



# Crookfur Primary School & Family Centre



Tuesday 16<sup>th</sup> February 2021

Dear Parents and Carers

We are delighted that as a result of the progress made in suppressing Covid-19, we are able to proceed with the phased re-opening of Crookfur Primary School next week for children in P1, P2 and P3. 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 in August.

I hope that you will have the opportunity to read through this to refresh your memory and to talk with your child(ren) about what school life will be like when they return. We will take time during the first few days to remind the children of our routines.

We are all excited to welcome your children back to school on Monday 22<sup>nd</sup> February from 8.55am. It has been a long and challenging closure, but we are hopeful and optimistic for the term ahead. If you have any questions or queries before Monday, please feel free to contact the school (0141 570 7120/ [SchoolMail@crookfur.e-renfrew.sch.uk](mailto:SchoolMail@crookfur.e-renfrew.sch.uk)).

Thank you for your continued support.

Kindest regards

Sheena McGuigan

Head Teacher



# **Crookfur Primary School & Family Centre**



## **Crookfur Primary School Re-opening**

**February 2021**

### **Parent/Carer Information**

#### **Staying safe and well**

Risk assessments have been fully reviewed to ensure safe practices are in place. This includes building and procedural risk assessments as well as individual risk assessments for staff and children where necessary. 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 continue to have 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.

All school staff have access to asymptomatic lateral flow home testing kits to further support our efforts to minimise the risk of transmission within school.

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 P3. 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.

## 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.

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.sck.uk](mailto:SchoolMail@crookfur.e-renfrew.sck.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.

We ask that if your child(ren) or any member of your household displays any symptoms at all that you do not send them to school. This is for the protection and safety of everyone.

## Timing of the School Day

It is necessary for us to continue 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 allow more space in the playground for children to enjoy.

Timings are noted below:

	P2 and Keyworker Provision	P1 and P3
Arrive	8.55am (informal entry from 8.45am)	9.05am (informal entry from 8.50am)
Interval	10.30-10.50am	10.50-11.10am
Lunch	12.00-12.45pm	12.45-1.35pm
Close	3.00pm	3.15pm

## 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.

P1 - children will enter through our former Nursery entrance and exit the three doors as before (former nursery (P1C), main door (P1B), Science corridor (P1A))

P2 – children will enter through the main school entrance and exit the three doors as before (former nursery (P2C), main door (P2B), Science corridor (P2A))

P3- 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.

Keyworker provision – Children should enter via the playground to the art pod of the P4 classes. They will also be dismissed from the class to the playground and the teacher will escort them to the front of the building.

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.

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 the end of the day, 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.

## **Uniform**

We will continue to follow our uniform policy. 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 is noted at the end of this letter.

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 it home at the end of the day. We will plan an updated 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.

## **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 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.

Children will be able to use the class library and learning areas. 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**

Our recovery curriculum will have 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 the school environment.

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.

Children attending keyworker provision will continue to access remote learning through their Google Classroom.

## **Arrangements for break/lunch**

Free meals will continue to be provided for all children in P1-P3. We will have a hot and cold option and menu choices will be updated and communicated as soon as possible.

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.

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.

## **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
Family Centre	Miss Adair	Mrs Jamieson (DHT)
P1A	Mrs Dougall	
P1B	Miss Amin	
P1C	Miss Wallace	
P2A	Miss Goodwin & Mrs McKim	Ms Biggart (PT)
P2B	Miss McCann	
P2C	Miss Muir	
P3A	Mrs Scoular & Miss McKee	
P3B	Mrs Agnew	
P3 (of P3/4)	Mrs Walk	Miss David (PT)
Keyworker provision	Rota of P4-P7 teaching staff	Mrs McGuigan (HT)
Non Class Contact & Support	Mrs McKim, Miss Burdge, Miss McKee Mrs Khan (Bi-lingual support worker) Mrs Liddle (PSA) Mrs Gillespie (PSA) Mrs Reid (PSA) Miss Kennedy (PSA)	

## PE and NCC

Class	PE day	NCC teacher and day
P1A	Wednesday	Miss Burdge – Monday pm
P1B	Thursday	Miss Burdge – Wednesday pm
P1C	Tuesday	Miss Burdge – Thursday pm
P2A	Monday	Mrs McKim – Wednesday, Thursday pm
P2B	Tuesday	Miss Burdge – Tuesday pm
P2C	Wednesday	Miss Burdge – Friday pm
P3A	Monday	Miss McKee – Monday pm, Thursday
P3B	Wednesday	Miss McKee – Tuesday am
P3 (of P3/4)	Tuesday	Miss McKee – Wednesday pm
Keyworker provision (P4-7)	Thursday and Friday	Not Applicable

Please note that all PE will take place outdoors until further notice. Children should come to school wearing their outdoor PE kit. Whilst the weather is improving, there may be occasions where conditions do not allow for outdoor PE. The class teacher will assess whether the lesson can safely go ahead outdoors.

During the period of phased reopening, teachers will have non-class contact weekly.

## Out of School Care Provision

MACS will operate essential childcare provision for the children of keyworkers and are looking to gauge the potential need for after school care provision. Depending on the level of interest, MACS will either operate in Crookfur or will walk the children to St Cadocs if there is only a very small number of children within Crookfur.

If you require further information you can contact [general@macs.uk.com](mailto:general@macs.uk.com)

**Appendix 1 (amended)**  
**Access via playground**  
**classroom doors P3-P7**

P1 & P2  
Playground

P3  
Playground

P4 & P5 hub  
Playground

P6 & P7 hub  
Playground

Keyworker  
Provision  
entrance

P3 of P3/4  
entrance

Route to exit  
P4-7 Hub provision

P3 entrance

P1A/P2A exit

Ground floor plan

P1 entrance  
P1C/P2C exit

P2 entrance  
P1B/P2B exit

