



ST MICHAEL'S
C of E PRIMARY
HIGHGATE



— WELCOME —

BACK TO SCHOOL



Message from the Headteacher

Dear Parents and Carers,

I hope that you and your children are well rested and looking forward to returning to school. Over the summer we have been busy preparing for everyone's return and we are certainly looking forward to welcoming all of the children back.

Before the summer we successfully welcomed back approximately half of the school and will continue to employ the new routines we established. School is the same, but how we utilise the space and engage with each other has changed in line with requirements to ensure we can all remain safe, that everyone feels safe and we can catch up with the children's learning.

Some of the children will be more familiar with the rules and routines and we will continue to remind them all throughout the day. Please do share the information contained within this booklet with your child so that everyone feels fully prepared for a safe and happy return.

The staggered drop off and collection times worked very well and so we are continuing with this measure: please do ensure that you arrive and depart promptly. This is particularly important as we can only allow a restricted number on the playground at any given time. Please allow Year 5 and 6 pupils to walk into school alone and say goodbye to younger children before you reach the school, so that drop off can be as swift as possible before you then leave the premises.

It will be lovely to see all of the children and to meet new pupils. If you do need to talk to a member of staff, or have any queries or concerns, please email the school office.

Best Wishes,

Geraldine Gallagher,
Headteacher

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Who to Contact

Pastoral and Curriculum

For most pastoral issues the first point of contact in school for parents is their child's class teacher. Please contact them via the school office on admin@stmichaelsn6.com.

Absence and Sickness

For absences and sickness, we ask that you continue to inform us every day that your child is not coming to school. You can do this via telephone or email. Please call 02083407441 and leave a message on the sickness line, or email us on admin@stmichaelsn6.com.

In either case, please always give your child's FULL name and their class every time that you communicate with the school, as well as the full reason for their absence.

Covid-19

In addition, we now also require you to let us know if your child's sickness is Covid-19 related, whether that is because they have been required to isolate following guidance, or because they have exhibited symptoms. Please give this information clearly when you contact us.

Safeguarding

If you have any safeguarding concerns please email dsl@stmichaelsn6.com. This email will go to Mrs Gallagher, Mrs Sorapure and Mrs Parker, our Designated Safeguarding Leads (DSLs).

Forgotten items

If parents or pupils forget to bring items to school there will not be an opportunity to bring it in late. If your child arrives without a lunch they will be given a school lunch. If your child arrives without their musical instrument other arrangements for the lesson will be made where possible. Separate arrangements are in place for PE lessons, so a missing PE kit will not be a barrier to learning.

A note on attendance

If your child has an appointment (eg. Medical/ dentist) during the school day they will need to miss the whole day of school, because it will not be possible for office staff to collect and deliver children from locations around the school during the day. This will be an authorised absence. Where possible, please make these appointments for Friday afternoons.

In the event that your child is taken ill we will telephone you at the earliest opportunity and we will expect you to collect your child as soon as you can.

Travel

Living an active lifestyle

The Chief Medical Officer's guidance for living an active lifestyle indicates that children should spend 1 hour every day being active, which can include walking, scooting and cycling to school. In addition, the DfE say "you should look for alternative transport options, especially walking or cycling, particularly at peak times", so please make every effort to walk, scoot, cycle or "park & stride" if you do need to complete part of your journey by car.

Parking

Our walk to school map shows our 5 minute walking zone (red) and 10 minute walking zone (blue). Please avoid parking inside the red zone. If you need to drive, please park in the blue zone and walk the remainder of your journey.

Bike and scooter parking

Bikes and scooters can be left in the top playground on the grass.



Hygiene

The most effective ways to minimise the risk of spreading Covid-19 is to maintain good personal hygiene. We have installed a large number of sanitising gel dispensers in school and an additional number of wash basins.

Hand washing

Pupils will be encouraged to wash their hands regularly (either with soap and water or with gel), particularly on arrival at school and at breaktimes.

Catch it, bin it, kill it.

We will be promoting "Catch it, Bin it, Kill it" for dealing with coughs and sneezes. Pupils will also be encouraged to join in with wiping down the areas that they are using at the beginning and end of sessions.

Healthy behaviour

We will also be giving students guidance on what are safe and healthy behaviours, maintaining distance from each other and appropriate conduct. There will be additional sanctions for behaviour that is particularly hazardous with regards to Covid-19, for example spitting or coughing without covering your mouth.

Cleaners

To help maintain a more hygienic school environment we have employed more day-time cleaners so that common "touch surfaces" (door handles, backs of chairs etc.) of the rooms in the main school buildings are frequently cleaned. We have also increased the capacity of our regular cleaning staff to ensure there is thorough cleaning at the end of each school day.

Classroom arrangement

Classrooms have been rearranged so that students are all facing forwards and as far as possible, teachers will be keeping windows and doors open to assist ventilation. Unnecessary furniture and equipment has been removed from teaching spaces to make room for people to move around the classrooms more easily.

48 hour rule

Please observe the 48 hour rule concerning vomiting or diarrhoea. If your child has vomiting or diarrhoea they must stay away from school for a complete 48 hours. This means that if your child is taken ill any later than Wednesday morning, they will be unlikely to be able to attend school until the following Monday.

Bubbles & Testing

Bubbles

In line with Department for Education guidance we will be operating a system of Year group bubbles. This means that the children in each year group will not be expected to socially distance from each other, but they will be expected to socially distance from adults.

Whole year groups will be required to be socially distant from other year groups, hence the staggered start and finish times, lunch times and break times, and different play locations.

We recognise that prior to the start of the school day and following the end of the school day, pupils may come into closer contact with other pupils from other year groups. However, the school has introduced mechanisms to prevent that happening in school.

The school has introduced one-way systems to maintain distancing, particular with regard to movement of pupils to and from playareas.

Movement around the school will be more heavily supervised by staff than before lockdown.

NHS Test & Trace

You must follow instructions from NHS Test & Trace if you are contacted. As above, if your child is absent for any length of time you must tell us the reason for this, but that is especially important if the absence is Covid-19 related.

Testing

Pupils who are exhibiting symptoms of Covid-19 must immediately self-isolate and apply for a test as soon as possible and inform the school of the result. If you are struggling to arrange a test please contact the school so that we can help.

Timings

Term starts on Monday 7th September for all year groups and we will be operating in our "new normal" way. Please see below for the daily timings for each year group.

	Nursery	Rec. P	Rec. B	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Breakfast Club	7:45am								
Drop off window	8:00am (All sessions must be booked and paid for in advance)								
Drop off window	9:00am -	8:50am -	8:55am -	8:45am -	8:40am -	8:55am -	8:50am -	8:45am -	8:40am -
	9:15am	8:55am	9:00am	8:50am	8:45am	9:00am	8:55am	8:50am	8:45am
Morning Play	N/A	N/A	N/A	10:15am - 10:30am					
Lunch Time	11:30am -	11:30am -		11:45am -	11:55am -	12:15am -	11:50am -	12:05pm -	12:00pm -
	12:30pm	12:45pm		13:05pm	13:15pm	13:25pm	13:00pm	13:15pm	13:10pm
Pick up window	3:30pm -	3:20pm -	3:25pm -	3:15pm -	3:10pm -	3:25pm -	3:20pm -	3:15pm -	3:10pm -
	3:35pm	3:25pm	3:30pm	3:20pm	3:15pm	3:30pm	3:25pm	3:20pm	3:15pm
Friday pick up window	3:30pm -	3:20pm -	3:25pm -	1:35pm -	1:30pm -	1:40pm -	1:40pm -	1:35pm -	1:30pm -
	3:35pm	3:25pm	3:30pm	1:40pm	1:35pm	1:45pm	1:45pm	1:40pm	1:35pm
After School (Energy Kidz)	N/A	3:10pm (1:30pm on Fridays) - 6:00pm (5:00pm on Fridays) (All sessions must be booked and paid for in advance)							

There is no early close on Fridays for Reception or Nursery.

Energy Kidz

If you require afterschool care from Energy Kidz it is now time to book:
www.energy-kidz.co.uk

Breakfast Club

If you require morning care from Breakfast Club, please complete the Breakfast Club Agreement which can be found on the school website and email it to breakfast@stmichaelsn6.com

Extra Curricular Clubs

From the 21st September there will be a limited number of extra curricular clubs running before and after school. Please see the clubs timetable on the school website for more information on how to book these online.

Equipment

Pupils will not be allowed to swap or share equipment. Each classroom will have a good supply of stationery, including pencil cases, for students who are missing items of equipment. No pupil should therefore feel under any pressure to borrow another pupil's pen, pencil or other item of equipment. They need simply to ask their teacher.

Maths Equipment

Due to the interactive nature of mathematics lessons the school has had to re-think how we manage shared resources.

We have decided that the best route forward included purchasing a set of the most commonly used resources for each pupil. We will be asking for a small contribution towards these later in the term, once they start to be used more often.

Items ordered

Book and PE Bags ordered and paid for via ScoPay will be delivered to your child in their classroom.

PE Kits

There will not be a need for PE Kits to be brought into school for the first couple of weeks of term. Please do not send in PE Kits. Once the pupils are back in a routine we will inform you which days they need to wear their PE Kit into school.

Other bags

There will not be a need for book bags or rucksacks to be brought into school. Please keep items being brought to school to an absolute minimum.

Other equipment in class

To support children's learning, social distancing and to reduce the risk of cross contamination we request that each KS2 child brings in the items below on the first day of school and leaves them in their pod until the holidays. Children will not be allowed to share their stationery with other children.

1. A pencil case which can be wiped clean with an antibacterial wipe and will hold all your child's stationery.
2. Pencils HB and an art pencil 2B
3. Coloured pencils
4. Eraser
5. Sharpener
6. Ruler
7. Glue stick
8. Erasable blue ink and purple ink pen

KS1 pupils will have all resources supplied.

Face Coverings

Face coverings are intended to protect other people, not the wearer themselves, and therefore we will be requiring some people to wear masks at St Michael's. The below will help to inform you and your child, so that you know what to expect

Pupils

The school's position around face coverings for Pupils remains that they are voluntary. We will inform you if this changes.

Visitors

Visitors to site will need to wear a face covering unless they are exempt, so pupils should expect to see some adults around the school wearing a face covering. This will include IT Technicians, people maintaining the buildings and visiting education specialists. Visitors will not be asked to wear a face covering if the bulk of their work is outdoors, but they will need to socially distance themselves from pupils and staff.

Parents

In the short term, parents will not be able to visit the school except in special circumstances. If parents ever do need to visit the school, they will only be able to do so after making an appointment through the school office.

When on site, parents will be asked to wear a face covering, unless they are exempt, and will also be expected to socially distance themselves from staff and pupils.

Staff

Teachers and support staff will not be asked to wear a face covering while they are working in their own bubbles, but will be wearing a face covering when they are moving around the school or working with other classes.

Rules & Expectations

We know that these are unique times and that school is not quite the same as it was. However, the school's values, mission and vision remain the same.

We still expect students to wear their uniform properly, and with pride, to work hard and try their best, and we still expect everyone in our community to treat each other with tolerance and respect.

The current situation means that some rules will need to change, and some will need to be modified. It has always been important to be punctual and on time for school, now it is critical. We have always asked students to keep their hands to themselves, we now must enforce it more strictly.

We will be letting every pupil know of the changes to our behaviour policy when school starts. We will also tell them that they will have some time to get used to the new systems. But they will also be made aware that, after the period of familiarisation, there will be consequences for failing to follow the rules or exhibiting behaviours that could harm the school community.

We are absolutely confident that the vast majority of pupils will need no further guidance on the expectations we now have and we look forward to the full support of our parents and carers in making the coming term a very safe and successful return to school.

Uniform

The Department for Education's guidance for parents encourages all schools to return to their usual uniform policies. They also stress "You do not need to clean uniforms differently or any more often than usual because of COVID-19." We expect all pupils to wear full school uniform and follow the usual rules around this.

Our uniform requirements are available at <https://stmichaelsn6.com/uniform/>

As a larger proportion of our time is going to be spent outdoors, please ensure that your child comes to school with comfortable footwear that is suitable for this.

Parent Contact Details

If your address or contact details have changed, please notify the school office as soon as possible, by emailing us on admin@stmichaelsn6.com.

Please always remember to include your child's FULL name and class in all communications.

If you happen to have told a teacher or other member of staff about this, please also tell the office, as the office should be your first port of call for all communications.

Medication

If your child requires medication in school please bring this to school on Monday 7th September with a freshly completed Health Care Plan (HCP).

A blank HCP was emailed to you earlier, but if you require one to be resent, please email the office on admin@stmichaelsn6.com.

When you arrive at school, Ms Kennedy, our SENCO, will be available in the top playground to accept this medication and check the HCP. Please maintain social distance from Ms Kennedy and remember not to cross the yellow line on the playground.

Ms Kennedy will also be available on Tuesday 8th, Wednesday 9th, and Monday, Tuesday and Wednesday the following week, but for obvious reasons it is preferable for your child's medication to be in school when they are.

If your child starts a new course of medication after that period and you need to deliver medication to the school you can do so by making an appointment to bring it in to the school office, by emailing us as above.

Weekly menu



Monday

Tuesday

Wednesday

Thursday

Friday

Ham Salad Sandwich

Chicken and Sweetcorn Sandwich

Tuna Mayonnaise and Sweetcorn Sandwich

Ham and Cheese Tortilla Wrap

Fish Finger Sandwich with Tomato Sauce

Free Range Egg Mayonnaise and Cress Sandwich

Cream Cheese Lettuce and Cucumber Sandwich

Three Cheese and Cucumber Sandwich

Vegetarian Quorn and Salad Wrap

Vegetarian Sausage Roll with Tomato Sauce

Water

Water

Water

Water

Water

Piece of Fruit

Piece of Fruit

Piece of Fruit

Piece of Fruit

Piece of Fruit

Sponge Cake

Yoghurt

Oaty Flapjack

Yoghurt

Chocolate Brownie

Available daily

null

Weekly menu



Monday

Tuesday

Wednesday

Thursday

Friday

Simply Ham Sandwich

Sausage and Tomato Sauce Sandwich

Tuna Mayonnaise Sandwich

Chicken Mayonnaise and Sweetcorn Sandwich

Fish finger Sandwich

Simply Cheese Sandwich

Egg Mayonnaise Sandwich

Cream Cheese and Cucumber Sandwich

Vegetarian Sausage with Tomato Sauce Sandwich

Cheese and Cucumber Sandwich

Water

Water

Water

Water

Water

Piece of Fruit

Piece of Fruit

Piece of Fruit

Piece of Fruit

Piece of Fruit

Sponge Cake

Yoghurt

Oaty Flapjack

Yoghurt

Chocolate Brownie

Available daily

null

Any questions?

If your query is not answered within this document, please have a look on the school website:

www.stmichaelsn6.com

If you still need clarification, please email the school office on admin@stmichaelsn6.com

Welcome back to St Michael's



Please stay 2m apart

