St Paul's C of E Junior School
Oxford Road, Wokingham, RG41 2YJ
Tel: (0118) 978 5219
Email: office@stpauls.wokingham.sch.uk
Website: www.stpauls.wokingham.sch.uk
Headteacher: Mrs J M Taylor

28 August, 2020

Dear Parents,

We hope you and your family have had a restful summer and have stayed safe and well. We have continued to work through the holidays to fine tune our plans for full re-opening and are looking forward to welcoming the children back to school next week.

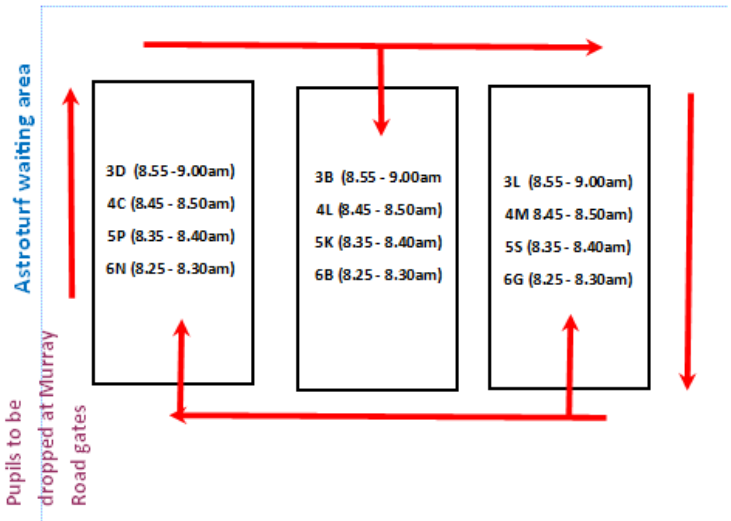
In this letter, we have included the information sent to you on 17th July, along with the exact details of arrangements that will be in place for picking pupils up at the end of the day and for PE lessons. We have also included any updates in light of the latest government guidance for schools and helpful reminders regarding our rules on uniform, including sports kit and earrings. Please read all of the information carefully as it will answer many of the questions you may have regarding the ways in which we will be working to keep our school community safe.

Start of term
Thursday 4th September.

Arrival Times
To avoid parents trying to pick up from two schools at the same time, we have fitted our drop off times around those of Walter Infants.

Year 6	8.25am - 8.30am
Year 5	8.35am – 8.40am
Year 4	8.45am – 8.50am
Year 3	8.55am – 9.00am

Dropping off before school
Pupils should be dropped off at the Murray Road gates where staff will be on hand to direct the children.
Children must arrive at School during their allotted time and follow the one-way system to their designated area, where their teacher will be waiting.



Parents with children in more than one-year group at St Paul's will be permitted on the playground each morning to drop off their first child and can then wait in the Astroturf areas, observing social distancing, until their remaining child's teacher has come out to collect the class. **Children must not be left in the Astroturf area unattended.** Parents must avoid gathering or waiting outside the gates before and after school, as there will be children and parents from both schools arriving over an extended period.

Meadow Breakfast Club

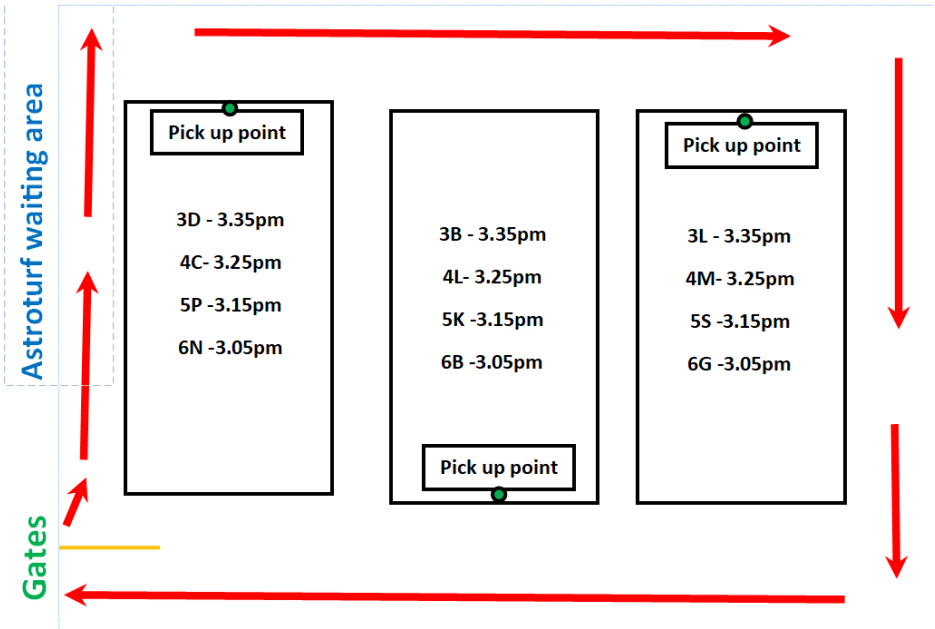
Meadow Breakfast Club staff will hand the children over to Mrs Holt each morning.

Picking up from school

Collection of pupils at the end of school is more complicated than drop off because it involves matching pupils with parents for safe departure. The timings for collection of each year group can be found below. Again, we have tried to make the situation run as smoothly as possible for parents who have children at both schools.

Year 6	3.05pm
Year 5	3.15pm
Year 4	3.25pm
Year 3	3.35pm

Parents should enter the playground, observing the one-way system, and collecting their child from the supervising adult at the pick-up point. Upon collection, the parent and pupil should leave the playground immediately. Please observe social distancing of 2m from staff and other parents at all times. Younger siblings from Walter and preschool should remain with their parent at all times.



Year 5 and 6 Pupils who travel to and from School unaccompanied each day will be able to leave as soon as their class is taken out onto the playground. **If this applies to your child, you will need to email admin@stpauls.wokingham.sch.uk before Thursday 3rd September, confirming this to be the case.**

Due to the arrangements that have to be in place to ensure the safety of our school community at the end of each day, there may be limited access to talk to class teachers. Should you need to speak to them regarding an urgent matter, please contact school on 0118 978 5219 and we will return your call as soon as possible.

Learning

We understand some of the anxiety and feelings of uncertainty that some children will have about returning to school, following such an extended period of time away. The first week's learning will focus on our traditional Big Swap Week activities. Classes will also spend time focusing on wellbeing and addressing any anxieties the children may have. We will continue teaching from where we left off, whilst we carefully and methodically check pupil understanding to enable us to identify what each child knows and their next steps in terms of new learning. Once we have made our assessments, planning will be adjusted accordingly to ensure that every lesson is designed to meet the range of needs in each class, including pupils who require additional support and those who need further challenge.

Remote Learning

If there is a second spike or a local outbreak and if as a result, we are instructed to close a class, year group or the whole School, we will resort to home learning including the use of Microsoft Teams lessons.

Bubbles

Each class will be treated as a distinct bubble and remain separate. Playtimes and lunchtimes will be staggered and there will be no whole school gatherings until government guidance says that it is safe to reinstate these events.

Equipment

It would be very helpful if each child could bring in a *small* pencil case that can be left in School, containing a pencil, writing pen, rubber, ruler, pencil sharpener, glue stick and colouring pencils. This is everything they need and will be for their sole use. All other stationery should be left at home, including overlarge pencil cases as we already know that space is at a premium as the government have instructed schools to organize desks into rows.

Each child will need to bring a named water bottle each day.

Where possible, learning will take place out of doors and all children will spend break and lunchtime outside on the playground. Therefore, every child should bring a warm coat to school with them each day.
Bags are permitted but only for transporting the essential items we have requested and a packed lunch.

Lunch Arrangements

Lunches will be eaten in the classroom until our provision returns to normal. Lunches will be freshly made on site by our own catering team each day and consist of packed lunches. They do not need to be ordered in advance but can be chosen on the day and ordered during registration. For your child to order a Caterlink lunch, their Tucasi account must be in credit. The Autumn Term Caterlink Packed Lunch Menu can be found on the welcome page of our website here. The price of a meal is £2.10 per day.

Uniform

We will welcome pupils back to school in full uniform. Long hair should be tied back at all times and hair accessories discreet and kept to a minimum. We discourage pupils wearing earrings to school. The only type permitted are small silver or gold studs.

PE

PE kit for all pupils is a plain white round necked t-shirt and navy-blue shorts. A plain navy or black tracksuit may be worn for outdoor lessons. Earrings should not be worn to school on PE days. They should be removed and left at home for safe keeping. On PE days, pupils may arrive wearing school PE kit. As PE lessons go ahead in all weathers, your child should also bring their uniform to school on PE days in case they need to change into dry clothes at the end of the session. There will be no PE sessions on Thursday 3rd September or Friday 4th and we will ParentMail a PE timetable for the whole school on Friday 4th September as class timetables will have been finalised.

Attendance

School attendance is mandatory from the beginning of the autumn term. This means that the usual rules will apply, including:

- If your child is unwell, you will need to email absence@stpauls.wokingham.sch.uk by 9.00am each day with your child's name, class and the reason for absence.
- The school will follow up any unexplained absence and call upon support and intervention from the Education Welfare Service, including fixed penalty notices, in line with local authorities' codes of conduct.
- Appointments affecting pupils should be made outside school hours to avoid disrupting lessons. This includes GP and dental appointments.
- No term time holiday will be authorised
- All unexplained absences will be coded as unauthorised.

Shielding

The government have advised that shielding advice for all adults and children paused on 1 August, which means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Children under the care of a specialist health professional may need to discuss their care with the professional before returning to school, and we would be very willing to discuss the personal circumstances and plans for individuals in this case. We will be able to manage specific adjustments in cases where there are recommendations from a medical professional. Where a child is unable to attend school because of a clinical matter, the school will plan for their continued education, and the absence will not be penalised.

Mobile phones

During lockdown, mobile phones may have been more of a comfort and companion to some of our older pupils than ever before. However, our policy on mobile phones will still apply - they must be turned off at the Murray Road gate and remain this way until they leave the site at the end of the day. Teachers will ensure that phones are locked away securely during the school day.

EnergyKidz

To minimise the risk to the children and families of both schools by mixing pupils from our two different settings, from September and until further notice, Walter Infant School will host the club for FS2, Y1 and Y2 pupils and St Paul's will host the club for Y3, Y4, Y5 and Y6. Places will be limited. For further details and to book a place, please contact EnergyKidz Telephone: 0333 577 1533 Email: info@energy-kidz.co.uk.

Clubs

The Soccer in School sessions that have been running after school during the latter part of lockdown will continue to run and information regarding these was sent out via ParentMail last week. Until further notice, no other clubs will run.

Trips

We are currently in discussions with PGL regarding rescheduling of the Year 6 residential trip for later in the year.

Visitors to school, including parents

We will not permit any visitors on site, including parents, unless by prior arrangement. If your child has forgotten any items, it will not be possible to drop them off at school but should a child forget lunch, they will be able to choose from the Caterlink Menu and if they have forgotten their water bottle, they will be provided with a paper cup.

Guidance for parents

The latest guide for parents of pupils returning to school can be found on our website here. Government advice about travelling to and from school is available here. There is a range of helpful advice for supporting children returning to school on the NSPCC website here. Our risk assessment for full reopening of School is available to view here.

Contact Details

It is crucial we have parents' up to date details in the event of an emergency. Should your contact details change, including your mobile phone number, please email admin@stpauls.wokingham.sch.uk. In the event of an emergency and we are unable to contact you on the numbers you have provided, we will seek advice from Children's Social Services.

Contacting School

Due to the dimensions of our offices, it is not safe for all of the admin team to be on site at the same time and therefore some will continue working remotely. In light of this, parents should contact school via email admin@stpauls.wokingham.sch.uk and we will respond by the end of the next school day. Please only phone school in the event of an emergency as we will have a much-diminished team available to take calls.

Test and Trace and Managing Confirmed Cases

The full and safe reopening of schools will rely to some extent on the track and trace principles. Therefore, the responsibility to inform School of any symptoms; a positive test result for Covid-19 in the household, self-isolation, or having been in contact with someone with coronavirus, lies with parents. In these circumstances, in line with Public Health advice, a child would not be permitted to attend school. In the event of a suspected Covid outbreak, we will follow government guidance, notifying Public Health England and the local authority who will advise of the necessary action that School should take.

We are looking forward to welcoming you and your child back to St Paul's on Thursday 3rd September.

Have a good weekend.

Yours faithfully,

Julieanne Taylor

Mrs J M Taylor
Headteacher