



ST STEPHENS COMMUNITY ACADEMY
Roydon Road, Launceston, Cornwall PL15 8HL
Tel: 01566 772170
E-mail: ststephens@andaras.org
www.ststephenscornwall.co.uk



Head Teacher: Maura Furber

**'Embracing Learning.
Inspiring Ambition.
Celebrating Individuality'**

10.09.2020

Dear Parents/Carers

Firstly, an enormous thank you for your support and understanding with our routine to get your children back into school safely this week. As you will be aware we have been trialling different entrances and exits, staggered starts and collections and we greatly appreciate your ideas and patience. Bringing back all the children in this 'new normal' time was always going to be a tricky process. Identifying pros and cons, whilst keeping you, your children and the staff safe and happy will always be our main priority.

From next week (Monday 14th September) we would like to use the following arrangements. For some classes you will see the arrangements are the same but for others there are different times and entrance/exit points.

Again we will continually review these, I know it would be ideal for all children to start and finish at the expected times but managing the volume of adults on site and the space we have to do this is key to meet Government CV19 risk assessments.

- **Pre-school pupils** please enter the pre-school building via the Pre-school classroom door @ 9.00 a.m. Parents pick up from there @ 2.55 p.m.
- **Year Foundation pupils** please enter via the main gate in the KS1 playground and wait by the classroom steps @9.00 a.m. Parents pick up from there @3.10p.m. Parents to remain socially distanced in the playground and exit via the one-way system that will be signposted around the outside of the school.
- **Year One pupils** will be dropped at the main gate in the KS1 playground and will enter the building via the Year 1 classroom door @ 8.45 a.m. Parents pick up from the Y1 classroom @ 3.00 p.m. Parents to remain at the bottom of slope please to avoid congestion and your child will be sent to you. Please exit via the one-way system that will be signposted around the outside of the school.
- **Year Two pupils** will be dropped at the main gate in the KS1 playground and will enter the building via the Year 2 classroom door @ 8.45 a.m. Parents pick up from Y2 classroom @ 3.00 p.m. Parents to remain at the bottom of slope please to avoid congestion and your child will be sent to you. Please exit via the one-way system that will be signposted around the outside of the school.
- **Year Three pupils** please enter the building via the main door at the Main Reception @ 8.55 a.m. Parents pick up from there @ 3.25p.m.
- **Year Four pupils** will be dropped in the KS2 playground and enter the building via the Year 4 classroom door @ 8.55 a.m. Parents pick up from the classroom @3.25 p.m. Parents to remain in the KS2 playground opposite classroom door. Please exit via the one-way system that will be signposted around the outside of the school.
- **Year Five pupils** will be dropped in the KS2 playground and enter the building via the Year 5 classroom door @ 8.45 a.m. up the steps from the KS2 playground. Parents pick up from the



classroom @3.15 p.m. Parents to remain in the KS2 playground opposite classroom door by steps. Please exit via the one-way system that will be signposted around the outside of the school.

If you consent to your child walking home independently you MUST inform the office

- **Year Six pupils** will be dropped in the KS2 playground and enter the building via the Year 6 classroom door @8.45 a.m. Please exit via the one-way system that will be signposted around the outside of the school. Parents pick up from the main office doors @ 3. 15p.m.
If you consent to your child walking home independently you MUST inform the office
- **Class 7/Area resource Base pupils** please enter the building via the ARB side door as normal @8.45 a.m. Parents /taxi pick up from there @ 3.00 p.m.

Other Key Points:

- ❖ **Parents/Carers MUST remain with their children until they are able to access their classrooms at the times stated above.** Please can we ask you to ensure your children remain next to you whilst waiting or during pick up.
- ❖ The front locked gate will not be opened until 5 minutes before the first class is due in /class to be collected so please do not arrive too soon to avoid congestion outside the playground.
- ❖ We would like ALL adults on the school premises to wear a face covering. Thank you for your consideration.
- ❖ Please may I ask you to ensure you adhere to these times and follow the social distancing guidelines at all times. Your family's safety is of paramount importance to us as is my duty of care to the staff. Thanks again for your co-operation and support.

Kind regards

Maura Furber

Head Teacher

