



St Teresa's Catholic Primary School
Elsenham Crescent,
Basildon,
Essex
SS14 1UE

Telephone: 01268 553502
Headteacher: Mrs Nuala Cashell
MA Ed NPQH

24th August 2020

Dear Parents,

We hope you have had a restful summer. We are looking forward to welcoming the children back to school on Monday 7th September. We have spent the last couple of weeks studying Government guidelines and risk assessing. We now feel well equipped to keep your child as safe as possible in school. We would like to share arrangements with you so that you know how the school will operate in advance. We will continuously review our arrangements in order to keep everyone as safe as possible. This may lead to changes taking place but we will always inform you of any adjustments.

One of the key Government guidelines to ensure a safe environment is our full engagement with the NHS Test and Trace. It is therefore essential that we have current contact details. If you have changed your contact details over the summer, please let the general office know by telephoning or emailing with your new details.

Groupings

We will operate four bubbles in school. A bubble is essentially a grouping that we can consider in similar terms to a family. The idea behind bubbles is to minimise the number of people having contact with one another. The four bubbles are: (i) Nursery; (ii) Reception class; (iii) Years 1, 2 and 3; (iv) Years 4, 5 and 6. Bubbles will attend assemblies together and will share lunch and break times.

Arrangements for staggered start and end of the school day

Due to modification of bubbles, and to prevent overpopulation of the local area, we have amended the arrangements for the beginning and end of the school day that we communicated at the end of last term. Final arrangements are now as follows:

Nursery to arrive between 8.30 am until 8.40 am, entering through the usual gate. Children to be collected as usual at 11.30 or 3.00 pm.

Reception pupils to arrive between 8.45 am and 8.55 am, using the Nursery gate as usual. Children are to be collected at 3.00 pm as usual.

Year 1, Year 2 and Year 3 to arrive between 8.45 and 8.55 am using the main playground gate. Children are to be collected between 2.55 pm and 3.00 pm.

Year 4, Year 5 and Year 6 are to arrive between 8.30 am and 8.45 am. Children to be collected from 3.00 – 3.05 pm.

Children arriving late for school cannot be admitted through the main office due to contamination of bubbles. Parents must remain with their child/ren outside the main gate until a member of staff is available to open the gates and allow entrance via the playground directly into their classroom. We know that sometimes unavoidable delays occur, but we ask you please to be at school on time as once the gates are locked, there may be a delay in finding a free member of staff to unlock the school gates to admit your child.

We will continue to monitor temperatures prior to entering the building, but in order to keep footfall flowing, classroom staff will manage this at the classroom door.

At the end of the school day, all parents (Years 1-5) should proceed to their flagged designated collection point in the main playground. Year 4 and Year 5 parents please note that you will be unable to stand outside the classroom to wait for your child, but must wait at the allocated space on the playground and the children will be brought out to you. Please ensure any younger siblings stay with you in the designated collection point. The jungle gym is out of use at all times, so please do not allow younger siblings to play on it while on the school premises. We ask that only one adult accompanies and collects a family of children from school. We rely on parents to maintain social distancing, to avoid congregating outside the school gate and to vacate the school's locality as quickly as possible to minimise risks.

Uniform & PE Kit

Children will return to school in full uniform, including ties. Children should wear fresh clean clothes each day.

We have reshaped our PE activities so that most PE lessons will take place outside. Please ensure your child has their own trainers as they will not be allowed to borrow from the spare kits held in school. You are reminded that children may wear tracksuits and hooded tops (preferably navy or black) on top of their PE kit in cold weather. There is to be no sharing of P.E. kits, so each child **MUST** have their own kit with plimsolls or trainers. As usual, please make sure that all items of clothing are clearly marked with your child's name.

Communicating with teachers

Current arrangements will make communicating with the class teacher more problematic, as it will be difficult to speak to the teacher at the end of the school day. However, we encourage you to keep lines of communication open with your child's class teacher by emailing any concerns/information you may want to share. The list of addresses is at the foot of this letter for you to retain. If you are unable to email, feel free to telephone the school office and ask for the class teacher to call you at the end of the school day.

Lunchtime arrangements

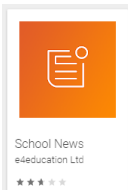
Lunchtimes will be staggered to ensure bubbles do not cross either in the dining hall or in the playground. Packed lunches will be allowed next term. From September, we have an increase in pupils with **severe** nut allergies. When making your child's lunch, please ensure that there are no nut products, eg Nutella, and treats are all free from nut traces.

Free School Meals

The extended lockdown has led to a lot of changes in people's personal circumstances. If your family income has been affected, do check whether your child is now eligible for free school meals by checking using this link. <https://www.gov.uk/apply-free-school-meals>

Communications

We will continue to use email, texts and the website to communicate with our families remotely. If you have not already done so, downloading the school website app will push notifications to your device. Using your preferred app store, search and download E4education. The app looks like this. Simply enter the school postcode (SS14 1UE) and click on St Teresa's. The app is simply to use and you will be alerted about news items.



Enjoy the remainder of the summer holidays with your family.

Mrs Cashell

Email contacts

Nursery	N@st-teresasrc.essex.sch.uk
Reception Class	EY@st-teresasrc.essex.sch.uk
Year 1	Y1@st-teresasrc.essex.sch.uk
Year 2	Y2@st-teresasrc.essex.sch.uk
Year 3	Y3@st-teresasrc.essex.sch.uk
Year 4	Y4@st-teresasrc.essex.sch.uk
Year 5	Y5@st-teresasrc.essex.sch.uk
Year 6	Y6@st-teresasrc.essex.sch.uk