

**Corporate Director of Education Communities: Ruth Binks
and Organisational Development**

Acting Head Teacher: Mrs Una Nicolson
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Davidson Drive
Gourock
PA19 1QD



Tel: 01475 715824

17th March, 2020

Dear Parent,

It has been widely reported that the UK and Scottish Governments have moved to the 'delay phase' in response to the spread of Coronavirus. Therefore, I am writing to inform you of our current school contingency plans as well as what we will do if the Scottish Government takes the decision of a blanket school closure.

I should stress that at the time of writing no decision has been made to close schools and we continue to operate as normal with some precautionary measures, until we are told otherwise.

However, I thought it would be useful and reassuring for Parents/Carers to know we have plans in place to make sure our pupils have every opportunity to continue their education regardless of the circumstances we may face.

Currently, in order to support health advice within school, we are doing the following:

- Hygiene lessons with all classes.
- A continued focus on hand washing.
- Following NHS guidance :
 - Wash your hands with soap and water, or use sanitiser gel, regularly throughout the day.
 - Catch your cough or sneeze in a tissue, bin it, and wash your hands.
 - Cough / sneeze into your sleeve if no tissue.

You can help at home by reinforcing these messages with your child/ren. This is good practice and will benefit pupils regardless of the current situation.

Our plans for possible school closures are detailed below:

- Class teachers will prepare appropriate learning activities for their classes. This will be emailed out to each pupil from their class teacher on a regular basis and will include literacy and numeracy activities to encourage revision and consolidation. A hard copy of learning materials can be made available to those families who do not have any access to internet.
- We will continue to use and recommend online educational learning sites to further enhance learning opportunities such as Bug Club, Sumdog and Numeracy Workout. Log-in details for any educational websites used regularly by pupils will be provided in the home learning packs.

- We will issue all pupils with jotters as part of our Home Learning Policy and these can be used to record learning. "Learning Packs" and information will be sent home with pupils should a decision be taken about school closures. If your child is not attending school then we advise that in the event of school closure you please contact the School Office on 715824 or the school email: ingourock@glowscotland.onmicrosoft.com to make arrangements for collection of materials.
- We will use a number of methods of communication with families during a closure such as updating our school website, email and Twitter. Our Twitter handle is: @Gourockpr
- Our staff have been meeting to discuss possibilities of using GLOW TEAMS for P1 to P7 as an additional resource to allow staff to set online learning tasks for pupils. If this system can be used we will post videos on the school Twitter feed to support parents with access and management of this approach. Pupils require GLOW usernames and passwords for this, which will be included in the "Learning Pack" in the eventuality we are able to take remote learning forward.
- As staff are busy preparing for the eventuality of home learning tasks, we have made the decision to delay our school reports for this term and they will now be issued after the Easter break week beginning 27th April, 2020.

Please do not hesitate to get in touch for any further information. We will do our utmost to answer any questions or concerns you may have.

Yours sincerely,

A handwritten signature in cursive script, reading 'Una Nicolson'.

Mrs. Una Nicolson
Acting Head Teacher