all children (apart from Reception children) to come in wearing their PE kits. This again limits the number of items that will be transferred between home and school.

What will breaktime look like for my child?

Break times at St. John's will be staggered. This means that not all children will be outside at the same time. During their breaktimes, each 'bubble' will have a designated area in which they will be able to play.

What will lunchtime look like for my child?

Lunchtimes at St. John's will be staggered. This means that not all children will be outside, or eating inside, at the same time. Children will be eating in the Dining Hall and each eating session will last half an hour. This will then be cleaned and ready for the next 'bubble' of children. During their lunchtimes, each 'bubble' will have a designated area in which they will be able to play and designated play equipment, which will not be shared by other bubbles.

What should be in my child's lunch box on return to school?

St. John's is a healthy school. This means that we encourage all packed lunches brought into school to follow this. Our School lunches consist of:

- Sandwich/ Wrap or roll
- A piece of fruit
- A biscuit
- A piece of Vegetable
- A bottle of Water.

This makes sure that children are getting a healthy and balanced diet. Items such as crisps and chocolate are not encouraged.

What if my child has medication?

We are aware that over the last 6 months, medical information for some of the children may well have changed and either they no longer require medicine in school or have new medication that may need to be administered. It is also likely that some of the medicine that is currently kept in school for children will have passed its Use By date in the last 6 months.

Please be aware that we are unable to administer any medicine without written permission and in some cases will require an individual Care Plan to be drawn up. Also, we cannot administer any current medication that has passed its Use By date.

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Please ensure that you email the school with any new information before your child returns to school. If you think that current medication your child has in school is no longer required or may be out of date, again, please contact the school to update this information and arrange for a new prescription of whatever medication has already been agreed with the school.

If you are unsure about the dates, please send your child in with spare medication which can be sent home if it is not required.

It is essential that medication and medical information is up to date on the first day back and we appreciate your help in ensuring that this is the case for your child.

What if my contact details have changed?

If your contact details have changed at all during the last 6 months, please could you notify the office by telephone so that we can update our records. This could for example be due to a house move, a change of job or a change of mobile telephone number.

What if I need to contact the office?

The office will continue to be closed during this current period. If you need to contact the office, please make sure that you either phone or email and they will be happy to help and support.

The Office opening hours will be 8:30 – 3:30. In the case of a child absence, please leave a message on the phone for the Office staff to pick up.

What if I want to speak to the class teacher?

This will need to be arranged with the Office. They will inform the class teacher and book an appropriate time for the meeting to happen. **Most discussions will be via telephone in first circumstance**, and if needed, a face-to-face meeting. In this case, we will ask that only **ONE** adult attend the meeting. We will also be asking parents to make sure they maintain a social distance when speaking to any member of staff.

What if I want to speak to the Senior Leadership Team?

This will follow the same pattern as the class teacher. **Most discussions will be via telephone in first circumstance**, and if needed, a face-to-face meeting will be booked. In this case, we will ask that only **ONE** adult attend the meeting. We will also be asking parents to make sure they maintain a social distance when speaking to any member of staff.

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How can I inform the school?

As outlined in the Governors letter on the 21st August, we are asking **ALL** parents to fill on an online form. This form serves two purposes. Firstly, to confirm that you are aware of and committed to the guidance and requirements that will enable us to minimise the risks resulting from the continued Covid-19 pandemic as outlined in the letter from governors dated 21st August. It is also an opportunity for you to share any information that will best support us as your children come back to St. John's.

I am very much looking forward to the children's return to school. It will allow them the opportunity to socialise, to engage in purposeful learning and to grow as individuals. We can only thank you for everything that you have done during this unprecedented period of time and give you the confidence to know that we will continue to work hard to make sure that your children feel confident and reassured about coming back to St. John's.

Thank you for your understanding,

Kind regards,

T. Timson

Acting Headteacher