

# Moray COVID-19 Response



Education, Communities and Organisational Development: Education

## Moray Education Hythehill Primary School & Nursery

### Parent/Carer Guide



Updated February 2021  
Updates and reminders are in bold red

Bee Safe  
in MORAY 

### Scottish Government Update

The Depute First Minister (DFM) has announced the expected return to school for **all** children, young people and staff taking full account of progress made in suppressing COVID-19 in Scotland, the scientific advice received and the advice of the Education Recovery Group and other key stakeholders. This guidance has been designed to assist you and your children in preparation for returning to school and to provide you with reassurance of what this will be like so that you can work with your children to support any concerns or worries they may have.

There will be a great deal to digest within this guidance and your child's school will also update you and provide a learner guide for information to help prepare learners to return after an extensive break from attending school. Your child's school will refine systems they will be putting in place and will evaluate the impact of that over the course of August and beyond. We hope this guide will answer and clarify many of the questions you may have, with a particular focus on:

- Health and Safety
- Children and Parents
- Pupil wellbeing
- Learning
- Keeping Safe during COVID-19

This guidance is relevant as of **30 July** when the DFM announced his plans for schools reopening. This **may change** should there be any updated national guidance and we will share any changes via your child's school but also via Moray Council social media pages (Facebook and Twitter) and the website. **Additional information following the Lockdown in 2021 has been added in RED.**

### Preparing your child to return to school

Some children and young people may be anxious to return to school for a number of reasons. Please use the information in this guide to support your child prior to return. If you have particular concerns, please ensure that you inform the school of this week beginning 10 August and certainly prior to their return on 12 August. You may also wish to look up resources available from the National Parent Forum who have produced guidance for parents on the return to school <https://www.npfs.org.uk/>.

It is really important that children start to reconnect to normal patterns and routines and so a return to school will support this and ensure that their education continues.

### Moray Council Update

We have taken the decision that all primary school pupils and secondary school pupils will return **on 12 August with no staggered start**. Every child in Moray is important to us and so we would not wish any child to feel that they are not welcome back on the first day of term. Schools will run internal transitions to familiarise children with operating procedures and processes and to help them in returning to the school environment. For those children starting school either at P1 or S1 or moving to a new school, staff will make arrangements to ensure their transition is well supported.

### Risk Assessments and Policies

- Risk assessments for each school have been created and agreed with staff, trade unions and with Moray Council Education and Health and Safety staff. Schools will have adapted these to suit their own environment and buildings and to take account of any local risks. These will continue to be updated once buildings are fully operational.

## **Health and Safety**

There continues to be a number of updates to Health and Safety procedures within schools. Below is a summary of key measures in place for the safe return of our learners and staff. As and when further questions arise, we will add to this and share this with you:

- All staff were briefed on the in-service days in August and have received further updates of the increased safety protocols relating to COVID-19 and will follow the control measures identified on the Risk Assessment document
- Child friendly graphics using the BEE Safe in Moray logo are 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). As part of the transition arrangements staff drew attention to the signs and help children to understand the routines and processes at Hythehill. Children will be reminded of these regularly over the course of the term 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 school to support the prevention of spread of COVID-19, these are specific to Hythehill
- Increased handwashing protocols will be put in place– 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 necessary for all staff, unless exempt, to wear a face mask in all communal areas and when working with children and unable to adhere to 2m social distancing.** 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. canteen, corridors.
- **Heating and Ventilation – All classrooms have a thermometer and a daily temperature is taken. The temperature as directed by the HSE and is to be above 17 °C. Heating is regulated in every classroom and 50% of windows are to be open as well as the classroom door. Children have been advised to wear extra layers**
- **Food is not to be shared between children and cannot be brought in from home to be given out to the class. Anything given by the school will adhere to quarantine measures and will be sent home for parents to make the decision about consumption**
- All inhalers, epi-pens and medicines should be updated by parents and sent into school, clearly labelled. It is essential that the school be in possession of these

## **School Transport**

- School transport will be treated as an extension of the school estate and so no physical distancing will be necessary; however, **pupils travelling on the bus must wear a face covering unless they are exempt.**
- Hand sanitiser will be available for use on entering and exiting school transport.
- Children are encouraged to use the same seat each time they travel or they may be allocated a seat.
- Transport operators will inform you of any queuing arrangements for picking up children.
- Children should not consume food and drink on school transport.
- When children/young people use public transport to travel to school there may be designated areas for school children to sit.
- Where your child has additional support needs, the school will inform you of any bespoke arrangements to ensure their safe transport to school. This includes use of taxis and escorts where applicable.
- You may choose not to send your child on school transport but opt instead to transport them yourself.

### **Children and Parents**

- A number of changes have been made within the school in an attempt to maintain the Health and Safety protocols listed above. We have attempted to list as many examples as possible.
- The cooperation of everyone in school is essential in order 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 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 them and others in the school, you may be asked to collect them from school. Please be respectful at all times when following the guidance. The regulations in place are not an option – they are in place to keep everyone safe.**

### **Classrooms**

- All schools have been decluttered with excess furniture and fittings stored in suitable containers adjacent to premises to provide as much room as possible and to allow the teacher space to support 2 m social distancing.
- The amount of movement between rooms in school will be kept to a minimum
- Many soft furnishings, resources and display areas will be removed to provide additional space or they may be covered
- Classrooms will look different and where necessary photographs of rooms have been shared using their normal communication methods prior to opening.
- You may see school windows open throughout the day – this is to ensure that there is adequate ventilation.
- All classrooms have been provided with hand sanitiser, wipes for tables and chairs. There is also access to hot water and soap for hand washing.
- **Children are not to bring any toys or items from home into school, this includes mobile phones. Our policy is to hand phones into the office daily, but at this time due to the Covid restrictions, we are unable to facilitate this. Please check your child has left an unneeded items at home.**

### **Access to the school grounds**

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

- Visitors to Hythehill will be kept to a bare minimum – should you need to speak with the Head teacher, Mrs Campbell, or a member of staff please contact the school by phone or email in order to arrange a time to discuss your concerns. All meetings are to be by appointment. **If you have a concern please use the school's official channels of communication – phone or email. Please refrain from using social media. Thank you**
- Parents will be asked to remain outside the building/grounds at all times unless directed through the One Way system. We ask that one parent maximum drops off or picks up children from school.
- Access to schools will only be permitted in an emergency. Contact should be via normal communication methods before arrival at the school
- You should arrange to drop your child(ren) off and pick them up at an agreed location ensuring that social distancing is adhered to and adopt a “park and stride” approach or walk to school gates where possible
- **MONDAY 22<sup>ND</sup> FEBRUARY –**
- **Nursery am and pm sessions will enter the school grounds via the top gate between 8.35-8.45am and 12.25pm-12.35pm, no earlier please. There will be a one-way system outlined by a clearly marked line and 2m social distancing markers across the top of the playground for parents to walk along the grass to the allocated play area and then exit via the path next to the school driveway. There will be No Entry via the path by the school driveway or carpark into the school grounds**
- **Primary 1-3 children will enter the school grounds via the top gate between 8.45-8.55 (no earlier please). There will be a one-way system 2m social distancing MUST BE OBSERVED for parents to**

walk along the grass and exit via the path next to the school driveway. There will be **No Entry** via the path by the school driveway or carpark into the school grounds. Face coverings must be worn on the school grounds unless you are exempt, which you must show the SLT member on the gate.

- **Primary 4 – 7 Learning hub pupils will enter the school grounds via the bottom playground between 8.45-8.55 (no earlier please). No parents will be allowed in to the playground**
- **Gates will be shut at 8.55. Late arrivals have to report to the main office**
- **If your child is supported in school, a member of staff will be at drop off and pick up to meet you, adhering to social distancing**
- **Primary 1-3 families will be collected from the socially distanced markers at the top of the playground and exit using the one-way system. Children from the same family will leave with the youngest sibling. Children attending the RAF Daycare centre will meet at an allocated place**
- **Primary 1-3 will enter and exit via the infant door**
- **Primary 5 to 7 Learning hub pupils will use the door on the beach side of the school will enter and exit via the south door**
- **Primary 4 will enter and exit via the side door next to the canteen**
- **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 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
- Please consider a 'park and stride' approach to avoid congestion outside the school. The school car park is restricted to staff, school transport and disabled access only. Do not use the car park for drop off or collection, this includes childminders and grandparents. The gate from the carpark to the playground will be locked. Access to the school grounds is only through the side gates on the far side of the playground. Children should be encouraged to walk to school. Car sharing with children from other households is discouraged
- **The Bike Shed will not be in use. Bikes and Scooters are not to be brought to school until further notice. We are hoping to have bikeability next term. So the Bike Shed will only be used for these sessions**
- Parents should not physically approach staff at school drop-off and pick-up times. Parents should maintain a 2m social distance from other parents
- **On Wet weather days, please do not send your children to school before 8.50am. We are unable to take children into the hall. Please ensure they are appropriately dressed**
- There will be no Breakfast clubs or after-school clubs initially. You will be informed when these can restart
- There will be no school trips
- If you have to pick up your child as they are showing symptoms, the school will provide you details regarding pick-up. Your child will be placed in the identified medical room, next to the Head teacher's office, which will be supervised and ventilated

### **Learner well-being**

Learner well-being and safety will be a number one priority throughout reopening. Although schools will be different in many ways, every attempt will be made to maintain normality wherever possible. Please only follow the guidance given to you from Hythehill for Hythehill.

### **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.
- 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 e.g. in our enhanced provision, then PPE kit including face coverings will be worn.
- **Staff wear face coverings in communal areas and when working closely with individual children**
- Fire drill procedures will be updated so that children and staff can muster safely outside

### **Break and Lunchtimes**

- We may stagger break and lunchtimes and will advise you if this is necessary
- To improve track and trace methods, children will be allocated a seat in the canteen from Monday 17<sup>th</sup> November. This will be completed as classes to ensure social opportunities
- Every effort will be made to discourage children from large gatherings outside including designated areas for classes or year groups. You will appreciate that this will be very difficult to manage. Children will continue to be split across the three areas top playground (P1-3), lower playground and field (P4-7) in to zoned areas
- 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. Equipment that is provided is cleaned regularly

### **Lunch times and catering**

- The primary school meal service is reduced initially with free school meals and the paid catering offer being a one hot option and one packed lunch option to allow catering staff to adhere to social distancing. Children are welcome to bring their own packed lunch if this is preferred.
- The school meal service will return to a reduced menu in the first instance to allow staff to socially distance.
- Children may bring a packed lunch from home. Please try to remember to maintain healthy options wherever possible
- Parents should utilise the I-Pay system as much as possible as the minimum top-up is £2.30, and we will send out letters for parents who are not already registered as well as a reminder about I-Pay.
- Free school meal vouchers stopped on Friday 7 August. They are valid for 12 months from the date of issue.

### **Uniform**

- School uniform requirements should be adhered to. This is a white polo shirt, blue school sweatshirt/cardigan with dark joggers/leggings and trainers. This will be reviewed from time to time once children are settled with new routines. If this causes you any difficulty, please contact the school we will be able to signpost you to support or provide you with good quality used clothing.
- **Please ensure your child has a change of clothing on wet weather days (waterproof trouser, wellies etc\_, and is wearing a warm coat**
- **Due to the heating/ventilation regulations, all staff and children are advised to wear additional layers**
- We advise that a change of clothing/shoes be placed in the school bag in the event of clothing being wet or muddy. This will not be left in school
- 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
- **All uniform is to be clearly labelled** as all items must go home at the end of the day. Any unnamed and unclaimed items cannot be stored in school

### **Learning - Curriculum**

Due to the extended period of lockdown and remote learning it will be essential that each school continues to assess where each child is in their learning. We understand how difficult this time has been for parents/carers juggling other commitments. Within each school, they will set their priorities, which will broadly be:

#### **Nursery/Primary**

- Health and wellbeing and the emotional wellbeing of children – using the Well Being Indicators
- Literacy core skills

- Numeracy core skills
- Other key core social 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:

- We provide each child with a plastic wallet containing necessary stationery for the classroom. Children should not to bring any pencil cases etc to school. If they do these will remain in their school bag to be returned home
- 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 children do not to take toys from home or to share their personal belongings with their friends. Younger children will find this tricky. It is important to explain to your child why this is the case and they will be supported by their teacher to understand this situation too
- We will not be using coat pegs in corridors – children will take their bags and jackets into the classroom and have these beside their desk at all times. Coats can be stored in bags
- School staff will limit the amount of resources going between home and school and many will make use of reading bags for books. Reading books will not be going home. Other reading activities will be issued instead
- 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 at Hythehill we have written a comprehensive programme for all to experience on returning to school
- PE lessons may take place outdoors more often. Children must be dressed appropriately for all weathers, as outlined above
- In the event of good weather, children should arrive at school already wearing sun cream. Sun cream can be brought to school, where it will remain until the end of term, and children should be aware of how to apply it themselves. Staff will not apply sun cream for any child

### **Keeping Safe During COVID-19**

- We will maintain vigilance at all times for the symptoms of COVID-19
- Follow the guidance from <https://www.nhsinform.scot/>
- If a pupil or staff member tests negative for Coronavirus and is not displaying symptoms they are welcome to return to school
- If a pupil or staff member tests negative for Coronavirus and is displaying symptoms they must continue to isolate for the 14 day period outlined on <https://www.nhsinform.scot/>
- **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
- 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 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. **Please make sure we have updated contact details for you. Data Capture forms will be sent home by end of the first week**

- 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 the Head teacher concerned for the safety of the staff and pupils she 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 Head teacher 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 Head teacher. 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.
- There will be a national surveillance programme and staff may be able to opt in to this.
- Should there be a spike in local cases then information and planning will be provided as part of our contingency actions.

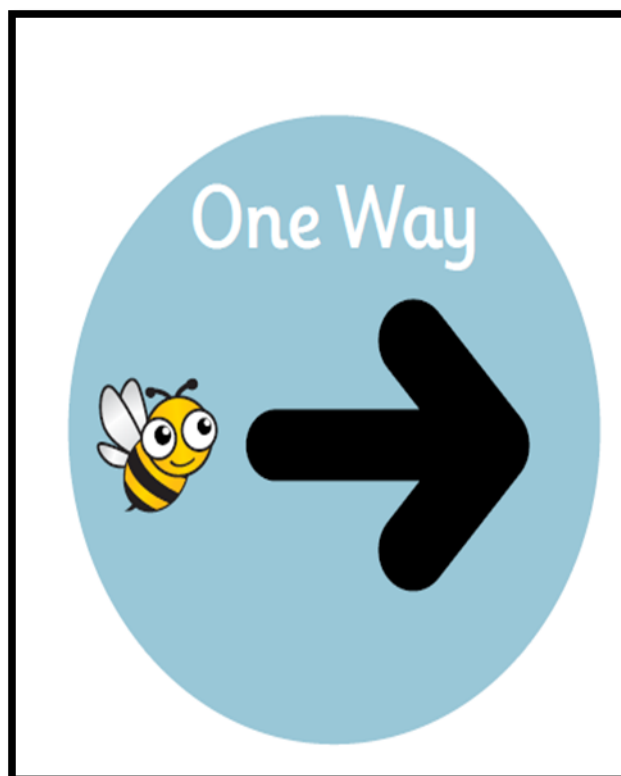
Thank you for taking the time to read this guide. Should you have any further questions, please do not hesitate to contact your child's school, Hythehill, and we will update the guidance where necessary or the school will provide information relevant to their establishment.

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

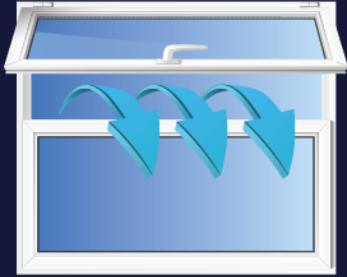
Vivienne Cross  
Head of Education (Chief Education Officer)  
30 July 2020

Susanne Campbell  
Head Teacher  
Updated 07 December 2020

Examples of our Bee Safe in Moray signage to share with your children including the new ventilation posters received 07.12.2020



## Double the ventilation, half the Covid infection risk



Maximise ventilation  
maintaining minimum  
temperature of 17°C

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in MORAY



## Double the ventilation, half the Covid infection risk



Windows and classroom doors should be opened both during and at the end of the school day, to deliver adequate ventilation



Windows and doors should then be closed when staff are leaving and securing the building



Air changes can also take place during the school day when the room is not occupied – breaks, lunchtime or between classes



If windows have trickle vents, these should be left open at all times



If rooms have multiple openable windows, it may be possible to deliver adequate ventilation through opening of just one window in a specific classroom/area

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## Ventilation Top Tips for Schools



- Ensure the heating in classrooms is switched on if it is cold
- Open windows and doors where safe and appropriate to provide ventilation and to circulate air – open high level windows where possible to reduce draughts
- If it gets too cold, you can close the windows for a period of time to allow the room to warm up, then reopen the windows
- You may wish, where it is safe to do so, to appoint "window monitors"
- Pupils may wear coats if it gets too cold for them
- You may wish to remind parents that windows will be open for a period of time and they may wish to give children additional layers of clothing to keep them warm
- You may need to consider those children who prefer hot or cold temperatures and adjust seating plans to suit
- Where possible, increase the distance of pupils and staff from openable windows to provide more time for incoming cool air to mix with warm room air
- If natural ventilation openings (windows) are the only way for delivering outside air into a space, it is important not to completely close them when the spaces are in use as this can result in very low ventilation rates and increased risks of airborne viral transmission
- Any increase in fresh air (even if a small amount) provided to a room is better than none
- The Property Department can advise Head Teachers as required

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