

# EMMAUS

## Information Sheet

### 2020-2021



Dear Parents and Carers

This is an information sheet to give you advanced notice of some changes to the new school year and also to remind you of routines already in place at school.

### COVID19 - Changes for September 2020

In light of the ongoing safety guidance and risk assessments for Covid 19 there will be a number of changes in September. We have tried to keep these changes to a minimum.

### Risk Assessment

We have completed a rigorous risk assessment which has been designed by the council... There are lots of new rules and safety measures in place to minimise the risk of anyone at school contracting the corona virus. I need to be very clear that despite following all of the guidelines, **it is still possible that someone at school could get the virus. There is a very clear set of guidance for schools to follow if there is a positive test in school.**

### Drop and Pick up

Drop off and pick up will be different, we have tried to keep the times between groups to a minimum but we need to have different time slots in order for social distancing to be adhered to.

Class	Teacher	Drop-off	Pick-Up	Place	Start Date
Nursery am	Miss Herbert	8.40	11.40	Main Gate	Please see Nursery Pack
Nursery pm	Miss Herbert	12.05	3.05	Main Gate	Please see Nursery Pack
Nursery 30 hrs	Miss Herbert	8.40	3.05	Main Gate	Please see Nursery Pack
Reception	Mr Faben	8.45	3.00	Main Gate	Please see Reception Pack
Year 1	Miss Shaw	8.30	2.45	Main Gate	Thurs 3 <sup>rd</sup> September
Year 1/2	Miss Steel	8.30	2.45	Main Gate	Thurs 3 <sup>rd</sup> September
Year 2	Miss Price	8.30	2.45	Main Gate	Thurs 3 <sup>rd</sup> September
Year 3	Miss Elson	8.45	3.00	Car Park Gate	Thurs 3 <sup>rd</sup> September
Year 3/4	Mr Collis	8.45	3.00	Car Park Gate	Thurs 3 <sup>rd</sup> September
Year 4	Miss Smithson	8.45	3.00	Car Park Gate	Thurs 3 <sup>rd</sup> September
Year 5	Miss Wheelhouse	8.30	2.45	Car Park Gate	Wed 2 <sup>nd</sup> September
Year 5/6	Mrs Nicholls	8.30	2.45	Car Park Gate	Wed 2 <sup>nd</sup> September
Year 6	Mrs Gladwin	8.30	2.45	Car Park Gate	Wed 2 <sup>nd</sup> September

## **Breakfast Club**

Breakfast club will not restart until later in the Autumn Term. We will give more details in September.

## **Punctuality**

If your child arrives after their group has gone in, they may have to wait until the next group has gone through. This is to ensure that different classes and year group do not mix.

## **Parent Pay**

From September 2020 **we will no longer accept cash**. School dinners **must** be paid for through Parent Pay. Please follow the instructions on the recent letter to register for Parent Pay.

## **Uniform**

**The expectation is that all children will return in September in full uniform.**

The school will always be lenient if a child has a problem with uniform. Please let us know if you are having difficulty with uniform as we may be able to help.

The uniform is set out below:

### **During the Autumn/Winter term or cold weather:**

- Grey skirt/Grey pinafore dress/grey formal trousers NO JOGGING BOTTOMS or JEANS
- School t-shirt
- Navy Blue sweatshirt/fleece or cardigan
- Black Shoes or trainers without logos
- Grey/white/black socks or tights, black leggings may be worn under a skirt or dress and not as an alternative to trousers
- A suitable outdoor coat

### **During the Spring/Summer term or warmer weather:**

- Blue or green gingham dress/grey formal or tailored shorts
- White/Grey/black socks or tights
- School t-shirt
- Navy Blue sweatshirt/fleece or cardigan
- Black/brown or white summer sandals – no open toes

## **PE Kit**

Due to current COVID- 19 restrictions, we will no longer be able to keep PE kits in school and have children changing for PE. **On their PE days**, children must come to school wearing their normal school uniform polo-shirt or plain white t-shirt and school sweatshirt on their top and plain navy blue or black shorts AND jogging bottoms on their bottom. They must also wear trainers or pumps suitable for sport on these days.

## **School Meals**

As from September 2014 all pupils in F2/Y1/Y2 are entitled to a free school meal. **Until further notice we will only be able to serve a sandwich lunch**. We are working to provide a hot meal option as soon as possible. School dinners are £2 per day. Water is the only drink provided at lunchtime, no other drinks are permitted.

## **Fruit and Milk**

Until further notice we are not able to sell milk and fruit at break time.

## Staffing Structure 2020/2021

Below is the staffing structure for 2020/21. All teachers are entitled to one afternoon a week out of class for Planning, Preparation and Assessment time (PPA). Teachers who are on the Leadership team are also entitled to one morning out of class as well as PPA time. Mr Collis, Mr Faben and Miss Price are part of the Senior Leadership team. Newly qualified teachers are also entitled to one morning out of class as well as PPA time. Teachers are also expected to attend training courses to bring up new ideas and teaching methods back into the classrooms, they are also given time to lead an area of school e.g. Miss Wheelhouse leads RE.

**Mrs Gladwin, Mr Collis, Mrs Kenton and Mrs Nicholls work less hours as agreed by the Governing body.**

<b>Year Group</b>	<b>Class Teacher</b>	<b>Teaching Assistants</b>
F1	Ms E Herbert	Mrs F Barker and Ms S Hall
F2	Mr D Faben	Mrs J Collins and Ms C Smith
Y1	Ms P Shaw	Mrs L Marsh and Mrs McColl
Y1/2	Ms C Steel	Mrs A Clegg
Y2	Ms N Price	Ms J Barton
Y3	Ms K Elsom	Mrs D Redfern
Y3/4	Mr S Collis	Mrs K Collingwood
Y4	Ms Smithson	Ms Foskett
Y5	Ms A Wheelhouse	Mrs L Hughes
Y5/6	Mrs Nicholls	Ms Taylor
Y6	Mrs K Gladwin	Mrs C Ashton
<b>Recovery and Cover Teachers</b>		Mrs M. Jackson, Ms C O'Donoghue & Mrs J Kenton
<b>Deputy Headteacher</b>		Ms L Illien
<b>SENCO</b>		Mrs H Webster Works Mon all day, Tues all day, Wed am
<b>Pastoral and Safeguarding Lead</b>		Ms C Fairclough

## The following information has not changed:

### Safeguarding

Safeguarding is everyone's concern and parents should contact Social Care for advice if they have any concerns about any child outside of school regardless of whether they attend Emmaus.

Parents need to understand that they should not apprehend or speak negatively to any child for any reason whilst on school grounds. Parents should speak to a member of staff if they have any concerns about a child.

From time to time school have to have open and transparent conversations with parents over disclosures children have made. School have a legal duty to safeguard all children and must follow up on any concerns. School understands that these conversations or meetings can be very upsetting or stressful for parents. However, as we have seen in recent years, it is so important that children have a voice and are listened to and their concerns are shared. Our aim is to support the child and their family.

### Attendance and Holidays in Term Time

As I am sure you appreciate, regular school attendance is essential if pupils are to maximise their educational opportunities. The Local Authority and Emmaus School have a responsibility to provide the best education possible but we can only do this if pupils attend regularly. Taking time out of school for holidays can be disruptive; it can also be difficult for pupils to catch up on work missed.

The Department for Education (DfE) in September 2013 issued updated guidance that states:

'The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in **exceptional circumstances** and the Headteacher must be satisfied that the circumstances warrant the granting of leave.'

'Parents can be fined for taking their child on holiday during term time without consent from the school.'

Therefore the Headteacher may only consider giving permission for a pupil to be absent from school in term time in '**exceptional circumstances**' and proof will be requested by the Headteacher.

If you choose to disregard this guidance the Local Authority may take legal action under section 444 of the 1996 Education Act, which states that you have a legal obligation to ensure that your child attends school regularly.

'Taking unauthorised term time holidays and/or persistent absence (below 85%) may make you liable for a Penalty Notice (fine). The penalty is a **£60 fine if paid within 21 days** of receipt of the Penalty Notice, rising to **£120 if paid after 21 days but within 28 days**. If the Penalty Notice is not paid in full within the 42 day period **Sheffield City Council may prosecute**. This could result in a fine of up to **£1,000 plus costs**.'

Emmaus is committed to raising the profile of attendance and its link to achievement. It is important therefore that you work with us by ensuring that your son/daughter attends school on time, every day and by not taking your son/daughter out of school for holidays during term time.

## Website

We have a website which is regularly updated at [www.emmaus.sheffield.sch.uk](http://www.emmaus.sheffield.sch.uk)

Please let us know if there is anything else you feel may be useful to put on our website.

## Rewards 2020/21

Our Reward system is based on rewarding children for their Learning Behaviours in class. There is a leaflet available which explains the system.

## Assessments

We currently use Point in Time Assessments (PITA). A grade 5 means a child is working at age related and on track to achieve the objectives for that Year group.

## SEN

Helen Webster is our SENCO, her normal working days are all day Monday and Tuesday and Wednesday morning. Please contact Mrs Webster if you have any concerns about your child's needs.

## Educational Visits

As part of our school's commitment to providing a broad, balanced and varied curriculum, there are times when we enhance the learning in school through educational visits off site. These visits provide the children with fantastic learning opportunities beyond the classroom that cannot be catered for in school and often allow the children access to specialist venues and/or experts in a particular field. There may be times when you may be asked to provide a voluntary contribution towards some of the costs of a trip. This is only voluntary, **but if we do not receive enough of these payments, some trips may not be able to go ahead due to the cost to the school being too high**. It is becoming harder as school budgets are cut to find the money from school budgets or school funds.

## Key Dates 2020-2021

As a result of Covid 19 it is difficult to plan activities we would normally enjoy. As more restrictions are lifted we will start to reintroduce certain activities and give parents as much notice as possible if we are able to invite people into school.

Tuesday 1 <sup>st</sup> September	INSET Day School closed to pupils
Wednesday 2 <sup>nd</sup> September	School reopens for Y5 &6
Thursday 3 <sup>rd</sup> September	School reopens for Y1,2,3,4
Friday 23 <sup>rd</sup> October	School closes for the half term break
Monday 2 <sup>nd</sup> November	School reopens after Half term break
Tuesday 22 <sup>nd</sup> December	<b>School closes for Christmas break</b>
Wednesday 6 <sup>th</sup> January	School reopens after Christmas break
Friday 12 <sup>th</sup> February	School closes for Half term break
Monday 22 <sup>nd</sup> February	School reopens after Half term break
Thursday 1 <sup>st</sup> April	School closes for Easter break
Monday 19 <sup>th</sup> April	School reopens after Easter break

Monday 3 <sup>rd</sup> May	Bank Holiday school closed
Monday 10 <sup>th</sup> May	SATS week for Y6
Friday 28 <sup>th</sup> May	School closes for Half term break
Monday 7 <sup>th</sup> June	School reopens after Half term break
Monday 7 <sup>th</sup> - Wed 9 <sup>th</sup> June	Y6 Hollowford Residential
Monday 14 <sup>th</sup> June	Y1 Phonics Check
Friday 16 <sup>th</sup> July	Reports out
Monday 19 <sup>th</sup> July	Meet and Greet new class teacher
Tuesday 20 <sup>th</sup> July	School closes for pupils for the Summer break
Wednesday 21 <sup>st</sup> July	INSET Day- School closed to pupils

Thank you for all your support and understanding over what has been a very difficult year for the children, parents and staff.

I look forward to welcoming you back to Emmaus in September.

Have a very safe and happy holiday.

Yours sincerely

Mrs H. Simmerson  
Headteacher