



Ss Alban & Stephen Catholic Primary School

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2 September 2020

Dear Parents and Carers,

Re: Full school opening – September 2020

I hope you and your families have had a restful and enjoyable summer break and that you feel excited for the new school year. We are very much looking forward to welcoming all of our children and families to the new Ss Alban and Stephen Catholic Primary School.

We have continued to update our risk assessment, policies and procedures in line with Government, Department for Education, and Local Authority guidance and we are confident in our plans for full opening.

Public Health England's 'System of Controls'

As many of you are aware, it is the Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the Autumn term. Schools must ensure they are adhering to the PHE (Public Health England) endorsed 'system of controls' and have revised risk assessments in place. The Government believes that if this is done effectively, it will minimise risks. Please refer to the links below for the most recent guidance made available to parents and carers in preparation to returning to school.

- [Public Health England \(PHE\)](#)
- [Government / DfE](#)
- [Department for Education \(DfE\)](#)

Attendance

The Government, in its guidance, states that circumstances have changed and it is now vital for all children to return to school to minimise the longer-term impact of the pandemic on their education. This means that from September, the usual rules on school attendance will apply:

- all children need to attend school daily and on time
- we will be recording attendance and following up any absence in the usual way

It is imperative that we work together to secure regular school attendance from the very start of term as this will be essential in helping children catch up on missed learning, make progress and promote their wellbeing and wider development.

School Uniform

All children should return in full school uniform. PE kits should be brought in on a Monday and taken home on a Friday to be washed.

Additional Resources

- Children are allowed to bring in a labelled water bottle and a book bag or school bag.
- Children in the Early Years and Key Stage 1 are provided with a break time fruit snack. In Key Stage 2, all children are encouraged to bring in a piece of fruit or a cereal bar for break time. Nut based products are not permitted due to allergies in school.

- Children may ride bicycles to school under their parent's supervision. Children in Year 6 may ride bicycles to school unaccompanied provided they have passed their cycling proficiency. All cyclists should wear helmets and dismount their bicycles once on school premises. Bicycles should be locked in the bicycle shelter in the back playground. The child should dismount the bike or the scooter when entering the school grounds.
- Children in Year 3 to Year 6 are allowed to bring a small pencil case to school.
- All medication must be handed in to the school office and the healthcare plan attached on the first day. Healthcare plans are available from the school office.

Preventative Measures

We are required to retain the protective measures for children and staff that we have implemented throughout our transition programme. Schools have been asked to minimise the number of contacts that a pupil has during the school day to reduce the risk of transmission.

We will continue to have in place the following preventative procedures:

- Lessons will be taught in all classes about the importance of good hygiene and hand washing.
- Individuals or someone in their household who have coronavirus symptoms will not attend school.
- Cleaning hands thoroughly and more often than usual, using the sanitiser stations positioned around the school.
- Good respiratory hygiene, promoting 'catch it, bin it, kill it' approach. Tissues will be available in every classroom to support this routine.
- Enhanced cleaning schedules, including the regular cleaning of frequently touched surfaces, classroom based resources and outdoor equipment.
- Minimising contact between individuals by maintaining consistent groups and older children maintaining social distancing, wherever possible.
- Breaks, lunchtimes and assemblies will also be staggered to support social distancing requirements.

However, class-size restrictions have been lifted and the size of the bubbles need to be increased to regular class sizes to allow for the normal operation of the school.

Measures for arriving at and leaving school

Children will enter the school grounds through different entrances. Please follow these instructions carefully so that we avoid parents and children congregating in any drop-off zone. To reduce contact between parents and carers, we are limiting drop off and collection to one parent or carer per family.

Lower Site	Drop Off	Collection
Nursery	Drop off from 8.45am. Enter the Lower Site through an entrance on the Alban Way. Please approach the gate from the Dellfield/Camp Road bridge side of the Alban Way.	Collection at 3.15pm from the gate on the Alban Way.
Reception	Drop off from 8.45am - 9.00am at the Camp Road gate.	Collection at 3.05pm from the Camp Road gate.
Year 1	Drop off from 8.45am - 9.00am at the Year 1 entrance. Access from Vanda Crescent and parallel to the Alban Way.	Collection at 3.10pm from the Year 1 entrance.
Year 2	Drop off from 8.45am - 9.00am at the main entrance on Vanda Crescent.	Collection at 3.10pm from the main entrance on Vanda Crescent.

Upper Site	Drop Off	Collection
Year 3	Drop off from 8.45am - 9.00am at the Alban Way gate at the Upper Site.	Collection at 3.20pm at Alban Way gate at the Upper Site. (One parent may come on site but must wait at the bottom part of the playground)
Year 4	Drop off from 8.45am - 9.00am at the Camp Road gate at the Upper Site.	Collection at 3.20pm at the Camp Road gate at the Upper Site. (One parent may come on site but must wait on the grass near the gate)
Year 5	Drop off from 8.45am - 9.00am at the main entrance gate on Cecil Road.	Collection at 3.20pm at the main entrance gate on Cecil Road. (One parent may come on site but must wait in the top court near the gate)
Year 6	Drop off from 8.45am - 9.00am at the main entrance gate on Cecil Road.	Collection at 3.20pm at the main entrance gate on Cecil Road. (One parent may come on site but must wait in the top court near the gate)

Catering

The kitchen will be fully open providing a hot meal for all children in Reception and Key Stage 1. In Key Stage 2, parents who would like their child to have a school meal should pre-order as normal. We will continue to use the same colour coded menu from Hertfordshire Catering Limited (HCL). Please note however that we will no longer be offering a school packed lunch option. **Meals have increased to £2.65 per day.**

Conclusion

It will be very helpful for us to know in advance of any children who may experience difficulties in returning, or who may have had difficult situations to deal with over lockdown (such as bereavement, whether COVID-related or otherwise). Please inform us of these situations, or of any difficulties you feel your child may have upon returning to school. We have planned lots of wellbeing, nurturing and emotional-based learning sessions at the start of term to welcome the children back and will support them with any understandable concerns.

We hope that you have found this information useful and if you require any further clarification, please contact the office at :admin@ssas.herts.sch.uk. We now have one phone number for both sites – 01727 866668. Parents should continue to use these contact methods and refrain from coming into the office until further notice.

God bless and take care,

Mrs Moore and Mrs Porter