



Re-Opening Guidance for Pupils and Parents

St Joseph's Academy

Please see letter from Linda McAulay-Griffiths, Head of Education here:

<https://blogs.glowscotland.org.uk/ea/public/stjosephsacademy/uploads/sites/2043/2020/08/05055216/Schools-return-letter-to-parents-and-carers.pdf>



Phased Return

Wednesday 12th August

S1 and S4 pupils only

Thursday 13th August

S1, S2 and S3 pupils only

Friday 14th August

S1, S5 and S6 pupils only

Monday 17th August

All Pupils



Annual Data Check Forms

It is vital that contact information is accurate. Annual data check forms were posted out over summer. Pupils should bring completed forms to school on their first day back.

Anyone who has moved over summer or who did not receive an annual data check form will be issued with a new copy for return as soon as possible.



School Transport

School Transport will run as normal. Pupils are expected to follow the direction of drivers and stewards and to sanitise their hands as directed.

S1 pupils who applied for transport should have received an email from SPT in relation to the location of bus stops etc.



School Bags, PE Kit

You can bring a bag to school but should not share the bag or bring anything you don't need on the day in hand. Bags must be placed on the floor.

PE lessons will run, so you should bring your kit on the days when you have PE.



Uniform

School uniform should be worn in full, but we appreciate that it may take a week or two for all pupils to source full uniform. As always, the school can discretely assist any families for whom there are genuine difficulties in sourcing uniform items.



Entrances

Pupils should enter via one of three doors

- Modern Languages (S3 and S4)
- Maths (S1 and S2)
- Door in Centre of Street (S5 and S6)

Hand sanitiser must be applied at the door via one of the dispensers. Alternatively, warm water and soap can be accessed within school toilets.



Where to go once inside the building?

Wednesday 12th August

Upon entry to the building, S1 pupils will be directed to classrooms in the Maths Corridor

S4 Pupils will report to their English class in the English department



Where to go once inside the building?

Thursday 13th August

Upon entry to the building, S1 pupils will be directed to classrooms in the Maths Corridor (as was the case on Wednesday) and will be taken from Maths to their period 1 class.

S2 Pupils will report to the Social Subjects department

S3 Pupils will report to their English class in the English department



Friday 14th August

Where to go once inside the building?

Upon entry to the building, S1 pupils will be directed to classrooms in the English Corridor and will be taken from English to their period 1 class.

S5/6 Pupils will report to their Maths or English class as per their timetable.



Monday 17th August

Where to go once inside the building?

Pupils should not gather in large groups

Pupils must use hand sanitiser upon entry and follow the one-way system

Pupils should go to their period 1 classroom as soon as possible upon entry to the building and should not form queues or gather in groups

Pupils should avoid waiting until the bell to enter the building as this will likely result in large and unnecessary queues



One Way System

We will operate a one-way system which will be explained in detail during your first day in school.

Signage makes clear your direction of travel each time you exit a classroom or department.



General Hygiene

- Use hand sanitiser dispensers every time you enter and leave the building
- Use hand gel or soap and warm water (in classrooms where there are sinks) as necessary or as directed by staff
- Do not share food, drink, mobile devices, clothing or school bags



General Hygiene

- Dispose of all rubbish in bins
- Pupils must always stay 2m away from adults
- You may wear a face mask if you wish but there is no obligation for you to do so
- Pupils should bring tissues to school where possible and are welcome to carry their own hand gel/sanitiser



First Aid

- If you have symptoms of COVID you must notify the nearest member of staff as soon as possible while maintaining 2m distance from staff members

The most common symptoms are:

- Loss of sense of taste/smell
 - New continuous cough
 - Fever/High Temperature
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- You will be taken to the PE classroom
 - A member of staff will reassure you and ask some questions
 - Your parents/carers will be called and asked to collect you from school



First Aid

- For other first aid matters e.g. twisted ankle, feel sick but do not have COVID like symptoms, please report to the school office as normal
- Please be aware that in some cases staff may wear PPE (gloves, masks, eye shield etc.) when administering first aid



Symptoms at Home

- If a pupil or a member of their household has symptoms of COVID 19 or has been advised by NHS contract tracers that they have been in close contact with someone with the virus, **then pupils should not attend school** and should self-isolate against the latest NHS guidance.



Parents/Carers and Visitors

- Unless invited by school staff, no parent/carer or visitor should enter the school building at any time
- All visits in person are by appointment only and will only happen if necessary and requested/authorised by school staff
- In the event of pupil illness or a need to collect a pupil for any other reason, school staff will call parents/carers to detail the appropriate pick up point



Car Park

- Parents/Carers should not use the Car Park as a drop off zone.
- Staff are entitled to be able to maintain 2m social distancing from all pupils and other adults.
- Random drop-offs in the car park area create unnecessary risk in relation to the above.
- Pupils should be dropped outside the school grounds or parents/carers should park in an empty space before pupils leave vehicles.
- We strongly encourage parents/carers to drop off outside school (and where it is safe to do so). MacKellar Place has drop off areas for parents/carers.
- The same applies to pick up at the end of the school day.
- If accompanying a pupil on foot, or waiting to walk home with a pupil, parents/carers should arrange to meet pupils outwith school grounds.

Break

- Where it is dry and reasonably warm, all pupils will be encouraged to spend break outside within school grounds. Pupils cannot leave school grounds during break. In particular, S4-S6 pupils are encouraged to utilise school grounds during break time.
- There will be no catering provision at break time. Please bring a snack to school.
- There will still be seating available in the street for S1 – S3 pupils but given the need for staff to maintain 2m distance from all pupils and a simultaneous need for staff to monitor break/lunch, the amount of seating will be reduced slightly.



Lunch

- The new online ordering portal is now live and we encourage all families to register via the link shared in the letter issued by Mr Kane.
- For the first week only, and to allow catering and school staff time to co-ordinate a safe system for distribution of food, we strongly encourage young people who would not normally access free school meals to bring a packed lunch to school.
- Break and Lunch will not be staggered as we already operate three lunch breaks on site across the ECC (nursery), primary and academy
- However, we will keep this under review in the early part of the session
- We encourage pupils to remain onsite during lunch as school staff cannot monitor external sites or shops
- Pupils should not gather or congregate in groups outside the school grounds/gates at the start/end of day or during lunch



School Calendar, Parents' Evenings, Extra Curricular activity

In the first session (August to October) there will be no:

- In person Parent Council meetings
- Assemblies
- Extra-Curricular Provision
- Parents' Evenings

This will be reviewed in line with local and national guidance. The generation of school calendars, working time agreements and school improvement plans was postponed pre-summer and will follow during the first session.

We are mindful of the fact that our new S2 are to have the first parents' evening when it is possible to do so. Parent Council Meetings will continue to be held remotely.



Contacting the School

- We encourage parents/carers to call the school on 01563 526 144 or to use the 'Contact Us' form on our webpage.
- Facebook is generally used for outgoing communication. During term time, it is better to raise issues via phone call or the website. Until 11th August, messages received on our facebook page will be actioned as and when staff are available during annual leave. From 11th, Facebook will be monitored less often than phones or the web form.
- Given the need to closely monitor Health and Safety, it is unlikely that during the first few weeks Pastoral or SLT staff will be in a position to return calls on the same day that they are received.



Contacting the School

- While we will endeavour to do so, much of our working day will be regulated by period changeover, monitoring Health and Safety measures and break/lunch supervision, which allows for less available time to return calls.
- We will endeavour to return all calls within 72 hours. If the matter is urgent, please notify office staff when leaving messages for Pastoral and SLT staff.



Contacting the School

- We will of course share more detail with young people next week
- If in the interim you have any pressing concerns not addressed either in the letter from the Head of Education, the letter from the Head Teacher or this document, please use the contact us page on the school website to raise a query
- Please be mindful of the fact that school staff are still on annual leave but will as always do their best to reply to any concerns as soon as possible
- <https://blogs.glowscotland.org.uk/ea/stjosephsacademy/contact-us/>