

St Mary's C of E Aided Primary School

A Christ-centred school with a child-centred curriculum

Tel: 01798 872007
Email: office@st-marys-pulborough.w-sussex.sch.uk
Website: www.st-marys-pulborough.w-sussex.sch.uk

Link Lane
Pulborough
West Sussex
RH20 2AN

Headteacher: Mrs S Copus B.Ed(Hons), NPQH

25th February 2021

Dear Parents/Carers,

The Government have announced that the school can reopen on Monday 8th March and we would like to take this opportunity to let you know our re-opening plans to make this as successful and safe as possible. It is also a chance for you, as parents, to ask any questions that you may have.

The children – We are very excited to be welcoming everyone back and are keen to get things back to where we were in the Autumn Term. Please do let the children know that we are always thinking about them and are ready to hear their news.

St Mary's risk assessment – Our school risk assessment is now on the website (front page) and gives some advice around the risk management of the school, classrooms, arrival and departure and what the children need to bring with them. We will be doing everything possible to minimise the risk of COVID-19 to the children and staff. If you have any questions about the risk assessment, then please do not hesitate to contact us.

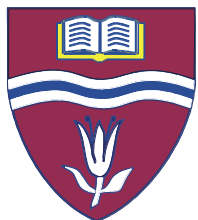
What to bring into school – Please ensure that your child has everything in one rucksack. They will need a water bottle, their PE kit (in PE bag to go on their peg and it will come home on a Friday), hand cream (if needed) and some fruit for break time. If they are having packed lunch, they will need their packed lunch as well. Please do not send them with pencil cases or other bits, such as toys or books from home. There will not be any 'Show and Tell' sessions this half term, so please do not send anything in. If your child is desperate to show an award or certificate or something that they have made, please take a photo and email it to the teacher. The children will have their own space in class and a tray with all the resources that they will need – this will be cleaned regularly. Reading books will come home and will be quarantined here for 48 hours when they are returned to school.

Safeguarding – The Designated Safeguard Leads are Mrs Copus, Mr Rogers, Miss Turner, Miss Wilkins and Mrs Callender. If you feel that a child is at risk of harm at any time then please do talk to us about your worries and concerns. The children will undertake their conversations around safeguarding this week with their pupil booklets about how to keep themselves safe as well as looking at the return to school.

Wrap Around Care – From 15th March we will be reopening Early Birds (Breakfast club) from 8am (entry at this time only) and Roosters (After school care). If you wish to register your child, then please see a separate letter and make a booking via Schoolgateway if you would like your child to attend.

Worship – We will be welcoming back Fr Paul and Mr Holloway who will be taking worship in class bubbles.

Chartwell's – Please click on the link on our website under For Parents/School Meals to access the Chartwell's Menu to see the menus for our return to school. If you wish to order your child's lunch this will need to be done by Sunday 28th February ready for the week commencing the 8th March. If your child has a dietary requirement, then please contact Chartwell's on westsussexspecialdiets@compass-group.co.uk



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School uniform – All children must be in full school uniform with school shoes (no trainers) from the 8th March. Full PE kit must also be provided with a warm layer as some of the PE will be outdoors. If your child wears earrings then they may only wear studs to school. During PE lessons, earrings must be removed and the child must be able to remove them themselves. We are unable to assist with removal, and we are not allowed to put tape over earrings. We are asking that school uniform is washed regularly as a precautionary measure and PE kit will come home on a Friday to be washed over the weekend.

Mental Health and Wellbeing Questionnaires – This has become one of the main foci of the Government's 'return to school' plan since saying that schools were going to reopen. There are questionnaires in Google Classroom, Form A is for younger children and B is for older children. If you need a paper copy, then please let the Office know. As before, we need to know what lockdown has been like for you as a family. We ask that you complete the Google Form so that we can support the children on the return to school.

EYFS and KS1 questionnaire <https://forms.gle/N74HJxnE1yB7ZGyi6>

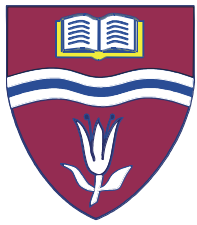
KS2 questionnaire <https://forms.gle/2Jx5zwDwizEw3zLn6>

Staffing for the return- Class Teachers and Teaching Assistants

UK - EYFS	Mrs Callender and Mrs Norgate
Austria – EYFS/Y1	Mrs Huntley Hart and Mrs H-C
Thailand - Y1	Mrs Hubble and Mrs Adams
France – Y1/2	Miss Sleat and Mrs Ansell
India - Y2	Miss Wilkins/Miss Gorecka and Mrs Tiller
New Zealand - Y3	Miss Heasman and Mrs Shepherd
Ireland -Y3	Mrs Benson and Mrs Underwood
USA – Y4	Mrs Gowland/Mrs Martin-Wells and Mr Yates
Sierra Leone – Y4	Mrs Farrant and Mrs Parsons
Mexico – Y5	Miss Callender, Mrs Castle and Mrs Metaliaj
China – Y5	Mr Coomber, Ms Barnes and Mrs Treadwell
South Africa – Y6	Miss Turner and Mrs Bryan
Japan – Y6	Mr Rogers, Mrs Sherlock-Fuidge (AM) and Mrs Lee (PM)

Drop off and Pick up

<u>Classes</u>	<u>Drop off</u>	<u>Pick up</u>
Thailand, France and India	8.30am	2.45pm
New Zealand, Ireland USA and Sierra Leone	8.40am	2.55pm
China, Mexico, Japan and South Africa	8.50am	3.05pm
UK and Austria	9.00am	3.15pm



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Start and finish times – All parents will need to accompany their child to the gate in the morning for a temperature check. Please could just one parent drop off and collect to reduce the amount of adults at the gate. Please wear a mask to reduce the risk further. No cars are to drop off in the school drive or enter the staff car park at any time.

At drop off both gates will be used for the entry of children. Parents need to wait while the children are temperature checked and then leave, but they must not enter the playground. At pick-ups we will have an 'IN' gate and an 'OUT' gate, so please be aware of this.

Teaching Assistants – Our teaching assistants are employed to support the needs of the pupils and so maybe moved around depending on the need. We are also aware that we have to keep the movement of our staff to a minimum, so staff will be staying within zones.

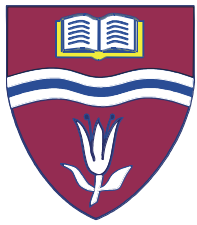
Our teaching assistants will also cover classes if the teacher is off, as we have to keep contact from external agencies, such as supply teachers, to a minimum. Mrs Lee will be working as a Learning Mentor in the mornings and Ms Harrison will be helping with pastoral support, special educational needs and speech and language plans for children.

PPA (Planning, Preparation and Assessment cover) - Miss Dunstall will be supporting PPA in EYFS and Year 1/2. Mrs Burbidge will be teaching in KS2 and taking a role in the delivery of PE. Miss Bell will be teaching Spanish to Key Stage Two. Mr Jones will be working across the school at times to allow senior leaders to work on school improvement issues.

Office – Mrs Lees is the School Business Manager and she oversees the front office team which consists of Mrs Gabriel School Secretary, Mrs Andrews School Bursar, Mrs Russell Receptionist and Mrs Hancock Administrator Assistant. Ms Elliott is our Premises Manager.

Governing Body – The Governing Body of the school is very important and aids the effective leadership of the school. They are R Sleat (Teacher) D Shepherd, A Clark, J Edge, S Ansell, C Bagnall, C Cargill, S Doy, C Butler, L Batchelor, Fr Paul Seaman, D Jenkins, R Cordy. They can be contacted through the School Office at any time. They also have a dedicated page on our school website where you can find out more about them.

Google Classroom – Google Classroom will remain operational for any child who is self-isolating or is unwell. Google Meet and transition arrangements –We are aware that many of the children will be anxious about returning to school, so the class teachers will be doing a Google Meet on Friday 5th March in the morning just to address questions about the return. This should help with anxiety and any of your child's worries. If your child does have a question then please email the teachers on the class email address and the teachers will respond directly to these.



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Attendance requirements – It is a legal requirement that all children attend school full time from the 8th March. We will be monitoring attendance very closely and will be contacting parents whose children are not attending on a day-to-day basis as it is important that the children get back into the routine of attending every day. Please work with us on this and inform us if you have worries or concerns so that we can get a plan in place.

School refusal – We are aware that some children are going to be very excited about coming back to school, but we also know that some children will be highly anxious. We cannot physically handle children to get them into school. If your child is refusing to come to school then we ask that you contact us and we will be able to put supports in place to help and make it easier. Please phone the school and ask for Miss Wilkins, Miss Gorecka or Mrs Copus. It is really important that we work together to get the children engaged in learning and ensure that they are attending. We do have resources that we can send or email out around anxiety and managing it.

Emergency measures – We have many things in place but we do need to prepare for an outbreak and it may be that bubbles need to close at short notice.

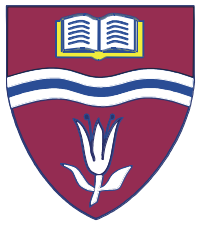
If your child becomes ill, please inform us straight away so that we can put measures in place. The Government guidance about an outbreak is clear. All schools must follow this process and ensure all staff and parents are aware of it. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but then develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

If a child is awaiting collection from school, they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision. A window will be opened for ventilation.

If we have an outbreak in a bubble (class) then we will close the bubble until confirmation of the results of a test or, if we have several outbreaks, we may have to close the school – please be aware of this. We will not be sharing the names or details of people with coronavirus (COVID-19).

If your child is coming to school with a face covering then the Government guidance is clear – you will need to provide a bag for the face covering to go into or they can put it in one of the lidded bins within school. If we find a mask laying around the school, it will be put in the bin.



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If your child is wearing a mask, then pupils will be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag which can be taken home with them, and then wash their hands again before heading to their classroom.

Teaching and Learning – The teachers know where they are with the learning and we will continue to teach a broad and balanced curriculum upon our return to school. Parents' evenings will give everyone an opportunity to talk about the return to school.

Dealing with enquiries and issues – If you have a concern, then please follow the routes below to get your query addressed:

Child's learning – class teacher, then the Deputy Headteacher and then the Headteacher (if not resolved).

Absence or attendance – Mrs Gabriel at secretary@stmarysprimarypulborough.co.uk

Special Educational Needs – Miss Wilkins (SENDCo) or Ms Harrison – for concerns over progress or queries over Individual Learning Plans. Contact the office on 01798 872007 and ask to speak to one of them.

Diary dates or information about school events – School Office on 01798 872007 or email office@stmarysprimarypulborough.co.uk

SchoolComms or issues with finances – Mrs Andrews or bursar@stmarysprimarypulborough.co.uk or Mrs Lees (if not resolved)

Complaints – We try and deal with all complaints quickly and effectively and pride ourselves on our good communication, but if you feel that you need to speak to our Governing Body, then please refer to the Complaints Policy on our website.

We are keen to answer parents' questions and address all the issues that are worrying you. Please email me at head@stmarysprimarypulborough.co.uk and I can then answer these in our question and answer section on the weekly newsletter.

Kind regards,

Mrs S Copus
Headteacher