



**GEMS Twickenham Primary Academy**  
**Principal: Mr John Smith**

**Twickenham Primary Academy Opening – March 2021**

Dear Parents,

I hope that you are all well and that all our families are healthy and safe.

As you will be aware, the Education Secretary has announced that it will be compulsory for all pupils to return to school on March 8<sup>th</sup> 2021 and receive a full time education. The below letter provides the detail about how Twickenham Primary Academy will be reopening to pupils in which we will be providing a full time **compulsory** education for all pupils.

The school will be updating its risk assessment in light of any new guidance, and this will be shared on our school website under the risk assessment tab.

**Curriculum and Lost Learning:**

The pupils will receive a broad and ambitious curriculum offer which will build upon what the pupils were taught during the Autumn Term, and remotely during the early part of the Spring Term.

There are some restrictions to subjects as listed below:

P.E	No contact sports but both indoor and outdoor P.E will be taught within their class bubbles
Music	singing will take place but this within a ventilated classroom; the pupils will face the front and use a quieter quality of sound
RMT Individual Music Tuition	This will continue remotely from home. This will be then taught at school from phase 2 (see appendix)

**Grouping and Teaching:**

The children will be kept in their classes as much as possible throughout the school day.

The same staff will be in class where possible unless the teacher is having their PPA (planning, preparation and assessment) time away from the class where they will be covered by the PPA teacher. Any new adults or visitors in the classroom will adhere to the school guidelines and social distancing measures.

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- Aside from Reception, the tables in the classroom will be organised into rows with two children per table, and they will face the front of the class at all times.
- Pupils will continue to have their own stationery, and any curriculum resources that may need to be shared between pupils within the bubbles will be cleaned regularly.

### **Collective Workshop:**

Collective worship will follow our usual programme of study with an emphasis on mental health and well-being also.

### **Tutoring:**

Tutoring will resume for the allocated children until Easter. The pupils will be socially distanced in their bubbles by the tutors during teaching.

### **Assessments Points:**

The Department for Education recognises that pupils will have missed a critical period of their education due to lockdown during the spring term of 2021

Because of this, the following assessments points have been cancelled for this year.

- the phonics screening check
- key stage 1 tests and teacher assessment
- the Year 4 multiplication tables check
- key stage 2 tests and teacher assessment

### **Attendance:**

From March 2021, pupils will be expected to attend school. Pupils will be taught in their usual class of 30, and they will not need to socially distance within their bubble. These pupils will also remain in their bubble of 30 during playtime, lunchtime and during Physical Education until after the Easter Holidays.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from March. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

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### General Absence:

More information about whether you should send your child to school on a daily basis can be found here: <https://www.gemstwickenhamprimary.org/sending-my-child-to-school/>

### Pupils who are shielding or self-isolating:

a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)

We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician.

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

The school will request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.

Where children do not attend school as they are following clinical and/or public health advice, absence will not be penalised, and high quality home learning will be provided via google classroom in line with school's remote learning policy.

### Hygiene Measures:

The school will continue to follow strict hygiene measures and will be following the guidance issued below:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Continuing with enhanced cleaning regime, including cleaning frequently touched surfaces often, using standard products

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5) Minimise contact between individuals outside their bubbles and maintain social distancing wherever possible

6) Where necessary, wear appropriate personal protective equipment (PPE)

### Symptoms of COVID – 19:

If your child displays symptoms of COVID – 19 whilst they are at school, they will be isolated in the music room away from the other pupils until a member of the family can pick the child up.

In the instance that your child is seriously ill, a member of staff will remain with the child in the music room until that child can be collected. This member of staff will wear PPE (A mask, gloves, goggles and apron). Again, if the child is stable, they will be observed through the door panel until collection can take place. There will be some reading books and toys in the room to support them and ensure they feel safe.

Once you have collected your child, [you will need](#) to go and have your child and family tested for COVID – 19 as soon as an appointment is available.

Please follow the below regarding Coronavirus:

### Isolation:

If your child or family member is displaying symptoms and test positive for Coronavirus you need to do the following:

### How long you need to self-isolate

If you've tested positive and:

- you have symptoms – self-isolate for 10 days from when your symptoms started
- you have not had symptoms – self-isolate for 10 days from when you had the test

If you get symptoms while you're self-isolating, the 10 days restarts from when your symptoms started.

More information around Coronavirus tests results can be found here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>

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### To Reaffirm:

Please inform the school in the first instance about the outcome as if they test positive the remaining close contacts will need to self-isolate for 10 days. This includes all family members as well.

If the test is negative, the child can return to school once they are feeling well enough to attend Twickenham Primary Academy as would be normal practice within the school.

### Managing an Outbreak:

The school will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Twickenham Primary Academy will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, Twickenham Primary Academy will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:

- face-to-face contact including being coughed on or having a face-to face conversation within 1 metre
- been within 1 metre for 1 minute or longer without face-to-face contact
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle or a plane

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.

The school will follow the Richmond Local Lock Down Outbreak Control Plan regarding a school closure and the process around this can be found here:

[https://www.richmond.gov.uk/media/19348/richmond\\_covid\\_19\\_local\\_outbreak\\_control\\_plan.pdf](https://www.richmond.gov.uk/media/19348/richmond_covid_19_local_outbreak_control_plan.pdf)

- If there is a confirmation of a positive case in school, all parents will be informed by letter as well as an individual letter to those families whose children may need to self-isolate because of a bubble closure or close contact

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### Breakfast Club:

Breakfast club will operate from 07:45 am as planned, and pupils will be grouped by year group in identified spaces across the school, and the two classes within the year group will be socially distanced.

- The price of Breakfast club will be £2.75

### After School Clubs:

We have assessed each after school club on its own merit, and at this point no clubs will operate until at least the Summer Term. All clubs will be rebooked for the summer term.

### Wrap Around Care:

Energy Kidz have now confirmed that they will be operating from March 2021 and you can now complete your booking online. They have issued the following information.

*'In preparation, we have been making steps to develop our procedures to accommodate current guidelines including. '*

- *Activities – we have adapted our themes, games and activities to increase distancing as much as possible but also ensuring children can still have as much fun, as well as reducing the need to share equipment with staggered snack times and utilising outdoor areas as much as possible.*
- *Limiting Group Size – group sizes will be limited (based on indoor area/s & outdoor/s areas available) allowing for space to accommodate social distancing requirements*
- *Bubbles – it has been well documented that the retaining the current bubbles within the school environment would be challenging in an out of school setting, in line with the guidance we will ensure where possible that children stay in specific groups within the clubs (subject to demand & space we propose this grouping could be key stages if relevant however the guidance states that there can be separate bubbles for wraparound care upon agreement with the school)*
- *Consistent staffing – we will assign consistent teams to our schools to ensure minimal changes in staffing throughout the term*
- *Increased cleaning measures throughout the session for areas & equipment*

### Educational Visits:

We are not advised by the Department for Education to conduct any Educational Visits as present

### Drop off and Pick up:

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We will be continuing with our socially distanced one way method when dropping pupils off, and picking them up from school so please do follow the spots and arrows in the playground or back entrance route (The Green). Staff will be on hand to ensuring queuing and the one way system is maintained during the drop off and pick up during the morning and in the afternoon.

You may drop off siblings together – please use the eldest siblings slot to do this.

- Please ignore our standard drop off and pick up times for now – we will put these back in place when we are able to, please use the below instead for reference.
- Please arrive on time - not early and not late as this causes congestion outside the school premises, and as you are aware we have limited space at the school.
- We unfortunately cannot send siblings home together who are on different times due to the impact on the working environment and logistics in the school.
- If sibling pick up is at the same time, please pick up from The Green entrance first before you pick up from the Colne Road main entrance

Year group	Drop off	Pick up
Reception	08:50 – Main Entrance	3:30 Turner – Main Entrance Hepworth- Reception Playground
Year 1	08:40 – Main Entrance	3:40 Dahl – Main Entrance Potter – Reception Playground
Year 2	08:30 – Main Entrance	3:50 – Main Entrance / Ramp
Year 3	08:50 – The Green Entrance	3:30 – The Green Entrance
Year 4	08:40 – The Green Entrance	3:40 – The Green Entrance
Year 5	08:30 – The Green Entrance	3:50 – The Green Entrance (Y5 Parents please do not arrive until 3:50)

- Scooters and bicycles are left at your own risk. The school cannot take any responsibility for lost or damage equipment
- Please ensure you are wearing a face mask during drop off and pick up unless you are exempt
- Please don't wait in the playground after collection – please leave even if you are collecting another sibling

**Play Time:**

Both classes in the year groups will use the playground at play time. However, there will a taped line down the centre so that pupils from both classes do not mix.

Those pupils that are in Reception will use the Reception Garden in their classes of 30 separately. This is because the Reception Garden is much smaller.

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### Catering:

The school pupils will be able to purchase a hot lunch as usual; the children will be sat in classes in either the dining hall or the school hall. We are commissioning the use of both spaces in order for each class to occupy a space. The tables and chairs will be wiped down between each sitting so that it is clean for the next class of pupils.

- Lunch selections should be made via parent mail

### Uniform:

Your child/children will need to wear their full school uniform. Uniform does not need to be cleaned any more often than usual, nor do they need to be cleaned using methods that are different to usual.

Please keep your child's PE kit at home. You will be told which days are PE days and your child will need to attend school wearing their School P.E Kit.

- The summer uniform should not be worn until after the Easter Holidays

### Personal Items:

The children will be allowed to use their pegs. Please note the below:

- Your child will need to bring their book bag, coat, water bottle and a small packet of tissues.
- If your child has a packed lunch, this can be brought in their usual packed lunch bag/box.
- Any personal items, toys etc. should not be brought into school, unless requested.
- Do not send children in with individual hand sanitiser, we have plenty of this around the school

Thank you for taking the time to read the information; we do hope that you find this document helpful, and we look forward to welcoming you back in March 2021.

Yours Sincerely,

Mr John Smith, Principal

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**Appendix 1: School Reopening Plan – Key Operations:**

Using government guidelines, the school will follow the below phase approached regarding key operations within the school.

This will be continued to be reviewed alongside further updates from the Department for Education and any positive cases of Coronavirus that we have in the school during Phase 1.

Phase 1 until the Easter Holidays - April 2021	Phase 2 After the Easter Holidays - April 2021	Phase 3 After the May Half Term - June 2021
<ul style="list-style-type: none"> <li>• Class bubbles indoors and outdoors</li> <li>• Indoor P.E</li> <li>• Outdoor P.E (at the school)</li> <li>• Breakfast Club</li> <li>• Energy Kidz</li> <li>• No after school club</li> <li>• No Educational Visits</li> <li>• Internal Workshops allowed</li> <li>• No school productions</li> </ul>	<ul style="list-style-type: none"> <li>• Year Group Bubbles during lunch and break times</li> <li>• Class bubbles indoors</li> <li>• Indoor P.E</li> <li>• Outdoor P.E (Twickenham Green – Cricket and Athletics)</li> <li>• Breakfast Club</li> <li>• Energy Kidz</li> <li>• Year group bubble after school clubs</li> <li>• No Educational Visits</li> <li>• Internal Workshops allowed</li> <li>• No school productions</li> </ul>	<ul style="list-style-type: none"> <li>• Key stage bubbles during lunch and break times</li> <li>• Year Group Bubbles indoors including KS2 setting for Maths and English</li> <li>• Indoor P.E</li> <li>• Outdoor P.E (Twickenham Green – Cricket and Athletics)</li> <li>• Breakfast Club</li> <li>• Energy Kidz</li> <li>• Year group bubble after school clubs continue</li> <li>• Internal Workshops allowed</li> <li>• Educational Visits <u>may</u> resume (local)</li> <li>• Potential end of year group assemblies (outdoors during July)</li> </ul>

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