



# Trinity St Stephen CE Aided First School

Vansittart Road, Windsor, SL4 5DF

T: 01753 862540 | E: office@tssfirst.co.uk



Headteacher: Mrs Louise Lovegrove

26 February 2021

Dear Parents,

This week we have all heard the great news that schools will be open to all from 08 March 2021. I am sure this is a huge relief to all of you and we are excited at the prospect of welcoming all our families back to school.

It does seem a little strange, but very welcome, to have some planning time. I am going to give as much information as possible in this letter in order to help all families prepare for the re-opening but there may be further updates to this before the 08 March.

I will be updating the school risk assessment over the next few days and this will be sent out to all of our families next week. Please do let me know if you have any questions or concerns after having received it.

There are many similarities and a few differences to the way the school operated in the first re opening in September which I am going to outline here.

The school day will remain the same as it did in September with staggered starts and finishes for KS2 and the remainder of the school. Please be punctual. This is to ensure bubbles are kept as separated as possible. In a school this size it is not always possible to separate the children into smaller groups but wherever we can achieve this we will.

## School drop off and Collection

Year Group	Drop Off	Drop Off point	Collection	Collection point
Year 3 and Year 4 (and younger siblings)	8.30am to 8.45am	Staff Car Park entrance into the Year 3 and Year 4 cloakroom	3pm  (with siblings)	Staff Car Park entrance into the Year 3 and Year 4 cloakroom
Reception, Year 1 and Year 2	8.50am to 9.05am	Wooden gates separating school car park and the playground	3.20pm	Year 2 playground door  Reception playground door  Year 1 will leave through the door leading from the school Reception area and the playground.



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## School Attendance

School attendance is mandatory from 08 March. If anyone within your household has Coronavirus symptoms the household must isolate immediately. Anyone with symptoms must seek a test.

Please let the school know the reason for any absence by 9am. This can be done by either using the absence option on the telephone line or sending an email to [office@tssfirs.co.uk](mailto:office@tssfirs.co.uk) Families of absent children will be contacted if we have not heard from you.

If your child becomes unwell at school we will contact you. If you have recently changed your contact details please let the school office know so that we can always get in touch with someone on your contact list.

## Maintain Social Distancing at all times

Please remember that it is in all our interests for parents and carers to follow the one way system and to maintain social distancing at all times. Parents and carers must not congregate together and must not linger on the playground after school.

## Mask Wearing

In order to provide an added layer of protection and to guard against the transmission of the virus including any new variants we are asking **ALL** visitors on site, including outside, to wear masks. This includes during dropping off and collection outside. Please let me know, in confidence, if you are exempt from wearing a mask before the re-opening. Thank you.

## School Lunches and Snacks

The kitchen will be open and serving the full menu. Please see the menu options attached. Previously booked meals have been cleared from the system during lockdown so lunches will need to be booked. You will notice when you book online that an option for a grab bag is currently available. **Please note this option is only available for children who are currently in school. This option will not be available from 08 March.**

Please remember that packed lunches should contain a healthy meal. Please see new ideas on the following link <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

**Please remember we are a nut free school (this includes sesame seeds).**

Snacks for break times must be healthy. Please check that your child is able to open any packets or tubs independently. The following options are acceptable:

- Fruit and vegetables
- Dairy products such as cheese, drinkable yogurts



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## Equipment for School

Children will be expected to have their own set of basic equipment. Please remember all items of equipment and uniform must be clearly named. Please remind your children that whilst we appreciate their kindness, sharing their pencils and stationery is not acceptable at the moment. Children should come to school with basic stationery equipment: several writing pencils, a pencil sharpener, a set of coloured pencils, a rubber, a whiteboard pen, a glue stick. Glue sticks and whiteboard pens can be purchased from the school office.

- Glue stick: £1
- Whiteboard pen: 50p

A water bottle is essential.

## School Uniform

The school uniform expectations remain unchanged. In this world of uncertainty it is even more important to celebrate the normality of the school uniform and the sense of belonging that it brings. We would appreciate it if children came to school wearing smart school uniform. The school has a considerable amount of good quality previously loved uniform, please let the office know if you would like to take a look at the collection. We are happy to give items to new homes free of charge. On colder days the classrooms will be cooler as we are following the guidance on keeping indoor spaces well ventilated. An extra layer may be beneficial. A school fleece is ideal for this or extra under clothes, more than one school jumper or a plain red (not hooded) jumper or jacket.

## Behaviour in School

Please remind your children that we will continue to be following our Covid rules from the previous re-opening. Routines such as hand sanitising and hand washing will remain in place and continue to be very important. Also please let your child know that we expect most of our children to try and keep distanced from school adults and each other. We recognise that this is very difficult for some, particularly the younger children. School adults will gently remind children where necessary.

Preparing your children to return to school will be critical for them to feel positive and safe. Take time to walk past the school site if you live close by and regularly talk to your children about the aspects of returning to school they are most looking forward to. Try to focus on the positives but don't be afraid to also talk about what your child may be worried about. Suggest some tips for overcoming these worries such as discussing them and considering a plan to overcome them.

Make use of the website blogs and news items to spark interest and engage your children with the excitement of belonging to our school community again. Members of the RBWM SEND (Special Educational Needs and Disability) Team, together with the Educational Psychology team, have prepared a workshop for all parents on the return to school. The workshop is entitled: *A Safe Return to School* and will focus on



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practical guidance to support a smooth transition back to school. The workshop is scheduled for 03 March at 11am and joining details are attached to the email with this newsletter.

It will continue to be important for your child to be as independent as possible. Support your child to become confident in dressing themselves and self-care such as toileting. Your child should be as independent as possible at lunchtime, including being able to open packets and containers if necessary and dealing, with support, with non-emergency first aid injuries.

Your child will feel less anxious and stressed about the return if they are already adjusted to the routine of school. Start trying to emulate a school day at home with waking up time and breakfast at a time that would allow you to get to school in plenty of time. Insist that your child is wearing daytime clothes and is involved in their home learning during school hours. Sleep is hugely important to our mental well-being. Everyone is different but a general guide is that children from the age of 3 to 7 need approximately 10 to 12 hours of sleep. If bedtime routine has been disrupted over lock down start slowly adjusting back to the term time routine.

## **An Extended Day**

Before lock down the school had made preparations, following parental requests, to provide an extended day. I am pleased to say that we are going to be able to offer working parents after school care from 15 March. The care will be provided from the end of the school day up to 6pm.

It will be necessary to book slots in advance. Parents will need to book a half term at a time at the following costs:

- 3pm to 5pm - £15 per session
- 3pm to 6pm - £18 per session

A penalty for collecting after 6pm will be charged at £20 to cover the cost of overtime for staff.

Ad-hoc slots can be booked if there is availability. These will be charged at a flat rate of £20 per session.

A booking form will be sent out to all parents next week.

## **Other School News:**

### **The School Playground**

I am pleased to say the playground has now been completed. I have updated the pictures on the news item on the website. Everyone is very excited to start playing on it soon. Thank you to TSSSA and all of you who supported their amazing fund raising efforts. It is wonderful to see the fruits of all that hard work.

**Please remember that playing on the playground before and after school will not be allowed.**



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## World Book Week

Information for book week activities will be sent out later this evening. Thank you to Miss Pugh for organising this week and to RBWM Library Services for arranging the author workshops. Please note that the Zoom timetable will change to allow for the additional workshops.

On Monday 01 March all year groups will be able to access a workshop led by the *Perform Theatre Group*. Each year group's workshop will focus on a well-known book and author. This has cost the school and would normally be funded by the voluntary fund, which we haven't asked for this year. We would really appreciate a voluntary suggested donation of £2 which can be paid on line.

## The Half Term Running Challenge

Thank you to Mrs Dewar who has inspired many of us to get out into the fresh air and either start running or focus on improving our times if we are experienced. It has been fantastic to see so many of our community take part. Please find attached a summary of results from Mrs Dewar.

Kind regards,

*Louise Lovegrove*



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## Zoom Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
PERFORM THEATRE WORKSHOPS FOR ALL YEAR GROUPS	9:30 Reception (Phonics)	9:30 Year 1 (Phonics)	9:30 Reception (Well-Being)	
	10:30 Year 4 (SPAG)	10:30 Year 4 (Well-being)	10:30 Year 3 (SPAG)	
				10:00 ALL (Whole School PSHE Assembly)
	11:45 Year 2 (Phonics)	11:45 Year 2 (Phonics)	11:00 Year 2 (Well-Being)	
	1:15 Year 1 (Phonics)	1:15 Reception (Phonics)	1:15 Year 1 (Well-Being)	
			1:45 ALL (Rev Sally Assembly)	
	2:15 Year 3 (SPAG)	2:15 Year 3 (Well-being)	2:15 Year 4 (SPAG)	

### Zoom Protocols

- Always enable your child to take part in a live session in a public space in the house. If the session is a teaching session it helps if the child is sat at a table
- Always ensure an adult is either next to and supporting the child or at least within ear shot and visible on screen if your child is more independent
- Children must be on mute at the start of the session and invited to join in by the host
- Children must not use the chat function unless invited to do so



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- If you or your child are upset or concerned by any content or event happening during a live session, please report it to the host or the school office immediately. The following link has useful information for supporting children on line <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>



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