



**St Paul's Catholic  
Primary School**

Wolviston Mill Lane, Billingham, TS22 5LU  
T: 01642 360022 F: 01642 651611  
E: [office@stpauls.bhcet.org.uk](mailto:office@stpauls.bhcet.org.uk)  
W: [www.stpauls.bhcet.org.uk](http://www.stpauls.bhcet.org.uk)

Head Teacher: **Mrs. S. Sinclair B.A (Hons)**  
CEO: **M Regan OBE, DL M.Ed., B.Ed (Hons), FCIEA, CEA**  
Deputy CEO: **M Shorten M.Ed., BA (Hons)**  
Chair of Directors: **J Wilson BA (Hons), PGCE, NPQH**

27<sup>th</sup> August 2020

Dear Parents and Carers,

I hope this letter finds you safe and well, enjoying what remains of the summer holiday.

You will know that I wrote to you towards the end of the summer term to share with you our return to school plans. The letter is available on the school website under Letters Home (<https://stpauls.bhcet.org.uk>) for you to refer to; it contains extensive information about the control measures we are implementing to ensure a smooth and safe return to school for all children so it is essential that you refresh yourself with the arrangements we are implementing, Please remember, that until further notice, there is no before or after-school childcare available either in school or the Rosedene building. Once we have ensured a safe return to school for all children, we will keep you informed of any changes to before and after-school provision.

I am delighted to confirm that our plans are set to go ahead; we have been preparing over the summer holiday to ensure that school is ready for the return of all our children in September albeit in a very different way.

I understand that there will be a range of feelings and emotions linked to the return to school. Although I hope that the measures we have taken are reassuring to you and your child/ren we know that any change to routine comes with anticipation and some trepidation.

To ensure that we are in the best position possible to make this a positive experience for everyone, I would like to invite you to email the school office [office@stpauls.bhcet.org.uk](mailto:office@stpauls.bhcet.org.uk) if you have any information you would like passed on to your child's class teacher before they return to school. All information will be treated in confidence and passed on promptly to your child's teacher for their attention. If you would like the opportunity to have a telephone conversation with your child's class teacher before they return, then please also request this in an email. To ensure this is manageable, class teachers will contact you by telephone the day before your child starts school – Tuesday for children coming to school on Wednesday / Wednesday for children coming to school on Thursday / Thursday for children coming to school on Friday. Please ensure you include in your email the telephone number you would like us to use as well as any time which is NOT convenient to take a call.

As we return to school next week, and over the coming weeks, it is important that you continue to communicate with school using the office email address or by phoning the school. Face to face conversations with teachers will not be possible at the current time so please do use this method of communication. It is essential that we all remain connected, but in a different way. Thank you.

If your child requires any medication that they took home at the end of term (inhalers etc) please ensure that they bring them back to school next week. Mrs Sharkey will be contacting parents whose child/ren use inhalers or any other medication to ensure that details are up to date. If there is anything we need to know – new or updated



information – then please email or phone to let us know. In addition, if any contact details have changed then you must also let us know – this is important for all families.

A final and very important request please is that we ask that no parents, carers or those bringing your child/ren to school uses Mill Lane to park, drop off or collect. You will know that the lane is to be part of the one-way system for those dropping off or collecting on their way OUT of the school premises. There will be increased pedestrian traffic on the lane and we need to ensure there are no moving vehicles except school transport. I thank you in anticipation and know we all want to keep our children and families as safe as possible.

Along with this letter, you will also receive a letter on behalf of the Trust, providing further details on the Trust protocol for Covid-19 cases and the wearing of face masks.

Thank you for taking the time to read this letter and to refresh yourself with previous correspondence. I hope you feel assured that we are all working together and we are here to help and support you. We really can't wait for our school to be full of happy faces again as we live life to the full once again.

If you have any queries or concerns you would like to speak directly to me about then please do not hesitate to contact me at school by email or phone.

Yours sincerely

A handwritten signature in black ink that reads "S. C. Sinclair".

Sheena Sinclair  
Head Teacher