



Noctua  
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# TRANMERE TIMES NEWSLETTER

## Friday 11th September 2020

### General School Information/Dates

Dear Parents

We can't tell you how lovely it has been to see you this week and to have our wonderful children back in school! As we have walked around school and visited classes we have seen so many happy, smiling children who are obviously pleased to be back with their friends and their teachers. As a staff team we have spent the summer preparing to bring all of our children back as safely as possible. We would like to thank you all for working with us so positively and for following the measures we have put in place. We knew that there would be an element of trial and error with some aspects of the plan and that it will be important to communicate openly as a school community and be prepared to adapt where necessary. With this in mind, we have decided to review our drop-off and pick-up arrangements as of Monday 14th Sept. The information you need is attached to this newsletter and has also been emailed to you. We're hopeful that by working together we can alleviate some of the issues we have experienced this week, but we will continue to listen and to review where necessary.

We have also included in this week's newsletter the procedures we should all follow should anyone develop any symptoms of COVID-19 and what will happen if we unfortunately have a member of our school community receive a positive test result. We are sure you appreciate that following this guidance is incredibly important. This illness can be very serious for anyone unfortunate enough to catch it but we also must be particularly mindful of a number of our very vulnerable children in school. It is the responsibility of us all to take their wellbeing seriously and take every preventative measure possible to keep each other safe. We would appreciate it if you would take the time to read this guidance carefully.

We'd also like to tell you a little bit about our main priorities as a school over the coming year. Whilst the situation regarding COVID-19 continues to be present and a serious issue for us to consider on an ongoing basis we are very keen that we continue to move forward as a school and that we put the best interests of our pupils at the heart of our development plan for the year.

The last six months have disrupted the lives of our children in so many ways. The national lock-down has obviously had an impact on academic development for all children, but also potentially their personal, social and emotional development and wellbeing. It is for this reason that our school 'COVID recovery' plan will have a focus throughout the year on supporting pupil well-being most importantly, but also on ensuring we have an academic catch-up strategy to ensure any lost learning over the last six months is quickly identified and addressed.

We are taking the first couple of weeks back in school to focus on settling the children back into school routines and giving them the opportunities to reconnect with each other and their teachers. Each phase in school is using a book topic to draw out opportunities to talk with the children about their experiences over the last few months (including the positive!) and their thoughts and feelings on returning to school. This time to connect properly will allow the teachers to get to know their new classes and to identify where any additional pastoral support might be helpful. When teachers feel that the children are ready we will begin to identify gaps in learning for each child and put plans in place to address this. This will be through schemes of work delivered through usual whole class teaching and also through focused individual or small group additional tuition and intervention where necessary. Teachers will continue to communicate with you regarding your child's needs, their progress and any plans we have in place to provide additional provision throughout the year.

Finally, we would like to thank you for your ongoing support throughout this period and going forward. We are incredibly fortunate in so many ways at Tranmere Park - not least because of the close school community we have developed together. In continuing to work together this year we are hopeful that we can support our children in moving forward with positivity, confidence and a little bit of fun along the way! As ever, we're looking forward to working with you to achieve this.

Mrs Hodgson & Mrs Finley

### **Important Information Regarding Morning Drop-off Arrangements**

This first week back was always going to be a challenge. We came to it prepared to review and accept that some of the plans we have in place will work well and others will need to be altered. We can see that the morning drop-off arrangements as they stand at the moment are proving problematic and we therefore would like change the plan. We're doing this in an attempt to keep all our families as safe as we possibly can and thank you in advance for your support in working with us to make this as successful as possible.

Attached to tonight's Tranmere Times is our revised drop-off and pick-up schedule.

**PLEASE** take the time to read the drop-off and pick-up schedule carefully and take note of your allocated slot to be on site.

### **Staffing for September 2020**

<b>CLASS</b>	<b>YEAR GROUP</b>	<b>TEACHER</b>
Robins	YR	Miss Beestin
Bluebirds	YR	Miss Ingram
Eagles	Y1	Mrs Gibson/Mrs Wright
Skylarks	Y2	Miss Bell
Hérons	Y2	Miss Elliott
Red Kites	Y3	Mrs Pass/Mrs Holland
Woodpeckers	Y3	Miss Taylor
Falcons	Y5	Mr Housden
Puffins	Y5	Miss Gomersall
Kingfishers	Y6	Mrs Savage/Mr Beech
Doves	Y6	Mrs Tate/Mr Learmonth

In the school offices, Mr Howorth, Mrs Reeve and Mrs Sanderson are available to help with your queries.

Please note that the following staff are members of the School Leadership Team:

Mrs Finley	Co-Headteacher (Mon & Tue)
Mrs Hodgson	Co-Headteacher (Wed/Thur/Fri)
Mr Beech	Assistant Headteacher
Mrs Gibson	Assistant Headteacher
Mr Learmonth	Assistant Headteacher
Mr Beech	Year 5-6 Phase Leader
Mr Beech	Year 3-4 Phase Leader
Mrs Gibson	Year 1-2 Phase Leader
Mrs Gibson	Early Years Phase Leader
Mr Howorth	School Business Manager

Mrs Hodgson, Mr Beech and Mrs Martin are the school's Designated Child Protection Officers. Mr Beech is also our SENCO – Special Educational Needs Co-ordinator. Please do not hesitate to contact any member of the school team if you have any concerns.

Mrs Finley and Mrs Hodgson are also available to speak to whenever needed – either on the playground in the morning or by appointment at other times.

### **Mrs Martin – Learning Mentor**

Mrs Martin is still available to speak to by appointment each morning, (apart from Tuesdays) please telephone or email the school office to arrange an appointment.

**Safeguarding and Child Protection** Tranmere Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school is committed to working closely with parents/carers for the benefit of the children. The designated members of staff within school are Mrs Hodgson and Mrs Martin.

For more information regarding safeguarding and child protection and the way in which we work with other agencies please see the school website. All policies and information (including who to contact) are available under the 'School' and then 'Safeguarding' tabs at the top of the page.

### **Walking home from school / Different regular arrangements at the end of the day**

Currently older children in Key Stage 2 (**Year 4 and above**) are allowed to walk home from school with parental permission if they have completed the Permission To Walk Home Form. If your child has moved up year 4 or you have not previously filled in a permission form but would like to give your child permission to walk home please fill in the form and return to school. **The consent slip is available on the school website under the 'Parent' tab.**

If your child is collected from school by someone other than their parents on certain days on a regular basis please write a note for your child's new class teacher so they are aware of these arrangements in advance.

### **Safeguarding**

Could we please request that if you need to change the end of day pick up arrangements for your child that you tell your child's class teacher in the morning (either by a note in their diary or an email to school). If the change arises later in the day can you please ring school as soon as possible in order to allow office staff to get the message to class teachers before your child is due to leave school. We have been receiving a number of calls at the very end of the day making it difficult to get all the messages to teachers before school ends. Thank you for your co-operation in this matter.

### **Medical Notice Board – Response required**

It is crucial that we have a record in school of any current severe medical or health conditions regarding your child/children. This information is displayed on a notice board in the staff room in order to ensure that all staff working with your child are aware. **An email was sent to all parents on Wednesday with the 'Medical Healthcare Plan' form attached. We request that you complete the form with details of any diagnosed severe medical or health conditions and return it to school as soon as possible (no later than Monday 14th September). Even if there are no conditions to report we would still appreciate the form being completed to indicate this.**

### **Headlice & Threadworms**

Both headlice and threadworms are reported occasionally in school so we would ask that parents/carers keep a regular check of their child for any signs. If you find your child has been infected please treat accordingly and inform school. If you are unsure what to look for please see Mrs Martin for advice.

### **Medicine in school**

Only medicine prescribed by the doctor will be given in school. After seeking medical advice medicines prescribed three times a day can be administered at home. Therefore only prescribed medicines to be taken **four** times a day will be administered in school. A form will need to be completed which is available on the school website or from the school office.

### **Tranmere Times**

Please remember to inform school of any changes to your e-mail address to ensure that you receive the Tranmere Times and other documents that we send by e-mail. Tranmere Times is also published weekly on the school website. Please do not press the unsubscribe button otherwise you will receive no communications from school. The school is also active on facebook and twitter – like us on facebook or follow us (@tranmerepark) to receive school news via social media.

### **School Milk**

**If you have not already ordered milk for your child but wish to do so a copy of the leaflet explaining how to place your order is attached to tonight's Tranmere Times.** The order deadline is a Wednesday evening for milk required the following week. Orders placed from Thursday onwards will receive milk from a week on Monday and will be charged accordingly.

### **School Lunch Menu**

The menus for this term are attached to tonight's Tranmere Times and are also on the school website.

### **School Meal On-line Payment**

Parents of pupils in Year 3 will now have to pay for their child's school meals. All year 3 pupils brought home a letter on Tuesday with information on how to set up an on-line payment account. If you have not received a copy of your letter please email [victoriareeve@tranmerepark.leeds.sch.uk](mailto:victoriareeve@tranmerepark.leeds.sch.uk) and we will send you another copy by email.

### **Parking Reminder and One Way System**

For several years, Tranmere Park Primary School has asked all parents, carers and professionals involved in the school to use a 'one-way' system around the Tranmere Park estate in the morning and afternoon. For this to be successful, we need the cooperation of all our neighbours, staff, parents, carers and professionals associated with the school.

**Please share this information with anyone you ask to drop off or collect your child from school.**

We ask all our school community to:

**Walk or cycle** to school where at all possible

Try to park elsewhere on the Tranmere Park estate and walk the remaining distance to reduce the volume of traffic around the school

Try to organise car share schemes between families

Drive through the estate slowly and adhere to the Highway Code with regards to oncoming traffic

**DO NOT** obstruct any drives or garages – residents have a right of access to their property

**DO NOT** park or drive on the grass at the sides of the road. These are residents' property and are extensions of their gardens. The grass areas can and are often walked on so for the safety of our school community please do not park your car on these areas.

If there is not enough room to park safely with your car on the road, please park somewhere else!

### **Drop-Off Zone**

Sadly, due to the COVID-safe measures we have put in place, we are unable to use the drop-off zone that we normally would.

### **One-Way System**

The school operates a voluntary one-way system to ensure the flow of traffic on the estate is well maintained. This system could be adopted by everyone (including local residents) to ensure that there is a continuous flow and to prevent any large build up of traffic or problems when trying to travel in the other direction. Please note that this system is only in operation around school pick up and drop off times and not for the whole day! These times are now between 08:20hrs to 09:10hrs and 14:40hrs to 15:35hrs.

The following map illustration demonstrates the direction of traffic that road users could adopt to ensure that any disruption is kept to a minimum.



If travelling from Guiseley and turning onto the estate, users should follow the blue arrows and drive along Southway, onto Dales Drive, right onto Dales Way and then right onto Ridgeway.

If travelling from Hawksworth or Menston (Thorpe Lane), users should follow the purple arrows and turn left onto Ridgeway and proceed along until turning out onto Southway when leaving the school area.

The red cross indicates the school "Drop Off Zone". As stated, the Drop Off Zone is not in operation at the moment. Here though, there is a footpath that extends across the top of the school fields, close to the pedestrian exit onto Ridgeway.

### **Training Days for the 2020/21 academic year will be as follows:**

Monday 7<sup>th</sup> September

Friday 20<sup>th</sup> November

Monday 23<sup>rd</sup> November (EYFS ONLY - Additional Training Day)

Thursday 1<sup>st</sup> April

Monday 26<sup>th</sup> July

Tuesday 27<sup>th</sup> July

### **Parent Forum - We Need You!**

Each half term, we meet with parent representatives from each class to discuss collectively and concerns and also to share celebrations. The insight we get from speaking with parents is really valuable and we value the feedback we get from the representatives from each class.

Ideally, we would like two representatives per class to give up a little bit of time (remotely this year!) every half term. The meeting usually starts at 09:30 and the dates are as follows:

13th October 2020

8th December 2020

2nd February 2021

10th March 2021

11th May 2021

29th June 2021

**Parent Forum Group  
Contact details**

<b>Class</b>	<b>Parent</b>	<b>Child's name</b>	<b>Email addresses</b>
Robins	Kylee Marsden	Finley <b>VACANCY</b>	Kylee2010@hotmail.co.uk
Bluebirds	Lucy Owen	Charlie <b>VACANCY</b>	Lucyowen881@hotmail.co.uk
Eagles	Kuldeep Bagri Eleanor Moss	Jovan Grace	Kuldeep_bagri@hotmail.com
Skylarks	Jodie Davis Lucy Owen/Kylee Marsden	Olivia Ben/Emilia	Jodavis014@gmail.com Lucyowen881@hotmail.co.uk Kylee2010@hotmail.co.uk
Hérons	Joanne Vine Francesca Lewis-Calzado	Daniel Elys	joannevine@me.com francescaparkes@hotmail.com
Red Kites	Fanny Walters	Jonathan <b>VACANCY</b>	fanzwalters@outlook.com
Woodpeckers	Alison Bull & Louise Bates	Lexi <b>VACANCY</b>	<a href="mailto:alibull@btinternet.com">alibull@btinternet.com</a> <a href="mailto:bateslouiseann@gmail.com">bateslouiseann@gmail.com</a>
Falcons	Fanny Walters Alison Bull	Thomas Kara	fanzwalters@outlook.com <a href="mailto:alibull@btinternet.com">alibull@btinternet.com</a>
Puffins	David Wright	Ben <b>VACANCY</b>	<a href="mailto:d.s.wright@sky.com">d.s.wright@sky.com</a>
Kingfishers	Joanne Cooke	Sophie <b>VACANCY</b>	Joanne.carney@hotmail.co.uk
Doves	Liz Worley	Lucy <b>VACANCY</b>	<a href="mailto:liztomo@hotmail.com">liztomo@hotmail.com</a>

If you are interested in joining the Forum, or you would like further information, please contact Mark Howorth, the School Business Manager by either emailing [secretary@tranmerepark.leeds.sch.uk](mailto:secretary@tranmerepark.leeds.sch.uk) or ringing the office on 01943 875050

## Important Information

### **School Dinner Money**

School meal prices are £2.40 per meal £12.00 per week. Please be reminded that meals must be purchased for the full week ahead.

As previously notified last year's year 2 children who have moved to year 3 will no longer be entitled to Universal Free School Meals. If any KS2 parents would like to use the on-line payments system and do not have a log in please contact the school office and we will arrange to send you a letter with details on how to set up an account.

Dinner Money for Years 3-6 for the first half term of the new academic year - Tuesday 8th September to Friday 23rd October (34 days) is **£81.60**

**Please check your online payments account balance before paying any monies this term. Many parents have credits carried forward from the last academic year.**

**Some parents have an arrears balance from the last academic year. Could we ask that parents clear any arrears still owing a.s.a.p.**

## Attendance

Our school target for attendance set by the Leeds City Council Attendance Strategy Team is 97%. The class averages for the week from the 8<sup>th</sup> – 11<sup>th</sup> September 2020.

ROBINS	-	WOODPECKERS	98.3%
BLUEBIRDS	-	FALCONS	100%
EAGLES	95.2%	PUFFINS	100%
SKYLARKS	98.3%	KINGFISHERS	99.1%
HERONS	99.1%	DOVES	95.8%
RED KITES	98.2%		

*Kirsten Finley*    *Alison Hodgson*  
 Kirsten Finley    Alison Hodgson  
 Headteacher      Co-Headteacher

