

Dear Parents / Carers,

I hope you have been having a wonderful summer and this letter finds you well. I wish to share with you our final arrangements for the full opening of school for all children on Thursday 3rd September.

Since the end of term, we have been carefully planning for the return of all year groups and have completed a full risk assessment to support us in minimising risk to both pupils and staff. We were extremely pleased by the approach of our staff and pupils during the partial opening across the summer term which taught us a great deal about managing the school and procedures in this current context.

Some reminders for the start of term

- We will be undertaking a full opening to all pupils in September. All children will return to school on Thursday 3rd September. Tuesday 1st and Wednesday 2nd September will be staff Inset days and the children will not be in school.
- Our Kidz Club Provision will not be available on Tuesday 1st and Wednesday 2nd September to allow the staff to participate in the Inset Day training sessions. Breakfast Club and Afterschool Kidz Club provision will resume from Thursday 3rd September.
- School attendance will be mandatory again from the start of the autumn term.
- The children will need to return in full school uniform and black school shoes.
- On the days the children have physical education lessons, we will ask them to come into school wearing their full TMA PE Kit and trainers. There will be no PE lessons on Thursday 3rd or Friday 4th September so your child will need to attend on these days wearing their full school uniform with black school shoes. PE days will be shared with children and parents at the start of term.
- We will continue to teach a broad and balanced curriculum covering all subject areas.
- Our TMA School kitchen will be fully open offering hot dinner meals and sandwich packed lunch options as normal.
- We will be operating using year group 'bubbles' between which, there will be minimised contact. This is alongside other protection measures such as regular cleaning, hand washing and reducing the use of frequently shared items.

Details regarding the start and end of the school day

To try and limit the number of people at the school entrances and exits and to support with social distancing we have needed to make some changes for procedures for the start and end of the day. All Year Groups will be allocated a specific arrival and departure time and we have allocated specific gate entrances for each class. It is important that the children enter the school site using only the allocated entrance and arrive at their allocated time.

For Years 6, 5 and 4, parents and carers will need to say goodbye to their children prior to them entering the school site. No parents will be able to come through into school with their child. Please can I reassure you that there will be an abundance of staff available to direct and support the children as they arrive at school. The children will make their way to the back entrance to their classroom where they will be greeted by their class teacher. As we are also needing to use the main reception area as an entrance and exit for classes, we would ask any parents / carers wishing to speak to school staff or make an enquiry to contact the school via the main reception number (01908 562262) or email head@tma.bucks.sch.uk where a member of the team will get back to you. Please do not enter through the main reception doors.

Year 6 Arrangements

Class	Arrival Time	Gate Entrance	End of School Day	Gate Exit
6TR Mr Ruffett	8.30 – 8.40am	Clay Hill Gate 3	3.15pm	Clay Hill Gate 3
6DI Mrs Ismail	8.30 – 8.40 am	Clay Hill Gate 3	3.15pm	Clay Hill Gate 3
6DS Miss Sharma	8.30 – 8.40am	Clay Hill Gate 3	3.15pm	Clay Hill Gate 3
6CB Miss Baldwin	8.30 – 8.40am	Main Reception Doors	3.15pm	Main Reception Doors
6SB/RC Mrs Blackhurst and Mrs Child	8.30 – 8.40am	High Street Slope Gate	3.15pm	High Street Slope Gate
6SP/MS Mrs Potter and Mrs Sharma	8.30 – 8.40am	High Street Slope Gate	3.15pm	High Street Slope Gate

Year 5 Arrangements

Class	Arrival Time	Gate Entrance	End of School Day	Gate Exit
5AS Mr Shirley	8.30 – 8.40am	Clay Hill Gate 2	3.15pm	Clay Hill Gate 2
5SS Mr Siddiqui	8.30 – 8.40 am	Clay Hill Gate 2	3.15pm	Clay Hill Gate 2
5KH/LJ Mrs Harrison and Mrs Jackson	8.30 – 8.40am	Clay Hill Gate 2	3.15pm	Clay Hill Gate 2
5SF Miss Fawcett	8.30 – 8.40am	Clay Hill Gate 2	3.15pm	Clay Hill Gate 2
5SR/SG Mrs Reeb and Mrs Govender	8.30 – 8.40am	Main Reception Doors	3.15pm	Main Reception Doors

Year 4 Arrangements

Class	Arrival Time	Gate Entrance	End of School Day	Gate Exit
4FW Miss Watkinson	8.30 – 8.40am	High Street Slope Gate	3.15pm	High Street Slope Gate
4DM Mr Marshall	8.30 – 8.40 am	High Street Slope Gate	3.15pm	High Street Slope Gate
4JH Miss Harding	8.30 – 8.40am	High Street Slope Gate	3.15pm	High Street Slope Gate
4SS Mrs Siddiqui	8.30 – 8.40am	High Street Slope Gate	3.15pm	High Street Slope Gate
4NM Miss Mordecai	8.30 – 8.40am	High Street Slope Gate	3.15pm	High Street Slope Gate

Year 3 Arrangements

Start of School Day

Year 3 pupils will need to arrive at school between 8.45am and 8.55am and will make their way into school using the High Street Slope Gate entrance. To support with social distancing, please can we ask that you do not arrive earlier than 8.45am which will allow the other year groups to arrive and enter the school site. Parents and carers will be able to come through the gate with their child, however, we would ask that only one adult accompanies each child. You will need to make your way down the slope path to the right of the building and towards the main playground where the Year 3 team will be waiting to receive the children. Please ensure you are socially distancing keeping a distance of 2

metres from others as you follow the one-way system round. Once you have dropped your child off with their teacher, we would ask that parents and carers re-join the one-way system making their way out using the opposite playground entrance and out through the Clay Hill Gate to exit the school site (please see the attached diagram). As each of the Year 3 teachers will be receiving and supervising their classes, it will not be possible for parents and carers to meet with the teachers to share any questions at this time. Instead, we would ask you to contact the school via the main reception number (01908 562262) or email head@tma.bucks.sch.uk where a member of the team will get back to you.

End of Day

Year 3 pupils will finish the school day at 3.30pm. Parents and Carers will need to arrive at 3.30pm and make their way into school using the High Street Slope Gate entrance. You will need to follow the one-way system, to the right of the building and towards the playground where the children will be waiting to be collected. The teacher will release the children to their parent/ carer and you will then need to re-enter the one-way system making your way out using the opposite playground entrance and out through the Clay Hill Gate to exit the school site with your child (please see the attached diagram). We would politely ask that parents and carers to not arrive before 3.30pm and queue at the Slope gates as this is being used as an exit for other year groups. Please only make your way down the slope towards the gate at 3.30pm.

It is likely as everyone is becoming familiar with the new procedures, it may take a little time to follow the one-way system around the site and we would ask everyone to be patient, maintaining their distance from others. We will continue to evaluate our procedures and should further changes be necessary we will communicate this with families.

Pupils arriving late to school

If any child arrives late to school, missing their arrival time slot, we would ask that they make their way round to the main reception entrance and report in to the reception desk before making their way down to their classroom. Please can parents and carers say goodbye to their child at the door and not enter the reception area with their child.

Dropping off Medication in the mornings

Our school Matron, Mrs Stone, will be available along with other TMA staff members in the courtyard outside the main reception entrance to receive any medication. Any parents who would like to arrange an appointment to meet with Matron to discuss any medical needs for their child can do this by contacting the main reception on 01908 562262 or emailing head@tma.bucks.sch.uk

We are really looking forward to welcoming all children back to school on Thursday 3rd September. We understand that this long period away from school for many of the children may have been an uncertain and difficult time and we therefore have a number of plans in place to support them in transitioning back into 'normal' schooling at the start of this academic year. Please help us to make this a really positive experience for your child. We recognise that whilst many children will be excited about returning, some will feel anxious and please help to reassure them that we are all here to support them.

I hope that you enjoy the end of the summer break and I look forward to seeing everyone in September. If you have any questions or queries, please do not hesitate to contact a member of the Strategic Leadership Team using the email address head@tma.bucks.sch.uk

With warmest wishes,

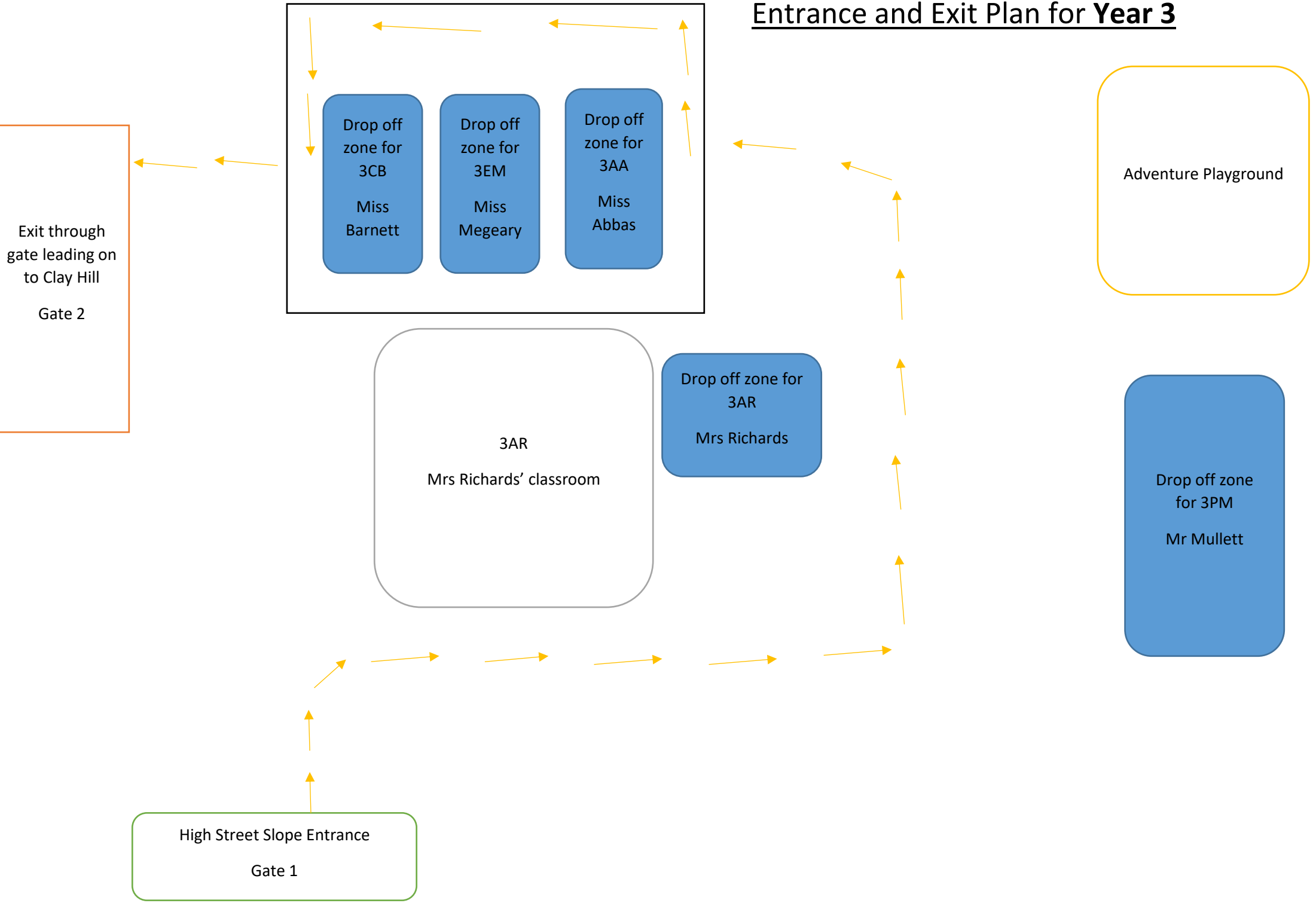
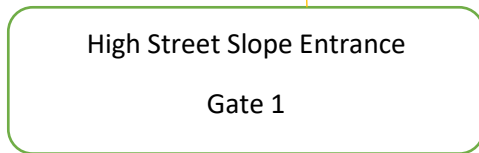
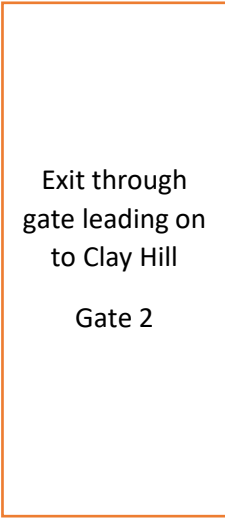
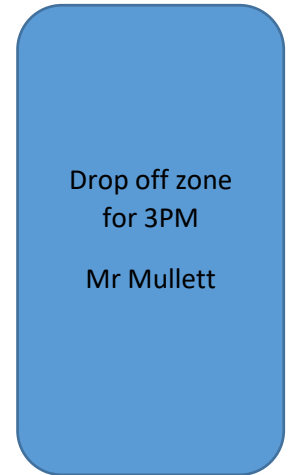
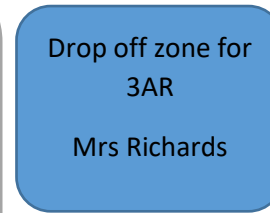
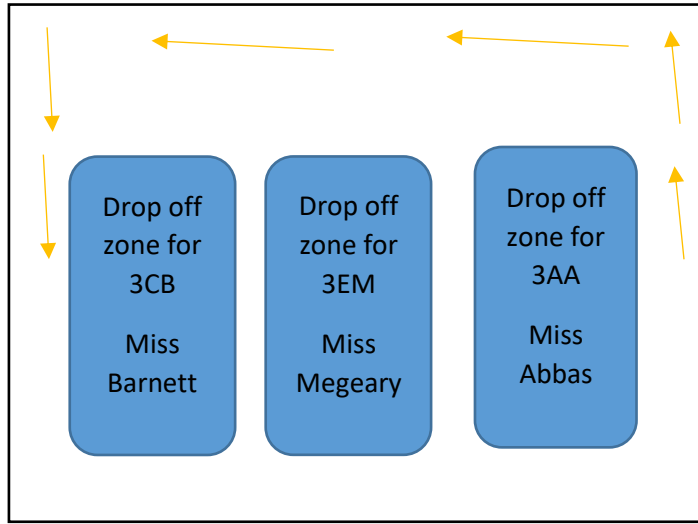
Lucy Eldridge

Head of School

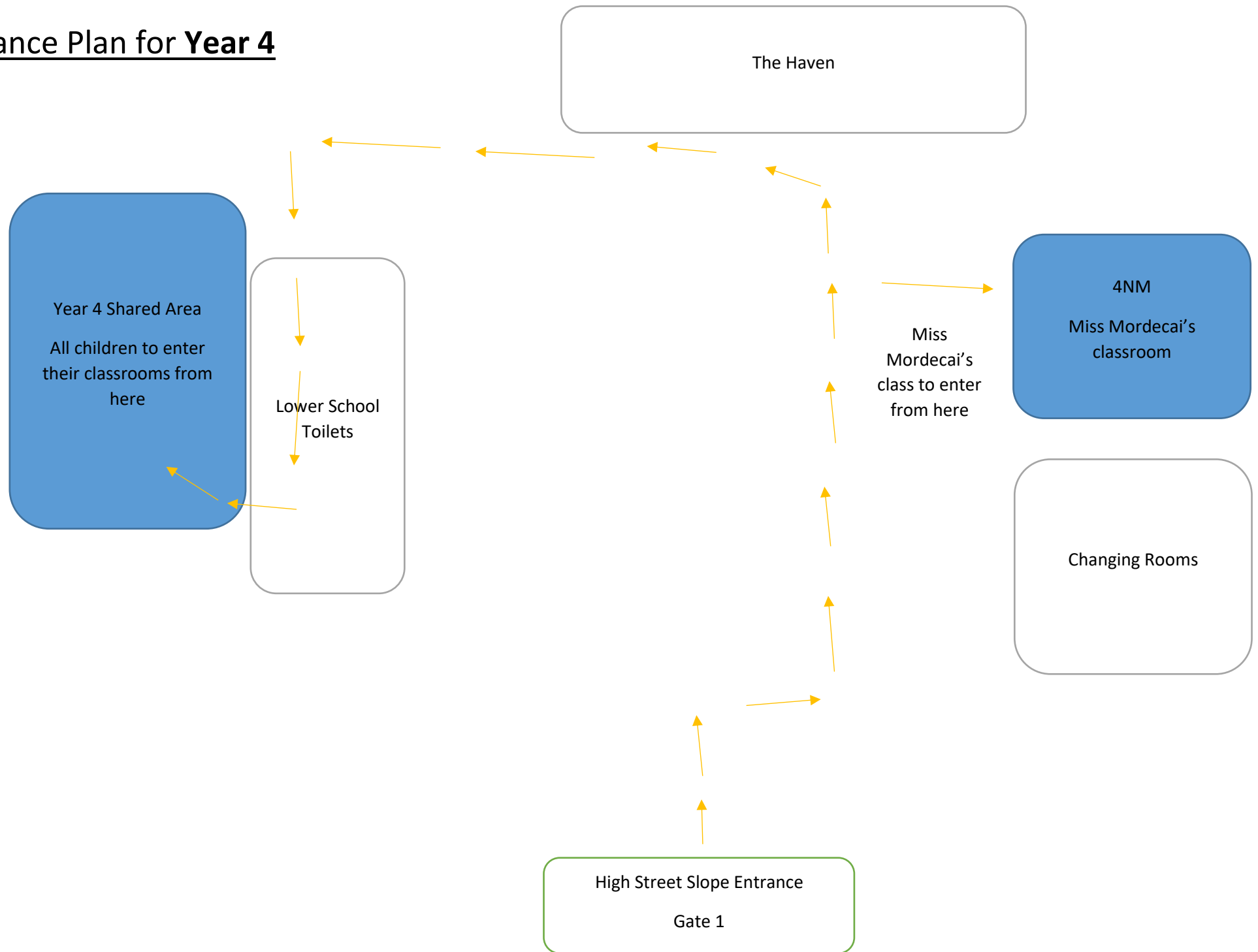
Two Mile Ash School

Entrance and Exit Plan for Year 3

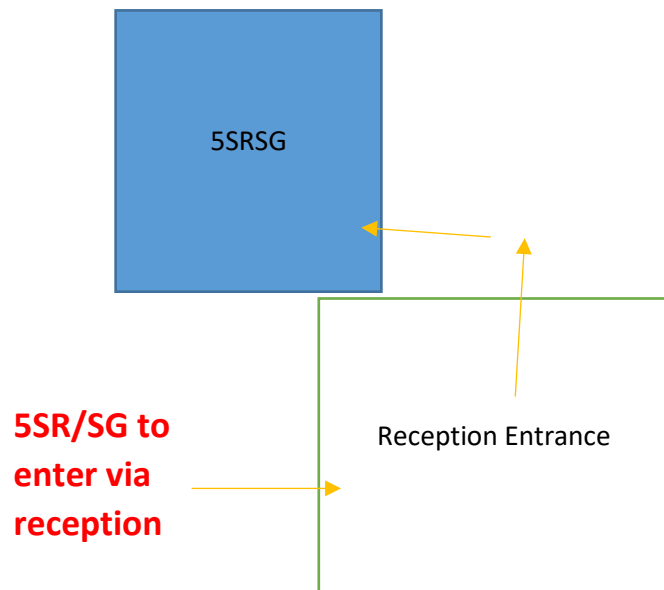
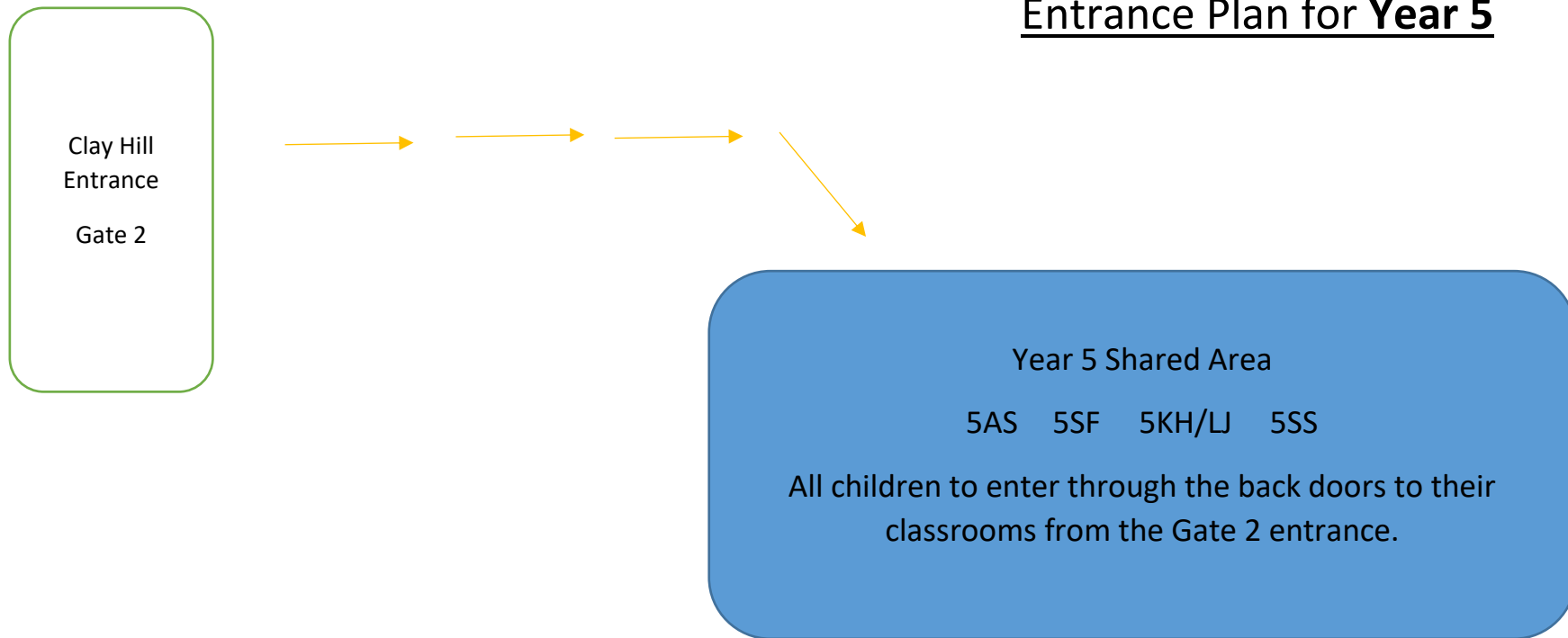
Bottom Playground



Entrance Plan for Year 4



Entrance Plan for Year 5



Entrance Plan for Year 6

