



# ST. STEPHEN'S JUNIOR SCHOOL

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Dear Parents & Carers

We cannot quite believe that we are already finishing the second week of this term! Given that we are now in a period of national lockdown, we wanted to take this opportunity to clarify our aims and expectations for the safe practices here within school:

## **Use of one way system**

Please do continue to use the one way system at all times. Given the narrow points along the routes that we have here in school, we do not want parents or children to cross paths at close proximity unnecessarily. In emergencies, a staff member can escort you against the flow of the one way system. Please approach a staff member if you think this is necessary. If you have siblings who attend the Infants school, we are happy to make arrangements for you to drop your Junior school child with us at the main gate and for them to go to class from there.

## **Social distancing & Supervision**

When waiting to collect your child, please do maintain a good social distance from other parents and families. If at any time you feel that the waiting area is becoming overly congested please approach a member of staff. If you have other children with you, please ensure that they stay with you and that they are not running around without supervision.

## **Use of masks**

If on site, we have asked all parents and adults to wear face masks. Doing so provides a greater protection for those around us. Whilst we are not able to enforce this, we greatly appreciate the high proportion of parents who are doing this.

We can at times forget to bring a mask with us. If this is the case, you are welcome to observe your child from the main gate as they enter the school. We continue to have staff at key points as you arrive to ensure they safely get to class. Alternatively, there are a small supply of masks available from the staff member next to reception each day. If needed, please collect one there before entering the school grounds any further. This also relates to collection at the end of the day.

## **Discussion with teachers**

We are asking that parents and teachers minimise any close contact or discussion face to face. We appreciate that feedback at the end of the day may be vital in some specific scenarios and understand that brief handovers will be essential. Staff members are wearing masks when outside and are able to engage with parents in this way but this will not be possible if the parent is not wearing a mask and is without an exemption. Please do use Class Dojo or call our school office for any issues that you would like to raise and discuss. Other than our main reception area, under no circumstances should a parent enter the school building without prior arrangement or agreement of a member of staff.

## **Socialising outside of school**

We would expect all of our staff and families to be following the rules and expectations of the government in relation to this period of lockdown. This ensures that schools are able to remain open and function without undue or unnecessary risk relating to transmission of the virus.

### **Isolation and Pupil Attendance**

We have now extended our support to children and families who are now isolating. This will include a telephone call home during the isolation to see how everyone is doing, checking to see if home learning is manageable, offering support with a food parcel and discussing a return to school date. If you are struggling with food during an isolation period, do not wait for us to contact you, please email [foodparcel@klz.org.uk](mailto:foodparcel@klz.org.uk) We are aiming to respond within 1-2 school days.

We are vigilant in monitoring the measures that we have in place throughout the day but appreciate that issues may occur. If at any time you have concerns that our risk assessment is not being followed or that a system is not working as effectively as it should, we ask that you let us know directly. Keeping our pupils and staff safe is our priority and we would want to be made aware of any issues so that we can review and improve what we have in place.

**As a team, we continue to be delighted with the overwhelming support that we have received from you. Thank you for your time taken in reading this update.**

Yours faithfully

**Laura Cutts and Sarah Heaney  
Headteachers**