

## School Opening Plan- Information for Parents

### ATTENDANCE

***From September, school attendance is no longer optional; the government has made it mandatory for pupils to attend every day.***

The usual rules on school attendance apply including:

- It is a parents' duty to ensure that their child attends regularly at school where the child is a registered pupil and they are of compulsory school age;
- It is a parents' duty to inform school on the first day of absence of the reason for the absence; this is all the more important in the current climate;
- The school is responsible for recording attendance and following up absence.

We would like **to reassure you** that significant thought and planning has taken place to ensure that we are **operating as safely** as possible and I would like to share with you the systems and measures that are in place to **support the children, school staff and family members to keep them safe**. This remains the ATLP and Two Gates' priority at all times and we will be implementing the latest guidance set out by the Government and Public Health England to continue to mitigate against risk.

As you will know, the Government have acknowledged that unlike older children and adults, early years and primary age children cannot be expected to socially distance.

### PROTECTIVE MEASURES TO MINIMISE RISK

These measures fall into one of two categories; **limiting contact between pupils** and **implementing hygiene measures**.

**The essential measures we are implementing include:**

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

**At Two Gates we are reducing contacts in the following ways:**

- grouping children together in year group bubbles
- avoiding contact between different year groups or bubbles
- arranging Year 2 – Year 6 classrooms with forward facing desks
- asking staff to maintain distance from pupils not in their bubble and other staff in school as much as possible

**It is very important that we continue to work together by following these measures. They do involve changes to our school routine, access to school, as well as adjustments to the school day.**

Below are the local procedures and measures put in place to support the safety of the children and our school community.

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- Hand gel applied to all pupils at each entry gate at the start of the school day
- Parents escorting pupils on the Early Years Driveway to wear a face mask
- Frequent supervised hand washing
- Hand sanitiser in classrooms and entrance areas
- Tissues available and at hand to support good respiratory hygiene
- Catch it Kill it Bin it –lidded bins purchased and emptied regularly
- Windows and doors open as much as possible for good ventilation
- Classrooms cleared of all but essential furniture, resources and materials to promote social distancing
- No contact between children in different bubbles
- Minimal movement around building, with all movement around school controlled and directed
- Children provided with individual resources to use as much as possible
- Minimal shared resources which are sanitised each day
- Update to behaviour policy \* this has been sent to you and is available on our web-site.
- Consistent regular teaching of hygiene expectations
- Controlled /supervised toilet use
- Outdoors as much as possible
- Staggered entry and exit to the site and building
- Controlled one -way access on drop-off and pick-up
- Enhanced, regular cleaning regime, including cleaning during the school day
- Minimised and controlled use of staff rooms
- PPE available for staff as necessary
- First Aiders briefed on government guidance
- Isolation Room prepared, should anyone fall ill
- Visitors to school controlled on an appointment basis and only when absolutely necessary e.g. specialist teaching/professional support/ building maintenance
- Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one at a time.
- Staff team fully briefed and regularly updated

### **Start and End of Day Arrangements**

- **Staggered start and end times** and the use of **three separate entrance gates** have been implemented in order to reduce congestion and support social distancing measures. These are listed below, along with additional arrangements for movement around the school site. **Please allow extra time for your journey to make sure you arrive on time.**
- **To facilitate parents with more than one child in school** we have organised start and end times at the same time, although the children may need to use **different entrance gates**. In this case please drop off/ collect your **youngest child first**.
- **One parent or family member only** should accompany children to school and collect them at the end of the school day to avoid congestion on the Tamworth Road.
- **Early Years (Nursery & Reception) & Key Stage 1 (Years 1 & 2) Bubble: We will be operating a** one way system of movement around the school premises for parents of pupils in the Early Years and Key Stage 1 Bubbles. Please use the **Early Years Gate** if your child is in these year-group bubbles. **On arrival, you may accompany your child down the Early Years footpath to their designated entrance.** Staff will be ready to meet children at these points so that children can go straight into school. ***Please be aware that access***

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**to the Year 1 Bubble (Miss Milligan and Mrs Dodds) entrances will require walking across the field.**

- Please **maintain social distancing** whilst on the school premises by keeping yourself and your child at least 1m apart from other families; our one-way system will support this and we are lucky enough to have large school grounds to help us maintain distance as necessary.
- **Signage and barriers** are also in place to help guide you around the premises.
- **Year 3-6** Pupils in these year groups should be escorted to their designated external gate where there will be a member of staff on duty.

All Children should be **collected** from the same designated entrance/exit. We will be as prompt as possible in releasing your child. Members of staff will dismiss your child **directly to you.**

**Please enter and exit the site as promptly as possible and avoid waiting around on the school site any longer than necessary. It is essential that you stick to your allotted times and entrances; staff will be allocated marshalling duties at the start and end of the day.**

**Staggered Start/Finish Times and entrances/exits**

Bubble	Group	Start time route	Home Time Route
EYFS Bubble	Mrs Young	Enter via EY gate and path the nursery classroom.	via EY gate
	Mrs Rochfort	Enter via EY gate and path to the nursery gate & onto the R outdoor classroom.	via outdoor classroom to nursery gate and up the path to EY Gate.
	Miss Bracey		
Key Stage 1 Bubble	Y1-Mrs Dodds	Enter via EY gate and across field	via outdoor classroom, field & EY Gate
	Y1-Miss Milligan	Enter via EY gate and across field	
	Y2-Mrs Greenway	Enter via EY and across infant playground to classroom door.	via infant playground & EY Gate
Year 3 Bubble	Miss Denton	Enter via top playground	via top playground

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	Mrs Smart/Mrs Williams	Enter via top playground and across infant playground.	via top playground
Year 4 Bubble	Miss Batchelor	Enter via school drive and kitchen gate	via kitchen gate and school drive
	Mrs Hughes	Enter via school drive and kitchen gate	via kitchen gate and school drive
Year 5 Bubble	Miss Parsons	Enter via school drive, follow path along building to gate at back of staff room.	behind staff room, along building and up the drive.
	Mr Murphy	Enter via school drive, follow path along building to gate at back of staff room.	behind staff room, along building and up the drive.
Year 6 Bubble	Miss Ford	Enter via EY gate	via EY gate
	Mrs Brelsforth	Enter via top playground	behind staff room, along building and up the drive.

Alphabetical Order Surname	Start Times	Home Time
A-F	8:30-8:40	3-3:10
G-O	8:40-8:50	3:10-3:20
P-Z	8:50-9:00	3:20-3:30
All Nursery Pupils	9:00	12:00 (15hrs) 3:00pm (30 hours)

**(By EY Gate we mean the gate on the Tamworth Road used by Early Years)**

**Lunchtime Arrangements**

Our school kitchen is fully open and normal legal requirements apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or

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universal infant free school meals. Our school kitchen will comply with the [guidance for food businesses on coronavirus](#)

Pupils in **reception, year 1 and year 2** are **entitled to a free school meal every day** under the Government's Universal Free School meal Programme. To enable efficiency and hygiene control we ask that **they take up their free school meal** and **do not bring in a packed lunch** from home. Mrs Bonser, our school cook, is providing a child –friendly hot and cold varied menu every day which is available to view on our web-site. We can cater for pupils with specific dietary needs such as allergies, medical or cultural/religious requirements. ***Please complete a medical/ allergy form if this applies to your child.***

Pupils in years 3-6 who do not want to purchase a school meal may bring in a packed lunch from home in a small bag, please. Pupils in receipt of benefits –related free school meals will be provided with a hot and cold meal option daily.

***There will be no mid-morning snacks available to purchase, so children can bring in a snack for morning break- fruit and vegetables only please, in a small bag.***

### Learning and the Curriculum

There is a **specific focus on relationships and well-being education** through a **recovery curriculum** during the first part of the Autumn Term to ensure that the children's reintegration into school continues to be happy and successful; they are given daily opportunities to explore their feelings and voice their opinions about the past few months. Through this they are being supported to overcome any fears, confusion or concerns they may have, so they can focus on the future with confidence and enthusiasm. **We aim to re-establish the firm foundations on which the children's learning and progress will flourish through well-taught, progressive curriculum content.**

Our curriculum **offer** will continue to be **broad and balanced**, with a specific focus on **reading and the development of vocabulary embedded across the curriculum, to support the building of powerful knowledge.** We will prioritise learning in English (communication, speaking and listening, phonics, reading, comprehending writing including handwriting), Maths (arithmetic, reasoning and problem solving) Science and Physical Education. Foundation subjects will also be taught from the outset.

Our curriculum **delivery** will be focused on ensuring that teaching is **strong and purposeful** and maximises learning time. Pupils have missed a significant amount of learning this year and we understand that they make **good progress** across the curriculum and in individual subject disciplines when we build on what they already know and what they can already do. We will ensure any gaps are **assessed and identified accurately and quickly** so that teachers can progress learning and get pupils back on track as soon as possible through well planned and targeted lessons.

Our school improvement plan for 20-21 will focus on achieving this.

### OTHER IMPORTANT INFORMATION

Please **update us** of any changes to your contact/emergency details by emailing **office@twogates.staffs.sch.uk**

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- **Uniform:** school uniform should be worn every day. Children should bring an outdoor coat.
- **On days your child has P.E.** they should come to school dressed in their school P.E. kit and trainers (strictly no team football kits, dance or summer/beach wear please). Weather permitting, children will take part in outdoor activity whenever possible.
- **On days your child has Forest School,** they should wear a long sleeve top and jogging bottoms (no football tops) and bring Wellington Boots in a named bag.
- Each child from reception to year 6 will be **provided** with a **personal learning resource pack** containing all of the learning equipment they will need. **This will be sanitised daily.**
- Play and learning equipment will be identified for each group and **cleaned in between each use.**
- Children should bring a **water bottle (strictly no juice/squash as per EYFS dental hygiene regulations);** this will be taken home every day and must be thoroughly sanitised before return, thank you.
- Please apply **sunscreen** to your child before school and remember a **sun hat** on hot days.
- We cannot manage scooters on site currently, so **please do not ride or scoot to school.**
- If your child has occasional toileting accidents, please provide a **change of clothes** in a named carrier bag.
- Children must not bring any learning or sports equipment to school. (No pencil cases, footballs, toys of any kind and **no bags.**) Mobile phones are not permitted in school.

**\*Children should only bring a water bottle, a packed lunch/snack bag and a coat.\***

If you need to share **information** about your child, please email  
[office@twogates.staffs.sch.uk](mailto:office@twogates.staffs.sch.uk)

Alternatively you can telephone the school office on 01827 213 855

- Stripes After School Club has now reopened- please see our school website for information.
- We regret that we are currently unable to operate our Rise and Shine Breakfast Club. This is due to the additional organisational and safety restrictions of operating in the current Covid -19 climate. The start of day is staggered from 8.30 to 9.00 a.m. with all staff deployed either in their classrooms or on the school site to supervise the movement and handwashing of children.

The Apollo Suite – where Rise and Shine was situated, is now used as a dining area at lunchtime and is cleaned at the end of the Stripes session in readiness for the next school day. There is no on-site cleaning of this area before lunchtime. For these reasons and until we are able to operate more flexibly and freely, we will not be reviewing this arrangement.

### Showing Symptoms of Covid-19

- Your child must only come into school if he/she is symptom-free
- If your child has been symptomatic, then he/she may only end the self-isolation after 10 days The 10-day period starts from the day when he/she first became ill
- If your child lives with someone who has symptoms, he/she must stay at home for 14 days from the day the first person in the home started having symptoms
- If your child develops symptoms whilst at school, arrangements will be made for them to go home immediately.

*Please refer to the Covid-19 Pupil Related Absence Checklist on our Covid-19 page to support you:*

Whilst this continues to be a difficult and uncertain time for us all, we are so delighted with how positive and successful the return to school has been. The children are settled, happy and learning. Our measures are strictly adhered to every day. We remain committed to helping and supporting the children as they readjust to being back in a familiar yet different school environment.

We are keeping all our procedures under review and will alert you to any updates to our Covid 19 opening plan via text message with a link to the relevant document.

The ATLP risk assessment and other associated documents are available by following a link on the Covid page of our school web-site.

If you have any questions, then please do not hesitate to contact us at [office@twogates.staffs.sch.uk](mailto:office@twogates.staffs.sch.uk)

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Headteacher