

Information for Pupils and Parents June 2020

We ask that all parents read this document carefully with their child before pupils return to school.

Social Distancing

Following current Scottish Government guidelines, it is important for the safety of all that we adhere to social distancing guidelines at all times. Classes have been carefully laid out to allow for social distancing. Pupils must listen to the direction of staff and not move furniture or sit where they choose. Pupils should remain in their seat for the duration of the lesson unless the teacher confirms it is ok to move.

Hygiene/safety

The school has undergone a deep clean before the return of staff in June and again in August before the return of all pupils

Excellent hygiene is essential. Pupils are encouraged to wash their hands for a minimum of 20 seconds. We ask that all pupils do this before leaving the house. To help prevent infection pupils should avoid touching their face.

With present Scottish Government guidelines, pupils and staff are not required to wear masks in the school building. We will update in August if these guidelines change.

Wipes will be available in all classes. Pupils will be asked to carefully wipe down their desk and any surface they touch at the beginning and end of each lesson.

School Entrances

To minimise large numbers around the entrances. Pupils must enter and exit through specific doors depending on the class that they will be in that session. Pupils must make sure they have checked their timetable.

- **Front Door:** Modern languages/ Business/ Computing ICT 4 and 5/ Art
- **English doors:** English/ Maths/ Music /RE
- **Technical doors:** Technical/Home Economics/ Modern Studies and History (access via HE corridor)
- **Science doors:** The Sciences/ Geography/ Computing ICT 2 and 3

Hand sanitiser will be available at each entrance which pupils must use when entering the building.

Movement around school

The movement around school will be kept to a minimum as pupils will remain in the same class for the full session. Certain areas will require pupils to follow a one way system. This will be directed by staff. When moving through the corridors, pupils should have their arms folded as a precaution to avoid touching handrails

Certain areas such as toilets and meeting rooms will have a maximum number of people sign on the doors. Pupils must not exceed this number and therefore wait outside. Pupils must follow the signs in school as well as the direction of staff.



Timing of School Day

Pupils will return to school on Wednesday 12th August. To adhere to social distancing, the school day will be split into two sessions. With the exception of S6, pupils will attend everyday but only for half a day:

- Group 1 will attend in the morning (8.45 – 11.15) Pupils can enter the school building from 8.25am and should go straight to class as pupils should not gather in social areas.
- Group 2 will attend in the afternoon (12.00 for 12.10 – 2.40) Pupils can enter the school building from 12.00 and should go straight to class as pupils should not gather in social areas.

Pupils have been assigned to a particular group. Unfortunately due to the numbers in the school we are unable to accommodate requests to change these groups. Pupils will remain in the same room for the full session.

S5/6 will follow a weekly timetable in school (half their normal teaching time).

S1-3 will follow a timetable spanning a 2 week period (half their normal teaching time).

Pupils must attend at the allocated time only and must be fully prepared for class with all materials.

Blended Learning

When pupils are not in school they will be expected to learn at home. Teachers will continue to post work online for pupils to complete.

Home learning, for the majority of time, will take the form of completing activities and answering questions based on the learning that will have taken place in school with their teacher. This may differ slightly depending on the department. Please refer to the Department webpages for the proposed Blended Learning model.

It is essential that pupils complete this work before attending the following class to make the most of the time that they have with their teacher.

Attendance and Timekeeping

Excellent attendance and time keeping is essential to make the most of the time pupils will have with their teacher. Pupils must arrive prompt to class. Pupils who arrive after 9am/12.10 must enter through the main entrance for registration no matter what zone they should be in.

Parents should continue to follow the normal attendance procedure:

- Planned absence – We will now use email instead of letters. Parents/carers must email school mail prior to the planned absence and attendance will be updated accordingly.
- Unplanned absence – Parents must inform the school office by telephone before 9.30am. When the pupil returns, parents can then confirm the absence in writing via school mail rather than letter.



Behaviour

Excellent behaviour and following the directions of staff is essential. Ensuring a safe environment for all and making the most of the reduced time that we have in school needs to be a priority and requires everyone to work together. Pupils will be removed from class if they are impacting the learning of others and parents will be contacted

Pupil Materials

Excellent organisation is very important. Pupils must be prepared by checking their timetable the day before and bring the required materials to class each day including pens, pencils and jotters. Pupils must not share equipment.

Pupils should avoid bringing heavy bags to school by packing their bag with the contents required only for that day. Lockers will not be available.

Uniform

Pupils will continue to wear full school uniform. Where PE has been possible, pupils will attend school in their St Ninian's PE kit for that day only. There will be no changing rooms open.

Guidance has been provided for some high risk environments such as Health and Care settings which indicates a need to change and launder clothing on a daily basis, however, present Scottish Government Guidelines do not extend this advice to schools.

Scottish Government guidance to support the reopening of schools does not include advice regarding the removal of school uniform, therefore there is no reason to suggest that uniform should not be worn. As we hope to provide as much normality for children as possible we would encourage the wearing of school uniform for all pupils. Where children wear school uniform the risk of children feeling under pressure to dress in expensive items is removed, and the cost of this for parents prevented.

Food and Breaks

There will be no canteen facility and no access to water fountains. Pupils must therefore bring a full bottle of water each day (no fizzy juice, cans or glass bottles) and also bring their own snacks. Pupils must not share food or drink.

There will be no lunchtime - pupils will either be heading home for lunch after attending the morning session or they will have had lunch at home prior to coming to school for the afternoon session.

Pupils will be given a break during the triple period where they will have the opportunity to chat with their peers and eat a snack. They will however remain in the class during this time.

Health and wellbeing is still a priority and we encourage pupils to avoid fast food outlets going to and from school. Pupils should not gather outside of shops etc

Young people entitled to Free School Meals will continue to receive food packs to their home address.



Toilets

Following a risk assessment, only a small number of pupils will be allowed in the toilets at any one time. For some toilets, this will only be 1 pupil. The number of people will be signposted on the door. A member of staff will supervise outside of the toilet. Socially distanced queuing will be required.

Pupils must wash their hands for a minimum of 20 seconds.

Travel to and from school

Pupils are encouraged to walk or cycle to school. When walking to school, pupils are reminded to adhere to social distancing.

Parents will still be able to drop off and pick up their children from the school car park however parents must stay in their cars.

School transport will be available and parents will be updated when we receive further details. For any new S1 pupils who you believe would be entitled for free school transport, an application must be submitted to the local authority using their online application form.

<https://www.eastrenfrewshire.gov.uk/article/1810/Free-school-transport>

Applications must be submitted at least four weeks before the start of the school term.

Outside of School

Pupils should not be gathering in large numbers and must adhere to social distancing at all times. Pupils should not be gathering at the shops before or after school. We ask that pupils go straight home to continue their learning through the online platforms.

Access to the School Building

Access to the school building will be for pupils and staff only. Parents should not come inside the school building unless a prior appointment has been made to meet a member of staff. Only 1 parent should attend any pre-arranged meetings. Appointments can be requested by phone or by emailing school mail.

COVID 19 Symptoms

If a pupil is experiencing any symptoms of Covid19 (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) or they are living with someone who is experiencing symptoms, it is essential that they follow NHS guidelines and self-isolate until a test confirms they are safe. Pupils must not attend school until it is safe to do so.

In the event of a child or member of staff experiencing COVID 19 symptoms when at school, we will follow NHS advice. There will be a ventilated room set aside and we will contact parents to come in to collect their child.



Recent Travel Abroad

On returning to the UK there would be a requirement to follow the Government guidelines that will be in place at that time. At present there is a requirement to self-isolate for 14 days on return to the UK before attending school. This guidance may change by August and can be accessed here:

<https://www.gov.uk/uk-border-control>

Online learning will still be available during this time for pupils to engage with.

Changes to Calendar for 2020/21

East Renfrewshire Council have agreed some changes to the calendar for all ERC schools:

- Teachers and school staff return Monday 10th August 2020
- There will be 2 In-Service days – 10th & 11th August 2020
- Pupils will return on **Wednesday 12th August 2020**.
- As a consequence of the early return, there will be 5 additional holiday dates later in the session:
 - **Thursday 24th September 2020** – added to September Weekend
 - **Monday 21st & Tuesday 22nd December 2020** – added to the Christmas Holidays (Term 2 will now finish on Friday 18th December 2020)
 - **Monday 28th & Tuesday 29th June 2021** – added to the Summer Holidays (school will now close on Friday 25th June 2021)
- There was a previously announced date change for Inservice Day 5 – it will now take place on **Thurs 6th May 2021** instead of Tuesday 1st June 2021 as previously announced) to coincide with the local elections.

