



## Guide for Returning to St Cadoc's Primary and Nursery Class- Parents & Families



Dear Parent/Carers

Following on from the information we provided you last week please find some further information below. We are delighted to be returning as a whole school, however, we are of course aware of the need to remain vigilant and continue to manage the risks of COVID-19. As a result, there are particular measures which we have put in place, in line with government guidance, to ensure the safety of children, young people and staff. Please note the guidance provided by the school will be reviewed and updated as and when required.

[Coronavirus \(COVID-19\): Guidance on preparing for the start of the new school term in August 2020](#)  
[Coronavirus \(COVID-19\): guidance on reopening early learning and childcare services](#)

We recognise and understand that some of these arrangements may take a little while to get used to but please be assured that your children will be well cared for and we are committed to ensuring that they are happy and receive the best experiences possible. We value our strong partnership with our families and we will continue to work closely with you as part of our parental involvement and engagement agenda. We thank you for your continued support as our children return to school.

Maria McBride

Theme	Advice	Further information
Preparing for School	<p><b>Uniform</b> All pupils will be expected to wear their school uniform as normal.</p> <p><b>School Bags and Equipment</b> Pupils should bring their own stationery and avoid sharing this with other children. School bags can be brought in as normal but pupils should not bring in unnecessary toys or other items from home. Schoolbags should be kept under each child's desk.</p>	<p>There are no additional requirements for extra cleaning of school uniforms or blazers so pupils will be expected to wear their school uniform as normal. If you have difficulty with this then you should contact us in the first instance for more information.</p> <p>Pupils should use their own materials and equipment to reduce any sharing amongst other children. For example; pencil, ruler etc.</p>



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	<p><b>Nursery</b> Nursery children can bring a bag with a change of clothing- this will return home with the child each day. Parents should provide Nursery children with suitable outdoor clothing. If your child is going to be spending time outside you will be notified in advance and they should come to Nursery dressed appropriately.</p> <p><b>Face Coverings</b> Pupils won't be required to wear face coverings in school.</p>	<p>All pupils 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.</p>			
Getting to School	<p>We will be introducing measures to support the safe return of pupils and you should make sure you and your family are aware of these.</p> <p>This Session we have introduced 3 access gates for children to enter and exit the school.</p> <table border="1" data-bbox="454 879 1151 991"> <tr> <td><b>Gate A</b>-P2a, P2b, P2c, P3a, P3b, P3c</td> </tr> <tr> <td><b>Gate B</b>- Nursery, P1a, P1b, P1c, P4a, P4b, P5a, P5c, P5d</td> </tr> <tr> <td><b>Gate C</b>-P5b, P6a, P6b, P6c, P6d, P7a, P7b, P7c, P7d</td> </tr> </table> <p>Each of these gates can be viewed here, on our visual map <a href="#">School Gates</a></p>	<b>Gate A</b> -P2a, P2b, P2c, P3a, P3b, P3c	<b>Gate B</b> - Nursery, P1a, P1b, P1c, P4a, P4b, P5a, P5c, P5d	<b>Gate C</b> -P5b, P6a, P6b, P6c, P6d, P7a, P7b, P7c, P7d	
<b>Gate A</b> -P2a, P2b, P2c, P3a, P3b, P3c					
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<b>Gate C</b> -P5b, P6a, P6b, P6c, P6d, P7a, P7b, P7c, P7d					



**Week 1: Staggered Entry and Exit Nursery, Primary 1 and Primary 2**

To avoid congestion and allow for social distancing we are staggering start and finish times for Nursery, Primary 1 and Primary 2 classes for **13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> August**.

Nursery parent/carer can escort their child to the nursery following the allocated pathway whilst maintaining social distancing from other adults.

Primary 1 and Primary 2 parent/carer can escort their child to the classroom door for the first week, whilst maintaining social distancing from other adults.

Staggered entry and exit times are detailed in the right hand side column.

Individual emails have been sent to nursery parents/carers detailing start times, finish times will be clarified at drop off.

As of 17<sup>th</sup> August, Nursery, Primary 1 and Primary 2 should follow the staggered start and finish times guidance detailed below.

**School Staggered Entry and Finish Information**

All children should enter and exit the school grounds via their designated gate [School Gates](#)

You can view the staggered start and finish times via this link [Staggered Start and Finish Times](#) Please note, this will be reviewed as and when required.

Primary 1 and Primary 2 : <b>13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> August</b>		
Primary 1a	Start 9:15am	Finish 2:45pm
Primary 1b	Start 9:30am	Finish 3:00pm
Primary 1c	Start 9:45am	Finish 3:15pm
Primary 2a	Start 9:15am	Finish 2:45pm
Primary 2b	Start 9:30am	Finish 3:00pm
Primary 2c	Start 9:45am	Finish 3:15pm

\*At the allocated finish time, children will be lined-up in the playground with their class teacher, each child will be dismissed as they see their parent and make their way to the gate. Please respect social distancing and leave promptly when your child comes out.

If you have pre-arranged to meet your child at a designated location, your child can leave the school grounds when dismissed by the class teacher.



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	<p>A member of the staff will be at each gate at start and finish times each day. Two additional members of staff will be positioned on Crookfur Road at the crescent entry and exit. This means that children can be directed from here and walk towards the member of staff at the gate i.e. parent/carers do not necessarily need to escort their child from Crookfur Road to the school gates. Parents can use their own discretion for their child and younger children.</p> <p><b>Walking</b> Pupils should walk to school where they are able to do so to help reduce the amount of traffic and congestion around the school. Where parents are walking their children to school, you should drop your children and avoid spending time around the school wherever possible to reduce the amount of people in close proximity. Importantly, parents or other adults should <b>not</b> enter the school grounds unless stated otherwise.</p> <p><b>Driving</b> Schools are already very busy, so where possible, please park away from the school and walk the short distance to drop off as part of our Park and Stride approach. Park only in designated areas and do not block any other traffic when dropping off or picking up children around the school. During pickup at the end of the day, do not arrive early and spend time around the school.</p> <p><b>School Transport</b> You will be advised about your child's access to school transport to confirm a pickup point.</p>	<p>Parents are encouraged to support children in walking to and from school to reduce the pressure on busy roads around our school.</p> <p>Please do not stand waiting at the school gates and please remember to maintain social distancing with other families.</p> <p>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.</p> <p>Please be mindful of other road users and residents when dropping off and picking up children by car. We would encourage you to consider parking and walking the final short distance to school where possible.</p> <p>Transport providers will be undertaking additional cleaning of vehicles to ensure that buses are safe to use for all pupils.</p>
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	<p>Pupils 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.</p> <p>There will be no requirement for pupils to wear a face covering on the school transport – this is considered an extension of the school.</p> <p><b>Public Transport</b></p> <p>For pupils 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.</p>	<p>Privilege Passes remain temporarily suspended but we hope to 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.</p> <p>The Education Department is working with transport providers on services used by high numbers of pupils. This will be communicated to pupils using these services.</p> <p>When using the train, a 1m distance is required between passengers in addition to the wearing of face coverings. You can familiarise yourself with the rules by visiting Scotrail's <a href="#">website</a>. You should check with individual bus operators for their own rules of travel.</p>
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<p>During the School Day</p>	<p><b>Assemblies and Gatherings</b> Schools will be limiting big gatherings of pupils as part of the initial steps to reopen.</p> <p><b>Intervals</b> Classes will have different interval times to reduce the number of pupils in the playground at any one time and reduce the mixing of different groups of pupils.</p> <p><b>One Way Systems</b> We have introduced a one way system to reduce congestion in corridors and large groups mixing during class changeovers. Staff and children must stay to the left hand side of the corridor when moving around the school.</p> <p><b>Nursery</b> There is no one way system in the Nursery playroom, however the playroom and outdoor area have been separated to create play zones. Children will remain in their designated zone with the same members of staff to reduce children mixing with other groups. Children will still be provided with high quality play experiences within the playzones.</p> <p><b>Instrumental Music</b> 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.</p>	<p>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.</p>
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	<p><b>Water Coolers</b> Water coolers will be available for pupils to use and will be regularly cleaned throughout the day. Pupils should look to practice good hand hygiene before and after use of the coolers.</p> <p><b>PE</b> Children should come to school wearing their PE uniform on PE days i.e. red polo shirt, school jumper and black shorts/jogging bottoms. Where possible PE will take place outside so please ensure children are dressed appropriately- please provide a waterproof jacket for your child, this can be kept in their schoolbag.</p>	<p>Children can bring in their own water bottle but they must take this home every day.</p>
In the Playroom / Classroom	<p>St Cadoc's Primary and Nursery class will be prioritising the safety of all pupils and different measures will be taken to ensure risks are minimised;</p> <p><b>Setup of the Playroom / Classroom</b> Depending on the space, learning environments might have to be set up differently than usual and staff will be making sure this is done safely.</p> <p><b>Nursery to Primary 2</b> The playful pedagogy approach will continue. Children will have the opportunity to play within their designated group and resources used will be cleaned at the end of each session and prior to being used by another group of children.</p> <p><b>Outdoor Learning</b> There will be a greater emphasis on the use of the outdoors for learning (weather and clothing permitting). Teachers and nursery staff will be looking at how best to use the outdoor spaces available in the school and wider environment, we will keep you updated on this. Additional information will be provided on what your child wears for outdoor learning experiences.</p>	<p>This will vary depending on the space and furniture available, however, we will conform to the risk assessments which have been undertaken.</p> <p>There is less risk of transmission in outdoor spaces and therefore staff will look to maximise the amount of time that children spend outside.</p>



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	<p><b>Groups and Classes</b> To reduce any risks, nurseries and schools will be looking to minimise the mixing of pupils in different classes and nursery groups where possible.</p> <p><b>Addressing Loss of Learning</b> Staff will assess progress and plan learning taking school closures into account. We are also planning to use the additional resources from the Scottish Government to support children, young people and families to start to recoup the loss of learning time.</p>	<p>St Cadoc's will devise plans to support the recovery of learning and health and wellbeing and inform parents and pupils. This may include using mobile devices to support remote learning.</p>
Lunchtime	<p><b>School Lunches</b> St Cadoc's will be looking to make best use of the spaces they have available to ensure they can safely provide lunches to pupils.</p> <p><b>Free School Meals</b> All P1-P3 and those entitled to free school meals will continue to receive these in school.</p> <p><b>Packed Lunches and Snacks</b> Pupils will be able to continue to bring in their own food to eat in school if they wish to do so.</p> <p><b>Out of School for Lunch</b> Pupils will be able to continue to go home for lunch in line with existing arrangements. Appropriate hygiene measures will require to be taken when they return to school.</p> <p><b>Interval and Lunchtime</b> Children will access the playground during all weathers, at playtime and lunchtime. In the case of severe weather conditions</p>	<p>Staggered lunchtimes have been introduced at St Cadoc's and there may be a more limited menu than children have previously had. 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.</p> <p>The home delivery of food bags will end when schools return on the 12<sup>th</sup> August.</p> <p>Children accessing full days in nursery will be required to bring lunch each day of attendance. Snack will continue to be provided by the nursery.</p> <p>We would actively discourage pupils from going out of school for lunch, if however they do, there is a requirement to adhere to social distancing requirements when out of school, for example, face coverings will need to be worn in shops and other required indoor spaces.</p>



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	<p>children will remain in the school. Please ensure your child is appropriately prepared to be outside e.g. waterproof jacket.</p>	
After School	<p><b>School Clubs</b> As is normal, school clubs will not be up and running for the first few weeks of the school term.</p> <p><b>After School Care</b> 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.</p> <p><b>Access to the School Building</b> There will be limited access to the school building for parents and pupils outside of school hours due to the need for enhanced cleaning to take place. If you wish to speak with your child's teacher, you should phone the school in the first instance to make an appointment.</p> <p><b>Addressing Learning Loss</b> Schools 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.</p>	<p>Schools will look to advertise these clubs in the first few weeks back and we will aim to get these up and running as soon as possible</p> <p>Out of School care providers will be operating from some schools and community centres across the authority. We will be able to give you more information on local providers.</p> <p>Schools may also offer support to parents to help them support their children's learning. Our school and pupils will benefit greatly from the support of parents.</p>
Cleaning & Hygiene	<p>There will be an enhanced cleaning regime across St Cadoc's Primary and Nursery Class, with additional attention in particular on frequent 'touch points', for example, on door handles and hand rails.</p> <p><b>Hand Hygiene</b> All staff will be encouraging greater hand hygiene amongst children, with children being expected to wash / sanitise their hands on entering the school. All children will take part in handwashing lessons and will be reminded of routines on a regular</p>	<p>Additional day cleaning staff will be deployed in schools to support cleaning throughout the school day. This is in addition to the regular school cleaning teams.</p> <p>Children will have access to facilities to ensure high levels of hand hygiene are maintained.</p>



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	<p>basis. There will also be posters in the toilets and around the school.</p> <p><b>Cleaning workstations and desks</b> Wipes will be available in classrooms for pupils to wipe down their own desk and equipment when required.</p>	<p>Appropriate cleaning materials will be available for pupils to use.</p>
<p>What if my child has COVID symptoms?</p>	<p><b>Out of School</b> Any child displaying symptoms when not at school should not attend school. You should remain at home and follow the guidance on <a href="#">NHS Inform</a> and <a href="#">Test and Protect</a>. 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.</p> <p><b>In School</b> If your child develops symptoms when in school, you will be requested to collect them as soon as possible and take them home. You should, as above, follow the guidance on <a href="#">NHS Inform</a> and <a href="#">Test and Protect</a>.</p> <p><b>Family Members</b> If someone in the household starts displaying symptoms, your family should self-isolate and follow the guidance on <a href="#">NHS Inform</a>. You should advise the school of your child's absence and the reason for this absence.</p>	<p>It is important that St Cadoc's Primary and Nursery class 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 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.</p> <p>If your child develops symptoms in school, they will be accommodated in an identified room within the school until they are collected. This room has been specifically set up with appropriate measures to reduce transmission. If your child is young or requires adult supervision while waiting, a member of staff in appropriate PPE will be able to sit with them until they are collected.</p>
<p>What if there is an outbreak?</p>	<p><b>Outbreak</b> 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.</p>	<p>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</p>



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	<p>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 pupils and staff in the school.</p> <p>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.</p> <p><b>School Closure</b> In the unlikely event of a partial or whole school closure, each school has detailed contingency arrangements in place and will work with pupils to ensure that learning is able to continue out of school.</p> <p><b>Shielding and Vulnerable Pupils</b> In the event of an outbreak, the school will be in touch 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.</p>	<p>important there is not speculation which may cause alarm amongst parents.</p> <p>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.</p> <p>Information on accessing out of school learning will be made available to pupils on their return to school to ensure everyone is prepared in the event of any outbreak. It is important that St Cadoc's Primary and nursery class have up to date emergency contact detail for every child.</p> <p>Shielding will pause from 1 August 2020, with an expectation that all children who were previously shielding 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.</p>
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