

ST. BEDE'S RC PRIMARY SCHOOL

Front Street, Sacriston, Durham, DH7 6AB. Tel: 0191 3710272
Email: st.bedes.rc.sacriston@durhamlearning.net



Mrs E Alderson
Head Teacher

11th September 2020

Dear Parents and Carers,

All children in all year groups are now accessing school again and are familiarising themselves with this 'new normal' we find ourselves in. Children seem incredibly happy to be back and have shown great resilience and flexibility. We are focussing on our pupils' emotional wellbeing in school whilst also determining what each pupil needs following lockdown, in order to reach their full potential.

We are implementing many new systems in school, in line with rapidly changing and lengthy government guidance, and we are regularly reviewing these. However, it is very early days and we have only been back for just over a week; we need a little time to embed these systems and fine tune where necessary. The first few weeks of a school term are always incredibly busy (particularly in our small school where we have limited staff) and this has been intensified by the pandemic. Please bear with us and rest assured that, as always, the safety of our pupils and staff is paramount in all that we do.

We are currently receiving a large volume of queries via both our e-mail and telephone system. We understand that it is a particularly tense and difficult time for all and that we are unable to conduct our 'open door' policy in the way that we ideally would like to. Unfortunately, at present, staff are unable to have face to face discussions with parents in the same way as they usually would at the start and end of the day. Staff are also unable to respond to any communication at break times as they are supervising their class bubbles.

During this incredibly busy and challenging time, may we politely ask for your patience and understanding. In line with our communication policy, please note the following:

- The school office is open from 8.30am – 4.30pm, Monday – Thursday and 8.30am - 4pm on Fridays. The telephone number is **0191 3710272**. Please contact a member of the office if you would like a message to be passed to your child's teacher or to request a telephone appointment. Please be aware that the phone is unlikely to be answered at hours outside of these times but you are welcome to leave an answer phone message.
- If an e-mail or telephone query requires a response, we will endeavour to answer all queries within a period of 3-5 working days. Please note that, given the current volume of enquiries we are receiving, this may take a little longer.
- Please direct any e-mail correspondence for teaching staff to our parent e-mail (which is accessed by all staff) at stbedesrcvparents@durhamlearning.net. Any e-mails for the office staff or Mrs Alderson should be directed to our secure, confidential school e-mail at st.bedes.rc.sacriston@durhamlearning.net. Please note that e-mails are only monitored during school office opening hours and staff are not expected to respond outside of these hours.

In order to try to answer some common queries and also to keep you updated, we have attached some important information and FAQs to this letter. We will continue to update you via newsletters, texts, e-mails and our twitter feed.

We would like to thank you again for your continued support and understanding. We are still living in unprecedented times and there will be teething problems as we all try to adapt to this 'new normal.' Working together as a family is what we do best and is more important than ever at present to keep our children safe and happy.

Kind regards,

Mrs E Alderson
Head Teacher

Mr M Fingleton
Chair of Governors

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Important Information

SCHOOL PICK-UPS AND DROP-OFFS

We are working hard to make pick-ups and drop offs as quick and safe as possible for all, whilst keeping bubbles separate and trying to limit parents gathering. It is important that all adults follow the social distancing rules in place by the government and take responsibility for themselves and their children during these times.

Please note that the timings and entrances are as follows:

Class	Location	Morning Drop Off Time	Afternoon Collection Time
1	Main entrance	8.55am-9.05am	3pm-3.10pm
2	Hall entrance	8.55am-9.05am	3pm-3.10pm
3	Main entrance	8.45am-8.55am	3.10pm-3.20pm
4	Front door-queuing in the prayer garden	8.45am-8.55am	3.10-3.20pm

Please note the following important points:

Staff have been monitoring these times carefully and we would like to suggest the following to keep everyone as safe as possible:

- Only **ONE adult** from each family to come for their child/children at pick up and drop off times
- Please **DO NOT** congregate on the path outside and be aware of the main road and the bus stop
- Please **do not arrive early** as this causes congestion
- When you come to school, please follow the directions for your class and stand at the first available spot with your child until the staff member greets you; then leave immediately from the exit
- At collection times, staff will release children as parents reach the front of the queue
- Please ensure your child is **standing next to you at all times**, not playing or running around
- It is important that parents and pupils leave as quickly as possible; please do not stand and chat during these times. If you would like to raise any queries with staff, e-mail the addresses above.
- Dogs are **NOT** allowed on the premises due to allergies in school.
- We would **encourage you to wear a face mask** at pick up and collection times to provide you and others with additional protection. Please note that a staff member may ask you to briefly remove this if they are unsure of who any adult is for safeguarding purposes.

HOMEWORK

This term for homework we will be beginning to introduce the use of Microsoft Teams to the children. In the next few weeks, you will receive a log in and more information about this.

Information regarding homework, reading books and spellings will be coming out next week.

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HOME LEARNING

If your child is isolating, please ensure they are working at home. There are lots of resources in the home learning section on our website.

SCHOOL LUNCHES

If your child is currently on packed lunches and you would like for them to start having some of our delicious school lunches during the winter period, please contact the office. Please note that, at present, you do not need to give the required two weeks' notice in order to do this.

PE AND UNIFORM

Pupils are required to wear school uniform as usual. However, pupils will be **expected to come to school in their PE kits and return home in them on the days they have PE** to avoid changing clothes in school and eliminate the risk of pupils picking up other children's clothes etc. Please ensure your child wears a **school PE top, school jumper, coat, plain black tracksuit bottoms and a pair of white soled trainers** on these days (black soles mark our hall floor terribly). Please note, no classes will be going swimming yet and we are also hoping to hold PE outdoors as much as possible in line with guidance. Their PE days are as follows:

Class 1: Tuesdays and Thursdays

Class 2: Mondays and Wednesdays

Class 3: Tuesdays and Wednesdays

Class 4: Mondays and Thursdays

OTHER POINTS TO NOTE:

- Children only need to bring a coat and a bottle of water, cleaned and returned with them each day. They must also bring packed lunch if they need it but please just bring this in the box rather than in a school bag.
- Children **do not** need to bring their own hand sanitiser (we have plenty in school) and they do not need to wear face masks.
- Awards will be sent via e-mail every Monday going forwards and children will be receiving privilege card texts.
- Please ensure that we have the most up to date contact details for you if these have changed recently.
- Visits to school are by appointment only and all visitors must wear a face mask.
- For those children in Class 4, Miss Mason was married during the holidays and is now called Mrs Fortune.