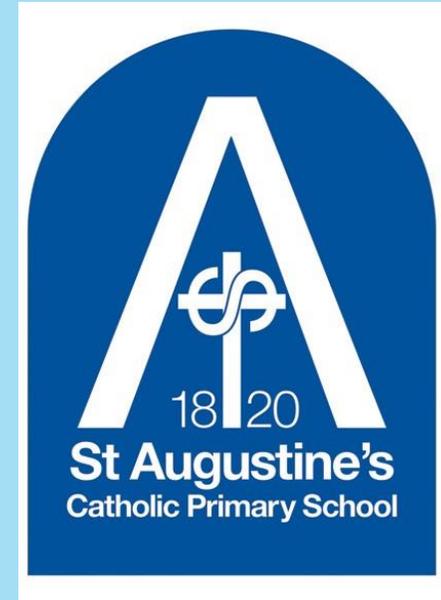


St. Augustine's Catholic Primary School



SEPTEMBER 2021

RETURN TO SCHOOL INFORMATION HANDBOOK

Contents

1. Return to School
2. Contacting the school
3. Start and end of the day
4. School uniform
5. School uniform: PE kits
6. Bringing in items from home
7. Hygiene arrangements
8. Lunch and break times
9. Attendance and absences
10. Nursery & Reception
11. Breakfast club and after school clubs
12. Meetings and visitors
13. Child contact details
14. Collective worship and large gatherings
15. Education
16. Supporting each other
17. Useful online guidance

1. Return to school

Monday 6th September 2021

There are three key changes for Monday 6th September 2021:

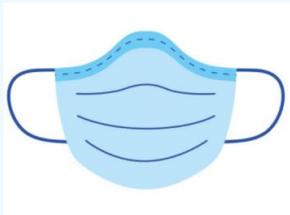


1. Mixing and 'bubbles'

Keeping pupils or students in year group or classroom bubbles to reduce mixing is no longer a requirement.

2. Tracing close contacts

Close contacts will now be identified via NHS Test and Trace. Education settings are no longer expected to undertake contact tracing.

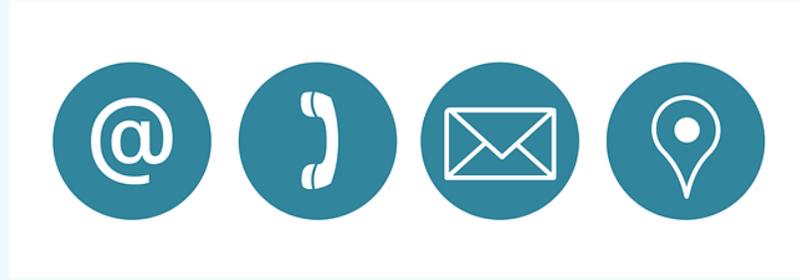


3. Face coverings

Face coverings are no longer advised for pupils and staff, either in classrooms or in communal areas.

NHS
Test and Trace

2. Contacting the school



Please contact the school office with any information or queries.

Class teachers will also share their email addresses with families at the start of the new term.

School Office Telephone: **01603 74 33 17**

School Office Email: office@st-augustines.norfolk.sch.uk

We would prefer you to call or email the school office to avoid queues and large numbers of people in the entrance area.

3. Start and end of the day



A normal timetable will return from September 2021

8:50am Drop off KS1 & KS2

Children line up in the classes when the bell or whistle blows.

3:00pm Pick up KS1 & KS2

Parents/Carers pick up children from the lower (KS1) or upper (KS2) playground.

We suggest collecting younger children first.

There is **NO ONE WAY SYSTEM** to move around the school building.



4. School uniform

Children will be expected to wear the normal school uniform.

Uniform does not have to be washed everyday, but should be cleaned regularly.

- Jumper, v-neck jumper or cardigan: Royal blue (preferably with the school logo)
- Shirt or polo tshirt: White / Light blue
- Trousers, shorts, pinafore or skirt: Grey / Black
- Checked / pin-striped dress: Blue
- Socks or tights: White / Grey / Black / Blue
- Sensible school shoes / sandals: Black
- Long hair tied back with a discreet hair band (NO large fashion hair accessories)
- **NO jewellery (except small stud earrings if they are newly pierced)**

4. School uniform



All items of clothing should be clearly marked with the child's name, preferably in permanent marker.

You can order uniform from Stevensons' Uniform Supplier using the link from our school website: <http://www.st-augustines.norfolk.sch.uk/parent-information/school-uniform/>

Or directly from: Stevensons, 67 Ber Street, Norwich. NR1 3AD

Email: norwichbranch@stevensons.co.uk

Telephone: [01603 622355](tel:01603622355)

If you need help buying school uniform and/or need financial support, please contact the school office.

5. School uniform – PE Kit



On the days that your child has Physical Education (PE), they can come in to school in their PE kit and wear it for the whole day.

The class teacher will let you know which days your child/ren's PE lessons are on.

- Tshirt: White / Pale blue
- Shorts, leggings or jogging bottoms: Black / Navy
- Sports trainers or plimsolls: Black / White
- Tracksuit (if it is cold): Black / Navy
- **NO jewellery**
- **NO out-of-school sport team kits**

For after school clubs, children can wear a school uniform PE kit for the whole day.



6. Bringing in items from home

Only essential items should be brought in to school from home.

- Water bottle
- Lunch box
- Hat
- Coat
- School reading books
- Personal stationery (that fits into one small pencil case)
- School bag
- **NO toys or items that will be missed if lost**



7. Hygiene arrangements

We will continue to prompt and support children to regularly follow good hygiene rules.

Basic hygiene rules:

- Wash hands (thoroughly with soap and water, following the [NHS guidance](#)).
- Use alcohol-based hand sanitiser gel if soap and water isn't immediately available.
- [Catch it, Kill it, Bin it](#) – Cover the mouth and nose with a tissue or sleeve when sneezing and put used tissues in the bin straight away. Always wash hands afterwards.
- Avoid touching the eyes, nose or mouth.
- **Go home if they develop symptoms, no matter how mild.**
- Wash hands when you get home at the end of the day.

7. Hygiene arrangements

Cleaning and Disinfection



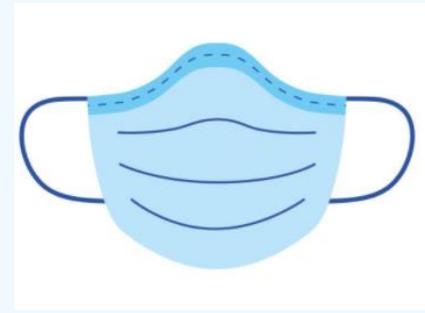
We have removed items that are difficult to clean.

Arrangements to clean regularly touched areas are in place, such as tables, door handles, toilet flushers, educational equipment and taps.

The school building is cleaned and disinfected daily.

7. Hygiene arrangements

Face coverings



When you should wear a face covering

From 19 July 2021, Public Health England has stated that there is no longer a legal requirement to wear face coverings in indoor settings or on public transport.

Lifting restrictions does not mean the risks from COVID-19 have disappeared.

It is recommended that members of the public continue to wear face coverings in crowded and enclosed spaces where they come into contact with people they don't normally meet. For example, entering the school building or on public transport.

We would prefer visiting adults to wear a face mask when entering the school building.



8. Lunch and break times

Some children will eat their lunch in either the hall or their classroom, while we return to a normal routine and manage larger numbers.

Children will have playtimes in their phase year groups. Children from other year groups are allowed to mix as long as this fits their class timetable.

School lunches should be ordered and paid for in the usual way, using WisePay.



9. Attendance

From the start of the Autumn term 2021 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

If you have concerns about your child attending, you should discuss this with the school.

All clinically extremely vulnerable children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

9. Absences



There will be some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

- Pupils who are required to self-isolate as they have symptoms of coronavirus (COVID-19). A test should be taken as soon as possible.
- Pupils who have had a test confirming they have coronavirus (COVID-19).
- Pupils who are required to self-isolate because they have been contacted by NHS Test & Trace. A test should be taken as soon as possible.
- Pupils who are required by legislation to self-isolate as part of a period of quarantine.
- Pupils who are clinically extremely vulnerable in a future local lockdown scenario only.

10. Nursery and Reception

Nursery and Reception classes will not start full time on Monday the 6th of September 2021. In the early years, classes have a few weeks of transition to help the children adjust to school routines.

Nursery and Reception transition information has been sent out separately.

In the morning, Reception classes will be collected by their teachers at 8:55am. Reception children should line up on the lower playground.

In the afternoon, Reception classes will be brought down to the lower playground for collection.

Nursery class should be dropped off at the Nursery building at 9:00am. Families can access the Nursery building by walking around the top playground.

11. Breakfast club



- Begins Monday 6th September 2021 at 8:00am.
- Please take children to the Breakfast Room door from the top playground.
- DO NOT use the staff car park to drop off your child/ren.
- DO NOT turn up with your child unless you have a confirmed booked space.



11. After school club

Proactive After School Childcare can be contacted to make bookings for your child/ren.

Telephone: **07828 842 596**

Email: proactive-education@outlook.com

Website: <http://proactiveafterschoolclubs.co.uk/>

You will be contacted about any other after school clubs at the start of the Autumn term.

12. Meetings and visitors



Wherever possible, meetings can take place in school again.

You can arrange meetings through the school office.

School Office Telephone: **01603 74 33 17**

School Office Email: office@st-augustines.norfolk.sch.uk



13. Child contact details

To ensure that we are a safe school, we **MUST** have two named contacts for every child in the school.

Please make sure that you share your most up to date contact details with the school as soon as possible.



HEALTH INFORMATION AND MEDICATION

If your child has any medical conditions, please make sure these are up to date with the school office.

In September, if your child has any medication, e.g. asthma inhaler or adrenaline auto-injector, please make sure that this is in school and the medication is in date.



14. Collective worship & gatherings

Whole school assemblies, liturgies and masses can take place in school again.

We will invite families and friends to communal events, when there is enough space and a risk management plan is in place.

15. Education



The government has set out clear expectations about what we are expected to teach from September. We aim to continue to provide a broad and balanced curriculum across all subjects, whilst assessing children's current needs and supporting a transition back into their new year group with new routines.

Class teachers will share their curriculum plans with families at the start of the Autumn term.

Remote Learning:

We are making plans to be able to provide remote learning where needed, to ensure that children can be educated at home if they are self-isolating, or should we have another lockdown.



16. Supporting your child

Your support to help us achieve these standards in our school is vital. Please role model the hygiene behaviours that apply when you are at home and encourage your children to follow them. Please ensure that:

- Your child washes their hands before coming to school and on arriving home. Please support and encourage them to follow good hand and respiratory hygiene at all times.
- If any member of your household tests positive, please arrange for a test as soon as possible.
- Clothes are washed regularly. Clothes should be washed normally and do not need to be separated from other items.
- Children come into school in their PE kit on PE days.
- Please come and collect your child as soon as you can if we ask you to (we'll contact you if they become ill with either a temperature, a change to their sense of taste, or a new, continuous cough).



17. Useful online guidance

Gov.UK: What parents and carers need to know ...

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges>

COVID-19: guidance for households with possible coronavirus infection

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Coronavirus (COVID-19): Getting tested

<https://www.gov.uk/get-coronavirus-test>

Thank you

If you have any further queries, please contact us:

School Office Telephone: **01603 74 33 17**

School Office Email: office@st-augustines.norfolk.sch.uk