



# **BEE SAFE AT BISHOPMILL**



## **GUIDANCE**

**FOR OUR SCHOOL COMMUNITY  
FOR RETURN TO SCHOOL ON 12 AUGUST**

**FROM A LITTLE ACORN GROWS A MIGHTY OAK**  
ACHIEVEMENT COOPERATION OUTSTANDING BEHAVIOUR RESPECT NEW BEGINNINGS

As we prepare for returning to school in August, I am sure you have many questions about what this will look like and how this will work. Here we aim to answer some of these questions. Our main priority will be to look after your child's safety and wellbeing, and to ensure that they continue to learn and make good progress. We will prioritise the physical, mental and emotional wellbeing of our children, our staff and families as we prepare for our return to school on a phased basis. We recognise that good health and wellbeing is fundamental to ensuring that children can engage effectively in their learning. The acronym **RESTORE** sets out how we will set out to engage with our learners to support them to return to school. The first four letters relating to Recognise, Empathise, Safety and Trauma are connected to what has happened and its effect on us. The last three letters, relating to Opportunity, Relationships and Engagement are key to how we are going forward into a new normal.

**RECOGNITION:** Of what has happened and that our experiences during lockdown have all been different, life changing for many and significant for us all. Children will need to share their personal experience of lockdown. Teachers will plan their next steps in the learning to take account of where the children are,

**EMPATHY:** We are aware of the mix of emotions that we have experienced due to Covid 19. We will seek to acknowledge and recognise that we all have different experiences as we emerge from lockdown and provide as much support for the community and children as we can.

**SAFETY:** We will re-establish a sense of emotional and physical safety for this new normal so that as a community we are able to learn and thrive.

**TRAUMA:** We are aware and recognise the effects of trauma as we return to school. We will be actively working to mitigate this through our focus on Health and Wellbeing, our Getting It Right for Every Child, philosophy and nurturing approaches.

**OPPORTUNITY:** We have an opportunity to change what needs to be changed, to reflect on what matters to us and learn from this experience. We will also build on the opportunity to increase school time in partnership with Earth Time.

**RELATIONSHIPS:** Are key and we will continue to engage with our children and community taking a relational approach.

**ENGAGEMENT:** We would like to take this opportunity to thank our whole school community for the support and online/home learning engagement. We will continue to build on this wonderful family learning as we move to more of a blended learning approach.

## WELCOME

We would like to welcome Mrs Sheridan More who was successfully appointed to Clerical Assistant / School Administrator replacing Mrs Morag Hayden in the office

## RISK ASSESSMENTS AND POLICIES

A series of comprehensive risk assessments have been created and agreed with staff, trade unions and with Moray Council and Health and Safety staff. These will continue to be updated once buildings are fully operational.



## HEALTH AND SAFETY

There are a number of updates to our Health and Safety procedures within school. Below is a summary of these procedures, linked to the frequently asked questions we have received from parents:

- All staff have been briefed on the increased safety protocols relating to COVID-19 and will follow the control measures identified on the Risk Assessment documents.
- Child friendly graphics using the BEE Safe in Moray logo will be present across the school. Examples of these are contained at the back of this booklet so that you can share these with your child(ren) prior to returning. As part of the transition arrangements staff will draw attention to the signs and help children to understand the routines and processes for their school/setting. We have also had a social media campaign to highlight these also. Children will be reminded of these regularly over the course of the first few days back until they get themselves familiarised and how they will impact on their movement across the school or access to rooms.
- Cleaning patterns and routines have been implemented for our schools and settings to support the prevention of spread of COVID-19.
- Increased handwashing protocols are in place and there will be reduced access to some facilities for children – staff will regularly remind children about this. We have changed the soap to a gentler one and this has proved to be better when children were in the hubs
- You may wish to give your children their own sanitiser and or wipes but they will not be able to share these with anyone.
- Hand sanitiser stations will be present on entry and exit and where necessary throughout the buildings where hand washing is not possible. Children and young people will be expected to hand sanitise as they enter and leave the building and where necessary staff will support this.
- It is not necessary for children to wear masks, however if they wish to do so they can, particularly if they are in a busy area e.g. corridors.
- All inhalers, epi-pens and medicines should be updated by parents and sent into school, clearly labelled. It is essential that we have this for 12 August.

## **CHILDREN AND PARENTS/CARERS**

- A number of changes have been made within our school in an attempt to maintain the Health and Safety protocols listed above. We have attempted to list as many examples as possible.
- If you have booked or are honouring a holiday for the week beginning 12 August, the absence of your child(ren) will be authorised given that there has been a change to the summer break dates.
- The cooperation of everyone in school is essential to support a safe return. Positive behaviour at all times is essential and this means being mindful of the feelings of others, any anxiety people may have in returning to school and adhering to all guidance. This includes use of PPE when needed, social distancing, new one-way systems and entrance/exit routes and making sure we take notice and comply with instructions on new signage.
- If your child is unwilling to follow clear guidance and rules in place to ensure the safety of yourself and others in the school, you may be asked to collect your child from school. Please be respectful at all times where following guidance and rules in place is not an option – they are in place to keep everyone safe.

## **CLASSROOMS**

- All classrooms have been decluttered with excess furniture and fittings stored in suitable containers in the playground to provide as much room as possible and to allow the teacher space to support 2m social distancing.
- The amount of movement between rooms will be kept to a minimum.
- You may see school windows open throughout the day – this is to ensure that there is adequate ventilation

## **ACCESS TO THE SCHOOL SITE**

In order to prevent any larger gatherings, it is vital that parents/carers remain outside the school grounds at all times. The following measures have been put in place to try and ensure the safety of our children and staff:

- Visitors to our school will be kept to a bare minimum – should you need to speak with the Headteacher or a member of staff please contact the school by phone or email in order to arrange a time to discuss your concerns.
- Parents will be asked to remain outside the building/grounds at all times.
- Access to schools will only be permitted in an emergency. Contact should be via normal communication methods.
- You should arrange to drop your child(ren) off and pick them up at an agreed location with your child (outwith the school grounds) ensuring that social distancing is adhered to and adopt a “park and stride” approach or walk to school where possible.
- Parents will not be able to drop off forgotten items or additional belongings to the school office. This includes packed lunches – children will receive a school packed lunch and you will be charged for this in the event of this happening.
- Children must arrive to school at the designated time. Late attendance will be closely monitored as it risks the safety of staff and pupils.
- We ask that only one adult drops off or picks up children from school.
- Please consider a ‘park and stride’ approach to avoid congestion outside the school. Where at all possible, children should walk to school. Car sharing with children from other households is discouraged.
- Parents should not physically approach staff at school drop-off and pick-up times. Parents should maintain a 2m social distance from other parents.
- If you have to pick up your child as they are showing symptoms, the school will provide you with details regarding pick-up.



## **ARRANGEMENTS FOR PRIMARY 1**

To allow the children to become familiar with new routines and procedures they will attend in the mornings only for the first week. All children will start at 9:15am and finish at 12:30pm.

Children will all receive a packed lunch. (see lunchtime and catering)

**Full day attendance begins in the second week: 9:00am – 3:00pm**

**For Primary 1 children arriving and leaving school, only 1 adult will be permitted to accompany their child into and from the school grounds. We ask that you social distance.**

## **ARRANGEMENTS FOR NEW CHILDREN (other than P1) TO BISHOPMILL**

We look forward to welcoming new children to our school. Please wait outside the main entrance and a member of staff will collect your child and accompany them to their new class.

## **ARRANGEMENTS FOR CHILDREN RETURNING TO BISHOPMILL**

We are going to use a number of different entrances to ensure social distancing at drop off and pick up times. These are detailed in the table below.

**Parents and carers of P2-7 will unfortunately not be permitted to enter the school grounds.**

## SCHOOL ACCESS

| TEACHER   | CLASSROOM | ENTRY POINT  |
|---|-----------|--|
| Primary 1T<br>Mrs Grimson Mrs<br>Kendrick/Mrs Heald | Room 1    | Infant entrance from playground                    |
| Primary 1/2D<br>Mrs Donegan                         | Room 3    | Infant entrance from playground                    |
| Primary 2Z<br>Miss Zielinska                        | Room 7    | Infant entrance from playground                    |
| Primary 2/3C<br>Mrs Carr                            | Room 4    | Infant entrance from playground                    |
| Primary 3G<br>Mrs Gee                               | Room 5    | Infant entrance from playground                    |
| Primary 3K<br>Mrs Kirkman/ Mrs Kendrick             | Room 6    | Infant entrance from playground                    |
| Primary 4DS<br>Mrs Dyer/Mrs Stewart                 | Room 9    | Senior entrance via middle doors in glass corridor |
| Primary 4W<br>Mrs Westwood/Mrs Nawrotek             | Room 13   | R13 Classroom entrance from playground             |
| Primary 5W<br>Mrs Wilson                            | Room 12   | R12 Classroom entrance from playground             |
| Primary 5MB<br>Mrs Bokor/Mrs McLeod                 | Room 8    | Senior entrance via middle doors in glass corridor |
| Primary 6A<br>Miss Anderson                         | Room 10   | Senior entrance via middle doors in glass corridor |
| Primary 6<br>Mrs Green/Mrs Spencer                  | Room 11   | Senior entrance via middle doors in glass corridor |
| Primary 7<br>Mr Stuart/Mr Risk                      | Room 15   | R15 Classroom entrance from playground             |
| Primary 7<br>Mr O'Neill                             | Room 14   | R14 Classroom entrance from playground             |

**Parents/carers will only be allowed into the school in an emergency. Contact with school should be in the form of email or telephone.**

**Parents should not approach staff at school drop-off and pick-up time.**

## **LEARNER WELL-BEING**

Learner well-being and safety will be a number one priority throughout reopening. Although school will be different in many ways, every attempt will be made to maintain normality wherever possible.

### **PHYSICAL DISTANCING**

- Primary schools – there is no requirement for physical distancing between children in primary schools.
- We will be encouraging children to maintain distance where possible, particularly indoors. This includes not crowding together and discouraging social physical contact (hand to hand greeting/hugs) – younger children will find this particularly difficult.
- We will discourage gatherings e.g. more than 50 people in one area and so there will be no assemblies or parents evenings for the foreseeable future.
- Any adults in schools will maintain a 2m physical distance between them and other adults and between them and learners.
- Where adults interact with children face-to-face for more than 15 mins then face coverings will be worn.
- Some staff may choose to wear face coverings.
- Fire drill procedures will be updated so that children and staff can muster safely outside.

## **BREAK TIMES AND OUTDOOR LEARNING**

- We will stagger break and lunchtimes.
- Though much equipment will be out of bounds and the sharing of equipment not permitted, we will encourage children to be as active as possible during any timetabled breaks.

## **LUNCH TIMES AND CATERING**

- Primary 1-3 Universal Free School Meals will be reinstated from the start of term on Wednesday, 12 August 2020. Free School Meals for registered pupils will continue in other stages and year groups.
- The online I-pay system should be used as much as possible for topping up money for school meals, where minimum top-up is £2.30. This will keep cash handling in school by catering staff to a minimum. For families without online access at home for topping up using I-pay, your school will provide information regarding this and where cash can be an option in some circumstances.
- The Eat out to Help out scheme applies to the school meal service and we will have information to you about this once this becomes clearer.
- The primary school meal service will be reduced initially:
- The menu will be a cold lunch with option of sandwich filling, cheese or ham and a 3 choice dessert option.
- We hope to introduce a hot meal choice in week 4 – more details to follow
- Children are welcome to bring their own packed lunch if this is preferred.
- Children will eat their packed lunch in their classroom. Please provide your child with cutlery if needed and ensure they can open all packaging. Please provide your child with a drink or water bottle.

## **UNIFORM**

- As all children return to school, normal school uniform requirements should be adhered to. If this causes you any difficulty, please contact the school or setting and we will be able to signpost you to support or provide you with good quality used clothing.
- Please label or name your child's school uniform, bag, packed lunch box and water bottle for easy identification.
- PE lessons will take place outdoors more often than previously. Children should come to school dressed for outdoor PE on the required days. Details of days to follow.
- School uniform should be washed as normal and changed regularly if marked. Once again, if you have any concerns or queries please do not hesitate to contact the school.

## **LEARNING-CURRICULUM**

Due to the extended period of lockdown and remote learning it will be essential that we assess where each child is in their learning. Over the course of the first few weeks, tasks and activities will be planned to gather this information and to ensure that your child is then set work which will be appropriate to them. We understand how difficult this time has been for parents/carers juggling other commitments. Our priorities will be:

### **Primary**

- Health and wellbeing and the emotional wellbeing of children
- Literacy core skills
- Numeracy core skills
- Other key core skills
- Interdisciplinary learning – seeing how children can transfer their skills and knowledge in other areas of the curriculum

There may be some changes to normal school routines:

- Children will use a limited number of jotters rather than a range for each subject.
- We will be limiting the number of resources available and for our younger children they will access toys and equipment which are easy to clean.
- Our approach to Early Years' learning is through play activities and so we will carefully manage any use of sand, water and playdough to meet hygiene requirements.
- We would ask that you do not encourage children to take toys from home or to share their personal belongings with their friends.
- We will not be using pegs – children will take their bags and jackets into the classroom and have these on the back of their chair at all times.
- School staff will limit the amount of resources going between home and school will make use of reading bags for books. Please be assured that there will be a process in place to ensure that any books are quarantined before being reissued.
- Music/singing will be avoided during the initial return to schools as we are awaiting national guidance on how to undertake this safely.

### **Outdoor Learning**

- The Scottish Government have suggested an increase in the use of outdoors for outdoor lessons and we will use the school grounds as much as possible.
- In the event of good weather, children should arrive at school already wearing sun cream. Sun cream can be brought to school, and children should be aware of how to apply it themselves. Staff will not apply sun cream for any pupil.
- Please ensure your child(ren) has a waterproof coat and suitable shoes as children will be outdoors for learning and play.

## KEEPING SAFE

- We will maintain vigilance at all times for the symptoms of COVID-19.
- If a pupil or staff member tests negative for Coronavirus they are welcome to return to school.
- **Do not** send your child to school if they have:
  - a continuous cough
  - fever/high temperature
  - loss of, or change in, sense of smell or taste
- Follow the guidance from <https://www.nhsinform.scot/>
- Children should inform a member of staff if they feel unwell with symptoms of COVID-19 whilst still at school.
- You will be contacted and arrangements made to pick them up as quickly as possible. It would be preferable that any adult from their household picks them up and not a grandparent. You will then need to follow the national guidance for households with possible COVID-19 infection including testing and self-isolation. They will be asked to isolate in a well ventilated designated space until they can be collected. Staff monitoring these pupils will wear protective PPE equipment if they cannot safely maintain a 2m distance.
- All persons in school displaying Coronavirus symptoms, however mild, will be sent home immediately and they should then follow Government guidelines on self-isolation.
- If a child or young person whose family members are displaying symptoms of Coronavirus you must follow Government guidance on self-isolating.
- If a child, young person (or their parent/carer if under 16 years) or staff member is contacted by a contact tracer and told to self-isolate for fourteen days, the person should leave school to self-isolate at home straight away and, if possible, wear a face covering en route and avoid public transport.
- If there are a number of confirmed cases in a school and there is a concern for the safety of the staff and pupils it will contact Grampian Public Health colleagues and ask for advice. Any decision to close a school will be a joint decision between Public Health and Local Authority colleagues and you will be advised of this by the Headteacher through normal processes. Should this arise, a period of remote or blended learning will be instigated and you will be kept up-to-date by the Headteacher.
- You should then follow advice given and your child(ren) should self-isolate if necessary. Please inform the school if there is a confirmed case of COVID-19.
- Should there be a spike in local cases then information and planning will be provided as part of our contingency actions.

Thank you for taking the time to read this guide. Should you have any further questions, please do not hesitate to contact us. Also, a copy of the learner "Top Tips" are included which you may wish to use or share with your children prior to their return.

Please continue to follow national guidance and advice to keep safe and stop the spread of COVID-19.

Examples of our Bee Safe in Moray signage to share with your children are on the following page.

# How are you?

If you are feeling worried or anxious, please talk to your guidance teacher.



We are here to support you.

Bee Safe in MORAY



Help stop the spread of coronavirus

Please  queue here



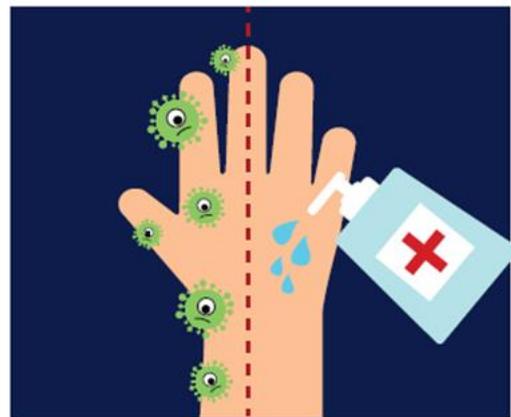
Bee Safe in MORAY



# One Way



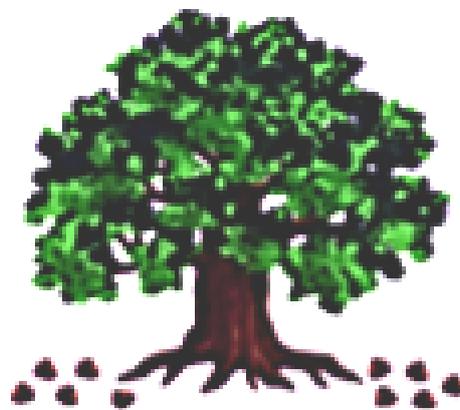
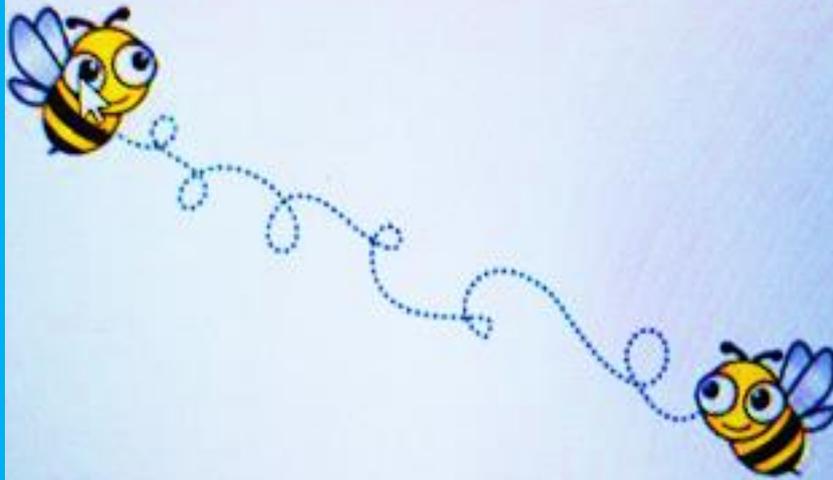
# Hand Sanitisation Point



Bee Safe in MORAY



Help stop the spread of coronavirus



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**ACHIEVEMENT COOPERATION OUTSTANDING BEHAVIOUR RESPECT NEW BEGINNINGS**

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