

# Back to School Guide



Welcome Back

**Broomhill  
Primary  
School**



**August  
2020**

# CONTENTS

## SECTION

## PAGE

1. Welcome Back!

3

2. Arrangements for:

- School Arrival, Breaks and Home Time
- Entrances to Classes\*
- Health, Hygiene and Contact\*
- School Uniform and Belongings
- Curriculum, Learning and Teaching
- School Meals and Snacks
- First Aid and Medication

4

5

6

7

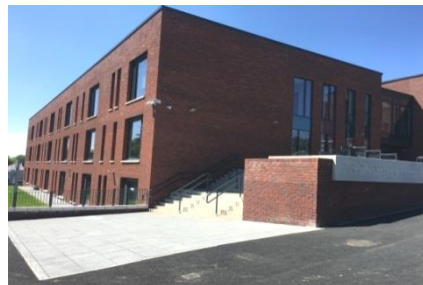
8

9

9

3. Contacts

10



\* Denotes an update to content in this section. The guide was last updated on 11.08.20 (Version 2).

## Section 1: Welcome Back!

Dear children and parents/carers,

I am delighted to report that Broomhill Primary School will reopen full-time to pupils on Wednesday 12 August 2020, with enhanced health and safety measures in place that follow the current public health and government advice.

This Back to School Guide has been developed to support a safe return to school. Full account has been taken of advice set out by the Scottish Government. It will be kept under review and updated as required.

In shaping this guidance we have consulted with:

- Staff, a pupil focus group and our Parent Council when agreeing the best approaches to reopening our school
- Education Services to determine what additional support and resources we require during this recovery period.

### Start dates

- School will reopen for staff In-service Days on Monday 10 August and Tuesday 11 August.
- P2-7 children will start school on Wednesday 12 August.
- P1 children will attend school for an induction session on Wednesday 12 August and for shorter days on Thursday 13 and Friday 14 August. From Monday 17 August our new entrants will be in school on a full- time basis.

A table on page 3 outlines arrangements for staggered start times, breaks and home times.

I know that returning to school is a big step for families and many will have mixed feelings about the transition. I wish to reassure you that as a nurturing school compassion, care and wellbeing will be central to our work in supporting children reconnect with staff, peers and learning.

I hope you find this document useful. It should be read alongside our Home-School Agreement and additional information about school meals - available on our school website and signposted to the school community via email, Twitter and our Parent Council.

I look forward to working with you to resume some stability and normality after a long period of uncertainty. Please contact the school or Parent Council if you have any questions or concerns.

Thank you for your ongoing support.

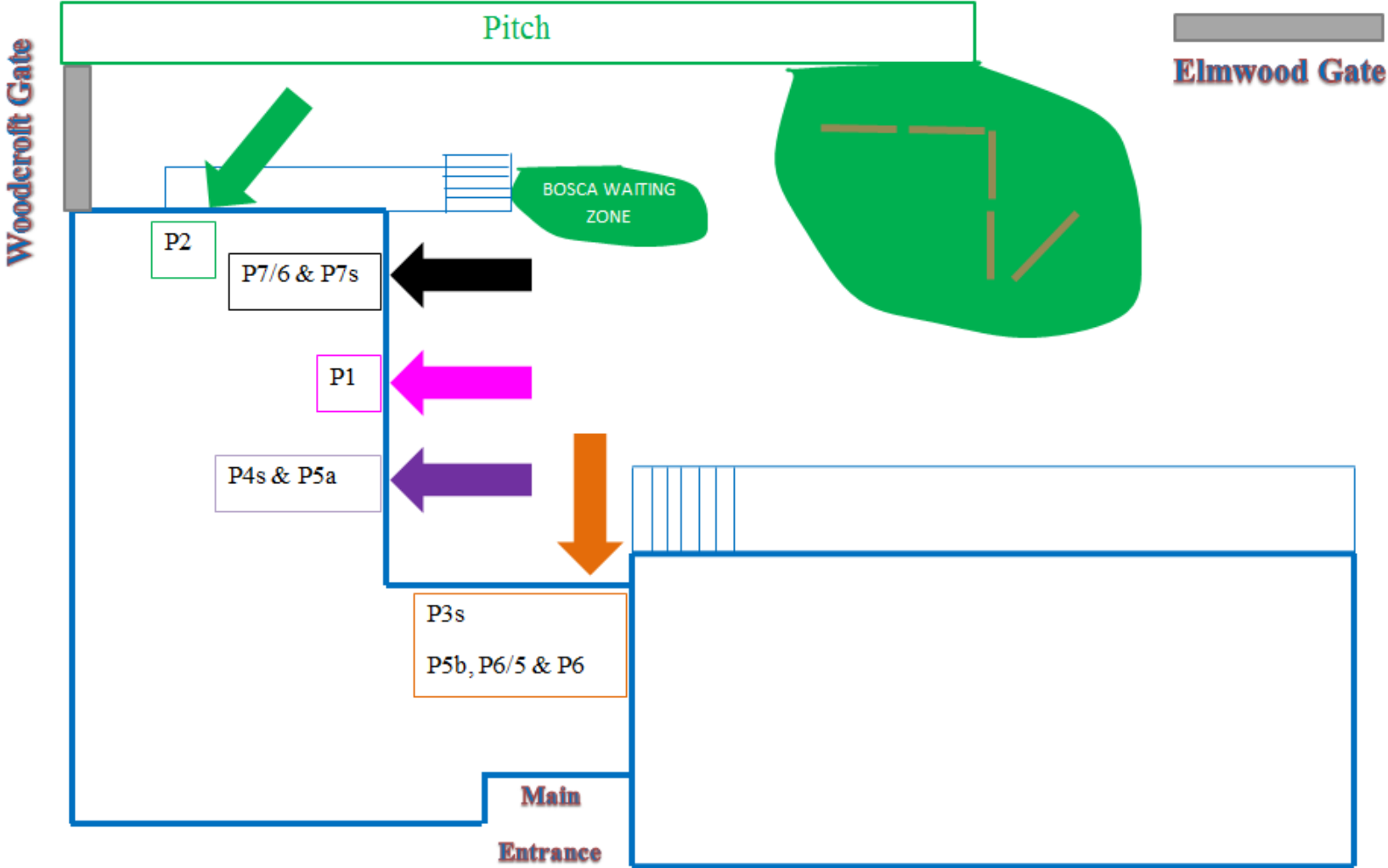
Kind regards

Wendy Cameron  
Headteacher

## Section 2: Arrangements for the School Arrival, Breaks and Home Time



Stage	Arrival at School	Breaks	Home Time
<p>P1 P2 P3</p>	<p>Parents and children should follow the signage for a one-way system at the usual Woodcroft and Elmwood gates.</p> <p><b>P1-3 children arrive in the playground between 8.45-8.55am and head straight into class</b> (without lining up).</p> <ul style="list-style-type: none"> <li>• P1s follow <b>pink arrows</b> via the <b>Open Area Door</b></li> <li>• P2s follow <b>green arrows</b> via the <b>Pitch door</b></li> <li>• P3s follow <b>orange arrows</b> via the <b>Atrium door</b></li> </ul> <p>Staff will be available at the gates and in the playground to welcome children and direct them to their lines and classes.</p> <p>All children will wash their hands upon entering the classroom. P1-3 classes will then engage in soft start activities in their own class, supervised by staff.</p> <p>Please note, in week 1 P1s will follow times already communicated to the families.</p>	<p><b><u>Playtime</u></b> 10.15-10.30am the children will wash their hands before and after going out to the playground for play. They will then have <i>snack and chat</i> in class from 10.30-10.45am.</p> <p><b><u>Lunchtime</u></b> The children will wash their hands before and after lunch from 11.45am -12.30pm. Lunch will be served in the dining hall with classes sitting together.</p>	<p><b>P1–3 children will be escorted to the gates at 2.45pm.</b> They will leave via the doors that they entered in the morning.</p> <p>Any P1-3 child who has a sibling in P4-7 can wait in the pitch area, supervised by a member of staff, until their older sibling leaves at their home time (3.00pm).</p> <p>Children attending BOSCA wait at the artificial grass area in the middle of the playground.</p> <p>Parents should physically distance from each other and leave the pick-up area via the one-way system once they safely have their child/ren.</p>
<p>P4 P5 P6 P7</p>	<p>Parents and children should follow the signage for a one way system at the usual Woodcroft and Elmwood gates.</p> <p>P4-7 children can arrive between 8.45-8.55am and play in the playground or pitch. <b>Children should line up at the 8.55am warning bell. When the bell rings at 9am, P4-7 children will be lead to class by their teacher.</b></p> <ul style="list-style-type: none"> <li>▪ <b>P4s</b> and <b>P5a</b> follow <b>purple arrows</b> via the <b>First Stairwell door</b></li> <li>▪ <b>P3s, P5b</b> and <b>P6/5</b> and <b>P6</b> follow <b>orange arrows</b> via the <b>Atrium door</b></li> <li>▪ <b>P7s</b> and <b>P7/6</b> follow <b>black arrows</b> via the <b>Second stairwell door</b></li> </ul> <p>Any children arriving late will be required to enter school via the main door for registration, as is usual.</p>	<p><b><u>Playtime</u></b> The children will wash their hands before and after <i>snack and chat</i> in class from 10.30-10.45am. They will going out to the playground from 10.45-11am for play.</p> <p><b><u>Lunchtime</u></b> The children will wash their hands before and after lunch from 12.30-1.15pm. Lunch will be served in the dining hall with classes sitting together.</p>	<p><b>P4-7 children will leave the school building at 3.00pm</b> via the doors they arrived at.</p> <p>Any P4-7 child with a younger sibling should find them in the pitch area before leaving the playground to meet their parent.</p> <p>Children attending BOSCA wait at the artificial grass area in the middle of the playground.</p> <p>Parents should distance from each other and leave the pick-up area via the one-way system.</p>


Entrances to classes from playground\*




## Health, Hygiene and Contact

Adjustments	Detail
Risk assessments	The headteacher and union representatives will ensure up-to-date risk assessments are undertaken prior to return and kept updated. Clinically vulnerable children and staff will have a personal risk assessment carried out. Risk assessment and planning for clinically vulnerable pupils will require engagement with their parents. Appointments will be set up prior to or at the start of term.
Cleaning	A rigorous approach to environmental cleaning will be implemented to prevent the spread of the virus. A new day cleaner will work between 9.30am-2pm each school day and our usual cleaners are in daily after school. All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly throughout the day by the day cleaner. Staff will clean their work areas regularly throughout the day and children will be encouraged to keep their tables and trays clean. Cleaning materials are readily available for each class. All teaching areas and table surfaces will be kept clear to enable access for cleaning at the end of each day.
Cleaning resources between use	On Inset Days staff will agree systems and routines for cleaning toys and equipment within classrooms each day with standard detergent and disinfectant that are active against viruses and bacteria. The children will be involved in devising routines in partnership with staff to help understand why the measures are in place. Unnecessary items will be removed from classrooms to ensure space and minimise cleaning. Soft furnishings will be removed unless required. If required they should be used for individual children and washed or sanitised after use.
Distancing / minimising contact	There is no requirement for children to physically distance from each other. Indoors we will maintain children in consistent groups/classes throughout the day wherever possible. Children will be allowed to mix outwith their class when in the playground. However, 2m physical distancing should be maintained at all times between adults and adults, and adults/staff and children to support a safe, workable environment. Staff will discuss and model personal boundaries with the children. Children will be supported to understand why adults may be unable to offer physical contact during this time. The teacher, assisted by support staff, will organise the learning environment to ensure they maintain distancing when working with the whole class, groups and individuals. Children will not go into the school office and registers will be maintained online. If there is a requirement for an adult to come into close contact with another adult or child (eg if administering first aid) then PPE should be worn.
Parents/carers and visitors in school *	Any access to the school premises should be authorised by the headteacher or a depute and only where the persons have pre-arranged visits with the agreement of a member of the senior leadership team. School visitors, including parents, will be required complete a mandatory screening induction pro-forma. Where parents/carers and staff are interacting indoors a face covering should be worn by the parent. All parents must maintain 2m distancing with staff and other adults in school. Only one parent/carer at a time will be permitted in the enclosed reception area at the school office.

<p>Hand washing</p> 	<p>Soap and hot water is available in every toilet, classroom and break out area. Teachers will ensure children wash their hands at regular intervals throughout the day, including entering and leaving school and before and after breaks. Children will be reminded about good hand washing routines, including to wash their hands for the recommended 20 seconds. Hand sanitiser will be available in each class, teaching area and at the school entrance. Pupils can use their own hand sanitiser but not share it with others.</p>
<p>Toilets</p>	<p>Children and staff will thoroughly wash their hands after attending the toilet. Staff will remind children of good hand washing routines. Children will be reminded to go to the toilet at their breaks each day to minimise the need to go during lessons. The toilets will be cleaned daily after breaks by the day cleaner.</p>
<p>Coughs and sneezes</p>	<p>Children and staff will be reminded to cough or sneeze into a tissue or a bend of their elbow. There will be a supply of disposable tissues in each class and teaching area to implement the 'catch it, bin it, kill it' approach. There are lined bins in classrooms and in other key locations around the school for the disposal of tissues and any other waste; these will be emptied daily.</p>
<p>Face coverings / Personal Protective Equipment (PPE)</p>	<p>PPE will not be generally be worn by teachers or children unless required. Adults can however wear masks if they wish. Some children with additional support needs may require personal care. In these circumstances, staff will increase their level of self-protection, such as wearing a face mask, gloves, apron, minimising close contact (where appropriate), cleaning frequently touched surfaces and carrying out more frequent hand washing.</p>
<p>Health concerns and shielding responsibilities</p>	<p>Parents should contact a member of the school leadership team if they have personal health concerns or shielding responsibilities that affects their child's school attendance.</p>
<p>Procedures for suspected / actual case of Covid-19</p>	<p>Any child showing symptoms will be moved to the medical room and parents called. The staff member supervising will follow self-protection measures outlined in our risk assessment. Any adult showing potential symptoms will go home. Staff and families should self-refer to arrange testing if concerned that they have symptoms or have been exposed to someone who is aware that they have been asymptomatic. The medical room to be deep cleaned.</p>
<p>Movement around the school</p>	<p>To reduce contact between different groups of children, and between adults, corridor access will be restricted, including playtime, lunch break and pick-up and drop-off times.</p>
<p><b>School Uniform and Belongings</b></p>	
<p>Uniform</p> 	<p>Children should wear full school uniform. Uniform with the school badge embroidery can be ordered online at <a href="http://www.schoolwearmadeeasy.co.uk">www.schoolwearmadeeasy.co.uk</a> Please note that from April 2020 uniform purchased from Schoolwear Made Easy has our updated school badge embroidered on it. Uniform with the previous badge can still be worn. <b>Please put your child's name on all items of clothing, footwear and PE kit.</b></p>
<p>Clothing grant</p>	<p>If you received a grant last year you do not need to apply this year, the council will pay you automatically in early July. If you are a new applicant, forms are available on the council website. To find out more information please visit the council website <a href="http://www.glasgow.gov.uk/schoolsandlearning">www.glasgow.gov.uk/schoolsandlearning</a></p>
<p>Shoes</p>	<p>Children should come to school wearing weatherproof outdoor footwear - preferably black or dark colours. This footwear will be worn for outdoor gym. Children should also come to school with appropriate dark indoor shoes. These should be kept in school. (Please note a change of shoes is required to avoid children trampling in the rubber pellets from the pitch and mud from grass areas to carpeted classes, where children are often on the floor</p>

	for play/ learning tasks.)
PE Kit	All PE will take place outdoors. On PE days, children should come to school with clothing that is appropriate for PE. Our changing rooms will be out of use. The PE timetable will be shared with families and on our website.
School bag	Children are allowed to bring a school bag.
Children bringing items to/from home	Children will be discouraged from bringing toys or personal books from home to school. Any necessary belongings will be kept in their tray or bag. School will carefully consider and minimise any items going home.
Water bottle	Children should bring a water bottle to school, clearly marked with their name and class. These should be filled each day at home as our water coolers are not in use under the current circumstances.
Cloakroom	Children will hang their jackets up in the cloakroom outside the class and use the shoe boxes
Packed lunch box*	Lunch boxes will be stored in the class container, before and after lunchtime, as usual. <b>Please clearly label your child's packed lunch box with their name and class.</b>
Mobiles phones 	We strongly advise that your child does not bring a mobile phone to school. If you do permit your child to bring a phone to school it must be switched off and put in their bag before entering school. No phone should be handled in the playground or school building. Children should not make or receive calls on their mobile phones during the school day. Children should not take photographs or video with their phone in school. Breach of these school rules may result in a ban. Any calls to and from the school should be made through our office. The school cannot be held responsible for any loss or damage to a mobile phone.
<b>Curriculum, Learning and Teaching</b>	
Curriculum	We will deliver a broad, high quality curriculum for children in a safe and proportionate manner, as well as the safe delivery of practical and physical activities. We will assess children's literacy and numeracy skills to plan next steps in learning and identify gaps.
Health and wellbeing	The wellbeing of our pupils and staff are our central focus when preparing for the reopening of school. Balancing efforts to address lost learning with children's social and emotional needs will be a priority. On the initial return to school teachers will provide activities for children to reconnect with school, staff and their classmates and to explore their experience of lockdown. The nurturing principles will be central to our approaches to recovery.
Outdoor learning	We will maximise the time that children spend outdoors. The playground and pitch will be timetabled for all classes to go outdoors for PE and learning activities.
Additional support for learning	Our deputies, principal teachers and support for learning workers will provide additional support for children identified through assessment as requiring targeted intervention to help close learning gaps. The local authority plans to allocate an additional teacher to our school to support COVID-19 recovery work.
Attendance	Some parents/carers may have concerns about their children returning to school and consider withholding them until further reassurance is provided. In these circumstances the leadership team will engage with these parents/carers to provide reassurance on concerns, overcome any barriers to learning and support attendance.



Communication with parents	All correspondence will be emailed and key information will be available on our Twitter and website. We have signposted a range of Covid-19 health and social care community support services on our school website. Under current circumstances we will not have our usual Meet the Teacher event in September or Parents Evenings in Term 2. We will review alternative arrangements for these activities, and other school events, in consultation with staff, pupil groups and the Parent Council.
Contingency planning	In the event of a national or local outbreak of the virus we may need to close temporarily and introduce our contingency plans for blended learning to help control transmission. Any requirement to reverse recovery actions will be based on Government information and advice from Education Services.
<b>School Meals and Snacks</b>	
New online payment method for school meals*	To reduce exposure to cash handling, from 17 August schools will not accept cash for school meals and breakfast. Payment will be by BACS transfer only, in advance, using a unique reference number per child (one for breakfasts and one for lunches). Parents/carers should contact the school by email to receive their child's reference number. There will be no charge for school meals (breakfast and/or lunch) provided between 12-15 August.
Breakfast Club 	Breakfast club will operate from 8.00 - 8.30am each school morning. Children do not need to pre-book a place. Children will stay inside until 8.45am, before being escorted to the playground, where P1-3 children will go straight to class and P4-7 play until lining up at 8.55am. The breakfast club charge is £2 for a first child and £1 thereafter for any additional child in the family. There is no charge for the service for children entitled to free school meals. Parents/carers should inform the breakfast club staff if their child has any medical dietary requirements. Parents/carers should drop children off at the main entrance, where a register will be taken of children attending the breakfast club each morning. Parents should maintain 2m distancing at the area outside the main entrance. Parents are not permitted in the school building.
Lunch menu / new selection system	A reduced lunch menu will rotate on a three-week basis. Vegetarian and Halal options are available each day. The menu has been amended to take account of COVID measures on food preparation. Menu choices will increase as soon as possible. Meal choices are available to view on our website. P1, 2, 3 and 4 eat for free. All school meals cost £1.90. Meals for P1-3 will be served from 11.45-12.25pm. Meals for P4-7 will be served from 1.30-1.15pm. All children in P1-4 are entitled to a free school meal. The cost for children in P5-7 is £1.90. There is no charge for the service for children entitled to free school meals. Children who prefer to bring a packed lunch will eat in the dining hall. Classes will sit together to help maintain consistent groups indoors. To assist with menu choices, children will make meal choices in class in the morning. At lunchtime children will queue in one of three queues, depending on their choice (or wear a coloured sticker) so that catering staff will be able to easily identify their meal choice.
Snacks	Children should bring healthy snacks and drinks to school that they can independently open.
Water	Children are encouraged to bring a filled water bottle to school, clearly marked with their name and class.
<b>First Aid and Medication</b>	
First aid	First aid will be administered when required. Staff will take personal protection measures.
Medication	Medication will be administered as required. Parents need to first visit the school office and complete the necessary consent form. Staff who need to assist administering medication will take personal protection measures.

## Section 3: Contact Details

### School

Broomhill Primary School ■ 57 Edgehill Road ■ Broomhill ■ Glasgow ■ G11 7HZ  
Phone: 0141 334 5171  
Email: [headteacher@broomhill-pri.glasgow.sch.uk](mailto:headteacher@broomhill-pri.glasgow.sch.uk)  
Twitter: @BroomhillPSG  
Website: <https://blogs.glowscotland.org.uk/gc/broomhillprimaryschoolwebsite/>



### Parent Council

Chairperson: Mrs Suzy Clark  
Email: [broomhillparentcouncil@gmail.com](mailto:broomhillparentcouncil@gmail.com)  
Twitter: @broomhillpc  
Website: [www.broomhillpc.com](http://www.broomhillpc.com)



### Broomhill Out of School Care Service (BOSCA)

Broomhill Primary School ■ 57 Edgehill Road ■ Broomhill ■ Glasgow ■ G11 7HZ  
Manager: Mrs Beverly Anderson  
Phone: 07815 007 657  
Email: [info@bosca.org.uk](mailto:info@bosca.org.uk)  
Website – [www.bosca.org.uk](http://www.bosca.org.uk)

