

St Michael's Primary
Bridgend Avenue
Port Glasgow
PA14 5SU
Telephone: 01475 714690
Head Teacher: Mrs Colette Wallace
<http://stmichaels.inverclyde.sch.uk>



Inverclyde Council
Education Services
Wallace Place
Greenock
PA15 1JB
Telephone: 01475 717171
Head of Education: Mr Michael Roach
admin.educationhq@inverclyde.gov.uk

4th August 2020

Dear Parents and Carers

We are delighted that our schools are now reopening to pupils after many months of closure.

This letter outlines our plan that will help us bring everyone back safely to St Michael's. This will be done in a phased manner with all pupils returning to school full time on Monday 17th August. The hours of our school day remain as they were: 9.05am until 3.05pm.

Tuesday 11th August

This is an In Service day and the school is open to staff only.

Wednesday 12th August

Only pupils in Primary 1 should attend today. This will give them the opportunity to familiarise themselves with their new setting without it being too busy. Some of our pupils who require additional support will be invited to attend school at 1.15pm to visit their classroom and speak with their class teacher. We will contact you directly if this offer is being extended to your child.

Thursday 13th August

Pupils in Primary 1 should attend all day; the same as Wednesday. Pupils in P2 – P7 who are in Group A should also attend on this day. We will send a separate email to remind you of the Group your child is in. Having smaller groups of children attending initially will give them a good opportunity to learn and understand the new routines that school will bring. It also gives them increased opportunities to talk to school staff and share their thoughts and feelings.

Friday 14th August

Pupils in Primary 1 should attend all day; the same as Wednesday and Thursday. Pupils in P2 – P7 who are in Group B should also attend. This small group setting will give them the same opportunity as their classmates in Group A to learn and understand the new routines of school and also speak to school staff, sharing their thoughts and feelings.

Monday 17th August

From Monday 17th August all pupils will attend school on a full time basis.

What to do on arriving at school

It is important that your child arrives just in time for the school day beginning. Please do not send them to school any earlier than this. The children will be expected to make their way to the class line upon arrival. We will not have opportunities for play before the school day begins.

If your child is too young to walk to school on their own it is important that only one adult accompanies them. This will help to minimise the numbers of people surrounding the school. With the exception of Primary 1 parents and carers, it is no longer possible for parents and carers to come into our school grounds to drop children off at the start the school day or to pick them up.

To make this manageable we have made some changes to how your child will enter and leave the school; for some classes this is different from what we shared at the end of June. Please follow this new guidance carefully and share it with your child. We will be uploading some videos to our website and YouTube channel which your child may find useful.

Primary 1 – Arriving at and leaving school

P1 should use the gate on Bridgend Avenue that has the ramp leading to the front courtyard. No other gates should be used. Each child can be accompanied by one adult only.

Adults should wait on the ramp and allow their child to walk round to meet their line on their own. The posts on the black railing on the ramp are exactly 2 metres apart. If you wish to wait until your child has entered the building you can wait at one of these posts knowing that you are safely socially distanced from another parent. At the end of the school day

one adult from each family should wait at one of these posts. Your child's class teacher will make sure that they know where you are standing before they send them up the ramp to meet you. Once your child is with you we ask that you leave the grounds promptly and do not congregate with other families for a catch-up.



Primary 2 – Arriving at and leaving school

Primary 2 pupils should enter the school grounds by using the gate on Bridgend Avenue that is closest to the junction with Cardross Avenue. They should use the staircase on the left hand side and make their way to their line which is opposite Mrs Wallace and Mrs Russell's offices. Parents cannot come into the front courtyard. You can wait for your child just outside the school grounds by using the pavement area between the gate and the corner of Cardross Avenue. Your child's class teacher will make sure that they can see where you are standing at the end of the day so that they can return to you safely.



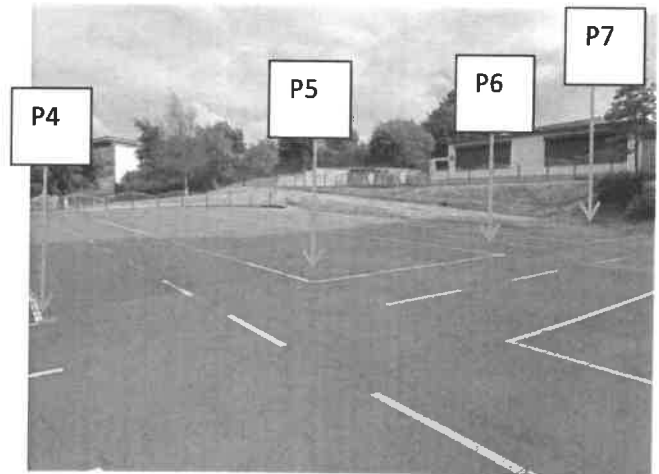
Primary 3 – Arriving at and leaving school

Primary 3 pupils should enter the school grounds by using the gate on Bridgend Avenue that is closest to the gate with the ramp access. They should use the staircase on the right hand side and make their way to their line which is at the side gate to the infant playground. Your child will enter the school building using the door in the infant playground. Parents cannot come into the school courtyard. You can wait for your child at the end of the school day just outside the school grounds by using the pavement area between the gate your child used in the morning and the gate closest to the ramp access. At the end of the day your child will leave the school by using the door facing Bridgend Avenue. Your child's class teacher will make sure that they can see where you are standing at the end of the day so that they can return to you safely.



Primary 4, Primary 5, Primary 6 and Primary 7 – Arriving at and leaving school

Pupils in Primaries 4, 5, 6 and 7 should enter the school grounds by the gate at the lower end of Cardross Avenue (at the bike shelter). They should make their way to their class line. At the end of the day, staff will escort your child along the path towards the gate on Cardross Avenue. Please make sure that your child knows where they should meet you after school or if they have to walk home on their own. We are unable to allow parents to meet their children within our school grounds.



Primary 6/5 – Arriving at and leaving school

Pupils in Primary 6/5 should enter the school grounds by the gate at the upper end of Cardross Avenue (just behind the car park). They should make their way to their class line which will be on the passageway behind the assembly hall (between the front courtyard and the car park). They will enter and leave the school building through the assembly hall. At the end of the day, staff will escort your child along the path towards the gate at the upper end of Cardross Avenue. Please make sure that your child knows where they should meet you after school or if they have to walk home on their own. We are unable to allow parents to meet their children within our school grounds.



School Uniform

As communicated at the end of June, we are happy to continue to support the plan for a relaxed approach to school uniform. We will review this with you in October. If you wish to send your child in their formal school uniform at this time we will be fully supportive of this too.

Stationery, Toys and Personal Belongings

Please do not send stationery to school with your child. We will provide each child with the materials they require for their learning in class. This helps to minimise the number of items that are transferring between home and school and reduces the temptation to share our new things with others. We are unable to allow children to bring toys to school with them. Please talk to your child about this and help them to understand the need for these special things to remain at home. Where a pupil requires to have a comfort toy because of a support need that they have, this, of course, will be permitted. Please ensure that all school clothing is labelled with your child's name. It is more important than ever that we get things back to the right people when they are left behind at school.

Playgrounds

Each class will have a designated area of the playground for playtimes and lunchtimes. The children must stay as a class group throughout the day and will not be able to mix or play with children from other classes. It is crucial that all children understand that this is an important factor in keeping them, and others, safe at school. Please talk to your child about this and help them to understand the need for following this important rule.

Behaviour

We have high expectations of all our children. It is more important than ever that all children demonstrate good behaviour and show respect when at school in order to keep themselves and others safe. If we have concerns about behaviour that may potentially impact on the safety of others, we will make immediate contact with parents to put a plan in place to support safe attendance at school.

Frequently Asked Questions

Inverclyde Council has produced a booklet of Frequently Asked Questions which may help answer other questions you may have. You should receive a copy of this via email. It will also be available via our school website and Twitter. As always, if you do have questions, please do not hesitate to get in touch. Please telephone the school on 714690 or send an email to INStMichaels@glowscotland.onmicrosoft.com. Staff email addresses should not be used at this time.

Things will feel different when we return to school next week but we will quickly adapt and get used to our new ways as a school community. As we try and test some of the practices that we have put in place for returning to school we may find that we need to make further changes and adaptations. Please bear with us. The wellbeing and safety of everyone in our school community is our first priority and we will do whatever is necessary to make this happen.

I hope you enjoy the final few days of the summer holiday with your families. Maybe, just maybe, the sun will come out!

Kindest regards

Mrs C Wallace

Head Teacher