**Guide for Going Back to School – Parents & Families**

This guide has been created to support families with some of the key questions for children returning to school after the summer break. More information is available in the FAQs on the Council’s website.

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| Theme | Advice | Further information |
| Preparing for School | **Uniform**All pupils will be expected to wear their school uniform as normal.**School Bags and Equipment**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 items from home.School lockers can be used however pupils must not crowd in areas. **Face Coverings**Pupils won’t be required to wear face coverings in school | 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.Excellent organisation is very important. Pupils must be prepared by checking their timetable (available via Parentsportal: <https://www.eastrenfrewshire.gov.uk/parentsportal>) the day before and bring the required materials to class each day including pens, pencils and jotters. Pupils should, as far as possible, use their own materials. Pupils must not share equipment to avoid indirect spread of the virus. Pupils should avoid bringing heavy bags to school by packing their bag with the contents required only for that day. Pupils and staff should keep bags on the floor and not on their desks or worktops.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. Although no face covering is required in school, it is good practice to carry a face covering in case a situation arose where it did become required.  |
| 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. **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. **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.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.**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. | * **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.To reduce the pressure on busy roads around schools. Pupils are encouraged to walk or cycle to school. When walking to school, pupils are reminded to adhere to social distancing.Please do not stand waiting around the school 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.Parents will still be able to drop off and pick up their children from the school car park however parents must stay in their car. In addition it would be beneficial to park further away in the surrounding areas and ask that your child walk to the car when being collected to avoid large gatherings around the school.Car-sharing with children and young people of other households is discouraged.School transport will be available and parents will be updated regarding this. 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.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](https://www.scotrail.co.uk/covid). You should check with individual bus operators for their own rules of travel.  |
| During the School Day | **Assemblies and Gatherings**Schools will be limiting big gatherings of pupils as part of the initial steps to reopen. **Intervals**Interval and lunch will remain at the normal time as previous.**One Way Systems**Schools will be introducing one way systems to reduce congestion in corridors and large groups mixing during class changeovers. **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.**Water Coolers**Water coolers will now be available for pupils to use and will be regularly cleaned throughout the day. Pupils must practice good hand hygiene before and after use of the coolers.**PE Changing Facilities**Alternative arrangements are being put in place for changing facilities to reduce the number of pupils using existing changing rooms.  | Following current Scottish Government guidelines, it is important for the safety of all that we adhere to social distancing guidelines where possible. There should be no physical contact (hugging, hand-to-hand greetings etc) between pupils. We ask that parents discuss the importance of this with pupils and that they respect social distancing in particular during interval and lunch, and before and after school. Pupils should not be gathering in large numbers and must adhere to social distancing. We ask that pupils aim to remain in the same social groups and avoid mixing in large groups. We ask that pupils respect the risk that occurs where social distancing does not take place and listen to the direction of staff where given. Pupils should move through the corridors in a prompt and efficient manner. Scientific evidence suggests that the risk is very low where contact is not face-to-face for a sustained period (15 minutes or more). Certain areas will require pupils to follow a one-way system. This will be directed by staff. When moving through the corridors, pupils should avoid touching handrails and other surfaces.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.Pupils should bring a full bottle of water each day to minimise the need to use water coolers. No fizzy juice, cans or glass bottles should not be used in school. Pupils must not share food or drink. The PE Department are currently looking at increasing capacity for changing areas and may use other areas in the PE department / school campus for changing purpose. PE activities will be outdoor based .Initial PE lessons will take place in a classroom where pupils will be briefed on additional health and safety measures and expected standards. Pupils will be asked to clean down equipment after use and will be allocated to a changing room and area within the changing room to use for the year the duration of the year. Excellent behaviour and compliance with these procedures must be adhered to by all pupils |
| In the Classroom | **Setup of the Classroom**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.Schools will be looking to minimise the close contact of pupils and may look at individual desks or smaller groups as a result.**Outdoor Learning**There will be a greater emphasis on the use of the outdoors for learning (course content, 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.**Addressing Loss of Learning**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. | Additional areas in the school will be used.Classes have been carefully laid out to maximise distancing whilst still allowing full capacity in school. 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.This will vary depending on the space and furniture available, however, will conform to the risk assessments which have been undertaken across every school.Where outdoor learning is possible teachers will look to maximise the amount of time that children spend outside.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.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. |
| Lunchtime | **School Lunches**Additional areas have been identified to make best use of the spaces available to ensure we can safely provide lunches to pupils. In Secondary Schools, a pre-ordering system will be introduced to allow pupils to collect pre-ordered food at certain identified points, reducing queues at the cafeteria.**Free School Meals**Pupils entitled to free school meals will continue to receive these in school.**Packed Lunches**Pupils will be able to continue to bring in their own food to eat in school if they wish to do so.**Out of School for Lunch**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.We would actively discourage pupils from going out of school for lunch. | The school cafeteria will be available however there will be a reduced menu with restricted choice. 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. It is intended that a new pre-order App will be launched. This will not be ready for the return of pupils on Wednesday but will be implemented soon to facilitate pre-ordered food.The home delivery of food bags will end when schools return on the 12th August. Free school meals will then return to the normal system within school.We advise that pupils bring a packed lunch where possible to avoid unnecessary high numbers accessing the school cafeteria. Additional areas will be available across the school to allow pupils to spread out during social times.Health and wellbeing is still a priority. Please be mindful of allergies when preparing pack lunches. To protect the health of our school community as well as our local community we have been advised to ensure that social distancing can take place in the local area, therefore, pupils should remain on the school grounds for the duration of the school day and not visit the local food outlets and ask parents to support schools with this. If however pupils 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. Pupils should not gather outside of shops. |
| After School | **School Clubs**As is normal, school clubs will not be up and running for the first few weeks of the school term. **Access to the School Building**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.**Addressing Learning Loss**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. | Schools will look to advertise these clubs and we will aim to get these up and running as soon as possible.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 meeting. Appointments can be requested by phone or by emailing school mail, SchoolMail@st-ninians.e-renfrew.sch.uk.If you require to drop off an essential item a box will be available outside the Main School Entrance doors to drop off items. Please label your child’s item clearly including their class. Subjects 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. |
| Cleaning & Hygiene | 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.**Hand Hygiene**All staff will be encouraging greater hand hygiene amongst pupils, with pupils being expected to sanitise their hands on entering the school. **Cleaning workstations and desks**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. | The school has undergone a deep clean before the return of staff in June and again in August before the return of all pupilsAdditional 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.Hand sanitiser will be available for pupils at entrances to the school. In some 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. 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.We have been advised that pupils should **not** use a combination of hand sanitisers (e.g. personal hand sanitiser and school hand sanitiser) as the mixing of chemical may have adverse effects. The school hand sanitisers have the required alcohol percentage required to be effective.Appropriate cleaning materials will be available for pupils to use. Pupils should not bring in their own cleaning products. |
| **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 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 however we will no longer handle letters or notes from home. | * Planned absence – We will now use email instead of letters. Parents/carers must email the school (SchoolMail@st-ninians.e-renfrew.sch.uk), where possible at least 2 days prior to the planned absence. This allows the office staff to record the appointment on our electronic registration system, it will notify the class teacher and will avoid your child being marked absent. Your child will not be required to sign in/out at the school office.
* Unplanned absence – If your child is unwell and cannot attend school, please email or phone the school. 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.
* Please ensure that you include your child’s full name, class and Pastoral Teacher in all email correspondence with the school.
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| What if my child has COVID symptoms? | **Out of School**Any child displaying symptoms (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) when not at school should not attend school. You should remain at home and follow the guidance on [NHS Inform](https://www.nhsinform.scot/) and [Test and Protect](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/#:~:text=Test%20and%20Protect%2C%20Scotland%E2%80%99s%20approach%20to%20implementing%20the,COVID-19%20or%20you%20have%20tested%20positive%20for%20it.).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.**In School** 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 [NHS Inform](https://www.nhsinform.scot/) and [Test and Protect.](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/#:~:text=Test%20and%20Protect%2C%20Scotland%E2%80%99s%20approach%20to%20implementing%20the,COVID-19%20or%20you%20have%20tested%20positive%20for%20it.)**Family Members** If someone in the household starts displaying symptoms, your family should self-isolate and follow the guidance on [NHS Inform](https://www.nhsinform.scot/). You should advise the school of your child’s absence and the reason for this absence. | 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 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. In the event of a child or member of staff experiencing COVID 19 symptoms when at school, we will follow NHS advice: * If the affected person has mild symptoms, and is over the age of 16, they should inform a member of staff and go home as soon as they notice symptoms and follow the guidance for households with possible coronavirus infection including testing and self-isolation.
* If the individual affected is a child or young person below the age of 16, there will be a ventilated room set aside. These rooms have been specifically set up with appropriate measures to reduce transmission. We will contact parents to come in to collect their child (preferably this will be another adult member of their household and not a grandparent). If your child requires adult supervision while waiting, a member of staff in appropriate PPE will be able to sit with them until they are collected.

Any siblings of the affected pupil in the school would also be sent home at this time. The family will be asked to follow the national guidance for households with possible COVID-19 infection including testing and self-isolation. |
| **Holidays** | **Recent Travel Abroad**On returning to the UK there is 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 from some countries. This guidance may change and can be accessed here: <https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/pages/exemptions/>**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, 8.45am**.
* 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.
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| What if there is an outbreak? | **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 pupils 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. **School Closure**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.**Shielding and Vulnerable Pupils**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. | 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.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.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.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. |