

27.06.2022

Dear Parents/Carers,

I would like to confirm in September our classes and staff will be arranged in the following ways:

Class	Teacher	Support Staff
Pre- School	Mrs Kate Stringer	Mrs Lindsey Penn(Deputy Manager), Mrs Amanda Taskis, Miss Amy Pearce(Apprentice)
Foundation Class	Mrs Lucy Lumby & Mrs Alison Hobbs	Mrs Jane Davey, Mr Mikey Houghton
Year 1	Mrs Hannah Morris-Torr	Mrs Sam Mayer, Mr Mikey Houghton, Miss Katy Caines
Year 2	Mrs Amy Hooper	Miss Katy Caines, Mr Patrick Gilbert, Mrs Kate Bye
Year 3	Miss Millie Kempton	Mrs Jayne Grime
Year 4	Mrs Rhona Hunt & Miss Vicky Callcut	Miss Kelly Bebbington
Year 5	Mr David Hunt	Mrs Leah Fritz (HLTA)
Year 6	Ms Sharon Neale & Miss Vicky Callcut	Mrs Kate Bye and Miss Issy Robinson
Class 7 (ARB)	Mrs Kathy Walsh & Mrs Rachael Jenkins	Mrs Karen Fry (HLTA), Mrs Nikki Every ,Mrs Jessamine Southall, Mrs Tara Gough, Mrs Jenny Coombs
Additional SEN/pastoral Support ,Teaching Assistants /Learning Tutors	Mrs Debbie Bartlett (SENDCo and ARB Manager) Mrs Claire Paul (Safeguarding Manager /Pastoral Lead) Mrs Sharon Baxter.(Family Support Lead/HLTA) Mrs Jo Charrett-Dykes (HLTA)	
School Secretary	Mrs Carrie Julian & Mrs Sandra Pollard	
Lunchtime assistants in main school.	Miss Kelly Bebbington (Lead), Mrs Sam Mayer, Mr Mikey Houghton, Miss Katy Caines, Mr Patrick Gilbert, Mrs Kate Bye, Mrs Jayne Grime, Mrs Sharon Baxter, Miss Issy Robinson(also ARB). Staff in our ARB rotate coverage.	
Cleaning Staff	Mr Bob Willson, (Site Manager), Mrs Bridget Willson, Mrs Ann Littlejohn.	
School Leadership	Mrs Maura Furber –Head teacher Mrs Amy Hooper & Ms Sharon Neale –Assistant Heads of School and Key Stage Leads Mrs Joan Heaton-Chair of Governors.	

	<u>Below are details about the daily arrangements for the start of the autumn term 2022:</u>
Drop-off and collection	<ul style="list-style-type: none"> The window for drop-off and collection of all children will be as normal. AM: Gates open from 8.45am, drop-off at classroom door 8.45am – 9am. If your child is attending breakfast club, they will enter via the main school entrance from 8.00 a.m. PM: Gates open from 3.00pm, collection from classroom door, 3.05: EYFS, 3.10:KS1 & 3.15: KS2 – all off site by 3.30 unless staying for clubs. If your child is attending a club they get collected from the main entrance at 4.15 p.m. unless otherwise stated. Pre-school is open from 9.00 and closes @ 3.00p.m. Entry through the main Pre -school door. More information on the website in the Pre-school tab under 'More Information'. Once the gates are closed at 9.00 in the morning all children must register via the main school office. Your child will be registered as late if they come in after 9.10 a.m.

One-way system	<ul style="list-style-type: none"> The one-way system will no longer be in operation but for those leaving/on the school site, please give way to those entering to ensure all children are in school on time. Exits via the front gate, the back of the school through the gate next to the main reception or the KS1 fenced play area gate or via the gate at the end of the KS2 playground onto the grass if dry. By keeping all exits available we hope this will continue to lessen any congestion at the beginning and end of the school day.
Entry to school	<ul style="list-style-type: none"> Please note we will still be retaining a distance at the classroom doors to enable the children to come in and get straight on with their learning-there are always early morning learning tasks set whilst the registers are being taken. This is a very busy time in the school day. Please do not enter the classroom or cloakroom areas unless the teacher is with you for obvious safeguarding reasons. If you need to speak to a teacher, please inform the school office or the adult on duty at the gate. They will then arrange a meeting or telephone call with you at a mutually convenient time. We always do our utmost to get in contact with you ASAP.
School uniform/ PE Kits/ Wild Tribe clothes	<ul style="list-style-type: none"> Children must attend school in their school uniform. They need to bring in their named PE kits to remain in school, in a named bag. Kits will be sent home half termly unless necessary before this. A PE/Wild Tribe timetable to be shared with parents/carers on the first week back so you know when your child will need their PE/Wild Tribe kit. Old, warm and waterproof clothes will be needed on a weekly basis, in a named bag, for our outside 'Wild Tribe' learning. This will go home with your child weekly to ensure it can be washed and /or dried. Here is the link on the school website that will be useful: https://www.ststephenscornwall.co.uk/web/wild-tribe-learning-for-sustainable-living/341964
Attendance	<ul style="list-style-type: none"> Please continue to inform us of your child's absence in the normal ways – either message the school office directly on ststephens@andas.org or phone 01566 772170 and leave an answerphone message early on the morning of the absence. For absence requests, please email Mrs Furber via the school email or pass a written request into the main school office. Please check the list for acceptable absences in exceptional circumstances. Holidays in term time will not be authorised by any school in the An Daras Trust.
Covid guidance	The current guidance and Trust expectation is that if your child is unwell and not fit to be in school, irrespective of the reason (CV 19 or otherwise) they should remain at home. Please contact the school office in the morning to inform us of their absence. If your child is well enough to attend school, even if they test positive for CV19, they should attend. Please inform the school office if your child is positive.

Uniform

A reminder about uniform: all pupils will need:

- A school sweatshirt or cardigan (can be ordered via Price & Buckland on our school website [St Stephens Community Academy \(pbuniform-online.co.uk\)](http://pbuniform-online.co.uk))
- A white polo shirt
- Black (or grey) trousers, shorts, dress or skirt (no other colours)
- Black or grey shoes (no other colours)
- Black, grey or white socks, tights or leggings (no other colours)
- Checked blue dresses
- A blue book bag
- A waterproof coat
- Wellington boots.

For PE:

- T-shirt in plain white (no other colours)
- Black or grey shorts, skorts, leggings or joggers (no other colours)
- Sports trainers in black, grey or white.
- If a hoodie is being sent for warmth it must be school colour or black or grey plain



Please don't replace anything your child currently has that fits but use this to guide future purchases.

We do have a wide range of pre-loved uniform .Please ask in the school office or contact the PTFA on the following email ststephensp.t.f.a@outlook.com

We regularly find a large amount of unnamed lost property in school which we try to put out for you each day in the playground, after trying to locate the owners during the day. Any unclaimed clothes will be given to the PTFA during the summer holidays. It will be then be washed and made available for any parents to purchase from our 'pre-loved' stock that our wonderful PTFA organise.

Frequently Asked Questions:

Please note we also have a section on our school website where we try to answer any general questions you may have as a parent. I know how easy it is to forget things after a summer holiday so hope this helps https://www.ststephenscornwall.co.uk/web/frequently_asked_questions/392429. If you have any further questions or queries before September please email through the normal school account ststephens@andaras.org

After school Clubs: We will send out a letter informing you of the clubs available in the first half of the autumn term 2022 when we return in September. Clubs will resume week commencing 12.09.2022

Transition Days: *On Monday 18th and Tuesday 19th July our Year 6 pupils head to Launceston College and we use this opportunity to let the children have two transition days in their 'new classes' for September.* The children will enter through their new classroom doors in the morning and will be picked up from there at the end of the day. Don't worry we'll be there to direct you to the right place although I'm sure the children will already know! This is a great opportunity for the children to familiarise themselves with their classroom and start the important relationship with their 'new' teacher and Learning Support Assistants.

Meet your Child's New Teacher: We would like to offer you the opportunity to meet your child's new teacher, learn about their next year group and have the chance to ask any questions or share any concerns you have. These meetings will be at the end of the day so you can attend with your child. We do hope you are able to join us

So if your child is moving into the following year groups please make your way to their 'new' classrooms @ 3.15. (Please pick up your child from their normal classroom door first) on the following day.

Year group in September meetings:

Y1: Monday 11th July

Y2: Wednesday 13th July

Y3: Friday 15th July

Y4: Thursday 14th July

Y5: Monday 11th July

Y6: Tuesday 12th July

We are sorry if you are unable to make these dates/times. The teachers have a 'transition' tab on their class pages on the website so you can see the information shared. Please don't hesitate to contact the school office if there is anything we can share with you to help this transition for you and your child.

Kind regards

Maura Furber

Headteacher

