

## **School Opening Plan- Information for Parents**

**Further to my letter last week, please see below for specific information regarding the return to school for all pupils from March 8<sup>th</sup>.**

***We are so pleased to be welcoming everyone back to school!***

### **ATTENDANCE**

***From March 8<sup>th</sup> 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 parent's 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 parent's 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.

**DO NOT SEND YOUR CHILDREN TO SCHOOL IF THEY OR ANYONE ELSE  
IN YOUR HOUSEHOLD FEEL UNWELL.**

Follow this link to the latest information on guidance for households with possible or confirmed coronavirus (COVID-19) infection:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Our **opening plans and risk assessments** have been reviewed with reference to the latest guidance and system of controls. By following these, we will effectively reduce risks in school and create an inherently safer environment for everyone.

***We will also monitor that controls are effective and working as planned and treat risk assessments as live documents.***

*It is still acknowledged in the Government guidance that unlike older children and adults, early years and primary age children cannot be expected to socially distance.*

### **SYSTEM OF CONTROLS**

The actions we are taking fall into one of two categories; **prevention** and **response to any infection**

**PREVENTION**

**RESPONSE TO ANY INFECTION**

TWO GATES PRIMARY SCHOOL	
We must always:	We must always:
1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.	10) Promote and engage with the NHS Test and Trace process.
2) Ensure face coverings are used in recommended circumstances.	11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
3) Ensure everyone is advised to clean their hands thoroughly and more often than usual	12) Contain any outbreak by following local health protection team advice
4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.	
5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.	
6) Consider how to minimise contact across the site and maintain social distancing wherever possible.	
7) Keep occupied spaces well ventilated	
In specific circumstances:	
8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.	
9) Promote and engage in asymptomatic testing, where available	

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

- grouping children together in year group bubbles
- avoiding contact between different bubbles
- arranging Year 2 – Year 6 classrooms with forward facing desks
- asking staff to maintain distance from pupils and other staff in school as much as possible

**\*\*\*It is very important that we continue to work together by following these controls. They do involve full and active co-operation from everyone on our school site to know and understand the changes to our school routine, access to school and adjustments to the school day. \*\*\***

**Below are the local procedures and measures put in place to action the system of controls:**

- Hand gel applied to all pupils at each entry gate at the start of the school day
- One parent only to escort pupils on the Early Years driveway
- Parent escorting pupils on school site must 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 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/safe practise
- 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
- No parental access to school buildings unless when strictly necessary, by appointment, and only one at a time.
- Staff team fully briefed and regularly updated
- Staff /visitors to wear face masks and visors in communal areas
- Voluntary staff lateral flow testing

### **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 and leave as quickly as possible.**
- **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**.

TWO GATES PRIMARY SCHOOL

- **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. See times below. N.B. All nursery children will start at 8.45 a.m. and should be collected at 11.45 unless they are eligible for 30 hours provision.**
- 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.
- **Years 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, avoid waiting around on the school site AND by the access gates 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**

Alphabetical Order Surname	Start Times	Home Time
A-F	8:30	3:00
G-O	8:40	3:10
P-Z	8:50	3:20
All Nursery Pupils	8.45	11.45 (15hrs) 3:00pm (30 hours)

Bubble	Group	Drop off	Collection
EYFS Bubble	Mrs Young	Enter via EY gate and escort to nursery gate	Collect from nursery gate
	Mrs Rochfort	Enter via EY gate and escort to nursery gate	Collect from nursery gate
	Miss Bracey		
	Y1-Mrs Dodds		

TWO GATES PRIMARY SCHOOL			
Key Stage 1 Bubble	Y1-Miss Milligan	Enter via EY gate and escort to KS1 gate	Collect from EY gate - pupils will be released to you from the orange pen
	Y2-Mrs Greenway	Enter via EY gate and escort to KS1 gate	Follow path from EY gate and collect from KS1 gate
Year 3 Bubble	Miss Denton	Drop off top playground	Collect from top playground
	Mrs Williams/Mrs Brelsforth		
Year 4 Bubble	Miss Batchelor	Drop off on school drive	Collect from school drive
	Mrs Hughes		
Year 5 Bubble	Miss Parsons	Drop off on school drive	Collect from school drive
	Mr Murphy		
Year 6 Bubble	Miss Ford	Enter via EY gate	Collect from EY gate
	Mrs Bishop	Enter via top playground	Collect from top playground

(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 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.

**EY/KS1** – fruit available daily as normal.

**Under 5's** – free milk as normal.

## **LEARNING AND THE CURRICULUM**

We have been delighted with the engagement of children with remote learning this term. Seesaw and Tapestry have enabled teaching staff to keep track of pupils' learning and they are using this information, as well as the information about pupils who have attended school during lockdown, to plan and prepare learning from 8<sup>th</sup> March. Despite the incredible efforts of staff throughout the past year to mitigate against the disruption to education caused by the Pandemic, we are fully aware of the impact and what we need to do to secure recovery. **Returning to quality first teaching in the classroom is what's best for all children's education and well-being and we are incredibly excited about this.**

For the first few days, we will focus on reintegrating the children back into the routines and structures of school. This will involve a **specific focus on relationships and well-being education**; they will be given daily opportunities to explore their feelings and voice their opinions about their lockdown experiences. We will also reinforce the importance of adhering to the Covid-specific aspects of being at school through our **behaviour expectations**.

Our curriculum **offer** will continue to be **broad and ambitious**, 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, and 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.

**We will also make strategic and effective use of the catch up funding allocated to schools.**

## **OTHER IMPORTANT INFORMATION**

Please **update us** about any changes to your contact/emergency details by emailing [office@twogates.staffs.sch.uk](mailto:office@twogates.staffs.sch.uk)

**THIS IS REALLY IMPORTANT ESPECIALLY IN THE EVENT THAT YOUR CHILD BECOMES UNWELL AT SCHOOL.**

TWO GATES PRIMARY SCHOOL

- **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** will reopen on 8<sup>th</sup> March- 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.  
Additionally, the Apollo Suite – where Rise and Shine is 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.

TWO GATES PRIMARY SCHOOL

For these reasons and until we are able to operate more flexibly and freely, we will not be reviewing this arrangement.

**Please speak with your children about their return to school and our arrangements.**

**School is still operating strict Covid-19 routines and we need the children to understand this before returning to school, thank you.**

The ATLP risk assessment and other associated documents are available by following a link on the Covid page of our school web-site [www.twogates.staffs.sch.uk](http://www.twogates.staffs.sch.uk)

**Please be assured the well-being and safety of the children will be our top priority at all times.**

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

*Mrs Nêst Llewelyn-Cook*  
Headteacher



**\*\*\*FOLLOW NATIONAL AND LOCAL RESTRICTIONS AT HOME TO KEEP US ALL SAFE\*\*\***