



***Banks St. Stephen's Church of England Primary School
"Belonging, Serving, Succeeding"***

Vision for Banks St. Stephen's Church of England Primary School

"We actively promote a sense of pride in belonging to the community of Banks. Leading by example, we seek opportunities to serve God by serving others. We are ambitious for each individual and determined to enable every member of the school community to flourish and succeed."

Monday 3rd January 2022

Dear parents and carers,

Happy New Year! School re-opens as usual on Wednesday 5th January.

We will be understaffed due to positive tests and in order to aid the smooth running of the school, I request the following:

- Please bring your children to school on time. Arrivals after 9am are disruptive to the school office, class teachers and children's routines.
- If your child displays symptoms, please get them tested before sending them in (I hope the government will provide enough lateral flow tests as promised!).
- If your child is absent, please ring the office before 9.30am to tell us the reason. Leave a message on the office answer phone (01704 225332) or email bursar@bank-st-stephens.lancs.sch.uk. Time is wasted chasing unexplained absences, so please be considerate.
- Please let us know **in advance** if you need a place at after school or breakfast club, then we can plan for staffing.
- Please send your children in correct uniform, with a water bottle and warm coat. Link to uniform policy here:

<https://www.bank-st-stephens.lancs.sch.uk/parents/uniform>

Open and honest communication is so important. Some of you will be experiencing financial worries, illness and family tragedy and we will always be there for families who need our support. Please don't hesitate to confide in us if you are struggling and we can help you find the support you need. If there is anything we can do better, please let us know and we will do our best to improve our systems and procedures to make things easier for you.

As usual, we can't wait to see the children on Wednesday and we look forward to being together again, learning amazing things and sharing happy times in 2022!

Yours faithfully,

Mrs J. A. Owen
Headteacher