



St. Stephen's C.E. Primary School
Winchester Road
Twickenham
Middlesex TW1 1LF
020 8892 3462

Building Each Other Up in Love and Learning

Wednesday September 2nd 2020

Dear Parents and Carers,

We hope that all our parents, children and carers have managed to enjoy the summer amidst an array of changing guidelines and advice. Whether you have managed to fly abroad, slip away to the countryside or simply made the most of the glorious sunny weather in St. Margaret's, we hope you are rested and ready for the term ahead. The school staff have been busy spending the summer weeks preparing for school reopening on 3rd September 2020 for all children. Over the last day or so, we received updated guidance from the Government, and information from our new catering provider, and as such we are able to update you on how the school will operate this term.

While coronavirus (COVID-19) remains in the community, this means making judgements at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children. There are a number of measures we are taking to ensure safety for all. Here are some of the main points:

- We will minimise the amount of pupil to pupil contact that a pupil has during the school day.
- All children will be in year-group sized 'bubbles' of 60.
- We will work with families to ensure full, mandatory attendance from the start of the academic year, with the exception of children who are still shielding for medical reasons.
- There will be staggered-year group start and finish times, breaks and lunchtimes to avoid large groups gathering.
- If your child is using a scooter to get to school, please take it home with you and bring it back at home time. Scooters and bikes can no longer be left in the scooter park area as this provides an opportunity for infection as children try to find their scooter / bike.
- Home learning will all be set and completed online to ensure we are prepared for any future lockdown/isolation of bubbles. This will be set on Google Classroom and submitted on Tapestry for Reception and Google Classroom for the rest of the school. If your child doesn't have access to a device, and you haven't already, please complete this form: [Home learning device form](#)
- Staff and children will be encouraged to keep their distance from each other and avoid touching.
- We will maintain a higher than normal frequency of cleaning on the premises.
- There will be increased hand washing and sanitizing by all members of our community. Everyone will be expected to clean hands at every transition, e.g. when staff change/before and after breaks.



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- We will reduce the use of frequently shared items and where possible, these will be cleaned after each use.
- All children are provided with a set of frequently used items for their own use only.
- With difficult to clean items, such as reading books, children and adults are expected to clean their hands before and after use.
- We will minimise contact in corridors with a one-way system.
- There will be increased ventilation throughout the entire building.
- There will be no group gatherings, such as assemblies, although we will endeavour to keep these going as recorded events.
- No adults, other than staff, therapists and specialist teachers are permitted on site. Adults will only be allowed on site under exceptional circumstances and it has been authorised by the SLT e.g. emergency works. All specialist teachers will be expected to follow the school risk assessment and routines to keep everyone safe.
- Please click [here](#) to see a useful flow chart which shows the steps that we will take if a child or adult is suspected of having Coronavirus - or if they test positive. Please note that any changes in the transmission rate may lead to changes in procedures.

Communication

You will not be able to speak to your class teacher at drop off or pick up. This is due to the tight turnaround time and social distancing that we must keep in place. In addition, we cannot allow adults access to the school office area.

If you wish to speak with your child's teaching team, please email the following addresses and we will arrange phone calls, if necessary:

reception@st-stephens.richmond.sch.uk

year1@st-stephens.richmond.sch.uk

year2@st-stephens.richmond.sch.uk

year3@st-stephens.richmond.sch.uk

year4@st-stephens.richmond.sch.uk

year5@st-stephens.richmond.sch.uk

year6@st-stephens.richmond.sch.uk

If you wish to contact the office staff or Inclusion Team, please use the following email addresses:

info@st-stephens.richmond.sch.uk

inclusion@st-stephens.richmond.sch.uk

We will do our best to respond within 24hrs. If your query is urgent – please mark it as Urgent in the subject line, and we will try to respond as quickly as possible.

Medication

If you are dropping either Epipens or asthma pumps for your child, please send this in a labelled, plastic box on their first day of school, including their signed Individual Healthcare Plan.

- Years 3 – 6 can carry their own boxes into school and give them to their teacher.
- Years Reception – 2 parents must hand the box into the labelled crate on the Winchester Road gate.

If you need to drop off medication for your child at any other time throughout the school year, then please email the school office on info@st-stephens.richmond.sch.uk and a separate arrangement can be made. You will need to complete [a medical form](#) from the school website before dropping off any medication.

School Lunches & Snacks

- A lunch rota will be organised for staggered lunchtimes for each year group.
- At the start of term - and until the children are familiar with a new lunchtime system - a pre-prepared meal menu is on offer. This will be the same price as a usual school meal at £2.30. The provision of hot meals will be reviewed once the children have settled in and we hope that normal school lunches will resume a couple of weeks into term.
- Please click here to see the [pre-prepared meal menu](#) – some of these dishes are served warm, for example fish finger bap.
- Parents of children who usually have school meals are asked to fill in this [Lunch Requirements Form](#) to let us know if your child will be having a pre-prepared school lunch for the first couple of weeks or whether you would prefer to send in a packed lunch from home until hot meals resume. **Please only fill in this form if your child usually has school lunches. You do not need to fill in this form if you usually send your child to school with a packed lunch and are continuing to do so for the coming term.**
- The new lunch provider requires parents to fill in a form for any child who has a special **medical** dietary requirement such as an allergy or medical condition that affects their meals, supported by medical evidence. Please click [here](#) to fill in this form. **Please note that this form is ONLY for medical dietary need.**
- Fresh fruit will be provided at break times for KS1 children from Wednesday September 9th - until then, please send your child in with a healthy snack of fruit or vegetables.

Broad Curriculum

At St Stephen's, we are so proud to offer a broad curriculum and we are aiming to continue with this in the Autumn Term, where safety precautions allow.

- Intervention and catch-up sessions will continue within year-group bubbles
- All subjects will be taught, including those offered by our specialist music, MFL, PE and art teachers.
- Music will be on offer for all, slightly adapted to increase safety for all and minimise risk
- Year Group Curriculum Parent evenings, which are normally held in school, will be shared in a recorded format this September and will provide further details on each year group's curriculum.
- We continue to organise trips to enhance the curriculum. In cases where children travel on public transport, we may ask you to provide your child with a mask. We will update all risk assessments for any trips based on the current advice and will check that any place we are visiting has implemented sufficient precautions.
- Please be aware that your children will be completing assessments in week 2 and 3 of the Autumn term to help us baseline their learning during school closure and plan for interventions, where necessary.



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Wraparound Care

We are aware that the provision of wraparound care is of high importance for many of our families. We are working with providers to ensure these services can be delivered as safely as possible. [Energy Kidz](#) are sending out further information on their provision to all those who are booking their services. Or click here for [Frequently Asked Questions](#) and [Safe Practice Guide](#).

Drop off and pick up - please use buzzer as usual and Energy Kidz staff will direct you.

Clubs

Updated guidance has been received in the last week regarding after-school clubs. Some parts of the guidance may make the clubs inoperable for some providers. As such, we will not be operating any clubs until we are satisfied that they are adhering to the new guidance. With that in mind, we hope to be able to send out the updated clubs list, booking schedule and booking code as soon as possible. Thank you for your patience, but please rest assured that we are trying to ensure the safety of your children.

How you can help to keep everyone safe

- Keep children at home if they are unwell. Here is a link to the most common symptoms (please insert this link <https://www.bbc.co.uk/news/health-51048366>). However, please remember that there are a wide range of symptoms beyond these main ones (headache, diarrhoea). In this instance, we kindly ask you to err on the side of caution and contact your GP for advice.
- Continue to support children with hand washing, and helping children to know what to do when they cough or sneeze. Catch it. Bin it. Kill it. Please see [eBug](#).
- At drop off and pick up, remain distanced from other parents / children.
- Leave immediately after drop off and pick up to avoid contact with other groups
- Clean hands before and after using any school books or equipment.
- Keep 2 metres distance from staff and do not enter the school grounds.
- Continue to discuss social distancing with your children.

What to provide for your child at the start of the Autumn Term

- Tissues and zip-lock bag for tissues to be taken home each day
- Hand sanitiser
- Water bottle to be taken home each day – water fountains are not in use.
- Full school uniform, including PE kit, to be worn on the allocated day/s
- Reading book
- A small normal bag – book bag and PE kit bag.
- A change of clothes is recommended.

Arrival and Dismissal times

Year Group	Start	Finish	Entrance/Exit
2	8.30	3.00	Winchester Road
1	8.45	3.10	Winchester Road
R	9.00	3.25	Winchester Road



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Year Group	Start	Finish	Entrance/Exit
6	8.30	3.10	A316 Chertsey Road
5	8.40	3.20	A316 Chertsey Road
4	8.50	3.30	A316 Chertsey Road
3	9.00	3.40	A316 Chertsey Road

School Street

Please remember that Winchester Road by the Turks Head/school gate is a local authority School Street at drop off and pick up times. You cannot drive onto the road unless you are a resident.

The School Street times are:

8.00am - 9.30am

2.00pm – 4.00pm

Further Information

Parents and carers can find further information about returning to school this Autumn at the following places:

<https://www.st-stephens.richmond.sch.uk/returningtoschool>

[Returning to primary school: what parents need to know](#)

www.gov.uk/backtoschool

[Section for parents on the Mayor of London's website](#)

[Booklet for parents](#)

[Richmond letter](#)

If you and your family fall within a group that has been identified as being vulnerable and you have specific concerns in relation to this, please contact the school office and we will do our best to answer your questions.

We will keep a close eye on all our processes and procedures all of which will be reviewed regularly, depending on how as the situation develops.

Finally, we look forward to welcoming back all the members of our St Stephen's family!

Kind regards,
St Stephen's Team



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