



Wednesday 1<sup>st</sup> September 2021

Dear Parents and Carers,

We are planning for normality ahead of the children's return to us this academic year, however we know from experience how much the guidelines can change at such short notice, therefore please continue to check your email and Arbor for messages ahead of the children's return to school next week. Some of the changes we have made due to Covid will be staying with us as we are very pleased with how they have improved our efficiency in some areas. Other things will revert back to normal.

The children in Years 1 to Year 6 return to school on **Tuesday 7<sup>th</sup> September**.

Our new Reception children will begin school on **Monday 13<sup>th</sup> September** and our Nursery children will begin on **Monday 20<sup>th</sup> September** following the timings as detailed in the EYFS information pack.

The following table shows the start and end times for children along with which entrances families can use to enter our site, and the entrances that the children will use to enter and exit the school building:

	Entering & Exiting School Site	Start <i>Drift in</i>	Break	Lunch	End of Day
<b>Nursery</b>	AM: Nursery Gate PM: Either Car Park Gate or Top Gate	8.30am <b>Classroom door</b>	Continuous Provision	11.30 – 12.30pm	3.30pm <b>Classroom door</b>
<b>Reception</b>	Both our 'Top Gate' and 'Car Park Gate' will be open and families will be able to use either of these to enter & exit the school site	8.40 - 8.55am <b>Classroom door</b>	Continuous Provision	11.45 – 12.45pm	3.15pm <b>Classroom door</b>
<b>Years 1</b>		8.40 - 8.55am <b>Classroom door</b>	10.30 – 10.45am	12.00 – 1.00pm	3.15pm <b>Classroom door</b>
<b>Year 2</b>		8.40 - 8.55am <b>Year 2 Cloakroom</b>	10.30 – 10.45am	12.00 – 1.00pm	3.15pm <b>Classroom door</b>
<b>Year 3</b>		8.40 - 8.55am <b>Year 3 &amp; 4 main entrance</b>	10.30 – 10.45am	12.00 – 1.00pm	3.15pm <b>Classroom door</b>
<b>Years 4</b>		8.40 - 8.55am <b>Year 3 &amp; 4 main entrance</b>	10.50 – 11.05am	12.15 - 1.15pm	3.15pm <b>Classroom door</b>
<b>Year 5</b>		8.40 - 8.55am <b>Year 5 and 6 Cloakroom</b>	10.50 – 11.05am	12.15 - 1.15pm	3.15pm <b>Year 5 and 6 Cloakroom</b>
<b>Year 6</b>		8.40 - 8.55am <b>Year 5 and 6 Cloakroom</b>	10.50 – 11.05am	12.15 - 1.15pm	3.15pm <b>Classroom door</b>



### Attendance and Lates

Attendance expectations and procedures will be fully enforced from September. You must call the office on the morning of a child's absence. Our number is 02476 445 900.

Please note that children arriving after 9am will be marked as late on the attendance register. Children arriving after 9:15am will miss their morning mark. Please do ensure that your child is in school on time as being late seriously disrupts their learning.

### Face Masks

The current advice from the government is that staff members and family members will not be asked to wear masks in school. However, as is the case in wider society at the moment, both staff members and family members are able to choose to wear a mask if this makes them feel more comfortable some or all of the time. Therefore, you may see some of our staff members continuing to wear their face masks whilst in communal areas or during drop off & collection and we fully understand if parents and carers wish to do this too.

### Positive Covid Case

If your child tests positive for Covid at any time, please email myself using [m.scullion@romeromac.com](mailto:m.scullion@romeromac.com) as soon as possible. By informing us as soon as you are able to do so, it allows us to act swiftly to ensure the correct measures have been taken within school and to ensure the safety of everyone within our school community.

### Hot Dinners

Our school meals will be returning to normal and the menu can be found on our website. The children will be eating in the hall in their phases. **If your child is currently bringing a packed lunch to school but would like to return to hot meals, please ask your child to inform their class teacher of their meal choice during morning registration.** Children moving from Year 2 into Year 3 in September will no longer receive their lunches for free unless entitled to Free School Meals under Pupil Premium. Parents are able to apply directly [here](#).

### Healthy lunches

If your child is having a packed lunch, please make sure it is balanced and healthy. If we have concerns about the contents of the lunch, we will be in contact to see if we can support in any way.

### Mid-morning snack and water

Please continue to provide your child with a labelled water bottle. The children may only have water in this. The mid-morning snack, if you choose to provide one, may only be fruit. Reception, Year 1 and Year 2 will be provided with a piece of fruit each day.



### Uniform and hair

Whilst we have been understanding and lenient over the past year, **full school uniform (including footwear)** will be **expected from September**. The children MAY wear Summer uniform (polo shirts and Summer Dresses) up until October half term if the weather is warm. A reminder that from October half term onwards, we are introducing a winter uniform. The differences between the two are detailed below:

Summer	Winter
<p><b>Named</b> blue-checked gingham dress or  <b>Named</b> sky blue school polo shirt* with school logo and grey skirt  <b>Named</b> navy blue jumper with logo*            Black shoes (no boots)            White socks</p> <p><b>Named</b> sky blue school polo shirt*  <b>Named</b> grey shorts or trousers  <b>Named</b> navy blue cardigan/jumper with logo*  <b>Named</b> Black shoes            (no trainers or shoes with a sports logo) (no boots)            Grey socks</p>	<p><b>Named</b> sky blue plain shirt and tie*  <b>Named</b> navy blue jumper with logo*            Grey socks, grey trousers (long or short)  <b>Named</b> Black shoes (not trainers or shoes with a sports logo) (no boots)</p> <p><b>Named</b> sky blue plain shirt and tie*  <b>Named</b> navy blue cardigan/jumper with logo*  <b>Named</b> grey skirt, pinafore or trousers            White socks, grey tights, Black shoes (no boots)</p>
<p><i>Optional items available to purchase from school:</i>            Fleece Jacket/Parker Coat/Book Bag/Sun Hat/Knitted Hats/PE Bag*</p>	

### PE days and PE kit

The children will have two PE sessions a week as normal. **Children will come to school in their PE kits as started due to Covid as this has worked very well.** A separate email will be sent from myself and our new Specialist PE teacher, Mrs Newman, to clarify the children's PE days and unit coverage with you prior to children returning to school.

Children will be required to wear the correct PE uniform to school on the days in which they have PE lessons. A reminder of this is detailed below:

Indoor	Outdoor
<p><b>Named</b> plain navy shorts (no logo)  <b>Named</b> sky blue t-shirt with logo*            Black pumps  <b>Named</b> PE bag with name on.</p>	<p><b>Named</b> plain black or navy jogging bottoms  <b>Named</b> black or navy jogging top or hoodie  <b>Named</b> Trainers</p>

*\*Any items marked with an asterisk are available to purchase at the school office. Please see Mrs Bruneau if you require assistance.*

### Bags/Book bags

Children are once again able to bring in bags or book bags to carry their belongings. This will need to be either a school book bag or a small bag for their reading book and homework. Please do not send children in with large bags as these take up too much space in the cloakrooms.



### Communication

We will continue to communicate using Arbor, so please ensure that you keep your email and phone contact details up to date with the office or via the Arbor App. This is imperative should we need to contact you in an emergency. We also have an active Facebook page where we share news and pictures of the children's school day and events. Please ensure you respond to the GDPR paperwork in September – you must opt in to allow us to include your child on our social media posts. Please make sure you are reading the information that comes to your way. We will still avoid traffic to the office, where possible. There will be staff on the gates and at drop off points to welcome yourselves & the children and to take messages & answer questions.

We are very much hopeful that we can return to the arrangements as detailed here. If the Local Authority require schools to make any further changes, we will communicate these through Arbor and email. Therefore, please continue to check for messages in the days before school returns on **Tuesday 7<sup>th</sup> September**.

We look forward to working with you again this year and hopefully progressing to operating somewhere nearer normality!

With warmest regards,

*Megan Scullion*

Mrs M Scullion  
Head of School