

INVERKIP PRIMARY & NURSERY CLASS GENERAL PROCEDURES/INFORMATION AUGUST 2021

The most recent Government Guidelines state that schools should continue with the majority of mitigations/procedures in place relating to COVID 19 for the **first 6 weeks** of term. Further guidance will then be issued from the Government.

One of the big changes to note is that we are no longer required to maintain class bubbles which is welcomed news.

There are a few changes relating to self-isolation in the event of a positive case and information on this is outlined in this booklet.

Below is a reminder of what we have in place in term 4 and this will continue to be reviewed as the term progresses and further guidance is issued from the Scottish Government.





Government Guidance states that most of the mitigations that were in place in term 4 have to continue for the first 6 weeks of term. We have outlined the procedures still in place and explained any changes below. Staff will continue to work hard to ensure that the children are happy and settled in nursery and school and we will adapt as and when we are allowed. We hope you find the information in this booklet useful but as always if you have a questions please do not hesitate to get in touch with either Mrs Bradley (inpao078@glow.sch.uk) or myself (inunn621@glow.sch.uk) – we are here to help.

Travelling to school:

Parents and children are encouraged to walk or cycle to nursery/school where possible. If dropping off via a car, we urge children to exit the vehicle safely and enter nursery/school via the identified entrance gate. We are still encouraged to have 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. Please remember to park responsibly and be mindful of children crossing the road – safety is a key priority especially during busy times and congested traffic. The staggered start/end times will be reviewed after the first 6 weeks.

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 2m distancing rule and 1m metre if space is limited 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. All adults will wear a mask in communal areas such as the corridors. We still encourage parents to wear face masks at drop off/pick up times as this was in place at the end of term 4. This will be reviewed after 6 weeks.

School Uniform:

We will continue to be flexible on the choice of school uniform. As we start to return to some sort of ‘normality’ we know that most of our pupils will begin to wear normal full school uniform again on a more regular basis. However, we are equally accepting if children choose to wear a more relaxed uniform e.g. polo shirt/school jumper or cardigan on top with a relaxed bottom half (e.g. tracksuit trousers/leggings that are school colours where possible).

P.E Kit:

Where possible PE lessons (weather dependent) will take place outside. However, if raining, PE is allowed to take place inside now. Pupils may bring their PE kit to school in a gym bag but we suggest that a relaxed approach is used on identified gym days with children participating in PE lessons in their polo shirt and tracksuit bottoms. The class teacher will let you know when the gym days are so that you can plan ahead and a suggestion is to possibly wear relaxed uniform on gym days and full uniform the rest of the week.

It would be beneficial if your child has an old pair of trainers/wellies/waterproof trousers that they can keep in school and use when their class is allocated time on the trim trail and the grass area. The children love exploring the school grounds but we understand that coming home muddy can be a pest for parents. Keeping an old set of clothes in school will help with this issue. Parents can pop into the office to purchase a gym bag/book bag at any time. Alternatively your child can also pop along to the office to purchase one if needed. All jewellery should be removed on PE days and earrings may not be worn at any time for safety reasons.

Primary 1 pupils

- Unfortunately we are not permitted to allow our new P1 parents into school on the first morning. This is the same as last year and although not ideal we can reassure parents that our P1's last year still had a special day. We will arrange a parent workshop to take place as soon as restrictions ease! The children will come home with a photo memento of their first day.
- We ask that the children in P1 come along on the first morning at two separate times according to their class group. This will allow for more room in the playground for photos. We ask (where possible) that only one parent accompanies each child to ensure the little ones don't become overwhelmed by a sea of adults!
 - **P1's in Miss Milliner's class should come along to the front playground at 9.10am.**
 - **P1's from the P2/1 Mrs McCready's class should come along to the front playground for 9.20 am.**
 - The children can then be collected at the end of the day at 3.05 pm from the back playground area.
 - The P1 children will then start at the normal time of 8.45-9am thereafter and still a 3.05 pm pick up.

Arriving and leaving school:

- The school playground will be open from **8.45 am** each morning. Children should enter the playground at their recommended staggered start time using the appropriate entrance. The staggered start/end times will remain in place for the first 6 weeks of term.
- The staggered start/collection times are recommended and as always we are flexible to the needs of our families – a natural rhythm emerged last year and the drop off/pick up went really well. The main issue we continue to face is car parking/road safety. We urge parents to be respectful of safety and ensure that a park/stride approach is adopted when possible.
- To alleviate congestion, we advise that one adult per family does the drop off and pick up. Children will come straight into the school building and make their way to class. Staff supervision is from 8.45 am and therefore the school gates cannot open any earlier. Please try to arrive for 8.45 am and not any earlier to avoid a build-up of children/adults waiting.
- 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. We are hoping to have P7 class monitors in the mornings to help supervise classes before 9 am. This will obviously alter the staggered start time for those pupils who have volunteered for this role and we will arrange this as soon as the term starts in discussion with the P7 pupils.
- There will be staff waiting in the playground area to welcome the children with a smile and we ask that parents do not linger at the gates any longer than necessary. Entrances for each year group are outlined below and staff will explain this fully to pupils on the first day of school.
- Children who have siblings should arrive between 8.45-9 am and enter via the identified door for their year group (see the table below).

Arriving Late:

The side gates will be locked from 9am onwards so if a child is late, Parents must bring their child to the front office door 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 then 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 should remain in a single file line with appropriate space between each other 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.

	Recommended start time	Entry Location	Recommended finish Time	Exit Location
Nursery children	Time agreed with nursery staff Normally 8.45-9am	<ul style="list-style-type: none"> Enter via the slope entrance (car park area) or front steps 	Time agreed with nursery staff	<ul style="list-style-type: none"> leave via the slope entrance (car park area) or front steps
P1-3	8.45 – 9 am	<ul style="list-style-type: none"> Enter via the front steps or front side gate. Children then come straight into school via the slope beside our Eco mural. 	3.05 pm	<ul style="list-style-type: none"> 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 & pupils to enter via the car park area. Adults can then wait in the car park area and staff will bring out P1-3 pupils a class at a time.
P4-5	8.50 – 9 am	<ul style="list-style-type: none"> Enter via the front steps or front side gates Children then come straight into school via the green entrance door at the middle playground area. 	3.10pm	<ul style="list-style-type: none"> Side gate or front steps at the front of the school
P6-7	8.50 – 9 am	<ul style="list-style-type: none"> 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 8.45am to ensure that it is safe for pupils to enter via the car park area. 	3.15 pm	<ul style="list-style-type: none"> Side gate or front steps at the front of the school
Sibling groups from P1-7	<ul style="list-style-type: none"> We understand that parents need to drop siblings off at the same time. We hope that a natural pattern will develop. Parents with siblings can drop off between 8.45-9 am and children will enter via their identified entrance. 			<ul style="list-style-type: none"> 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 where possible. The times are staggered to enable parents of P1-3 pupils to walk around to the front to meet siblings. Alternatively staff can walk any P1-3 pupils around to the front of the building to wait on siblings or parents. We are happy for children to wait in the playground area with staff until 3.15 pm and will work with parents to ensure a smooth pick up at the end of the day.

School bags/Personal belongings:

- 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 ask that pupils use their own personal resources and discourage sharing across pupils.
- Personal toys from home are strongly discouraged and we ask that children do not bring any unnecessary items from home.

Pupils should have a:

- Waterproof coat/old trainers or wellies (be prepared for outdoor learning). These can be kept in school in a named bag/carrier bag
- PE/gym bag with plimsolls/shorts/polo shirt – alternatively pupils can wear relaxed uniform on gym days and just keep gym shoes in their bag
- 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 will refill bottles throughout the day should this be required.

Fizzy drinks are not permitted in school. Children may keep water bottles on their desk but any diluting juice must be kept for packed lunch times.

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



Break and lunch time procedures:

- We are delighted that we can now mix class bubbles. Year Groups will have staggered breaks in a designated zone in the playground during break and lunch times. Children who are in the composite class will now be able to mix with friends from in their year group.
- We will keep our playground zones for the first 6 weeks of term as this had a positive impact last year. Children will have a designated zone to play in. This will now be allocated according to year groups instead of class groups.
- The playground has been divided into 4 zone areas and the zones will be rotated every two weeks so that children have access to different areas within the playground such as the muga pitch and the Trim Trail.
- After the 6 week period and as we begin to phase children back into the canteen area we can then relax our zones to allow year groups to also mix.
- Pupils will eat snacks/lunch in classroom before going out to play for the first 6 weeks. 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.
- Playground zones will have their own set of equipment that will be cleaned after use. Children may play alongside each other and are not required to 2m distance. However, adults will need to remain 1/2m from pupils.
- 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:

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.

- **P1-3: 10.05 – 10.20**
- **P4-7: 10.30 – 10.45**

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 will change as restrictions relax and the classes will then be able to eat in the canteen area as soon as we are allowed.
- An email will be sent with the school and nursery menus. Please discuss the choices with your child the night before and if your child doesn't like the choices then consider a packed lunch. The lunch choices are also shared each Sunday night on our school Twitter page and on the school website.
- Please remember that we are strictly a nut free school. We have a number of children with severe allergies and cannot have any nut products in school. E.g. chocolate spread. Please check all snacks/food being sent in to ensure they are nut free.

Nursery:

- **Children will go to the canteen area for 11.45-12.15**

First sitting: P1-3

- **Pupils will eat lunch in class from 12.15-12.45pm and then go outside to play from 12.45-1.15pm**

Second sitting: P4-7

- **Pupils will go outside to play from 12.15-12.45pm then come inside for lunch at 12.45 – 1.1pm.**

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 and 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 shortly and details on this will follow after the first few weeks of term. Our Breakfast club days are a Tuesday and Thursday from 8 – 9am. We are still awaiting confirmation regarding the food that will be on offer and once this has been decided we will send out a Breakfast Club application form. We aim to facilitate as many children as we can but this will be dependent on the volume of applications/staffing ratios.

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 also built into the school day.

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.

Homework

Children will receive homework and this will progress as we settle back into school. Reading books can come home and will be quarantined for 72 hours before being re-issued. We very much adopt an approach that homework should not be something that is stressful or adds anxiety to family time. If your child is unable to complete/frustrated with something then simply let us know and we can adapt to suit the individual child's needs.

Health concerns/asthma

- It is important that you contact the office with any health concerns as your child's safety is of the upmost importance to us. 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.
- If your child has asthma and requires an inhaler then these are kept in an accessible place in the classroom and children can use as and when required. The office staff will contact you if a replacement is needed.
- We are unable to administer any medicine to a child unless parents have signed the appropriate consent form. Should your child require any medicine to be administered during the day, then simply pop into the school office to complete the appropriate form. Medicines must be kept in the school office and should not stay in your child's bag.

Parent visits into school/meetings

We are still encouraged to need to minimise parents and visitors going into schools and nursery. Where meetings can be carried out virtually or over the phone this will be the approach taken. We will arrange review meetings to discuss individual pupils in term 1 and plan to have an in-person Parents Evening at the end of October (restrictions permitting!)

Assemblies

Unfortunately we are not permitted to facilitate assemblies at this time. For the first term, these will continue to be virtual. We are delighted that singing is now allowed and our hope is that guidance around this will relax as the term progresses and we can get the children together again to celebrate awards/class assemblies.

We hope to issue an assembly planner which outlines a date/time for each class to present an assembly. Parents of the children in that class will be invited along to watch. Unfortunately, we need to wait until the guidance states that parents are allowed back into school before we confirm any dates.

After School clubs

We hope that as guidance eases we will be able to organise after school clubs again. There will be no after school clubs for the first 6 weeks and hope that these can resume in term 2 -4. We will keep you updated as we are keen to encourage our extra-curricular activities.

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.

COVID 19 – Update

Essentially the key message is that the majority of mitigations that were in place at the end of the previous term should be retained. This position is expected to be in place for up to 6 weeks (until the end of September), to allow the impact of the revised guidance to be monitored. There are a few key changes which are outlined below:

- Contact groups or bubbles will **no longer be required**. This means that pupils from different classes will be able to mix with one another at points of the day such as interval and lunchtimes. This distinction is made on the basis that schools remain a unique environment where large numbers of unvaccinated children and young people will be gathered on a non-discretionary basis.
- We will ease back into mixing class bubbles gently over the next 6 weeks. Initially we will look at year groups joining together from across composite classes. P7 monitors and P1/P7 Buddies will also be introduced gradually over the first few weeks.
- Test and Protect will take a more individual approach to contact tracing. The expectation is that schools will be much less involved in the process though you may be contacted to help identify people falling into the revised close contact criteria.
- Restrictions on music, PE, dance and drama have been removed.
- **School transport:** Primary pupils on school buses are no longer required to wear masks or socially distance. Secondary pupils will still need to wear masks but are not required to socially distance.

1. What will happen when there is a case of COVID-19 (Coronavirus) in school?

- Whole classes will **no longer** be asked to self-isolate if someone in the class tests positive for COVID-19.
- **Where there is a positive case in a school community a 'Warn and inform' letter will be issued to ensure families are vigilant for any symptoms. If your child is absent from school due to a positive PCR test then the school must be informed.**
- Your child will only be identified as a contact if they have had **prolonged** close contact with the case e.g. same household, overnight stays.
- There will be no requirement for you or your child to self-isolate **unless you are contacted by Test and Protect**.
- All close contacts of the case who need to take specific actions will be identified, contacted and advised by Test and Protect to follow the latest guidance on self-isolation and testing which was updated from August 9th 2021.
- Further information on the latest self-isolation requirements can be found on the NHS Inform website at: www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19 or [Translations \(nhsinform.scot\)](http://www.nhsinform.scot/translations) for accessible, easy read formats or other languages.

2. Regular testing

- Regular testing even when you don't have symptoms can help keep you and your school community safe. Staff are encouraged to administer a lateral flow test twice a week and this will be ongoing.
- Your family, including primary school-aged children, can access free test kits through the Universally Accessible Testing programme, which is available to everyone in Scotland. Free at-home LFD test kits are available for collection from COVID test centres or pharmacies, or delivery by ordering online. www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/no-covid-symptoms.

3. Book a test if you or your child develop symptoms

- Please be vigilant for symptoms of COVID-19. If your child develops any symptoms of COVID-19 they must not attend school and complete a PCR test to minimise the risk to others. You can find all the information about what you need to do in the NHS Inform website:
https://www.nhsinform.scot
- If a staff member or child becomes unwell due to suspected coronavirus, they must wait in a ventilated space until they can be collected or get home safely. Families will then need to arrange a PCR test and follow the appropriate guidance if according to a positive or negative result.
- All other household members of your child (including yourself) must also stay at home and follow the latest guidance, which can be found on [NHS Inform](#). In the event of a positive result, Test and Protect will contact you to provide tailored advice on what to do.
- One of the key changes to guidance is that children sitting in close contact over the school day are no longer going to be defined as a high risk contacts requiring isolation and testing advice. The responsibility for identifying those contacts will now rest with Test & Protect. The emphasis is very much on high risk contacts, i.e. households or sleepovers or very close friends.

- If your child has been identified by Test and Protect as a close contact or is showing symptoms then they should self-isolate immediately and get a PCR test.
 - If negative, children can resume normal life including attendance at nursery/school.
 - If a positive PCR result occurs, then your child should follow the standard rules re: self-isolation for 10 days.
- **Please note that if your child has a PCR test due to Trace and Protect or from being symptomatic then all results (positive or negative) must be shared with the Mrs Cunningham (gw20cunninghamtracie@glow.sch.uk) in the school office before your child returns to school or nursery. Your child will not be allowed to attend school until the results are shared.**
- There are some changes regarding staffing. Fully vaccinated staff who are identified by Trace and Protect as a close contact of a positive case will isolate and take a PCR test, following the usual guidance if positive and returning to work if negative. Those staff who are unvaccinated (or have only had one dose) will follow the old rules which requires them to isolate for 10 days from the symptom onset in the symptomatic person, book a PCR test and maintain isolation for 10 days irrespective of the PCR result.

Booking a test

- Book a test at [NHS Inform](#) for your nearest COVID-19 test site. There are drive-through, walk-through, and mobile testing units across Scotland which are open from 8-am until 8pm, 7 days a week. A full list of sites can be found at [Gov.Scot](#). Or you can order a home PCR test kit [online](#), or by calling 119. A test will then be delivered to your home. To return you can either drop the test at your nearest priority post box, or if you are unable to go out, you can also call 119 to book a courier collection from your home.

We hope that this booklet has managed to answer any questions and queries that you may have had. The latest guidance can be found in full at: <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/pages/overview/>

Our main priority is to welcome our staff and pupils back to school as safely as possible following government guidelines. Your child's happiness is and will continue to be our focus. The restrictions in place will be reviewed after 6 weeks and we will communicate any changes as we progress.

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.

Kindest regards

Mrs Una Nicolson (inunn621@glow.sch.uk)