

# INVERKIP PRIMARY & NURSERY CLASS RECOVERY PLAN





Kip is our school health hound and is on hand to help all of the children, parents and teachers at Inverkip Primary & Nursery Class. Kip has been helping to get school ready for when all the children return. He has been making sure that we know how to move around in and out of school. Kip has also been busy making lots of hygiene stations so all the children and staff can keep their hands clean.

Kip has left some little reminders all around school for the children and staff to follow to make sure we are keeping our school as healthy as possible. Parents are encouraged to talk positively about returning to school and we will work together to make this a positive experience.

### **Travelling to school:**

Parents and children are encouraged to walk or cycle to school where possible. If dropping off via a car, we urge pupils to exit the vehicle safely and enter school via the identified entrance gate. We have encouraged staggered drop off/pick up times to try and allow adults at the gate space to socially distance as we know this area can become incredibly congested.

### **Face Masks:**

Following Scottish Government guidelines, pupils are not required to wear face masks but we understand that families may decide that their child will wear one. This decision is down to individual families to make and the school will support either choice. Do what works for your child and what they are comfortable with.

Staff will be adhering to a strict 2m distancing rule but in the instance where they are in closer to children for longer than 15 minutes they will be required to wear a face mask. Staff will discuss this with pupils in the first day of school and use social stories to explain why adults may at times throughout the day be wearing a mask.

### **School Uniform:**

Where possible we encourage that children wear fresh clean clothes every day. We are flexible on the choice of school uniform during this first term and suggest that pupils wear school uniform on top/polo shirt with a relaxed bottom half (e.g. tracksuit trousers/leggings). We will consult your views on school uniform towards the October holidays.

This relaxed approach will support pupils engaging in outdoor learning and where possible PE lessons (weather dependent) will take place outside. Pupils may wear PE kit to school on gym days but we are aware that this will be weather dependent. Children can participate in PE lessons in their polo shirt and tracksuit bottoms anyway but we understand some children would rather wear shorts.

### **Arriving at school:**

- The school playground will be open from 8.45am each morning. Children should enter the playground at their recommended staggered start time using the appropriate entrance. We hope that families will work with us to try and alleviate congestion at the start/end of the day to minimise risk and keep everyone safe. We advise that one adult per family does the drop off and pick up.
- It would be beneficial for our older pupils to pre-arrange and discuss a meeting point with their families that they can walk to and from to reduce the number of adults waiting at the school gate as this area is tight for space. We know that some of our senior pupils will relish the responsibility

to walk a short distance to meet parents at the end of the day and similarly walk a short distance when coming into school.

- Children will enter the playground without any parents or guardians. There will be staff waiting in the playground area to welcome the children with a smile. Entrances for each year group are outlined below and staff will explain this fully to pupils on the first day of school:
  - **Nursery pupils will use the side entrance slope (beside car park entry). Parents will be able to drop their child off to the assigned adult and then exit following social distancing guidance.**
  - **P1-2 pupils should enter via the front steps and will stay in the quiet area/bottom part of the middle playground.**
  - **P3-5 should enter via the large side gate and stay in the upper area of the middle playground**
  - **P6-7 should also enter via the large gate and make their way safely to the senior area (beside the Muga area). We will encourage pupils to use a pathway around the right hand side of the playground for accessing this area.**
  - **Breakfast club pupils will enter through the side door directly into the canteen area.**
- The children will then stay in their designated area in the playground until the bell rings at 9am.
- Children will then line up at their designated point and their class teacher will then take each line into class following an appropriate order. Staff will be in the playground on the first few days and will show children where to line up. The phased return of pupils in smaller groups will allow us to explain these procedures safely to the children.
- If it is pouring with rain then pupils will come straight into class via their normal entry door.

#### **Arriving Late:**

If a child is late, Parents must bring their child to the front entrance where a member of staff will greet them. Parents will not be granted access in to the front reception. A member of the school office team will escort the pupil to their classroom.

#### **Entering school:**

- Children will immediately hand sanitise on entering the building using the appropriate dispensers/handwashing facilities which are located at all entrances to the building.
- Children must follow the 2 metre rule when entering the building. Markings are in place on the corridor floors which will help to guide children into their classroom and will also remind children of the direction to travel in.

#### **School bags/Personal belongings:**

- We ask that children bring only the minimal that is needed to take into the classroom and personal toys from home are strongly discouraged.
- School bags and coats will be kept in class to keep the corridor areas as clear as possible. Coats will go on the back of chairs and pupils will have an individual tray to store their belongings.
- Children can bring and use their own pencil case with the appropriate tools to support learning e.g. pencils/rubber/glue stick/ruler/coloured pencils/felt tips. We will also provide pupils with an individual pack with these. We ask that pupils use their own personal resources and discourage sharing across pupils.
- Pupils should have a:
  - Waterproof coat (be prepared for outdoor learning)
  - Lunch box (if required)
  - Water bottle (NAMED)
  - And a Reading wallet

### Water Bottles:

We encourage our pupils to drink water regularly throughout the day. To support this we ask that all pupils bring a pre-filled bottle of water with them each day. Unfortunately pupils will not be able to use our water fountains but staff can refill bottles throughout the day should this be required.

Kip says 'Let's all do our best to keep everyone safe!'

### Arriving and leaving school:

- Children will arrive and leave at the staggered times outlined below. These are suggested times and we hope that a natural rhythm of drop off/pick up will be established! We will review how this works over the first week and adjust if need be.
- Again we ask that families of our senior pupils encourage pupils to walk to a pre-arranged meeting point to try and reduce congestion at the gate.
- Younger pupils can stay with school staff if waiting for an older sibling to walk them to their family meeting point. We ask that 1 adult per family arranges to do the school collection.
- Nursery parents will collect their child from the nursery outdoor play area at the allocated time.
- We have proposed pick up times starting from 3.05pm. We know that this is 10 minutes earlier than normal but feel it is necessary to avoid and reduce congestion at the school gate. If you are unable to arrange pick up for these times then staff will be on hand to wait with the children until 3.15pm. These measures are to ensure your safety and allow space for adults to follow the social distancing guidelines as outlined by the Scottish Government.

### Proposed staggered start and finish times:

	Recommended start time	Entry Location		Recommended finish Time	Exit Location
<b>Nursery children</b>	Time agreed with nursery staff	<ul style="list-style-type: none"><li>• Enter via the slope entrance (car park area)</li></ul>		Time agreed with nursery staff	<ul style="list-style-type: none"><li>• leave via the slope entrance (car park area)</li></ul>
<b>P1-3</b>	8.45 am	<ul style="list-style-type: none"><li>• Enter via the front steps and make their way to the quiet area/bottom of the middle playground.</li></ul>		3.05 pm	<ul style="list-style-type: none"><li>• One adult per child may enter via the car park area and make their way to the senior playground area beside the Muga area. Please note that the car park gates will be closed from 3pm to ensure that it is safe for adults &amp; pupils to enter via the car park area. Adults can then wait in the playground area and staff will bring out P1-3 pupils a class at a time.</li></ul>
<b>P4-5</b>	8.50am	<ul style="list-style-type: none"><li>• Enter via the large side gates at the front of the school and make their way to the upper area of the middle playground.</li></ul>		3.10pm	<ul style="list-style-type: none"><li>• Side gate at the front of the school</li></ul>
<b>P6-7</b>	8.55am	<ul style="list-style-type: none"><li>• Enter via the car park area and make their</li></ul>		3.15 pm	<ul style="list-style-type: none"><li>• Side gate at the front of the school</li></ul>

		way to the senior playground area beside the Muga area. Please note that the car park gates will be closed from 8.45am to ensure that it is safe for pupils to enter via the car park area.		
<b>Sibling groups from P1-7</b>	<ul style="list-style-type: none"> <li>We understand that parents need to drop siblings off at the same time. We hope that a natural pattern will develop.</li> </ul>		<ul style="list-style-type: none"> <li>We understand that parents need to pick siblings up at the same time. We ask that this is done according to your youngest child's time. The times are staggered to enable parents of P1-3 pupils to walk around to the front to meet P4-5 pupils and again we encourage our senior pupils P6-7 to meet at a pre-arranged pick up point. Children will be able to wait in the front playground area until an adult comes along.</li> </ul>	

### Hygiene Practices:

As part of our hygiene procedures:

- All entry points to the building have a wall mounted hand sanitisers that all pupils will use on entering and exiting the building.
- Children will be encouraged to wash hands at regular points throughout the day.
- We will have a dedicated cleaner throughout the day who will wipe surfaces during break times, regularly clean toilets', wipe down door handles and generally maintain safe hygiene practices. We will also have a cleaner at the end of each day.
- Wipes/disinfectant spray will be used to clean surfaces throughout the day. Children will be encouraged to wipe down their work space regularly in our senior classes.
- Hand sanitiser available in all classes.
- Playground equipment will be assigned to groups and will be wiped down before and after use.
- Posters to remind children how to dispose of tissues
- Open/foot pedal bins (emptied frequently) and the use of disposable paper towels encouraged



Kip's top tip: Remember to practice washing your hands. If you have a sneeze/runny nose use a tissue, bin it then wash hands.



### **Break and lunch time procedures:**

Groups will have staggered breaks in a designated place to play during break and lunch times. Pupils will eat snacks/lunch in classroom bases before going out to play. Children will eat at their table and be discouraged from touching or sharing anyone else's food and drink. This is to avoid putting hands near mouths whilst in near contact with others as in the class setting pupils will sanitise hands before and after eating. This is harder to control in a playground setting. We ask that pupils bring their own water bottle to school and if required a member of staff will refill this using the water dispenser.

Groups will have their own set of equipment that will be cleaned after use. We ask that children try to avoid physical contact with each other whilst playing e.g. hugging/high 5's etc. Children may play alongside each other and are not required to 2m distance. However, adults will need to remain 2m from pupils and we will encourage pupils to play in designated areas according to year groupings.

After break and lunch times, children will line up at their designated area and use the wall mounted hand sanitiser on entry/exit to the building.

### **Morning interval:**

This has been organised to maximise space across our 3 playgrounds. Snacks will be eaten in the classrooms prior to going outside. 10 minutes has been allowed between timings for cleaning of resources and to minimise congestion in corridor areas.

#### **P1-4: 10.05 – 10.20 –**

- **P1-2 will play in the middle playground.**
- **P3-4 will play in the senior playground/Muga area.**

#### **P5-7: 10.30 – 10.45 –**

- **P5-6 will play in the middle/top area of the playground.**
- **P7 will play in the senior playground/Muga area.**

Once we have seen how this works in practice we can look at rotating these areas so that all children have a turn in the Muga area!

### **Lunches:**

- School lunches will be delivered to classrooms by canteen staff, and eaten in classrooms.
- There will be two 'Sittings' for lunches. This is a system that we have adapted due to guidance that food is eaten in classroom areas rather than the canteen. This may change as restrictions relax.
  - **First sitting pupils will eat lunch in class from 12.15-12.45pm and then go outside to play from 12.45-1.15pm**
  - **Second sitting will go outside to play from 12.15-12.45pm then come inside for lunch at 12.45 – 1.1pm.**
- Having two sittings will reduce the number of pupils in the playground zones. This will be rotated on a weekly basis following the timings for the two sittings outlined above and allows us to control playground numbers. We have allocated classes into a group A or B with the exception of P1 who we feel should be 1<sup>st</sup> sitting every week.
  - **Group A: P3, P5, P7**
  - **Group B: P2, P4, P6**

### **Packed lunches:**

Children can bring their own packed lunch and should consider the following;

- Lunch should be brought in a paper bag (plastic if paper bags are not available) or an individual personal packed lunch box.
- All items of lunch must be accessible to your child to open as independently as possible.
- Lunches must not be shared with others.
- Once eaten all the remaining contents will be put in the paper bag/packed lunch box and disposed of in school or taken home.
- Children will wash their hands before and after eating.
- No items can be eaten outside.
- Water bottles will remain in class.

### **Break time Snacks:**

- At break time children will eat their snack in the classroom, this minimises the risk of any cross contamination as children will sanitise hands after eating and then go out to play.
- We ask that children do not share snacks. To allow staff to maintain a 2m distance we ask that snacks provided are easily accessible for the children to open and eat independently (as far as possible!).

### **Breakfast Club**

Breakfast club will reopen on the Monday the 17<sup>th</sup> August. Children will have to remain seated and H & S restrictions will be in place to ensure that our children's safety comes first. E.g. hand sanitise on entering and before/after eating.

Children will enter via the usual door at the side of the gym hall.

### **Toilets**

Children are encouraged to use the toilet when necessary and staff will explain the procedures in place during the first day of school.

Staff will ensure that toilet breaks are built into the school day. Some of our cubicles have been blocked to ensure distancing and we encourage the use of paper towels rather than the hand dryers.

### **Corridors**

Our corridors have signs on the floor to indicate that pupils/adults stay to the left hand side. We ask that pupils remain in single file and face forward when travelling around the school. This will be closely monitored and travel around the school will be minimised where possible.

### **Classrooms**

- Children will be seated in rows front facing until restrictions ease. Pupils do not need to socially distance but advice states that all pupils should be facing forward. Staff must maintain 2m distance where possible and children will be taught from the teacher who will remain at the front of the class.
- We encourage that pupils do not share resources
- Staff will work creatively to ensure each class has a positive, welcoming ethos where each child can flourish.

### **Homework**

Children will receive some homework and this will progress as we settle back into school. Staff will look at creative ways in which we can facilitate the use of homework safely to avoid cross contamination. Reading books can come home and will be quarantined for 72 hours before being re-issued. All completed tasks must be quarantined for 72 hours before staff handle so it may be that we look at the use of Microsoft Teams. We will keep classes informed as we progress through the term.

### Health concerns/asthma

Children who have specific health concerns may require a separate risk assessment and should contact Mrs Nicolson who will look at ways to reduce any possible risk factors.

We have a number of asthmatic pupils and Mrs Crossan has been in contact with those pupils. We recommend that children with asthma will sit nearer to the window for increased ventilation and use their inhaler as prescribed. Children may wear masks and maintain a 2m distance as far as possible.

It is important that you contact the office with any health concerns as your child's safety is of the upmost importance to us.

### P.E.

PE will be taken outside (weather permitting) and if not the gym halls will be used with time allocated between to ensure the cleaning of equipment. Children may choose to wear shorts on their allocated days or stay in tracksuit/leggings and polo shirts. All jewellery should be removed on PE days and earrings may not be worn at any time for safety reasons.

### Assemblies

Unfortunately we are not permitted to facilitate assemblies at this time. Singing is discouraged and our hope is that guidance around this will relax as the term progresses.

### After School clubs

We are allowed to have clubs after school but outside only at the moment. Clubs will not start in the initial few weeks as we feel it is important that staff and pupils settle into our adapted environment first before considering additional activities. This will be reviewed as the term progresses and we will keep you updated as we are keen to encourage our extra-curricular activities.

### Parent meetings

We need to manage and minimise parents and visitors going into schools / ELCs. Where meetings can be carried out virtually or over the phone this will be the approach taken. We will review how we will report to parents and it may be that parent/teacher meetings need to happen virtually for the foreseeable future. This will be discussed with staff and our Parent Council during this first term.

### Fire Safety

Children will participate in a practice drill during the first full week and we have looked at our 'Muster' point to ensure that class groups are appropriately distanced.

### Showing signs of illness:

- If your child or any member of your household is showing any signs or symptoms of Covid19 then please keep them at home to minimise the risk to others. We all have our part to play in keeping our school open and hope that we can minimise the possibility of another lockdown situation by being vigilant and following guidelines for test and protect.
- If you or anyone else in your household develops symptoms of coronavirus such as a high temperature or a new and continuous cough or a loss of/change in smell or taste, **that person must stay at home for 10 days and get tested**. In addition, **everyone else in the household must stay at home for 14 days**. You can find all the information about what you need to do in the NHS Inform website: <https://www.nhsinform.scot/coronavirus#stay-at-home-advice>
- If staff develop coronavirus symptoms, they must self-isolate and get tested. The Scottish Government will be introducing surveillance testing to some schools.
- If a staff member or pupil becomes unwell due to suspected coronavirus, they must wait in a ventilated space until they can be collected or get home safely. They will then need to get tested for coronavirus and they and their household must self-isolate. If they test positive for coronavirus



they'll be asked to continue to self-isolate for 10 days and their close contacts, identified through contact tracing, will be asked to self-isolate for 14 days.

- If other staff or pupils need to self-isolate as a result of coming into contact with them, the school, ELC and Local Authority will consult with public health professional and the NHS who will decide if the rest of the class need to self-isolate. You can find out more about the test and protect scheme here: <https://www.nhsinform.scot/campaigns/test-and-protect>
- Parents will be informed if their child becomes unwell in school with a new, continuous cough or a high temperature, or report a loss of, or change in, their normal sense of taste or smell (anosmia). Children will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
- If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. A window will be opened for ventilation.
- If the child needs to go to the bathroom while waiting to be collected, they will use a separate toilet area. The area will then be thoroughly cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE (apron/mask) will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

We hope that this booklet has managed to answer any questions and queries that you may have had. The council have also produced a very useful 'Frequently asked question' guide that you should have received by email and if not the link is below and on the council website:

<https://www.inverclyde.gov.uk/covid-19/faq-schools-and-early-learning>

Our main priority is to welcome our staff and pupils back to school as safely as possible following government guidelines. We will spend the first few days settling pupils and introducing them to this new way of working. Your child's happiness is and will continue to be our focus. Once pupils are settled we will then look at assessing academic needs and staff will work to ensure that pupils progress and are appropriately challenged in their learning.

We are keen to keep communication channels open and parents can phone and email the school should they need to discuss individual matters. It is important that we work together and be reassured that the school is here to listen and work together across our school community.

