

Headteacher - Mrs Nêst Llewelyn-Cook

www.twogates.staffs.sch.uk

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 @2gatesprimary

July 2024

WHAT PARENTS NEED TO KNOW -SEPTEMBER 2024

As we look forward to a new school year in September, below are some updates and reminders of our expectations, routines and arrangements to help you prepare for the new term.

School Attendance

From 19th August, the Government's updated Attendance Strategy, 'Working Together to Improve School Attendance' will apply to all schools.

It makes very clear that, *where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.*

You have received a letter about the changes to penalty notices for leave in term time already, please ensure you have read it, so you are aware of the changes.

For further informational about attendance and how it is monitored, please visit the attendance page on the school website. Our website will be updated with the new ATLP policy as soon as it is available.

Breakfast Club:

Breakfast Club is open from 7:45am. Please enter via the pedestrian gate on the school drive and through the black gate next to the school kitchen. Follow the building around the playground to the Apollo Suite. Children must be signed in by their parents.

Start of the day:

Early Years- Nursery and Reception

Children in Nursery please enter via the Early Years perimeter gate and wait in the Nursery Outdoor Classroom. The nursery door will be opened at 8:45am and Nursery starts at 8:50am.

Children in Reception please enter via the Early Years perimeter gate. You can escort your child through to the Reception classroom door between 8:35am and 8:40am. Reception starts at 8:40am

Key Stage 1-

Children in Years 1 and 2 must arrive in school between 8:35am and 8:45am via the Early Years perimeter gate. Lessons start at 8:45am.

There will be a member of staff on duty at the Early Years perimeter gate and also at the playground gate to welcome and supervise the children on arrival. Parents may escort their children from the perimeter gate to the playground gate, but no further. This gate will be locked at 8:45am.

Pupils who scoot to school should walk their scooters to the scooter park- strictly no scooting on the school site- for everyone's safety.

Key Stage 2-

Children in Years 3 to 6 must arrive in school between 8:35am and 8:45am via the Junior playground gate. Lessons start at 8:45am.

There will be a member of staff on the gate from 8:35am. This gate will be locked at 8:45am.

'You're late if you miss the gate!'

Please bring your child to the front office if you arrive later than 8.45.

Home time:

Early Years- Nursery and Reception

Morning Nursery Children should be collected from the main school reception at 12:00pm. All day Nursery Children should be collected from the classroom door at 3:10pm.

Reception parents, wait in the Reception outdoor classroom for children to be dismissed. Reception finishes at 3:10pm.

Years 1- Year 6

All children in Year 1-Year 6 should be collected from the Key Stage 2 playground.

The gate will be opened at 3:10. Parents are asked to wait behind the yellow markings of the netball pitch. Years 1 to 6 finish school at 3.15pm

Uniform-the school uniform policy ensures that all children feel a sense of belonging to their Two Gates community:

Navy Sweatshirts and Cardigans

Grey Trousers or Skirt



Red Polo Shirts

Navy Fleece

Red and White/Blue and White Summer Dresses

P.E. and Forest School

You will be informed of your child's PE and Forest School days in September. We expect children should wear their kit to school on these days **and conform to the uniform requirements:**

****STRICTLY NO FOOTBALL KITS TO BE WORN- SCHOOL P.E. UNIFORM ONLY****

Indoor P.E.

Navy /red T Shirt

Navy or black shorts

Pumps/trainers

Outdoor P.E.

Navy/red T-Shirt

Navy/black jogging bottoms

Navy sweatshirt

Trainers

Forest School

Forest School kit: navy/red long-sleeved top, navy/black joggers or shorts, navy/black jumper; a warm and waterproof coat and wellies (which can be brought in a named bag).

****Please name all clothing items clearly, so we can return any lost property to you****

Lunchtime and snack arrangements:

Pupils in **Reception, Year 1 and Year 2** are **entitled to a free school meal every day** under the Government's Universal Free School meal Programme. The catering team provide a child-friendly hot and cold varied menu every day which is available to view on our web-site. We can cater for pupils with specific dietary needs such as allergies, medical or cultural/religious requirements. ***Please complete a medical/ allergy form if this applies to your child.***



Please note: You may also be **entitled to claim** for Income Based Free School Meals. This will entitle your child to receive a Free School Meal **for the whole of their time in school** until they leave education. This attracts additional funding for the school which is used to provide extra support for children. Please check your eligibility for Income Based Free Meals - follow this link <https://apps2.staffordshire.gov.uk/web/fsmweb/>

- Pupils in Years 3-6 can pre-order a hot school meal, payment can be made through Parent Pay; any pupils in Year 3-6 who do not want to purchase a school meal may bring in a packed lunch from home in a small bag, please. Pupils in receipt of benefits -related free school meals in Years 3-6 will be provided with a hot and cold meal option daily.

Meals for **all** children **must** be ordered in advance by 10pm the night before via the Relish website - <https://atlp.relishops.com/parents/>

- Break time snacks should consist of **fruit or vegetables only**. In Early Years and Key Stage 1, snack is provided by school daily. **Due to allergies, we are nut free school.**
- Children in Key Stage 2 will have the option to purchase toast at breaktime from the school kitchen at a cost of 20p per day. This cost will be billed half-termly and payment should be made in advance via ParentPay. The deadline for signing up for toast will be Friday 6th September and toast will be available to all children who have paid from Monday 9th September.
- All children should bring a **named water bottle** so that they can have regular drinks in class. These bottles should only hold **water**.

Safeguarding and well-being -We ask that you inform us of any issues, events or changes which may affect your child's well-being . If we know, then we can support them more effectively.

If you need to share **information** about your child, please email
office@twogates.staffs.sch.uk

Alternatively you can telephone the school office on 01827 213 855



After School Club- Stripes

If you would like to register and book your child into Stripes, please call the office for further information.

Please **update us** about any changes to your contact/emergency details by emailing office@twogates.staffs.sch.uk

THIS IS REALLY IMPORTANT ESPECIALLY IN THE EVENT THAT YOUR CHILD BECOMES UNWELL AT SCHOOL.

We hope you have a wonderful, safe summer holiday and look forward to welcoming everyone to school in September.

If you have any questions, or we can support you in any way, then please do not hesitate to contact us at officetgs@twogates.staffs.sch.uk

Sincerely

Mrs Nêst Llewelyn-Cook

Headteacher

