

Dear Parent,

Outlined below are details of our recovery plan for August which maximises face to face teaching time whilst prioritising health and safety. My apologies in advance for the length of this email, but I know that this is a worrying time for parents and I am keen to provide as much clarity as I can at this stage in order to assist you with your own planning and preparations for August. I hope that you will find the information that follows helpful and I would ask that you share it with your child to ensure that pupils have a degree of insight into what school will look like when they return on 12<sup>th</sup> August.

### **Timetable**

We have designed a timetabling model which allows pupils to access their full curriculum on a 0.5 basis as recommended by Scottish Government, whilst minimising opportunities for large gatherings and unnecessary movement around school buildings. Pupils will therefore attend school every day and will attend either in the morning or in the afternoon. This may involve all mornings, all afternoons or a mixture of both. Class sizes will be half the normal size, with half of the pupils in any class attending in the morning and the other half in the afternoon. Pupils' normal timetabled lessons will therefore be spread across two weeks and pupils will be issued with a timetable for Week 1 and a timetable for Week 2. The Week 1 and Week 2 timetables will alternate from the start of term until we are able to return to our normal timetable.

Pupils will attend only one class on each day to avoid the need for movement around the building. The same model has been adopted across all East Renfrewshire secondary schools, allowing both the vocational programme and consortium arrangements for S6 pupils to continue. Morning sessions run from 8.55am until 11.30am. Afternoon sessions run from 12.25pm until 3.00pm.

Pupils' timetables have been sent to their Glow email accounts and they can view these now. I must stress that the timetable is based upon current advice and may be subject to change. I shall arrange for pupils' timetables to be re-issued at the beginning of August (whether or not any changes have been necessary) along with updated information and instructions for pupils.

### **Health and Safety**

Pupils will be asked to arrive at school on a staggered basis between 8.30am and 8.55am for morning sessions and between 12.00pm and 12.25pm for afternoon sessions. They will also be asked to use one of three different entrances. Details of the arrival time and designated entrance for each pupil will be included with timetables issued at the start of August.

On arrival, pupils should join the queue at their designated entrance, sanitise their hands on entry and make their way directly to their classroom. This will be the only room they use in the course of the day. There will be no unstructured time such as intervals or lunch breaks. Instead, pupils will be given the opportunity to relax for a few minutes at appropriate points in the lesson. They will be able to have a drink or snack during this break if they wish. There will be no access to water coolers and no canteen service, so pupils should remember to bring whatever they require with them. Pupils will be allowed to visit the toilet during the lesson when they need to do so, and members of staff will monitor access to toilets to ensure social distancing is maintained.

Pupils will remain in the school building only for their timetabled lessons. No school meals service will operate. Please note that pupils entitled to free school meals will continue to receive food packs to their home address.

Teachers will keep the number of resources required for lessons to a minimum, and any resources used will be sanitised at the beginning and end of each lesson. Pupils should ensure that they bring the necessary materials for lessons such as pens, pencils, calculators etc. to avoid the need to lend items to them which will then require cleaning.

At the end of the lesson, pupils will be escorted to the appropriate exit door by their class teacher and should make their way directly home. Pupils should not gather in large groups on their way home.

All lessons have been risk assessed in consultation with East Renfrewshire Council Health & Safety staff. Some amendments will be made to the activities normally carried out in class, for example

activities which require to be undertaken in pairs, certain games lessons in PE etc. Please note that PE changing rooms will not be used. Pupils studying PE will be asked to arrive at school in appropriate kit to avoid the need to change. Initially, there will be no core PE for pupils in the junior school, although I am hopeful that we will be able to introduce PE lessons for all pupils within the first few weeks of our return.

The number of 'external' visitors to the school will be minimised, with a separate entrance for deliveries. Parents may drop pupils off in the car park as normal, but are asked to remain in their cars. Please try where possible to telephone or email school staff rather than visiting the school in person. There will of course still be occasions when face to face meetings are necessary, but we have been asked to ensure that such meetings are by appointment only to ensure that contact between members of the public and pupils/staff is kept to a minimum.

Some of the above detail may of course change in the light of further information issued over the summer. I shall provide key information for pupils at the start of August when I write to them with their timetables.

### **Pupil Attendance**

If children are at all unwell, they should remain at home until they feel better. Please continue to telephone the school office if your child is unwell, and provide an absence note when your child returns to school. Attendance will be monitored in the usual way and a text message sent if a child is absent and we have not received notification from a parent. If a child feels unwell or presents with any of the symptoms of Coronavirus during the course of the day, we will contact parents and ask that you collect your child as soon as possible.

Please note that senior pupils in receipt of the Educational Maintenance Allowance will not be penalised as a result of the half-day attendance pattern. They will continue to receive the allowance if they attend all timetabled classes and complete the expected work at home.

### **Learning and Teaching**

In-school learning time will be maximised to focus on the delivery of new material, reinforcing and revising previously taught material, and responding to pupils' queries and clarifying pupil uncertainty. Time will also be required periodically for assessment. Out-of-school learning will focus more on tasks that pupils can complete independently, such as essay writing, research, consolidation exercises, preparation for the next lesson etc. Google Classrooms will continue to operate and pupils will still be able to ask questions between lessons using their Google Classrooms. (Please note, however, that all teachers will be fully class committed and it will not be possible to provide immediate responses to questions posted on Google Classrooms).

A number of pupils are likely to be shielding for some time after the start of term, and others may be required to self-isolate from time to time. Online provision will continue to be made to ensure that these pupils are able to maintain the normal pace of learning.

### **School Facilities**

The school library will remain closed, and clubs and other extra-curricular activities will be temporarily suspended. Lockers will not be in use when we return in August; however, as pupils will generally attend for only one subject each day and will not need to carry PE kit, the quantity of materials required each day will be significantly reduced.

### **Implications for School Calendar**

There will be no mass gatherings such as assemblies, parents' events, concerts, dances etc. during term 1 and the school calendar will be adjusted accordingly. I have assumed for the purposes of the draft calendar that some of these events will be able to go ahead as normal in the second half of the year. Given the uncertainty surrounding the timescales for the easing of restrictions, the calendar will remain a fluid document.

I hope to be able to place the school calendar in the *Parents* section of the school website before the end of the week. In the meantime, the following (revised) dates may be useful to you:

- Teachers and school staff return Monday 10<sup>th</sup> August 2020

- In-Service Monday 10<sup>th</sup> August 2020
- In-Service Tuesday 11<sup>th</sup> August 2020
- **Pupils return Wednesday 12<sup>th</sup> August 2020**
- **Last day of school Wednesday 23<sup>rd</sup> September 2020**
- September Weekend Thursday 24<sup>th</sup> September 2020
- September Weekend Friday 25<sup>th</sup> September 2020
- September Weekend Monday 28<sup>th</sup> September
- **Reopen Tuesday 29<sup>th</sup> September 2020**
- **Last day of school Friday 9<sup>th</sup> October**
- In-Service Monday 19<sup>th</sup> October
- **Reopen Tuesday 20<sup>th</sup> October 2020**
- **Last day of school Friday 18<sup>th</sup> December**
- **Reopen Tuesday 5<sup>th</sup> January 2021**
- **Last day of school Thursday 4<sup>th</sup> February**
- In-Service Friday 5<sup>th</sup> February 2021
- Mid Term Monday 8<sup>th</sup> February 2021
- Mid Term Tuesday 9<sup>th</sup> February 2021
- **Reopen Wednesday 10<sup>th</sup> February 2021**
- **Last day of school Thursday 1<sup>st</sup> April**
- **Reopen Monday 19<sup>th</sup> April**
- **Last day of school Friday 30<sup>th</sup> April**
- May Day Holiday Monday 3<sup>rd</sup> May
- **Reopen Tuesday 4<sup>th</sup> May 2021**
- **Last day of school Wednesday 5<sup>th</sup> May 2021**
- In-Service Thursday 6<sup>th</sup> May 2021 (local elections)
- **Reopen Friday 7<sup>th</sup> May 2021**
- **Last day of school Thursday 27<sup>th</sup> May 2021**
- May Weekend Friday 28<sup>th</sup> May 2021
- May Weekend Monday 31<sup>st</sup> May 2021
- **Reopen Tuesday 1<sup>st</sup> June 2021**
- **Last day of school Friday 25<sup>th</sup> June 2021**

### **S1 and S3 Reports**

I am very conscious that we were not able to issue S1 and S3 reports as planned during the school closure period. S1 reports have now been completed and will be uploaded to Parentsportal by the end of the week. If you have not managed to sign up for Parentsportal, office staff will arrange for a paper copy to be printed and posted to you.

I shall arrange for progress information to be provided to S3 parents as early as possible in the new term.

### **School Trip Refunds**

An insurance claim has been lodged against all school trips, although this process is progressing a great deal more slowly than any of us would wish. I am delighted that East Renfrewshire Council has agreed to authorise full refunds to our parents while these insurance claims are pending and I understand that it may well be possible for us to make these refunds to parents within the coming weeks.

Office staff will email you to advise you once these refunds have been processed.

I hope that this information is helpful. In response to informal discussions with staff, pupils and parents, I have also prepared some 'frequently asked questions' which I have attached.

Should you wish to see our full recovery plan, it is available on the *Parents* section of the school website. I shall of course update you as and when further guidance emerges.  
In the meantime, I wish you an enjoyable summer and look forward to seeing all of our pupils again on 12<sup>th</sup> August.

Yours faithfully  
Willie Inglis

William Inglis  
Head Teacher  
Williamwood High School



Protective Marking – ‘Mark to Protect’

OFFICIAL - *No special handling controls and no requirement to mark (routine business information)*

OFFICIAL-SENSITIVE - *Protective measures/controls required (business sensitive, personal or special category information)*