

**COVID-19 Reopening of Menstrie Primary School Information for Parents August 2020**

# HEALTH AND SAFETY

## Risk Assessments

* We have developed a school risk assessment for re-opening of school in line with Covid-19 guidance. This will be available on our school website for parents and carers to read from Monday 10th August.
* We are able to provide individual Risk Assessments based on children’s individual health circumstances where required. If your child requires an individual risk assessment due to underlying health conditions/shielding issues, please be in touch with us on Monday 10th August.
* We will be in touch with any families who we identify as requiring individual risk assessments through our Staged Intervention process.
* Risk assessments for individual children will be shared with relevant staff only. This will include teacher, support staff, catering staff and Senior Management Team.

## Enhanced Hygiene

* All staff will be undertaking Clackmannanshire Council’s COVID-19 Mandatory Training on the In-service days.
* There will be guidance and reminders for all our school community about the importance of handwashing. Hand soap has been bought centrally from Clackmannanshire Council. If you are concerned about your child’s hands cracking and being sore, please provide a soothing hand cream or your own hand soap (clearly labelled) for your child.
* Hand sanitisers are available at entry/exit points of the school, to allow all building users to wash/sanitise their hands as they enter/leave the building.
* Children and staff will be expected to wash hands with soap and water or use hand sanitiser at each entry and exit from the classroom, including at all transitions.
* Hand sanitisers will also be available at all classroom entry/exit points.
* Handwashing will take place at the nearest sink to designated room. Soap, hand dryers or paper towels and bins will be available for hand washing in every classroom.
* All children and staff are encouraged to avoid touching their faces particularly including mouth, eyes and nose.
* We encourage all adults and children to cover their mouth and nose with a tissue when coughing or sneezing, put their tissue in bin immediately and then wash hands. CATCH IT, BIN IT, KILL IT!
* We will ensure paper tissues and sufficient bins that are emptied regularly for tissue waste are available in all rooms.
* Children will not have access to any of the water fountains in school at this time. Children and staff must bring their own filled water bottles.
* School uniforms/clothing and staff clothing should be washed/cleaned as normal.

## Cleaning

* Cleaning services are run by the ‘Facilities Management’ Team at Clackmannanshire Council and work in co-operation with our school staff. Cleaning Services have developed a specification which will be shared with schools before pupils return.
* All unnecessary furniture has been removed from classrooms and resources available support effective cleaning.

All desks and work/rest areas will be kept clear to allow for easy cleaning/disinfecting.

* When one member of staff replaces another, for example during Reduced Class Contact Time, the desk and IT contact surfaces they have been using will be cleaned with disinfectant/wipes. Currently we will be avoiding sharing of workstations where possible.
* Doors will be wedged open (other than fire doors), where appropriate, to reduce touchpoints.
* We will avoid unnecessary resource sharing including sharing textbooks between classes. Cleaning between uses will be in accordance with the Health Protection Scotland Guidance for Non-Healthcare Settings.
* Children will be given their own individual stationery pack when they come into school. This is to avoid the sharing of stationery and other equipment. Children should look after this pack and it will be kept safely in their classrooms. Children should not bring a pencil case and their own stationery into school at this time.
* Children will only be able to access toys and equipment that are easy to clean. Dressing up, soft furnishings, porous items, loose parts, water, sand trays, play-doh etc will be kept to a minimum and will not be shared amongst classes but can be shared by consistent groupings of children e.g. one class. Relevant risk assessments will be in place for cleaning, replacing sand, water, play-doh etc.
* Resources, including board games, will not be shared between rooms at this time.
* We ask that children do not to bring toys from home to school or share their personal belongings.
* Children and staff will be able to take books and other resources home. Any books such as banded library books or reading books will be quarantined for 72 hours upon return to school before being reissued to any other children.

## Ventilation

• Where possible and safe to do so, doors and windows will be kept open (not our front security door or any school exit points, bearing in mind safeguarding and fire safety. Internal doors will be held open unless not appropriate as fire doors.

## Physical Distancing

* Scottish Government Guidance is that, on the basis of scientific advice and subject to risk mitigation measures, there is no requirement for physical distancing in primary schools between children, however it is advised where appropriate to try to maintain bubbles/groups of children, eg classes/year groups
* We will discourage social physical contact (hand holding, hand to hand greetings/hugs) Staff will console children and support appropriately if required
* Where children need to move about within a classroom, staff will organise this to minimise congregation around particular areas, for example to collect resources.
* Wherever possible, we will keep children and young people within the same groups for the duration of the school day with their class teacher.
* We will discourage large gatherings e.g. assemblies. Crowded spaces such as cloakrooms will be minimised through allocated time slots.
* To ensure that toilets do not become crowded we will limit the number of children who use the toilet facilities at one time. Some teachers/classes may consider a rota/ ‘toilet tag’s etc.
* We will do our best to maximise the use of our outdoor space. We may use timetabling of smaller outdoor spaces or partitioning of spaces such as the field to ensure these areas do not become too busy.
* Passing briefly in the corridor or playground is considered low risk.
* Class groupings will be maintained as much as possible at break and lunchtimes. We will have some staggered break/lunch times, our outdoor spaces will be designated to ensure minimal contact between classes but we fully appreciate that this may be difficult as children are keen to play with different year groups or friends in other classes. Any staggered lunch or breaks will support full year groups being together.
* Two metre physical distancing between adults, and between adults and children should be maintained. We will do our best to ensure this as much as is possible. This includes non-staff adult visitors to the school e.g. contractors, deliveries etc. Only essential visitors to our school will have access.
* Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period e.g. for 15 minutes or more, face coverings should be worn.
* Movement between schools of temporary/supply/peripatetic staff will be kept to a minimum, at this time. This includes attendance at school of those who visit, such as visiting teachers, psychologists, nurses and social workers.
* All staff can operate across different classes and year groups within a setting where this is necessary in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will try and keep 2m distancing from learners and other staff as much as they can.

## Entry/exit from school

* At this time parents should not congregate outside the school. Once you have dropped off or collected your child – please leave the grounds. We may politely ask you to do this if parents are congregating in the playground or school field. Please do not be offended if we ask you to move on.

**Morning drop off / End of day arrangements**

* Please see separate information regarding morning drop off and afternoon pick up arrangements.

## Evacuation Procedures

* As per normal procedures, registers of pupil groups are available at all times.
* We will arrange fire drills which ensure all groups of children and staff have the opportunity to practice.

## PPE and other protective barrier methods

For the majority of staff in schools, PPE will not normally be required or necessary. Where it is required or necessary the following arrangements will apply.

* Staff should always use PPE (disposable gloves and aprons) where there is a need for an individual child or young person, such as personal care, where staff come into contact with blood and body fluids or lift children.
* For supervision of children displaying symptoms of suspected Covid-19, gloves, aprons and a fluid resistant surgical mask should be worn by staff.
* Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.
* Face coverings should not be required for most children (those clinically advised to wear a covering are an exception).
* Staff may be wearing a face mask if clinically advised to.
* Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period e.g. 15 minutes or more, face coverings should be worn.
* Anyone (whether adult or pupil) wishing to wear face protection should be enabled to do so. Some children and young people may need additional support/reassurance about the reasons for adults or children wearing face coverings.

## Enhanced surveillance, testing and outbreak management

**Zero tolerance of Covid-19 symptoms will be in place** – anyone with a high temperature, new continuous cough, loss or (or change in) sense of smell or taste, or who has had contact with a family/community member with symptoms should not attend/should be asked to return home and be tested.

* PPE including masks will be available for use if isolation is required for an individual.
* We have identified a room within the school as an Isolation Room. Any child displaying symptoms will wait in the room and will be kept safe and away from other children and staff until collected by parent. Any siblings in school will also be taken home at the same time. An adult will wait with any child who feels unwell.
* If possible, our isolation room will be left vacant for 72 hours before cleaning, to reduce the risk of exposure to cleansing staff/contractors. Cleaning will be undertaken by designated cleaning staff – not teaching/support staff. Cleaning staff must have appropriate PPE.
* Signage will be in place to avoid accidental entry and use. Sign will include date and time room locked.
* All persons (staff and pupils) who have been in the vicinity of the person showing symptoms must immediately wash their hands using warm water and soap for at least

20 seconds.

* Once vacated, the isolation space itself must be treated and our second isolation room (the GP room) space then be made ready.
* 2 or more CONFIRMED cases in 2 weeks is an outbreak by definition
* Health Protection Team (HPT) will work directly with schools and local authority to support with any outbreak and all are expect3ed to comply fully with instructions and advice given.

# CURRICULUM

* As a school we will be considering the increased use of outdoor spaces when we reopen.
* If outdoor equipment is being used, we will ensure that multiple groups do not use it simultaneously, as well as considering appropriate cleaning between groups of children using it.
* Teachers may need to adapt their approaches for practical, ‘hands-on’ learning and activities, experiments and investigations to enable pupils to carry out these activities in a safe way.
* Physical Education will currently take place outdoors and will be taught by Miss Johnston and/or the class teacher. They will be following the guidance on sports and physical education. Once we have timetables established we will let you know what days your child will have PE.
	+ Pupils should come to school on PE days wearing sports clothes
	+ Jewellery and earrings should not be worn on gym days
	+ Long hair must be tied up
* Singing, school performances, or playing wind/brass musical instruments will be avoided during the initial return to schools. Scientific and medical advice around how activities such as singing, talking at volume e.g. in performance, or playing wind/brass musical instruments can be managed safely is still being developed.
* Please be understanding that it may take your child some time to settle back to school after such a prolonged period of time at home. They will be adjusting to new surroundings, new classrooms, new staff and will be adapting to new routines and becoming used to different ways of working. Firstly and foremost it is vital that children feel safe and secure in school. Teachers will work initially to build relationships with their class, get to know the children well, find out about their learning through interesting contexts in discussion and consultation with the children in their class. Learningwill be planned by individual class teachers and will be agreedas appropriate.

## Supporting the Wellbeing of Children and Young People

* We believe that for most children, the routine of returning to school will support their health and wellbeing. This will be at the forefront of our minds as children return and we wish to ensure that the health and wellbeing needs of all children can be met.
* Staff will support pupils using the Clackmannanshire Council Trauma Recovery Plan

# TRANSPORT

* For those arriving by car, we encourage parents to park further away from the school and then walk with their children to avoid congestion.
* As always, we encourage parents and children to walk or cycle etc to school where possible.

# CATERING

## Breakfast Club – breakfast club will be operating from Wednesday the 12th August.

## Pupils should come to the main entrance between 8.30 and 8.45 for breakfast club.

## Please do not send your children any earlier as pupils should not congest the entrance area.

##  Breakfast club costs £1.20 daily and is paid via parent pay

* Pupils must sanitize their hands on entry to breakfast club and put any belongings into the classrooms. Once pupils have eaten their breakfast they should remain seated in the hall.

## Lunch arrangements – Please see opening letter regarding lunch arrangements

**Free school meals -** We strongly advise families who may be entitled to free school meals to apply, particularly if your circumstances have changed. This may be particularly appropriate for children moving from P3-P4. All children in P1-P3 are entitled to Free School Meals if they wish and pupils in P1 – P3 should return the attached lunch slip to their teachers on the first day of term.

# VISITORS TO SCHOOL

## Volunteers, students, work experience

* We love having parental volunteers, students and work experience pupils but unfortunately we are unable to support this at the current time.
* Parents should NOT enter the building unless it is essential.

# FIRST AID

* We continue to have Miss Wright, Mr Pennie and Miss Henderson as our trained first aiders in school and all staff have a duty of care towards the children in their care.
* If we are concerned about any child displaying Covid-19 symptoms parents/carers will be contacted immediately for their child to be collected. We appreciate support from families, as we move forward with this into the new term.
* Please ensure all emergency contact details are up to date. If there are any changes, please contact Mrs Lafferty in the school office.

# ADDITIONAL SUPPORT NEEDS

• Children who require support in school will continue to be supported by our Support for Learning Assistants as per agreed child’s plans via our Staged Intervention Process.

# CONTINGENCY PLANNING

• Schools will re-open full-time. However we have blended learning contingency plans in place should arrangements need to be changed at short notice if required.

**PERSONAL BELONGINGS**

* Where possible pupils should come to school with minimal items; pupils will not need to bring pencil cases in from home as all stationary items will be provided.
* Children should NOT bring in toys or other personal items into school
* There should be NO sharing of personal items.
* Pupils are able to bring packed lunch bags/boxes to school. Ideally these should be washable and should be kept with the child and taken home and cleaned each day.
* Pupils MUST bring their own reusable water bottle to school. It should be filled at home as currently water fountains are not available for use.

# COMMUNICATION

* We fully understand that effective communication with parents/carers and children will be very important. We will continue to communicate through Parentmail with all information uploaded to our school website.
* If parents need to get in touch with the school, please telephone our school office on 01259 760690 or email menstrie@edu.clacks.gov.uk and arrangements will be made for someone to call or email you back at the earliest convenient time. If you wish to speak to a member of the Senior Management Team, for P1 – P4 please ask for Mrs Campbell (ADHT) and for P5 - P7 please ask for Mrs Murray (DHT). As Headteacher I have responsibility for the whole school but if you would like to speak with me directly please arrange this with Mrs Lafferty in the school office or email menstrie@edu.clacks.gov.uk

I understand that this is a lot of information to share and much of this may seem overwhelming. Please be assured that we will do our upmost to ensure a safe and enjoyable return to school for your children. Thanks again for your continued support and understanding.

Yours sincerely

Lisanne Henderson

Headteacher