



Two Village C of E Primary School

Mayes Lane, Ramsey, Harwich,
Essex, CO12 5EL.

Headteacher: Mrs Natasha Bennett

Tel: 01255 880 268

Fax: 01255 886 325

E-mail: schooloffice@twovillage.essex.sch.uk

Website: www.twovillage.essex.sch.uk

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Dear Parents and Carers

School Full Re-opening Plans March 2021

We would like to thank all of our parents and carers once again for your patience and continued support during this second school closure period. We really have missed everyone and are all very much looking forward to seeing all of our children and their families again on 8th March.

When the children return on 8th March, the arrangements that were in place to ensure everyone's safety before Christmas will remain in place. As children are still unable to mix with children from other bubbles, we will need to continue with staggered arrivals and departures to and from school. The arrival/departure timings and entrances/exits will remain as they were before Christmas. A reminder of these will be sent to all parents/carers via Class Dojo.

We completely understand that some parents/carers and children may be feeling anxious about the reopening of school but we hope that the arrangements in place, based on our extensive risk assessment, will enable you to feel confident about the return to school. Attendance from 8th March is compulsory for all children, other than those who have been identified as clinically extremely vulnerable by a health practitioner. Normal attendance procedures will be in place. The Attendance Policy can be found on the school website.

Please find a reminder of some key information below:

Cleaning/Health and Safety

- The school has been cleaned throughout the partial closure period and is being **deep cleaned** again this 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 and in other areas around the school.
- Each 'bubble' 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 in class. However, staff may choose to do this and 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

- Hot meals will be available for any pupils who require these, including free school meals and universal free school meals for pupils in Reception and Key Stage 1.
- Pupils having a packed lunch will eat their lunch in their classroom and children having a school dinner will eat in the school hall with their own bubble. All 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.
- Initially, 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.
- 3 groups will be permitted to use the playground/field during each break. Each group will have a designated area to use.
- No communal equipment will be used by children outside during break/lunch, including the climbing frame, climbing wall or pirate ship.
- Each group will have a designated set of equipment that they can use outside in their dedicated area.

What will children need to bring/wear?

- **Children should return in full school uniform.**
- 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 should 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 pupils and these can be returned/quarantined as advised by the class teacher.
- Children should bring their PE kit into school, in a drawstring bag, during their first week in school. This should be left on their peg in school to prevent it being brought backwards and forwards between home and school. PE kits may be taken home to be washed at the end of each half term.

The start/end of the day

- In order to reduce the number of people at the school gates, we will continue to have staggered start times and finish times and will be making use of both entrances to the school, as we did before Christmas.
- **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 (2 metres from others) on the field (path if wet) and called over by their class teacher to enter their classroom. 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.**
- **Parents/carers should wear masks when dropping off/collecting their child/children.**
- Due to the need to prevent mixing of bubbles, we will not be in a position to offer Breakfast Club or mixed after school clubs in the three weeks leading up to Easter. We will, however, send out a survey to parents just before Easter to find out how many families desperately need the provision of Breakfast Club in order to go to work. Once we have this information we will be able to revisit the risk assessment and decide if it is safe to open Breakfast Club after Easter.

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.

Behaviour

- 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 the next 10 days. Their fellow household members should self-isolate for the next 10 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 the next 10 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 the next 10 days. Their fellow household members should self-isolate for the next 10 days.

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 continue to be for everyone and will do whatever we can to help.

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

Yours sincerely,



Mrs Natasha Bennett

Headteacher

