



Two Village C of E Primary School

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Dear Parents and Carers

School Opening Plans for September 2020

We would like to thank all of our parents and carers once again for your patience and continued support since the school closure in March. It has been very strange without all of our children and families at school and we are all very much looking forward to seeing you again in September.

As you will be aware, the Government have announced that all children will be returning to school in September, working in set 'bubbles.' At Two Village, each class will be a separate bubble. As children are not able to mix with children from other classes/'bubbles,' we will be staggering entrance times, exit times, breaks and lunches, as well as cancelling all mixed class gatherings, such as Collective Worship.

In September, we will also unfortunately be unable to provide Breakfast Club or after school clubs. We will review this once we return to school in September to see if there is any way that this can be organised safely but, at this stage, it is not possible for us to run these from the start of term. We will of course keep everyone updated about this as we realise that Breakfast Club, in particular, is a much needed provision for some of our families.

An extensive risk assessment has been completed for our reopening in September which has informed our plans. We realise that some of the changes that we are having to make to school life will make things more complicated than usual for everyone but, for now, we must put control measures in place to comply with Government guidelines and keep everyone in our school community safe.

How classes will be organised

- Children will be grouped with the rest of their class and will work in their own classroom throughout the day as a 'bubble.' They will not mix with other children in the school environment.
- In classrooms, the children will be seated in rows facing the front of the classroom, as advised by the Government.
- In Reception and Year 1, children will be able to access the outdoor environment throughout the day, in addition to set break and lunch times to enable them to use a greater amount of space throughout the day.
- Staff will aim to remain 2 metres from pupils throughout the day. Unfortunately, we cannot guarantee that this will always be possible, particularly in our younger classes, as children often require help that will require staff to be closer than 2 metres.

Cleaning/Health and Safety

- The school has been deep cleaned during the partial closure period and will be deep cleaned again before the children return to school.
- Regular enhanced cleaning will continue to take place throughout the school day – particularly of toilets, hard work surfaces, door handles and light switches.
- Children will wash their hands in designated areas (usually within their own room) frequently throughout the day. They will be reminded how to wash their hands with regular reminders provided by staff and posters displayed around the school.
- Hand sanitiser will be available in all classrooms.
- Each group will have a separate designated toilet for use throughout the day. These will be labelled for clarity.
- Children will use only their external door for the majority of the day. They will only need to move into the inner area of the school (atrium/corridors) to use the toilet. Corridor areas will be monitored by the group leader before children leave the classroom to ensure these are free of other children.
- Classrooms will be well ventilated.
- We will encourage our older pupils to maintain safe distancing with one another in school wherever possible. However, please be aware that this will be challenging and is realistically not possible throughout the school day, due to the size of classrooms and cloakrooms. We do not expect our youngest children to keep their distance from one another.
- There is no expectation that staff will routinely wear face coverings. However, staff may wear PPE in very specific circumstances.

Lunchtime/Breaktime

- Groups will have staggered break and lunch times to ensure that groups do not mix.
- Meals will be provided for any pupils who require these, including free school meals and universal free school meals for pupils in Reception and Key Stage 1. A normal school menu will resume, although some of our normal menu options, such as roast dinner, may not be available initially due to limits on the number of staff who are able to work safely in the kitchen.
- Pupils who are bringing a packed lunch to school will eat their lunch in their classroom or, weather permitting, outside. Tables will be cleaned thoroughly before and after use.
- Children who do not want a meal provided by the school should bring in a labelled packed lunch box which will be kept with them.
- All children should also bring a **labelled water bottle** with them each day for use at lunchtime and during the school day. Water bottles should be full as there will be no access to water fountains.
- School dinners will be eaten in the hall. Children will be seated only with children from their class. Lunch sittings will be staggered to ensure groups do not mix. Two classes will use the hall at each sitting but will sit at opposite sides of the school hall, divided by a corridor of at least two metres.
- No Tuck Shop will be available for snacks at break so a snack should be provided within your child's lunchbox or in their bag.
- A maximum of 3 groups will be permitted to use outdoor areas during each break. There will be designated zones for each group to ensure classes do not mix.
- No large play equipment (the climbing frames, climbing wall or pirate ship) will be in use.
- Each 'bubble' will be provided with their own set of equipment to use outside at lunch time. This will not be used by any other groups.

What will children need to bring/wear?

- **Children should return to wearing full school uniform.**
- Children will be provided with their own stationary/equipment in a labelled plastic wallet so do not need to bring equipment (e.g. pencil cases) to school with them. They should only need to bring in their lunch, snack, water, a small bag (book bags only for Reception, Year 1 and Year 2 and a small bag for KS2 pupils) a coat or/and sunhat (as required). PE kits must be brought into school in a drawstring bag – as stated in the revised Uniform Policy.
- **Please apply sun cream before school** (as required) as we will not be able to do this in school. Children may bring sun cream with them in their bag if it is felt that they will require an additional application during the day. However, they will need to apply this themselves.
- Children will have a collection of reading books available within their own classroom which they will be able to take home.

The start/end of the day

- In order to reduce the number of people at the school gates, we will continue to stagger start times and finish times and will be making use of both entrances to the school. We realise that normally people may use one particular entrance but in order to ensure everyone's safety, we have to allocate a specific entrance/exit time and position to each year group.
- Where possible, to try to make things easier for parents/carers, we have tried to organise for siblings to arrive and leave at the same time as each other.
- **It is essential that children are brought/collected promptly at the given time/position every day.** Unfortunately, as we do not have much time between groups arriving and leaving, if children/parents/carers arrive at the wrong time, this will cause complications.
- **Children should be brought to school and collected from school by an adult. Only one person should attend to drop off or collect their child/children.**
- Staff will meet their class at the appropriate entrance and children will be escorted to their room. Any additional siblings who arrive with a class will be given a designated space to wait in and will be collected by a member of staff.
- Children arriving at the front of the school, who travel by car, will be asked to sit in their car within a queue outside the school entrance and children will be delivered to the group leader who will organise the children to enter the school building. It should not be necessary for adults to get out of the car, unless they need to assist their child in getting out safely. Once your child is with the member of staff, you may drive off, allowing more cars to move into the delivery area.
- Anyone who walks to school and enters via the front entrance should wait on the path with their child until their child is called over. If there are other families waiting on the path, please ensure that you remain 2 metres away from them wherever possible.
- Classes who arrive at the back of the school will be delivered, by their parent/carer, to a designated socially distanced space on the playground and then be sent/escorted to their classroom by a member of staff. Any additional siblings who arrive with a class will be given a designated space to wait in, with their parent/carer, and will be collected by a member of staff. Parents will be then asked to move to socially distanced spaces on the path in preparation to exit the school. Parents/carers will be able to exit the school site once the next year group are in position on the playground. Parents/carers should observe social distancing rules at all times when they arrive/leave. We appreciate that this may seem a little complicated but as the back entrance is rather narrow it is difficult to provide access for larger numbers of pupils without having a one way system in place. Staff will be present to support with this process.
- No parents may access the rest of the school site at any of these times unless there is an emergency or you are asked to attend by school staff.
- Children will be collected at the end of the school day in the same way. At the front of the school, parents/carers who have driven should wait in their cars for the group leader to send

their child over and parents/carers who have walked should wait on the path, ensuring that they are observing social distancing rules. Parents/carers collecting children from the back gate will be asked to wait in designated socially distances spaces on the playground, 2 metres apart, for their child to be sent over to them and will exit in the same way as in the mornings.

- If you are using the back entrance/exit, it would be easier if you did not bring younger siblings, who are not attending school, when you drop off/collect your child/children. However, we do appreciate that this may be difficult for some people so they may need to do this. If this is necessary, please ensure that your younger child is able to remain with you and that you can ensure that you remain at least 2 metres away from anyone else. If you are dropping off or collecting from the front entrance, this should not be a problem as you/your child will not need to leave the car.
- You will be provided with an entrance/exit and start/finish time. **You may only use your allocated entrance/exit at the given time and must be at this point on time to ensure the safety of the whole school community.**

Arrival times	8.30	8.40	8.50
Departure times	14.40	14.50	15.00

Access to the school

- Parents and carers should not need to enter the school site, unless there is an emergency or they are requested to attend by school staff. Children will be dropped off at and collected from the designated areas at the front and back of the school, as explained above.
- **Parents/carers should not come to the school office as this will be closed to visitors for now.**
- If you have a query, concern or need to share something with the school, this should be done by telephone or email.
- To pay for school meals, please put any money/cheques in a clearly labelled envelope which can be placed in a box provided by the group leader when delivering your child in the morning.

Attendance

- From September, the Government expect all children to be attending school therefore **our normal Attendance Policy will apply.**
- Home Learning will be provided if your child is unable to attend school based on advice from Public health England or/and a health professional.
- Home Learning will be provided for the whole class if a class is required to self-isolate.

Behaviour

- Temporary behaviour guidelines will be in place which will clearly outline school expectations and consequences for breaching guidelines, including those that risk the safety of children and staff. All staff and parents/carers will receive a copy of this along with a Home School Agreement.
- Pupils who pose a risk to safety may need to be collected by an adult and leave the school site.

What will happen if any children or staff show any symptoms of Covid 19?

- The Headteacher will be informed as soon as possible – either by a member of staff, if this happens in school, or by the parent if the child is at home.

Symptoms shown in school

- The child showing symptoms will be escorted safely to be isolated in a separate room, designated for this purpose. A member of staff will supervise the child from outside of the room and the parent will be called.
- If the child becomes seriously ill the emergency services will be contacted.
- If a member of staff is displaying symptoms, they will leave the school site as quickly as possible. Back up staff will be asked to cover the group being led if required.
- The rest of the affected group will go outside as soon as possible and move to another room if available or remain outside if weather permits.
- Any children showing symptoms will have access to testing (guidance will be provided) and their parent/carer must inform the school as soon as their results are available.
- Cleaners and the caretaker will be informed immediately to ensure the possibility of a deep clean of the classrooms used.
- Parents of children in the same group will be informed by telephone as soon as possible and all other parents will be informed by email/letter.
- The affected child must self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.
- All staff and pupils have access to a test if they display symptoms or coronavirus.
- Where the child or staff member tests positive, the rest of the class will be sent home and advised to self-isolate for 14 days. Anyone else who has been in close contact with this person will also need to self-isolate for 14 days.
- Parents/carers will be informed about engaging with the test and trace process.
- The school will report any confirmed cases of coronavirus immediately to the local health protection team and will follow advice given.

Symptoms shown at home

- **The parent/carer of any child showing any symptoms must inform the school as soon as possible and the child must remain at home.**
- The rest of the child's group will be relocated to another room if possible/or to work outdoors to allow for cleaning – as soon as confirmed.
- The cleaning team/caretaker will be informed to ensure a deep clean is organised as quickly as possible.
- The child will have access to testing (guidance will be provided) and their parent/carer must inform the school as soon as results are available.
- Parents of children in the same group as the affected child will be informed by telephone as soon as possible and all other parents will be informed by email/letter.
- The affected child must self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. Anyone else who has been in close contact with this person will also need to self-isolate for 14 days.
- Parents/carers will be informed about engaging with the test and trace process.
- The school will report any confirmed cases of coronavirus immediately to the local health protection team and will follow advice given.

If you have any questions about our plans for full reopening that you would like answered, please do not hesitate to contact us.

Obviously, these are our current plans for September, based on what we know at this point in time. It may become necessary to change these before we return to school in September, if there is a change in guidance from the Local Authority and/or Government. We will of course contact you about any changes, as soon as possible, if this becomes necessary.

Thank you again for your patience and support – it is very much appreciated.

Yours sincerely,

N Bennett

Mrs Natasha Bennett

Headteacher