



Crookfur Primary School

&

Family Centre



Wednesday 5th August 2020

Dear Parents and Carers

We are delighted that as a result of the progress made in suppressing Covid-19, we are planning full re-opening of Crookfur Primary School next week. We are mindful that the virus is still present in society and so we will continue to take a number of measures to protect our children, families and staff. Below, I have updated the guidance and information sent out at the end of June.

I hope that you will have the opportunity to read through this and to talk with your child(ren) about what school life will be like when they return. We will take time during the first days and weeks of the term to make sure that the children are comfortable and have a clear understanding of our new routines.

I will send out a more detailed letter with information about PE days etc. at the beginning of term.

Children who are returning for their pre-school year and those who are due to start in early years will be contacted by their allocated establishment. Crookfur early years staff are excited to become part of the teams at Hazeldene Family Centre, Calderwood Lodge and Maidenhill Nurseries. They will work there until our Family Centre building is completed and we all become Mearns neighbours once again.

The Crookfur leadership team and Miss Adair will regularly visit and work in each of the neighbourhood nurseries as we plan and prepare to open our Family Centre.

I look forward to welcoming all primary school children back on Wednesday 12th August from 9am. As always, if you have any questions or queries, please feel free to contact the school (0141 570 7120/ MailCrookfur@crookfur.e-renfrew.sch.uk).

Kindest regards

Mrs McGuigan

Head Teacher





Crookfur Primary School

&

Family Centre



Crookfur Primary School Re-opening

August 2020

Parent/Carer Information

Staying safe and well

Risk assessments have been fully reviewed to ensure safe practices are in place for August. This includes building and procedural risk assessments as well as individual risk assessments for staff and children where necessary. Mrs Slorach and/or Mrs Jamieson will contact parents/carers if we feel that your child requires an individual risk assessment, however please let us know of any circumstances, that we might not be aware of, which may require this.

We have introduced a number of control measures to minimise any risk to children and staff. These include access to hand sanitiser stations at various points throughout the school, ventilation and rooms are marked to indicate the maximum number of adult occupants where necessary. We have clear signage to show one way systems in the corridors.

Regular handwashing will be built into the school day to ensure children and staff have good hand hygiene. Staff will help children become familiar with these routines and provide guidance in an age appropriate way. This will be supported by posters etc.

An increased day cleaning regime is in place and additional cleaning will take place throughout the day to ensure high traffic areas and touch points such as door handles and hand rails are regularly sanitised. Staff have been issued with cleaning wipes to wipe down ICT equipment and any other resources that may be shared between children.

We have invested in additional resources e.g. textbooks and stationery to ensure that these do not need to be shared between children.

Children will have allocated seats/desks in most classes. In P1 and P2 children will follow a play based approach to learning and so will not have assigned tables etc. however teachers will minimise contact between groupings and resources will be managed and rotated.

We will continue to assess, revisit and revise our risk assessments in line with local circumstances and public health advice to ensure the continued health and safety of our children and staff.

I understand that some children and families may have anxieties about returning to school, particularly if they have a health concern which makes them vulnerable. Please do get in touch (0141 570 7120) so that we can discuss our approaches and make sure that you are reassured and confident in our school systems and procedures.

Amended School Calendar

I remind you that our school year calendar has been revised and key changes to dates previously communicated are listed below. Our regular school year calendar will be sent to you and added to our school website in due course.

Please note that in line with current guidance, we sadly have no planned year group performances such as our Christmas Nativity or open afternoons for parents/carers at present. As soon as we are able to host these events our calendar will be updated. If we are unable to introduce these events we will endeavour to share special times with our parents, carers and friends virtually.

Monday 10 August 2020	Teachers and school staff return
Monday 10th & Tuesday 11th August	In Service days
Wednesday 12th August	All children return to school ☺
Thursday 24th September	Holiday (September weekend)
Monday 21st & Tuesday 22nd December	Holiday (Term 1 will finish on Friday 18 th December)
Monday 28th and Tuesday 29th June	Holiday (Academic year will finish on Friday 25 th June 2021)

A note of all holidays can be found on the East Renfrewshire Council website

<https://www.eastrenfrewshire.gov.uk/article/10375/School-holiday-dates-2020-to-2021>

Attendance

If your child is going to be absent, we ask that you phone the school office by 9.30am. The phone lines are open from 8.30am. We appreciate your support with this. If your child is not in school and we do not have a record of a planned absence or appointment we will contact you. It is important that schools have an accurate record of pupil sickness and the reasons for absence. This is especially important as a means of tracking any potential outbreaks and we will be working closely with the NHS to monitor this.

If you wish your child to leave school early, for example for a dental appointment, please send an email to school and report to the School Office to collect your child in time for their appointment. A record of children leaving school is kept there. We ask that, where possible, communication is made through phone calls and/or emails (0141 570 7120 / SchoolMail@crookfur.e-renfrew.sch.uk).

Public health advice will be rigorously applied. We will be vigilant to any child or adult displaying symptoms which could indicate Covid-19 and have protocols in place if we require a child or adult to isolate in school. If your child develops symptoms in school you will be requested to collect them as soon as possible and take them home and follow the guidance on [NHS Inform](#) and [Test and Protect](#). They will be accommodated in an identified room within the school until they are collected. These rooms have been specifically set up with appropriate measures to reduce transmission.

A member of staff in appropriate PPE will be able to sit with them until they are collected.

If your child tests positive, the Health Protection Team will request information on close contacts and then advise these individuals as appropriate. Please do not speculate with individuals on whether they may have to self-isolate.

If someone in the household starts displaying symptoms, your family should self-isolate and follow the guidance on [NHS Inform](#). You should advise the school of your child's absence and the reason for this absence.

Any child displaying symptoms when not at school should not attend school. You should remain at home and follow the guidance on [NHS Inform](#) and [Test and Protect](#).

If your child has been in school, you should advise the school that your child is displaying symptoms and that they will be off school to follow the guidance around testing and isolation, if necessary.

What if there is an outbreak?

An outbreak of COVID is where there are 2 or more cases within a school in a 14 day period. This will be monitored closely to inform the NHS if appropriate.

In the event of an outbreak, East Renfrewshire Council will be led by and work closely with the NHS Health Protection Team to determine the actions required to protect the health and wellbeing of all children and staff in the school.

Test and Protect Contact Tracers will be in touch with those deemed to have been close contacts of those who have tested positive and will provide advice on the need to self-isolate or take any additional steps, as set out in the guidance.

There is a recognition that in the months ahead there will be pupils and staff absent for a range of different issues and it is important there is not speculation which may cause alarm amongst our school community.

In the event of an outbreak it is important that the guidance is followed closely. **If you or your child are not contacted by a Contact Tracer through the Test and Protect scheme, there is no requirement for self-isolation.**

Shielding and Vulnerable Pupils

In the event of an outbreak, we will contact parents/carers of identified children to discuss whether any additional precautions may have to be taken to support your child. This will include revising any risk assessments or supporting out of school learning. This will be undertaken on a case by case basis and be informed by clinical staff.

As shielding has paused from 1 August 2020, children who were previously shielding may return to school with their peers. Any parent / carer of a child who is shielding should contact their GP if they have any specific concerns regarding their child returning to school.

As mentioned above, if there are circumstances that you feel may require an individual risk assessment for your child, please contact the school as soon as possible.

Timing of the School Day

Whilst there is no recommendation that children in primary school need to adhere to physical distancing, it will be necessary for us to stagger break and lunch times. This will ensure that we are able to have physical distancing amongst adults during these times (in our staff room etc.) and also allowing more space in the playground for children to enjoy. We do not intend to stagger the beginning and end of the day but this will be revised if our assessments indicate any increased risk at pick up/ drop off times.

In line with most ERC schools, we will continue to operate the timings adopted at our hub during the school closure, **9am – 3pm**. Please be assured that the change does not reduce any of the time the children have in class.

As we are required to stagger lunch breaks, we have decided to reduce this time from one hour to 45 minutes. From our experiences in the hub, this is plenty of time for the children to eat their lunch and play with their friends and will increase the time that our support staff can be working in class with the children, rather than supervising in the playground. The one hour break can seem quite long, especially for the younger children and we are not able to run our lunch clubs at the moment.

There will be increased opportunities for outdoor learning as part of class time, ensuring children have extended time outdoors.

Out of School care providers have been advised of the timing of our school day.

Arrive	9.00am (informal entry from 8.50am)
Interval	10.30-10.45am or 10.45-11.00am
Lunch	12.00-12.45pm or 12.45-1.30pm
Close	3.00pm

School entry arrangements

A one way system will be in place for entering and leaving the school grounds (see appendix 1 amended). We ask children to enter the school grounds using the path at the pedestrian crossing (at Eastwood High School car park) and exit down the other path (at school car park). This will be signposted and staff will be on hand to help. In order to minimise the number of children in the playground, please ensure your child does not arrive early into the school grounds.

All parents/carers must park in Eastwood High car park. The car park at Crookfur Primary is for staff and accessible parking only.

We strongly recommend walking, cycling or scooting to school if you can. If you have to drive then we ask that you remain in your car until the school gates open to avoid large group gatherings outside the school. Older children may be able to exit the car and make their way to school without an adult, though we understand this may not be the case with younger children.

A member of staff will be on hand to direct children to and from the cycle track to store their bikes and scooters. All children should dismount before entering school grounds. They should enter using the pedestrian entrance at the Eastwood side of the school, park their bike/scooter and return along the path on the left to walk up to school.

Similar arrangements will be in place at the opposite side of the cycle track at the end of the day.

I realise that many of the parents/carers of younger children take their scooters etc home when they drop them off and this is absolutely fine.

P1 - children will enter and exit through our former Nursery entrance.

Timings for Wednesday 12th August are:

9.15am - 1C (Mrs Rattray's class)

9.30am - 1B (Miss Amin's class)

9.45am – 1A (Mrs Dougall's class)

On Wednesday 12th August, we ask that a maximum of two parents/carers accompany children to the entrance at the beginning of the day.

On all other days we will open doors from 8.50am in time for school to begin at 9am. Only one parent/carer should enter school grounds to collect children at the end of the day on Wed 12th and from Thursday 13th onwards.

P2 – children will enter and exit through the main school entrance.

P3- P7 - As children come into the playground they will walk round our one way system and make their way to the art pod door of their classroom. On arrival they will wash their hands in the art pod before entering their classroom.

We are aware that children haven't been in the building for a while and may be anxious coming back. As a staff team, we will do all that we can to ensure a very warm welcome and familiar faces for our children entering the grounds and building. If you wish to speak to a member of staff please contact the school by telephone or e-mail and a member of staff will be able to respond.

Due to current restrictions, one parent/carer can accompany P1* & P2 children only to the door, exiting using the one way system. All other parents/carers should not enter the school grounds.

We will have signage and markings in place within and just outside of the school grounds to support physical distancing between adults. When collecting pupils at the end of the day, please do not arrive too early as there is limited space for adults to congregate safely around the school.

It is important that children know who will be collecting them from school and where they will be waiting. Please discuss this with your child. If, for whatever reason, the expected adult is not there at 3.00pm, we always ask children to come back to the main school office to wait and school staff will contact home. Teachers will escort younger children to the office.

Similarly, if your child doesn't appear as you expect, please contact the school office (0141 570 7120). I know this can be a worrying time, even if it is only for a brief couple of minutes. We are able to very quickly locate any children who aren't where we thought they would be and we will bring them to you.

Please note that children and families will not be able to stay and play in the school grounds at the end of the day. I know that the MUGA, play trail and cycle track are popular at this time and really do apologise that we cannot allow you to use these areas.

*** On Wednesday 12th August, two parents/carers can accompany P1 children to the entrance at the beginning of the day as we have a staggered start for each class.**

School Transport

Some of our children use school transport. Parents/carers will be advised about their child's access to school transport to confirm a pickup point.

Children will be required to use hand sanitiser before entering the bus and will be grouped together and may be allocated a seat which they will need to use on every journey.

There will be no requirement for pupils to wear a face covering on the school transport – this is considered an extension of the school.

Transport providers will be undertaking additional cleaning of vehicles to ensure that buses are safe to use for all pupils.

Privilege Passes remain temporarily suspended but it is hoped that ERC will be able to open the application process in the coming weeks and inform parents as close to the return of pupils to school.

Pupils should not be eating or drinking on the bus at any time.

Where practicable, pupils may wish to wash / sanitise their hands at home or in school before accessing the school bus.

Public Transport

For children/families using public transport to get to school, they will be required to adhere to the rules on travel, including the mandatory requirement to wear a face covering at all times.

Uniform

We will continue to follow our uniform policy in August 2020. Uniforms should be worn and laundered as usual.

We will have a focus upon outdoor learning and outdoor PE and children can wear black leggings or joggers with a red sweatshirt and polo shirt/ t-shirt on gym days. Information about PE days will be sent out at the beginning of term.

There will be no need for children to change into indoor shoes. For playing outdoors, children should bring their own waterproof clothing & wellies, though they must take them home at the end of the day. Clothing items should be labelled with your child's name and brought in a bag (also labelled). We will plan and timetable woodland sessions, however children should bring a waterproof and suitable footwear on any days where the weather may be inclement. We will only have indoor breaks if there are high winds.

Wellies can be stored in school for P1 and P2 children.

Children won't be required to wear face coverings in school, however they will be able to wear a face covering if they wish to do so, and we appreciate that this may make some pupils feel more comfortable. If pupils wish to wear a covering, they should bring this to school with them.

Equipment

We will provide children with all the equipment they need, such as pencils, rubbers, colouring pencils, scissors etc. They will have their own tray in school and should not need to share materials. There is no need to provide your child with their own stationery however they will be permitted to bring their own school bag and belongings, provided only they use them. We will discourage children from bringing in their own toys from home or sharing personal belongings. Children and staff will be instructed to keep bags on the floor and not on their desks or worktops. Water bottles should be brought to school filled with plain water. They can be kept on children's own desks or in their school bag.

Children will be able to use the class library and learning areas. Books and resources will be cleaned and/or rotated to allow for the recommended quarantine period. We will seek to limit the number of items that will be transferred between home and school however children can take books and other resources home e.g. homework packs, reading books etc.

Curriculum

Upon our return to school there will be a strong focus on the following curricular areas; Health & Wellbeing, Literacy & English and Numeracy & Mathematics. We will seek opportunities to integrate these with other curricular areas e.g. Art.

We will take time to reconnect by establishing routines and building relationships, ensuring children feel safe and secure in their new class and school environment. Advice is that outdoor environments can limit transmission, as well as allowing for physical distancing between children and staff. Therefore outdoor learning experiences will be built into the teaching time in school.

Primary 1 and 2 will adapt their approaches to a play based curriculum. We will minimise risk by limiting the number of children in play areas and carefully managing resources. In Primary 1 children will remain within their own class bay rather than free flow around the bays.

Addressing Learning Loss

We will plan for learning in school and out of school to address the time lost during school closures. This may include additional homework and study support balanced with some activities which will support health and wellbeing.

In the coming weeks we will work with children and parents to identify the need for additional support and what this might look like.

Our school will benefit from some additional staffing to support learning and ensure that all of our children are attaining and achieving well.

Instrumental Music

This will return where possible for limited instruments. No brass or woodwind instruments are allowed to be played and singing should not take place.

If your child currently accesses the instrumental music service, the team will be in touch with more information.

Further guidance is being prepared on this to ensure that this can continue when it is safe to do so.

Lessons will likely take place remotely to reduce the number of staff coming and in and out of the school building.

Arrangements for break/lunch

We expect to be able to provide hot/cold lunches although the menu choices are not yet confirmed. It is likely that we will have a more limited menu than previously. This is due to the need to adhere to social distancing in school kitchens and the limits on the number of catering staff who will be able to work in these spaces.

Free meals will continue to be provided for all children in P1-P3 and children can also continue to bring packed lunches if they wish. The home delivery of food bags will end when schools return on the 12th August.

Until further notice, there will be no tuck at break time. Children should bring a healthy snack and a bottle of water. We do not permit children to share/swap snacks and we remain a nut free school.

Children will wash their hands prior to break times and we will operate a one way system in our lunch room. Children may go for a home lunch. Young children can be collected from the main school office. Parents of children in P3-P7 are not permitted to enter the school grounds for collection and therefore should meet their child at the bottom of the drive (Crookfur car park side).

Children will have access to playground toys and will also be able to access the activity trail and MUGA on a rota basis.

Staff will provide supervision in the playground.

Water Coolers

Children should bring a bottle filled with plain drinking water each day. Water coolers will be available for children to use to re-fill their bottles and will be regularly cleaned throughout the day. Children will be reminded to practice good hand hygiene before and after use of the coolers.

First Aid

There is no change to procedures for the administration of First Aid to pupils. Staff will wear PPE where appropriate.

If a pupil becomes unwell displaying symptoms of Covid-19 then we have procedures in place for them to safely wait to be collected by a parent/carer. The welfare and wellbeing of children remains our top priority and this will not be compromised.

Staffing and Classes

Class	Teacher(s)	Leadership Team Link	Class	Teacher(s)	Leadership Team Link
Family Centre	Miss Adair	Mrs Jamieson (DHT)	P3/4	Miss Regan	Miss David (PT)
P1A	Mrs Dougall		P4A	Mrs Denholm	
P1B	Miss Amin		P4B	Miss Murchie	
P1C	Mrs Rattray		P5A	Mrs Hutchison & Mrs O'Meara	
P2A	Miss Goodwin		P5B	Mrs Allan	
P2B	Miss McCann	Ms Biggart & Mrs Nisbet (PT)	P6A	Miss Estlick	Mrs Slorach (DHT)
P2C	Miss Muir		P6B	Mr Atkinson	
P3A	Mrs Scoular		P7A	Miss Kelly & Mrs Grieve	
P3B	Mrs Agnew		P7B	Mrs Norman & Mrs Lamont	
Non Class Contact & Support			Mrs Nasar, Mrs Fry, Mrs McKim, Mr McMillan, Mrs Melville (PT) Mrs Khan (Bi-lingual support worker) Mrs Liddle (PSA) Mrs Iddles (PSA) Vacancy (PSA)		Mrs McGuigan (HT- Whole school overview)

After School Care

The Education Department is working with out of school care providers to support provision being in place for schools going back from 12 August. Individual providers will be able to advise of availability of places for children.

MACS will be operating in Crookfur and parents can contact the MACS team as usual.

Other providers are operating in the area, including ABC Kidz (abckidzoutofschool@gmail.com) who will be offering a drop off/pick up service for Crookfur.

Blended Learning Contingency

As we look forward to the new session in August, you will appreciate that the plans for blended learning remain as contingency, should there be a need to invoke blended learning at a later point as a consequence of a local or indeed wider outbreak of the virus.

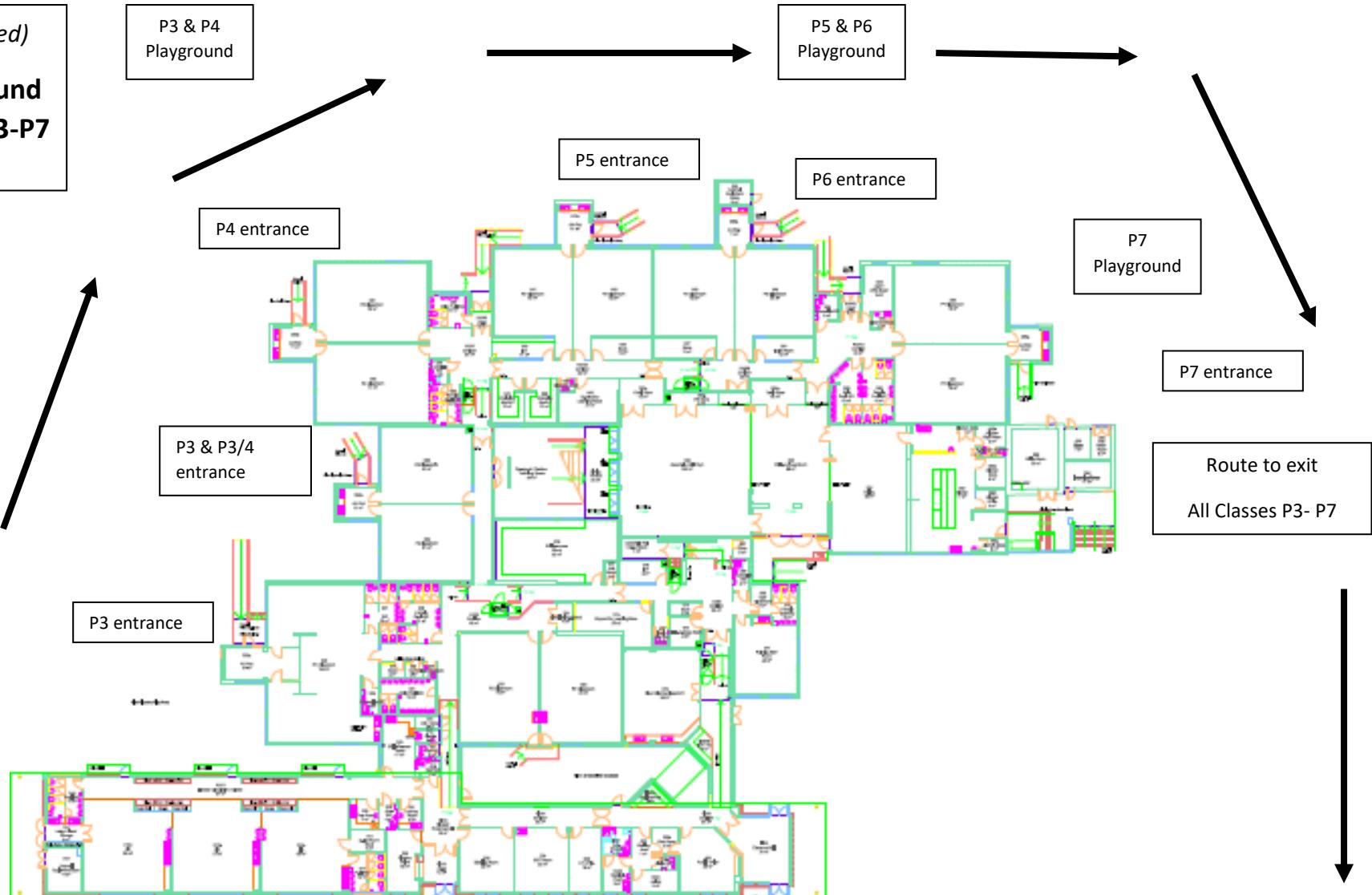
In the unlikely event of a partial or whole school closure, we have detailed contingency arrangements in place and will work with children and families to ensure that learning is able to continue out of school.

We will ensure that all children know how to access online learning materials through their Google Classrooms, which have already been set up for this session.

It is important that schools have up to date emergency contact detail for every child.

Appendix 1 (amended)

**Access via playground
classroom doors P3-P7**



Ground floor plan