



Two Village C of E Primary School

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Dear Parents and Carers

School Re-opening Plans for Reception, Year 1 and Year 6 from 8th June 2020

We would like to thank all of our parents and carers once again for your patience and continued support over the last 10 weeks. We really have missed everyone and are all very much looking forward to seeing some of you again next week.

Thank you to everyone who took the time to complete their surveys and return these to us in the last few weeks. Having received the final surveys on Sunday, I was able to confirm that, due to low numbers of children returning to school on 8th June, it would be possible to be open for 4 days a week for each group, rather than the 2 days as originally planned. I hope that this will be easier for some of you to manage and will be positive for the children, as it will enable them to receive more time in school. We will now be open on a Monday, Tuesday, Thursday and Friday for pupils in Early Years, Year 1 and Year 6. We will still close on a Wednesday for a deep clean but will remain open for vulnerable children and children of keyworkers.

Currently, we still have enough space to continue providing a 4 day offer for the eligible year groups if more children would like to return. However, I am sure that you will understand that plans may need to change in the coming weeks if we see a large increase in pupil numbers or significant staff illness. We do not yet know what the plans will be for opening Two Village further to provide spaces for other year groups but we are aware that this could prove to be very difficult and may require us to review our plans. We will of course inform you of any changes that we may need to make in the usual ways.

We all completely understand that many parents and carers may still be feeling anxious about their child returning to school and we hope that the information provided in our last letter helped you in making your decision about sending your child back to school.

Please find a reminder of the information provided below.

How classes will be organised

- Children will be located in a teaching space with a maximum of 6 children from their current class. In Year 6, in order to keep the children together as one group, the hall will be used which can accommodate up to 11 children safely.
- Some children may not be in their usual classroom or with their usual class teacher.
- Each group will have a group name and a Class Dojo group will be set up for them.
- Children of key workers will be grouped together. If their year group is attending school, they may join their year group, if they can attend on the same days as the rest of the group. If children of key workers require full time provision or more than two days, they may need to be grouped within the key worker group.
- Children will remain with the same group of children throughout the week. They will not mix with other children in the school.

- The intention is that groups will be with the same teacher all week, although this cannot be completely guaranteed, particularly if staff become unwell.
- In Reception and Year 1 groups there are likely to be 2 adults supporting. This will usually be a teacher and a teaching assistant.
- Children will be seated 2 metres apart within classrooms and encouraged to remain 2 metres apart when outside.
- In Reception groups, half of the group will spend time outside at various points (weather permitting) to aid social distancing, which we know will be most difficult for this year group.
- Children will be able to access the outdoor environment throughout the day, between set break and lunch times.

Group Name	Group Type	Staff	Room
Hedgehogs	EY x 5	Mrs Styant and Mrs Vaclavik	EY
Squirrels	EY x 5	Miss Barker and Mrs Warner/Mrs Willis	Y2
Rabbits	Y1 x 4	Miss Brooks and Mrs Gravenor	Y1
Badgers	Y1 x 3	Miss Brunning and Mrs Manning	Y3
Owls	Y6 x 8	Miss Thompson and Mrs Watkinson (3 days only – Forest School Focus)	HALL
Foxes	Keyworker / Vulnerable Varied number	Mr Cornell and Miss Herbert	Y5

Cleaning/Health and Safety

- The school has been deep cleaned during the partial closure period and is being deep cleaned again this week.
- The school will also be deep cleaned on a Wednesday and a Friday evening each week.
- Regular enhanced cleaning will 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. Only one child from each group will be able to leave the room to use the toilet at one time. Corridor areas will be monitored by the group leader before children leave the classroom.
- Classrooms will be well ventilated.
- All soft furnishings and cushions will be removed from the classrooms
- We will always try to maintain safe distancing in school but please be aware this will be challenging, especially with our younger children, and therefore **may not always be possible**.
- There is no expectation that staff will routinely wear face coverings. However, staff may wear PPE in very specific circumstances
- Please also note that, especially with our younger children, it is possible that a member of our staff may have to comfort your child if they become distressed.

Lunchtime/Breaktime

- 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
- Initially, we will only be providing children with a cold option for health and safety reasons.
- Free School Meal Vouchers will continue to be provided for pupils who are not attending school.
- Pupils will eat their lunch in their classroom or, wherever possible, 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.
- No Tuck Shop will be available for snacks at break so a snack should be provided within your child's lunchbox or in a **small plastic bag/container**.
- Groups will have staggered break and lunch times to ensure that groups do not mix.
- 2 groups will be permitted to use the field during each break. The field will be split in half with a two metre corridor through the middle to keep groups separated.
- No equipment will be used by children outside during break/lunch, including the climbing frame, climbing wall or pirate ship.

What will children need to bring/wear?

- **Children do not need to wear school uniform.**
- Children will be able to wear comfortable clothes to school that are easy to wash. These should be clothes that are suitable for physical activity e.g. trainers, leggings, jogging bottoms, shorts and T Shirts.
- Clothes should be washed at the end of each day and clean clothes should be worn each day.
- Children will be provided with their own stationary/equipment in a labelled plastic wallet so do not need to bring anything to school – other than their lunch, snack, water, a coat or/and sunhat (as required)
- **Children must not bring a school bag/books to school.**
- **Please apply sun cream before school** (as required) as we will not be able to do this in school.
- Children will not be able to bring school books backwards and forwards from school/home. A set of books will be provided for Reception and Key Stage 1 pupil on their first day in school. These should be used for a fortnight and then returned when requested.

The start/end of the day

- In order to reduce the number of people at the school gates, we have staggered start times and finish times and will be making use of both entrances to the school. Only up to six children will use each entrance/exit at each allocated time.
- **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.**
- Group Leaders will wait for their group at the appropriate entrance and children will be escorted to their room.
- 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 in order, one by one, to the group leader who will organise the children on the grass, encouraging them to remain 2 metres apart. 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. The children will then be escorted into their class.

- Children who arrive at the back of the school will be delivered, by their parent/carer, to a designated labelled space (2 metres from one another) on the field (path if wet) and called over by their class teacher to enter their classroom one by one. Parents must leave the site one by one, observing 2 metre social distancing at all times.
- 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 their 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 labelled spaces, 2 metres apart, for their child to be sent over to them.
- 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 in the designated drop off/collection area with you and that you can ensure that you maintain a 2 metre distance from anyone else. If you are dropping off or collecting from the front entrance, this will 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	8.45	9.00	9.15
Departure times	14.15	14.30	14.45	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.**
- 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.

Home Learning

- For those children in Years 2, 3, 4 and 5 and for those in Reception, Year 1 and 6 who do not return to school on 1st June, we will continue with home/remote learning.
- Teachers will continue to set work as they have done previously using Seesaw but are unlikely to be able to provide the same level of feedback for pupils at home and may not be able to provide quite the same quantity of work. However, there are also lots of resources available for home learning online which can be found on our school website.
- If you are having any difficulties accessing home learning, please let us know and we will do what we can to support you and your child. It may be possible to provide some packs of work in these situations.
- All of our class teachers will have a group responsibility for 4 days each week so will do their best to respond to queries on a Wednesday or before/after school. Please be aware that you

may not get an immediate response but be reassured that they will get back to you when they are able to do so.

- If your child is not attending school we will need to maintain regular contact with you. Therefore, if a class teacher has not heard from you or your child in any one week, either through Seesaw or Dojo, they are likely to need to phone you. Families who have been receiving a weekly phone call during lockdown will continue to receive these if their child is not attending school.

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

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.

If you have decided not to send your child to school during the week beginning 8th June 2020, you may decide at a later date that you would like them to return. We will only be accepting new returners on the Monday of each week, so if you decide that you do not want them to return on 8th June, the earliest start date will be Monday 15th June. You will need to let us know by the Wednesday prior to this date (10th June) if you wish them to return on 15th June. The same will apply to following weeks, we will need to know by the Wednesday prior to their return on the Monday.

This week staff are in school working hard to prepare for a safe return to school and it has been very strange for us. As I have said before, Two Village will seem a very different place for the children who are returning in the coming weeks but we will do whatever we can to make everyone feel happy and settled while they are in school.

If you have any questions about the plans for reopening that you would like answered, please do not hesitate to contact us. We understand how difficult things are for everyone and will do whatever we can to help.

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

Yours sincerely,



Mrs Natasha Bennett

Headteacher