

Dear Parent

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| **Monday 10th August** | **HOLIDAY** |
| Tuesday 11th August | INSERVICE DAY |
| Wednesday 12th August | **ALL P1 PUPILS**  P1a Miss McAuslin 9am – 2.45pm  P1b Mrs Moore 9.30am – 3.15pm  Pupils with ASN may be invited for a visit to school. Mrs Boyd will contact parents individually to arrange this. |
| Thursday 13th August | **All P1 pupils**  P1a Miss McAuslin 9am – 3pm  P1b Mrs Moore 9.15am – 3.15pm  Group A pupils – see staggered start and finish times below |
| Friday 14th August | **All P1 pupils**  P1a Miss McAuslin 9am – 3pm  P1b Mrs Moore 9.15am – 3.15pm  Group B pupils – see staggered start and finish times below |
| Monday 17th August | All pupils |

We hope you have had a lovely summer holiday. Our Ardgowan Family cannot wait to see you all next week. This letter will inform you of our ‘new normal’ and we ask that you follow and respect our instructions and protocols. We are using pragmatic and proportionate control measures which reduce risk to the lowest reasonably practical level.

**Staggered start and finish times**

Staggering the start and finish of the day has been put in place to further limit contact. We ask in any case that parents do not spend time waiting around either before drop off / collection. We have organised this to support adults with the social distancing rules. We cannot control the behaviours of adults outside our school gate, therefore I plead that we work together to keep each other safe. **PARENTS CANNOT ENTER THE SCHOOL BUILDING OR GROUNDS AT ANYTIME.**

Please refer to the letter you were given before the end of the summer that informed you which group your child was in (Group A or Group B).

**Primary 1 First day - Wednesday 12th August**

* ONLY ONE ADULT IS ALLOWED TO ACCOMPANY THE PUPIL
* Please enter the school from **the main entrance (Campbell Street end)** where you will be met by Glenpark Nursery staff and Head Teacher / Depute Head. (P1a 9am, P1b 9.30am)
* These are the same instructions for pick up (P1a 2.45pm, P1b 3.15pm).

**Thursday 13th August – P1 and GROUP A ONLY**

**Primary 1a** will enter through the main entrance (Campbell St end) at 9am and leave via this entrance at 3pm.

**Primary 1b** will enter through the main entrance (Campbell St end) at 9.15am and leave via this entrance at 3.15pm

**P2a, P2b, P2/3, P3, P3/4, P4** pupils start time will be 8.50am. These year groups must enter via **the Robertson Street end**. Parents will be invited to collect their child outside the school grounds **via Robertson Street end** at **3.05pm.**

**P4/5, P5a, P5b, P6a, P6b, P6/7, P7** pupils start time will be 9am. These year groups must enter **via Robertson Street end**. Parents should collect their child **outside the school grounds at 3.15pm**. Most of our P5 – P7s walk home independently however, if this age group is being collected, it would be helpful if you arrange with your child a ‘meeting point’ around the vicinity of the school to avoid human traffic at the school gates.

Our community police will help support this staggered approach at drop off and pick up times.

**Friday 14th August – P1 and GROUP B ONLY**

**Primary 1a** will enter through the main entrance (Campbell St end) at 9am and leave via this entrance at 3pm.

**Primary 1b** will enter through the main entrance (Campbell St end) at 9.15am and leave via this entrance at 3.15pm

**P2a, P2b, P2/3, P3, P3/4, P4** pupils start time will be 8.50am. These year groups must enter via **the Robertson Street end**. Parents will be invited to collect their child outside the school grounds **via Robertson Street end** at **3.05pm.**

**P4/5, P5a, P5b, P6a, P6b, P6/7, P7** pupils start time will be 9am. These year groups must enter **via Robertson Street end**. Parents should collect their child **outside the school grounds at 3.15pm**. Most of our P5 – P7s walk home independently however, if this age group is being collected, it would be helpful if you arrange with your child a ‘meeting point’ around the vicinity of the school to avoid human traffic at the school gates.

Our community police will help support this staggered approach at drop off and pick up times.

**Monday 17th August – further notice**

**Primary 1a** will enter through the main entrance (Campbell St end) at 9am and leave via this entrance at 3pm.

**Primary 1b** will enter through the main entrance (Campbell St end) at 9.15am and leave via this entrance at 3.15pm

**P2a, P2b, P2/3, P3, P3/4, P4** pupils start time will be 8.50am. These year groups must enter via **the Robertson Street end**. Parents will be invited to collect their child outside the school grounds **via Robertson Street end** at **3.05pm**.

**P4/5, P5a, P5b, P6a, P6b, P6/7, P7** pupils start time will be 9am. These year groups must enter **via Robertson Street end**. Parents should collect their child **outside the school grounds at 3.15pm**. Most of our P5 – P7s walk home independently however, if this age group is being collected, it would be helpful if you arrange with your child a ‘meeting point’ around the vicinity of the school to avoid human traffic at the school gates.

Our community police will help support this staggered approach at drop off and pick up times.

**Lunches**

School meals will be provided to classrooms in our primary school. There will be one hot meal option. Please refer to the new school menu that will be emailed with this letter. The lunch times will also be staggered for pupils. More information will be given about this in due course. Packed lunches ARE ALLOWED. Please be mindful that we are a NUT FREE SCHOOL.

**Uniform and personal belongings**

* Usual uniform can be worn
* School uniform / clothing should be washed / cleaned as normal
* Ardgowan maintain the relaxed position on uniform and agree full uniform from October holidays
* We encourage pupils to wear their PE kit to school on PE days to limit need for changing
* Pupils can bring in resources (including pencil cases), however no toys or sharing allowed (we will provide a pencil case and resources for every pupil)

**Playtimes / Breaks**

Our playtimes will be staggered. P1a and P1b will be playing in the playground area next to the main entrance.

**P2a, P2b, P2/3, P3, P3/4, P4** will have their playtime at **10.15am**

**P4/5, P5a, P5b, P6a, P6b, P6/7, P7** will have their playtime at **10.45am**

During these breaks the MUGA will be timetabled.

This will eliminate bottle necks in the corridors and will allow staff to have staggered breaks where they can socially distance.

**PE**

PE will be taking place outside until we are instructed otherwise. Please make sure your child has appropriate clothing/footwear.

I would like to say a personal thank you to Mr McGowan, Mrs Boyd and all the staff for doing an excellent job while I was on maternity leave. I will be forever grateful that the school was left in such capable hands through this pandemic.

A special thanks to our staff who have been working during their holidays to ensure their classrooms are ready for your child to return to school safely. Their continued dedication and commitment to Ardgowan is outstanding.

Thank you for your continuous support and understanding.

Yours sincerely

Mrs Emma Picken

Head Teacher