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31.8.2021

Dear Parents,

We are looking forward to the opening of school this week and to welcoming all our children. For most this will be a return to school in a different year group, for our new Reception class it will be their first time in ‘big’ school and for several children it will be a new school as they have moved schools to join St Wilfrid’s. All are very welcome and we look forward to getting to know our new families.

We appreciate that the pandemic has been an anxious time for all and we hope that by sharing our procedures for the opening of school with you we will lessen some of those anxieties.

In response to updated Government’s Guidance published in late August 2021 we must comply with health and safety law, which requires us to assess risks and put in place proportionate control measures which can be found in our Risk Assessment published on the school website under Information. In addition to this you will find our Contingency Plans in case of an outbreak of COVID-19 or enhanced measures being imposed.

Many of the measures that were in place last year have been lifted but the pandemic is not yet over.

**Attendance**

It is your duty as parents and carers to ensure that your child attends school regularly.

It is the school’s responsibility to record attendance and follow up absence. Where there is no legitimate reason for an absence then it will be recorded as ‘unauthorised.’ Unauthorised absences may result in the issuing of sanctions, including fixed penalty notices in line with local authorities’ codes of conduct.

We have a duty of care to inform Public Health England of any patterns of absence or absences for particular groups so please advise school if the reason for any absence is COVID 19 related. Please follow the latest NHS guidelines on symptoms to be aware of. ***Do not send your child to school if they have COVID-19 symptoms***. Public Health (PH) and the Department for Education (DfE) guidelines are such that children presenting with symptoms at school will need to be isolated, their parent contacted to collect them from school.

**Travel to and from School**

Walking & Cycling: Where possible we encourage all families to walk or cycle to school. We have a large bike shelter at the far end of the staff car park. The gates are locked during school hours.

St Nicholas School Bus: A small group of pupils use the St Nicholas School Buses. If you are one of these families, then please get in touch with the designated transport provider and find out about any restrictions to travel in September 2021. Staff will greet children from the buses as usual and walk them down to school in the morning. At the end of the day staff will walk children back up to the bus park.

Car: If you collect your child by car at the end of the school day there are two options.

1. Park off campus and walk down to collect your child

2. Purchase tickets for access to the St Nicholas playground that we use as a short stay car park. We have to charge a small fee for this to cover the cost of staffing the car park which St Nicholas insist upon for Health and Safety reasons. Tickets are available from the school office. St Nicholas are insisting that cars are parked in a certain arrangement from September 2021 so please follow the direction of our staff and any St Nicholas staff who may be present.

At the end of the school day there is NO PARKING IN FRONT OF SCHOOL. This area is reserved for Pre- School collections only.

**Drop off at School**

Please may we remind you that there is a ***10mph speed limit on the campus*** for the safety of all children and adults.

In the morning we will continue with a ‘Drop and Go’ system whereby parents or carers drive to the front of school and their child gets out of the car. Parents / Carers will be responsible for their child(ren) alighting the car. The window for Drop and Go will be 8.15am to 8.40am. It would be helpful if children were able to get out of the car themselves on the pavement side so that parents do not have to get out of the car which slows the whole process down. We ask that you move off as quickly as is safe to do so. Please do not arrive before 8.15am as this causes blockages on the campus road which prevent staff getting to work in our neighbour schools and also prevents the movement of any emergency vehicles.

When children arrive on site on foot, by bike or car they will ***access school via the gate to the side of preschool***, not the car park gate. Children must dismount and walk their bikes or scooters through the playground to the shelter.

They will be supervised before school by EBNOC and school staff outside in two groups, EYFS/KS1 and KS2. Children will make their way into class from 8.30am.

**Drop off at School – Reception Class** **only**

Between 8.15am and 8.40am

For the first few days at school you may walk to school or use our Drop and Go arrangements as outlined above or you may park up in the Pre School parking spaces to the right through the car park gates. There are only 10 parking spaces and if these are full you will have to loop around the campus so that we can keep traffic moving.

The Reception teacher(s) will greet your child at the Pre – School entrance door, they will then make their way into class. Unfortunately, this year we are not able to allow you to accompany your child into the building but hope that by handing over at the door you and your child will feel at ease. We would be grateful if you would then quickly free the car parking space (if used) for another parent. This worked very well as a system last year. When the children are ready they will join the others by using the side gate and making their way to the playground.

**Pick up from School at 3pm**

All children will be outside their classrooms or on the playground lined up with their teacher at 3pm.

The side gate will be opened at 3pm (not 2.50pm like last year as St Nicholas are going back to a single finish time of 3.15pm).

Parents will be asked to follow the one way marked route through the staff car park (not the path) and around the Velarde building and to collect their child(ren) as they pass. It worked well last year so we will keep the same system.

**Wrap around care – Early Birds and Night Owls (EBNOC)**

It is necessary to book in advance for EBNOC so that we can plan the number of staff required to supervise.

We will be using the Pre School for EBNOC again from September so drop off and collection will be from the Pre School door.

**Snack**

Children will be able to bring their own healthy snack or order healthy snacks for playtime which will be delivered to classes. Parents will be able to pay for snack using the school lunch payment system. Reception children’s snack arrangements are different. Miss Kirkham and our governor Mr Davies have been working on the promotion of healthy snacks for children and they have written to parents to ask for support in ensuring that children are only bringing suitable snacks into school.

**Uniform**

Children will be expected to return to school wearing full uniform including sensible, safe, black school shoes, not trainers.

No jewellery is allowed other than a watch.

No earrings are to be worn in school.

Long hair must be tied back at all times. bobbles, hairbands or bows must be small and in school colours only.

Summer Uniform – Easter to October half term

Reception White Polo Shirt (school supplier)

Navy blue cardigan or jumper (school supplier)

Grey skirt, shorts or trousers

Blue and white checked summer dress

Safe, black school shoes (not trainers)

Years 1 to 6 White shirt and plain red tie

Blue polo Shirt (school supplier)

Navy blue cardigan or jumper (school supplier)

Grey skirt, shorts or trousers

Blue and white checked summer dress

Safe, black school shoes (not trainers)

PE Kit Red T shirt and blue shorts (available from the school supplier)

Plain (no logo or design) **navy** joggers or tracksuit bottoms -

PE pumps and trainers

\*leggings and cycling type shorts are not allowed as part of PE kits\*

On their PE days children must come to school in their PE kits which in colder weather should include plain (no logo), navy jogging/tracksuit bottoms. No leggings or cycling shorts are allowed. School jumpers and cardigans are to be worn over PE T-shirts on PE days. Sensible sport not fashion trainers should be worn. They will stay in their kits all day. No PE on the 2nd or 3rd September.

**Wellbeing and Pastoral Support**

The wellbeing of all our staff and pupils is of the upmost importance to us here at St Wilfrid’s. The first few days and weeks in school will concentrate on re-orientating the children with school procedures, discussing worries and concerns, sharing experiences and building relationships between pupils and between pupils and staff. We are fortunate in school to have a wealth of experience in pastoral support and our ELSA trained staff will be on hand to support pupils.

**What children will need:**

• A water bottle filled with water only, not juice or squash. This will be taken home each day to be cleaned and filled

• A healthy snack for playtime – no chocolate, sweets, sugary snacks or crisps

• A packed lunch if they are not having a school lunch in a box which will be taken home each day for emptying and cleaning

• A small packet of tissues

• Hand cream or moisturiser if they are prone to dry skin

• Children with eczema may use aqueous cream instead of soap

• KS1 children will have their own stationery which they will keep in school

• KS2 children will have their own pack

• If a bag is brought to school it must be a n appropriate school bag.

• Inhaler and / or spacer if your child has been prescribed one – please check dates and complete medicine form

Please ensure that all items of clothing, bags, water bottles and lunch boxes are named clearly.

**Changes to Procedures**

The latest guidance has withdrawn the need for ‘bubbles’ of children in school which will allow for more mixing between groups.

We no longer have to have children seated in forward facing rows in KS2.

There is no longer a requirement for staff or parents to wear masks on site and in communal areas although some adults may still choose to do so.

School is no longer responsible for contact tracing following notification of a positive COVID-19 result.

**Enhanced Hygiene**

We will continue to follow an enhanced hygiene model and children and staff will wash their hands:

• When they enter school in the morning or from the playground

• Before and after eating

• Before and after using the outdoor gym

• Before and after using any shared equipment

• After going to the toilet

Good respiratory hygiene is essential and so the ‘catch it, bin it, kill it’ approach continues to be very important.

School will be cleaned more frequently through the day with particular attention being paid to contact points around school.

It is vital that we remain vigilant with regard to the pandemic. It is not over. We welcome a relaxation in some of last year’s restrictions but we also need to ensure that we follow Public Health and government advice in response to any local rates of infection.

**Illness**

Please do not send your child to school if they are unwell.

Children displaying symptoms of COVID 19 (please see NHS information regarding symptoms) will be isolated yet supervised and parents will be asked to collect them immediately.

**Contacting School**

For the wellbeing of staff in school we ask that you ring or email the office should you need anything or use the intercom at the front door. For the first half of the autumn term while infection rates remain high we envisage that most meetings will be virtual, including the Welcome Meetings and the first Parents’ Evening.

**Telephone**: 01606 663 630

**Email:** [admin@st-wilfrids.cheshire.sch.uk](mailto:admin@st-wilfrids.cheshire.sch.uk) Please do not use class email addresses for routine enquiries as these are used for specific purposes such as Remote Education and are not routinely checked by staff.

Stay safe. God Bless.

**Justine McEniff Headteacher**