



## Guide for Returning to St Joseph's Primary School – Parents & Families

This guide has been put together to support families with some of the key questions for children returning to school after the summer break. This guide is not exhaustive and just provides some key pieces of information which might be helpful. More information is available in the FAQs on the Council's website.

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 where possible. School bags can be brought in as normal but pupils should avoid bringing in unnecessary toys or other items from home.</p> <p><b>Face Coverings</b> Pupils won't be required to wear face coverings in school</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 will have difficulty with this then you should contact the school in the first instance for more information.</p> <p>Pupils should, as far as possible, use their own materials and equipment to reduce any sharing amongst other children. <b>Each child will be provided with an individual resource pack containing everything they will need.</b></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

Schools will be introducing measures to support the safe return of pupils and you should make sure you and your family are aware of these.

**Walking**

Pupils should walk to school where they are able to do so to help reduce the amount of traffic and congestion around each of our schools.

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 not enter the school grounds at any point.

**Driving**

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.

Stage	Start time	Finish time
P1	9.15am on 13 <sup>th</sup> , 14 <sup>th</sup> and 15 <sup>th</sup> August Informal entry 8.45am from Mon 17 <sup>th</sup> August	2.45pm on 13 <sup>th</sup> , 14 <sup>th</sup> and 15 <sup>th</sup> August 2.55pm from Mon 17 <sup>th</sup> August
P2	Informal entry 8.45am	3pm (until further notice)
P3	Informal entry 8.45am	3pm (until further notice)
P4	Informal entry 8.45am	3.05pm
P5	Informal entry 8.45am	3.05pm
P6	Informal entry 8.45am	3.05pm
P7	Informal entry 8.45am	3.05pm

Parents are encouraged to support children in walking to and from school to reduce the pressure on busy roads around schools.

Please do not stand waiting at the school gates and please remember to maintain social distancing with other families.

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.

Please be mindful of other road users and residents when dropping off and picking up children by car. To support social distancing and reduce high levels of traffic, please consider parking and walking the final short distance to school where possible.

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.

### **School Transport**

You will be advised about your child's access to school transport to confirm a pickup point.

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.

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

### **Public Transport**

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.

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 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.

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

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. 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 [website](#). You should check with individual bus operators for their own rules of travel.

<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> Different classes may 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> Schools will be introducing one way systems to reduce congestion in corridors and large groups mixing during class changeovers.</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><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>	<table border="1" data-bbox="1279 193 1928 507"> <thead> <tr> <th>Stage</th> <th>Playtime</th> <th>Lunchtime</th> </tr> </thead> <tbody> <tr> <td>P1</td> <td>10.20-10.35am</td> <td>12.10 – 1pm</td> </tr> <tr> <td>P2</td> <td>10.20-10.35am</td> <td>12.10 – 1pm</td> </tr> <tr> <td>P3</td> <td>10.20-10.35am</td> <td>12.10 – 1pm</td> </tr> <tr> <td>P4</td> <td>10.20-10.35am</td> <td>12.10 – 1pm</td> </tr> <tr> <td>P5</td> <td>10.40-10.55am</td> <td>12.40-1.30pm</td> </tr> <tr> <td>P6</td> <td>10.40-10.55am</td> <td>12.40-1.30pm</td> </tr> <tr> <td>P7</td> <td>10.40-10.55am</td> <td>12.40-1.30pm</td> </tr> </tbody> </table> <p>All staff and children must stay to the left hand side of the corridor when moving around the school.</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>	Stage	Playtime	Lunchtime	P1	10.20-10.35am	12.10 – 1pm	P2	10.20-10.35am	12.10 – 1pm	P3	10.20-10.35am	12.10 – 1pm	P4	10.20-10.35am	12.10 – 1pm	P5	10.40-10.55am	12.40-1.30pm	P6	10.40-10.55am	12.40-1.30pm	P7	10.40-10.55am	12.40-1.30pm
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<p>In the Playroom / Classroom</p>	<p>This will vary from classroom to classroom and the age of the pupils. All schools will be prioritising the safety of all pupils and different measures will be taken.</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>This will vary depending on the space and furniture available, however, will conform to the risk assessments which have been undertaken across every school.</p>																								

	<p>In secondary schools, where there is a requirement for some social distancing, schools will be looking to minimise the close contact of pupils and may look at individual desks or smaller groups as a result.</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 will be looking at how best to use the outdoor spaces available in the school and will keep you updated on this. It is likely that most PE classes will take place outdoors initially where space is available.</p> <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 groups where possible.</p> <p><b>Addressing Loss of Learning</b> Class teachers 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 lost time in class.</p>	<p>There is less risk of transmission in outdoor spaces and therefore teachers will look to maximise the amount of time that children spend outside. Please provide a waterproof jacket for you child. This can be worn to school or kept in their school bag.</p> <p>Clusters of schools 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> Individual schools 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-P3s and those entitled to free school meals will continue to receive these in school.</p> <p><b>Packed Lunches</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>Staggered lunchtimes have been introduced in St Joseph's in order to minimise the number of children in the dining hall.</p> <p>Schools may have a more limited menu than they 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><b>Out of School for Lunch</b> Pupils will be able to continue to go home for lunch in line with existing arrangements for their school. Appropriate hygiene measures will require to be taken when they return to school.</p> <p>For Secondary School pupils who choose to go off-site for lunch, individual schools will determine whether this is able to continue in the initial return period and Head Teachers will provide more information.</p>	<p>Children accessing full days in ELC settings will be required to bring lunch each day of attendance.</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> <p>We will actively discourage pupils from going out of school to local outlets for lunch, and ask parents to support schools with this.</p>
After School	<p>Schools will advise parents if there are any changes to start or finish times of the school day.</p> <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</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. Your school 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 schools and pupils will benefit greatly from the support of parents.</p>

	include additional homework and study support balanced with some activities which will support health and wellbeing.	
Cleaning & Hygiene	<p>There will be an enhanced cleaning regime across all schools, 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 pupils, with pupils being expected to wash / sanitise their hands on entering the school.</p> <p><b>Cleaning workstations and desks</b> Wipes will be available in classrooms for pupils to wipe down their own desk or workstation at the beginning and end of each lesson or class. These will also be available in specialist classrooms, for example in IT or music rooms.</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>Hand sanitiser will be available for pupils at entrances to the school. In most classrooms, pupils will be able to use soap and water to clean their hands. Where this isn't available, hand sanitiser will be made available.</p> <p>Appropriate cleaning materials will be available for pupils to use.</p>
What if my child has COVID symptoms?	<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>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.</p> <p>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. These rooms have been specifically set up with appropriate measures to reduce transmission.</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>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>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>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 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 in August to ensure everyone is prepared in the event of any outbreak. It is important that schools have up to date emergency contact detail for every child / young person.</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>



