Long Calderwood Primary School



Parents’ and Carers’ Guide for

August 2020

**Capacity of our school**

In line with the government guidelines, all pupils are returning to full time education in August. Despite this, there are still strict health and safety measures in place that we will all have to adhere to ensure the safety of all pupils, staff and families, and to help control the spread of the virus.

The current guidelines outline that pupils do not need to socially distance however, they must maintain a clear 2-metre distance from adults. Pupils will still need to maintain a safe distance from other pupils out-with their own classroom. This is to help prevent the spread of the virus between pupils and adults throughout the school. We have worked hard to ensure that there are procedures in place to follow this advice. These actions are explained within this parents and carers’ guide.

**Safe traffic management**

To reduce the amount of people arriving and leaving the school premises at the same time we are introducing staggered entrance and exit times for pupils.

We have organised our families by surname into three groups and assigned each group an arrival and exit time. To further reduce the amount of traffic coming into the school premises you have been allocated a designated gate to drop off and collect your child/children from.

Families with more than one child can enter and exit the same gate by the eldest child’s surname initial.

Families with a child starting in Primary one can all enter through the pitch gate together.

**Staggered groups and times to enter the school premises:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Gate A**  **(Shop gate)** | **Gate B**  **(Main gate)** | **Gate C**  **(Bosworth Road gate)** | **Gate D**  **(Pitch Gate)** | **Arrival Time** | **Leaving Time** |
| **Group 1**  Surname initials: **A-G** | A - B | C - D | E - G | P1 and Siblings | 8:50am | 2:50pm |
| **Group 2**  Surname initials: **H-Mu** | H - J | K - Ma | Mc - Mu | P1 and Siblings | 8:55am | 2:55pm |
| **Group 3**  Surname initials: **N - Y** | N - R | S - T | U- Y | P1 and Siblings | 9:00am | 3:00pm |

***When pupils arrive at school, it is important that they stay and play with their own class until they enter the building***

**Parking**

Our school car park will be only be accessed by staff, school contractors and drivers with a disabled badge. If you are travelling to school by car, please use the available parking spaces in Neville and Bosworth Road in accordance with our school travel plan. There are no drop off zones outside of the school main gate and therefore this area must be kept clear when pupils are arriving and leaving the school premises.

**Cycling**

If your child/children cycles or scoots to school, they should enter by their own gate, dismount, place their bike or scooter in the shed, then go, and play with their classmates.

**Entering and exiting the school playground and building**

There will be not be three different bells when pupils arrive to school in the morning as they will be arriving at different times. We encourage you to maintain safe social distancing when dropping your child off at your designated school gate during these times and use the 2-metre markings displayed.

Please note that parents and carers are not allowed to enter the playground. Our playground supervisors will ensure that pupils are directed to their classroom zone (where their classroom door is) and play with their own class until 9:00am when a bell will ring.

All pupils will enter and leave the building through their classroom doors at all times.

**Our Playground**

To reduce the amount of pupils in the playground at any one time we are splitting playtime breaks between the lower and upper school. Our school playground will also be sectioned into four zones to allow for social distancing to be maintained. There will be a timetabled rota so that pupils will have the opportunity to play in all four zones and these zones will be monitored by school support staff.

**Interval break**

* Primary 1-3 classes will take their first break at 10:50am
* Primary 4-7 classes will take their first break at 10:30am

**Lunchtime break**

* Primary 1-3 classes will take begin their lunchtime break at 12:00pm (12:00 -12:15pm in lunch hall)
* Primary 4-7 classes will begin their break at 12:30pm (12:30-12:45pm in lunch hall)

There will also be a timetabled rota for all classes to access the playground in the afternoons for physical education and cross-curricular lessons.

**After School Care**

Pupils who attend after school care can continue to be collected from the office main doors. This includes the children who are going to childminders.

**Lunchtime areas**

Hot and cold lunches will be served in the dining hall for all pupils during their allocated lunchtime. Pupils with packed lunches will also eat their lunch in the dining hall. When the pupils are eating their lunches in the dining hall they will be seated with their class.

**Working and Moving around the school building**

Throughout the school there is clear signage for pupils and staff to ensure that the maximum capacity of pupils and staff within each room is not breached and to ensure that safe social distancing can be maintained.

Within each classroom, teachers have created a classroom layout to ensure that all pupils are able to access class resources whilst maintaining a 2-metre safe social distance from the adults that are working in their class. Pupils may need to follow a one-way system within their classroom with the support of clear signage and floor markings - if this is necessary to their classroom layout.

Depending on the stage of your child, pupils will be allocated their own desks to reduce the chances of cross contamination. As normal, they will be seated in a way that still allows for partner and group discussion. Pupils will also be encouraged to stay at their desks/allocated learning area, during class-time.

Our infant classes will be less restrictive as scientific evidence shows that children of this age are less likely to contract and spread the virus.

We have also established a one-way system around the school with clear signage and floor markings for pupils and staff to follow.

**Assembly**

Our weekly assembly will take place via Microsoft Teams and children will remain in their own classroom during this time until further notice. This is to ensure that pupils and adults are able to maintain a 2-metre distance.

**Physical Education**

Physical education will be delivered outdoors to ensure that pupils and adults are able to maintain a safe 2-metre distance and in a ventilated area. Please ensure that your child wears clothing suitable for outdoor physical activity every school day.

**Toilets**

We have three toilet areas within our school, which are allocated to the lower and upper school and this will continue to be the same case in August.

**Handwashing procedures**

Pupils will wash their hands when they enter the school building, before and after breaks and before they leave for home. Your child can bring in their own hand soap if required but this cannot be shared with any other child and must remain in a plastic Ziploc bag (or equivalent) when not being used. This can stay in school in their own personal tray.

**Visiting the building**

There are stringent procedures in place, as directed by the council, to ensure that there are minimal visitors accessing the school building. Unfortunately, this means that parents will not be allowed to enter the building unless prior arranged with the school office/management staff. If you have an urgent matter and you need to speak to one of our members of staff, our office staff can organise this for you or arrange alternative communication.

**School uniform and equipment**

To minimise the spread of infection, and to allow our pupils to be comfortable when participating in the increased outdoor learning experiences we have planned, we have decided to go with an informal uniform for the foreseeable future.

**Uniform:**

* Black comfortable bottoms
* White polo shirt
* Blue sweatshirts or blue cardigans (there is no need for our school logo)
* Dark coloured comfortable shoes (no indoor shoes required)
* Wellies (these can be left in school within a carrier bag with their name on it)
* Children should be dressed ready for outdoor learning every day and this should include a suitable jacket (waterproof). This will be required every day and can also be left alongside wellies.
* A waterproof jacket
* Pupils will **not** be able to bring a school bag to school (packed lunches and snack and water can be brought in a small bag that can be stored easily within the classroom). This is due to space as all bags must be stored on the floor.

*We would advise a fresh set of clothes each day.*

**Equipment**

Pupils will be provided with all of the necessary stationery required to support their learning therefore, there is no need for this to be provided. All resources will belong to them and they will not be allowed to share these.

Home learning will continue to be administered electronically through Google Classrooms therefore there will be minimal homework sheets given and no need for homework diaries to be carried to and from school. The school will provide a home learning jotter for your child to use and this may be requested to return to school. However, the class teacher will offer clear guidance on what to do with home learning worksheets/jotters to reduce the risk of the virus being transmitted.

In class, any materials distributed by an adult will be handled safely. For example, teachers will wash and/or sanitise their hands before handing out resources. Jotters, workbooks, stationery and individual learning resources will be kept in each child’s individual tray to prevent cross contamination.

**First Aid**

We have established a First Aid area in our school foyer so that pupils can receive the necessary care in an open space. Our qualified staff member will administer first aid wearing the appropriate PPE as recommended by the government. We will have a fun class activity with our office staff wearing PPE and the children creating pictures for display in the first aid area to try to alleviate any worries.

**Illnesses and injuries within the building**

As normal, our trained first aid staff in the office will be able to administer the appropriate care for pupils when pupils are in the building.

**Playground injuries**

Our school support staff are qualified in administering first aid for minor injuries and will be able to assess the first aid measures that need to be carried out and will do so accordingly. There will be no need for pupils to enter the school building during break times to go to the office staff for first aid, unless it is necessary.

**Suspected Covid-19**

We have identified an isolation area within our school if a pupil is showing symptoms of Covid-19. Our First Aid member of staff will respond to any case by following procedures whilst being reassuring and supportive to the child. It is therefore very important that we have the most recent main and emergency contact details, as we need any child displaying symptoms to be collected as quickly as possible to reduce the spread of infection and minimise distress of the child. Please note that siblings will also require to be taken home at this point. A test should be booked and all children may return to school if that test comes back negative. Children who live in a household where any member is displaying symptoms should isolate until the test result comes back and it is negative or for 14 days if the member tests positive.