



# Forfar Academy

## Re-opening Guidance for Pupils and Parents

August 2020



# Contents

Introduction	3
Induction Stage	4
Keeping Everyone Safe	6
Health and Hygiene	6
Uniform	7
Face Coverings	7
Equipment	7
New School Day	8
Moving Around the Building	10
Lifts	10
Toilets	10
Transport	10
Revised School Code of Conduct	11
Parent, Carer Access to the School	11
Supporting Pupils	12

## **Introduction**

On Thursday 30<sup>th</sup> July the First Minister announced that all schools will reopen to all pupils from the start of the new term in August. The expectation is that all schools will reopen by 11<sup>th</sup> August with all children and young people back in full time education by 17<sup>th</sup> August. On that same date the Scottish Government also published guidance detailing steps schools should take to try and ensure a safe reopening – Coronavirus (COVID 19): Guidance on Preparing for the Start of the New School Term in August 2020. You can access this document here:

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/>

The document sets out guidance and advice in the following areas:

- Risk assessment requirements for safe use of the building and for vulnerable groups (pupils and staff)
- Cleaning and personal hygiene requirements
- Grouping and distancing in schools
- PPE requirements
- Advice on face coverings
- Testing and Outbreak management
- School and public transport arrangements
- Contingency planning should schools require to lockdown again

Importantly, the guidance states:

“The advice from the COVID 19 Advisory Sub Group on Education and Children's issues is that, subject to other risk mitigations being in place, there is no requirement for physical distancing between children and young people of any age in schools”

And also that:

“2 metre physical distancing should be maintained between adults and adults, and adults and children/young people who are not from the same household, wherever possible”

As there is no requirement for pupils to socially distance at school this means we can now plan for the full return of all of our pupils. You will see, however, that our planning must include the steps we will take to ensure, as much as possible, 2m distancing between staff and pupils is in place.

It is important to note that across Angus and Scotland arrangements and plans will look different depending on the individual context and circumstances of each school.

## **What does this mean for Forfar Academy?**

We are looking forward to all of our pupils returning to full time school education while at the same time ensuring the safety and wellbeing of all of our school community when they are in the school. We are currently putting in place steps and plans to reflect the government guidance. School will look and feel different when we return because of this and there will be new routines, procedures, expectations and ways of working that we will all have to get used to and follow to keep everyone safe. Below is some very important information about the return to school and our plans. It is very important that you take the time to read it before returning to school.

### **Induction Stage – week beginning 11<sup>th</sup> August 2020**

The school will look very different in August. Classrooms will be set up differently with a 2m “teacher zone”, there will be a one way system and changes to how we move about the building, changes to social areas, new routines, and a new school code of conduct for all members in the school to ensure safe behaviour. We are a very big school with over 200 pupils in most year groups which leads to a very busy school. In order to introduce our pupils to the new arrangements in a safe manner and ensure our processes are working effectively week 1 of the new term will be an induction week. The government guidance gives schools permission to start the term in this way. Our plans for induction are set out in the table below. You will see that for the first week we will be limiting the year groups who are in each day. This will allow us to spend time with the pupils going over the new arrangements, showing them changes to the building and systems, re-issuing timetables and starting to attend their classes. While we would like to have all of our pupils back from the 12<sup>th</sup> August we are sure you understand that bringing pupils back in this way will help ensure the safety and wellbeing of our pupils and staff. At the start of each day during the induction day pupils will receive a presentation and information on all of the changes and be reissued with their timetables. Following this they will then attend their timetabled classes for the rest of the day.

<b>Week 1 Induction</b>				
<b>Day</b>	Tues 11 <sup>th</sup> August	Weds 12 <sup>th</sup> August	Thurs 13 <sup>th</sup> August	Fri 14 <sup>th</sup> August (P1-P5)
<b>Year Groups to attend school</b>	Staff (Inservice Day)	S1 S6	S2 S4	S3 S5

**From Monday 17<sup>th</sup> August onwards all pupils attend school as normal.**

In order to avoid large numbers of pupils congregating and ensure social distancing pupils should arrive at school from 8:40 – 8:55. We would ask that pupils **do not** arrive before this time. On arrival at school pupils should sanitise hands at one of the sanitiser stations and will be directed to different collection points to then be taken to a room for their induction presentation. They should not hang around in the Atrium or wait for friends. Again, in order to avoid large groups of pupils congregating we would ask that during the induction week pupils enter the school in the morning through the following doors:

<b>Weds 12<sup>th</sup> August</b>	<b>S1 – Main pupil entrances</b>
<b>Weds 12<sup>th</sup> August</b>	<b>S6 – Public Campus entrances</b>
<b>Thurs 13<sup>th</sup> August</b>	<b>S2 – Main pupil entrances</b>
<b>Thurs 13<sup>th</sup> August</b>	<b>S4 – Public Campus entrances</b>
<b>Fri 14<sup>th</sup> August</b>	<b>S3 – Main pupil entrances</b>
<b>Fri 14<sup>th</sup> August</b>	<b>S5 – Public Campus entrances</b>

School transport will be running as normal on these days to ensure all pupils are able to attend on their designated days. The government guidance advises schools to strictly limit the number of adults entering a school. For this reason parents will not be able to enter the school with their children and should avoid congregating outside the entrances. Thank you for your cooperation and understanding with this requirement.

# **Keeping Everyone Safe**

## ***Health and Hygiene***

**Pupil should NOT attend school if the following applies:**

- **they are displaying any of the COVID 19 symptoms (a high temperature, a new continuous cough, a loss or change in sense of smell or taste)**
- **they are required to self isolate for 14 days if a member of the household has tested positive or is displaying symptoms**
- **they have been contacted as part of the Test and Protect programme**
- **Medical advice states that they should not attend school**

Should this be the case please contact the school on 01307 492200 to let us know.

We have a protocol and procedures in place should a pupil or member of staff become unwell and display COVID 19 symptoms while in school. These procedures follow Public Health guidelines. Should this happen to a pupil parents will be contacted and asked to collect them from the school. For this reason, we ask that all parents/carers are available to be contacted at all times when pupils are in school and we have your up to date contact numbers.

Our expectation will be that everyone in the school building will wash their hands at regular intervals and use hand sanitiser. Hand sanitiser will be available on entering the building and pupils, staff and visitors will be expected to use this any time they enter or leave the building. Hand sanitiser will also be available in every classroom.

At the end of each period of learning and before moving to another area of the school all teachers and pupils will wipe down their work station or desk area. We will be providing the necessary equipment and materials for this.

## ***Uniform***

We understand that we will need to be more flexible about uniform for a number of reasons. Until we are back to normal ties do not need to be worn.

**We would ask that pupils continue to wear white shirts or polo shirts / black jumpers or sweatshirts / black trousers, leggings, skirts.**

At the moment the school PE kit is not available to purchase. If pupils do not have school kit or have outgrown it the PE kit required will be a **t-shirt/ shorts/ sports leggings/ trainers**. Most PE will be taking place outside. We will not be able to access

changing rooms safely so on a day a pupil has PE **they can come to school in their PE kit.**

The Guidance also states that windows and doors in classrooms should be kept open as much as possible to allow increased ventilation. This will mean that pupils should wear appropriate clothing for classrooms where the temperature may be lower because of this.

## **Face Coverings**

The guidance states that the position on face coverings in schools is as follows:

- Face coverings should not be required for most children (other than those clinically advised to wear one)
- Where adults cannot keep 2m distance and are interacting face to face for a sustained period (about 15 mins or more), face coverings should be worn
- Anyone wishing to wear a face covering in school should be allowed to do so
- Should the prevalence of the virus in the population start rising, nationally or in parts of Scotland, schools may wish to encourage the wearing of face coverings, especially among adults and older young people in secondary schools
- The impact of wearing a face covering for learners with additional support needs including any level of hearing loss should be carefully considered

## **Equipment**

Pupils should bring their own pencil case with all necessary equipment with them from class to class. Pencil case equipment should not be shared. ***During the Induction visits we will provide every pupil with a basic pencil case which they should bring to every class.***

Please note that due to the need to ensure pupils do not congregate in large numbers lockers will be unavailable for use for as long as the current restrictions are in place.

## **The New School Day**

In order to avoid large numbers of pupils congregating and ensure social distancing pupils should arrive at school from 8:40 – 8:50. If pupils have PE or Drama during Period 1 they should enter through the Campus entrances. If they have any other subject during Period 1 they should use the main pupil entrances. **We would ask that pupils do not arrive before this time.** On arrival at school pupils will wash hands, use hand sanitiser and **go directly** to their first period class. They should not hang around in the Atrium or wait for friends. Period 1 will start at 8:55am.

If a pupil is late for school they should enter the school by the main campus door where they will be signed in. They should wash hands and use the hand sanitiser provided before going directly to class. Should a pupil arrive late more than once during a week without a legitimate reason we will contact parents to let them know and ask for support to ensure good timekeeping.

Again, in order to reduce large numbers congregating we are making some internal adjustments to the school day including staggered break and lunchtimes. There is no reduction in teaching time as a result of this. The new school day will be as follows:

<b>S1, S2, S3 (BGE)</b>	
8:40-8:50	Arrive at school and go straight to Period 1 classes
8:55 – 9:45	Period 1
9:45 – 10:35	Period 2
10:35 – 10:50	Break
10:50 – 11:40	Period 3
11:40 – 12:30	Period 4
12:30 – 1:20	Lunch
1:20 – 2:10	Period 5
2:10 – 3:00	Period 6
3:00 -3:50	Period 7

<b>S4, S5, S6 (Senior Phase)</b>	
8:40-8:50	Arrive at school and go straight to Period 1 classes
8:55 – 9:45	Period 1
9:45 – 10:35	Period 2
10:35 – 11:25	Period 3
11:25 – 11:40	Break
11:40 – 12:30	Period 4
12:30 – 1:20	Period 5
1:20 – 2:10	Lunch
2:10 – 3:00	Period 6
3:00 -3:50	Period 7

At the end of each period pupils should wait to be released by their teachers who will be ensuring pupils are released in a staggered manner to avoid build-up of pupils in the corridors.

We are finalising arrangements for lunchtimes which will be very different to our previous set up. It looks like the canteen will be serving hot snack options and cold options and will probably be based on a "Grab and Go" approach to reduce queuing. Tayside contracts are developing an app to allow pupils to pre-order. Year Groups will be allocated different areas inside the building to eat lunch to ensure there is no overcrowding in the Atrium. When the weather is good we will encourage all pupils to spend lunchtime outside in the school grounds. S1 pupils will be expected to stay on the school campus at all times including lunchtime. Other year groups will be allowed to leave the campus at lunchtimes but must follow social distancing and face covering regulations in the community. They should wash and sanitise hands when they return to school. We will be able to share more detail about these arrangements with pupils during the induction week.

At the end of the school day pupils will be released in a staggered manner and should leave the school directly by the public campus doors if leaving from PE or Drama and by the main pupil doors from all other classes. They should not wait for friends in the Atrium or the café area.

In following government advice in ensuring strict limits to the number of adults in the school we would ask that parents or carers do not enter the school to drop off pupils in the morning or pick them up at the end of the school day. Thank you for your understanding with this requirement.

Please also note that when we return to school initially there will be no canteen service at the start of the school day and our breakfast club will not be able to run. There will also be no extra-curricular clubs during term 1. The library will not be open to pupils at the start of the day, break time or lunchtime. Of course these are important parts of school life and we will hope to restart them as soon as safe to do so and advice permits.

## **Moving Around the Building**

We will be introducing a one-way system throughout the school to avoid unnecessary contact in corridors. All pupils, staff and visitors will be required to follow this system and ensure social distancing between pupils and adults at all times in corridors. When pupils arrive for school in the morning all stairs will be up only and then down only at the end of the day. At other times different stairs will be designated as up or down only. These will be clearly signed. Pupils will be introduced to this system on their induction week. Lifts will continue to be limited to those pupils and staff members who are unable to use the stairs. Pupils will require to be in class at all times and access to break out areas will be strictly controlled by teachers.

### **Lifts**

Lifts should only be used by pupils and staff who have a clear reason for using them. Hand sanitiser will be available at the lifts and should be used before calling for the lift and entering the lift. In most cases only one person should be in a lift at any time. We will put individual plans in place for pupils who require support to access and use the lifts safely

### **Toilets**

We are finalising our procedures for access to toilets. The use of toilets will need to be tightly monitored to try and ensure queues are kept to a minimum as much as possible. All pupils should wash their hands and use hand sanitiser after using the toilet. We will put in place arrangements for those young people who will require immediate access to toilets due to medical conditions. We will share procedures for accessing toilets during the induction visits.

### ***Transport and Getting to / Leaving School***

For those pupils who require school transport the government guidance states that social distancing between children and young people on school transport is not required. It also states that face coverings are not required on school transport although young people may opt to wear a face covering if they wish.

Pupils who use public transport to get to school will be required to follow the latest Scottish Government safety guidance which at the moment requires the use of face coverings. At the moment we would advise that alternative transport arrangements are considered to avoid using public transport.

For parents who drop off their children by car please consider dropping off children out with the campus and allowing them to walk to the campus. This will avoid a build up of traffic in the campus car park and allow plenty of space for pupils, staff and school transport to ensure everyone's safety. Any adult on campus is required to maintain a 2 metre distance from others not from their own household.

## **Revised School Code of Conduct**

In order to keep everybody safe we will be operating a revised code of conduct which will apply to all pupils. All pupils will be expected to follow this code of conduct at all times (please see the note below regarding arrangements for our pupil who attend the Hub or have particular additional support needs).

The code is very straightforward and is as follows:

1. Follow and respect all social distancing requirements including 2m from all adults
2. Cooperate with teachers and follow their instructions
3. When you have a class, stay in class
4. Follow the one-way system and restrictions on movement that are in place
5. Treat everyone within the school with respect and integrity

Pupils will be introduced to this code during the Induction Days and we ask you to discuss this and reinforce the importance of these simple expectations. If a pupil does not keep to the code or behaves in a way that puts the safety of others in the school at risk parents may be asked to collect them from school and a meeting will be arranged to discuss what would need to be put in place to allow a safe return to school. We thank you in advance for your support in applying this code of conduct.

## ***Parent and Carer Access to the School***

As previously stated the guidance states that schools should minimise the number of adults in school for safety reasons. This means that there will be increased restrictions on parent and carer access to the school. In order to help us with this should you wish to speak to staff about any matter involving your children please contact the school by phone in the first instance. As always your main point of contact will be your child's Pupil Care & Support teacher. If they are unable to speak to you straight away they will ring you back as soon as they are able. If you require to meet with staff please contact the school to arrange an appointment. 2m social distancing and increased hygiene measures including hand washing and sanitising will be in place for physical meetings. **Please avoid attending the school without an appointment as much as possible or only in an emergency.** Should you attend school wishing to speak to a member of staff our reception team will ask you to make an appointment so it will be easier to ring the school rather than attend in person to make an appointment. Thank you for your understanding.

## **Support for Pupils**

We know that for some of our pupils, particularly some of our young people with additional support needs or who attend the Support Hub, there will be challenges in following the code of conduct and understanding some of the changes that will be in place in August. We will be putting in place individualised approaches and support for those pupils. For pupils who attend the Support Hub teachers will be talking to you and your children about what these will look like before the return in August and contact you regarding individualised plans for the induction week. They will share how classes in the Hub will be structured, changes to routines and individual plans for your children.

For other parents, if you think that there are aspects of the changes in August that your child may find difficult please email your child's Pupil Care and Support teacher to discuss further. They will do everything they can to support you plan a smooth return to school for your child.

We know that the lockdown experience will have been very different for every one of our pupils and our extended support team will be on hand to support our young people move forward and adjust to new routines and ways of working.

## **Finally**

As you will all know we have all been dealing with a fast changing situation where advice and guidelines can change quickly. This makes planning for the future, even in the short term very difficult. Should there be an increase in COVID 19 cases which requires a return to lockdown the school has contingency plans in place to continue learning in a range of contexts.

***All the plans we have shared with you here could be subject to change should guidance and advice change at any time. Should this be the case we will keep you up to date as best we can.***

Please be reassured that all the decisions and plans above have been driven by our commitment to provide a safe and positive environment for our whole school community. We have done all we can to try and minimise the impact of these but still ensure the safety of all. We would like to thank you for the tremendous level of support you have shown your children and the school during such an unprecedented time of challenge.

***We are very proud of each and every member of our school community – pupils, parents and staff and we can't wait to see our young people begin to return to school in August. We have missed them all.***

