



Introduction

The information to follow is a reference guide to answer some of the main questions parents and pupils may have regarding the return to school on the 15th March and beyond to after Easter. This guidance outlines our approaches at KGS to ensure a safe school environment as more pupils and staff return to the building. The guidelines must be strictly adhered to in order for us to keep everyone safe. Please take time to read this information carefully.

1.0 The School Day

1.1 How will information on the school day be shared with pupils?

As well as this guidance, a pre-recorded induction assembly will be played each day to pupils in class to explain what will happen across the school day and to reinforce all of the safety measures in place.

1.2 Will there be changes to the school day?

Whether pupils are local or rely on the transport to get to school, they are expected to attend school for the whole day. Pupils will not attend every day and their personalised timetable will indicate when they will be in school.

The start and end time of the school day will continue to be the same. We have had to make some slight changes to the period times during the school day to maximise class contact time and to accommodate staggered break and lunch. This will ensure we continue to reduce the number of pupils moving around the building at one time. These changes will be shared with pupils each day.

1.3 How will pupils move around the building?

As the contact time in each subject has increased to an approximate 2 hour slot for the Senior Phase pupils, movement around the school will be as reduced with less need to change classes. Pupils will only be able to access their identified classroom, breakout space (for break and lunch) and designated toilet during the day. Pupils should not be accessing any other class in school that is not connected to their subjects for that day.

Pupils are asked not to enter the building until 8.45 am. Pupils should proceed straight to their first class through the closest, signposted entrance to their subject. Pupils will then follow the identified one-way system in place to safely reach their class.

Whilst pupils are still expected to arrive in time for classes, they should not run, take short cuts or go against the one-way system to achieve that.

1.4 What will happen at break and lunchtimes?

Pupils will have a designated breakout space for them to relax over the morning interval and lunchtime period. Pupils will also be encouraged to go outside for fresh air, however they should continue to follow social distancing expectations of 2m if they do.

A lunch option will be available for pupils to purchase each day and orders will be taken during the first lesson. Pupils are welcome to bring their own break and lunch and should ensure they have sufficient water for the day. Information has been included for the lunches across the two weeks for pupils to make their selection in advance.

Pupils will only be able to collect their lunch from the canteen and either eat outside or in their breakout space.



1.5 Can pupils leave the school grounds at lunchtime?

Pupils will not be able to leave the school grounds during break or lunch to go for something to eat. If a pupil leaves the grounds they will not be permitted back into the school building on that day. Parents will be contacted and pupils will need to be collected if they take a bus to school.

1.6 Will pupils still need to register online when they are in school?

When in schools, pupils attending will be registered in each class as normal. On the days pupils are not in school they should continue to register via their Microsoft Team each day before 10.30am.

1.7 What safety measures are being taken on the school bus?

Transport arrangements are being made with the bus companies. Social distancing will continue to be a feature of the bus journey with pupils expected to stay 1m apart from other passengers. Face coverings must remain on during their journey.

Parents may consider making their own arrangements to take their child to school where this is suitable.

2.0 Health and Safety

2.1 Are pupils expected to socially distance?

The focus is still to reduce the footfall in school and we cannot over-emphasise that adherence to social distancing is critical.

While at school pupils need to abide by the 2m physical distancing requirements both inside and outside (there are no exceptions to this).

2.2 Are pupils expected to wear a mask?

As per the guidance issued to school on the 3rd March 2021, face coverings must be worn at all times by staff and young people. This will be the case for all pupils attending school from the 15th March with the only exception being for an identified medical reason.

Pupils can take their face coverings off at interval and lunchtime **only** when they are outside and 2m away from other pupils or staff.

Guidance will be provided to ensure children and young people have clear instructions on how to put on, remove, and store face coverings.

2.3 What consideration has been given to safety in class?

Classrooms have been set up so that they adhere to 2m distancing for all rooms in use. Where possible, desks are mainly arranged so that pupils are sitting side by side and facing forward.

We will ensure good ventilation throughout the school by keeping windows open where possible and not closing the doors of classrooms (unless these are fire doors). Although the school is well heated, we recommend pupils wear warm clothing to account for colder temperatures.



2.4 What cleaning routines are in place?

All areas will be cleaned by cleaning staff before the start and at the end of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning continuing throughout the day.

Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance ([COVID-19-decontamination-in-non-healthcare-settings](#)). Additional sanitisation of taps and flush handles will also be undertaken by janitorial services on a regular basis during the school day.

2.5 What facilities are there for hand washing?

Health Protection Scotland advise that soap and water should be used for hand washing where this is available. Stocks of soap will be checked, and replenished, before the start of every day by janitorial staff.

Pupils and staff should wash their hands for the recommended time regularly through the day.

Alcohol-based hand gels/sanitiser points will be available in every classroom and at entrance/exit points around the school. Stocks will be checked regularly every day, however where soap needs replenished throughout the day pupils should inform reception or janitorial staff. There is clear signage across the school encouraging regular hand washing.

2.6 Will my child need to take an asymptomatic test?

All applicable staff and pupils will have received a letter and consent form for completion and return. It is essential you read these carefully before returning the form to us. Test kits will be issued for staff and senior phase pupils to carry out at home twice a week. Details of when pupils can collect their test kit and instructions will be confirmed in due course, prior to their return to school.

While we are encouraging all staff and senior pupils to participate in order to contribute to the wellbeing and safety of our school community, please be aware the test is voluntary, and nobody will be required to undergo testing without consent.

If, when undertaking the lateral flow test, a pupil test displays a positive result, they should follow the guidance on the instructions included. Pupils should not attend school in this instance but must book a further test immediately.

2.7 What if my child complains of feeling unwell?

Reception staff will be contacted and informed this is the case. The pupil will be collected from class and taken to a safe isolation room where they will be supervised until a parent/carer is available to collect them. If pupils are over 16 and it is medically appropriate to do so they will be sent home immediately, and the school will contact the parent/carer to inform them about the situation. In all cases it will be the parent/carer's responsibility to then contact the Scottish NHS for advice and further diagnosis, including testing. If in any doubt, seek NHS advice before trying to have your child return to school.

Where the child or staff member tests positive, the school will be advised by the Test & Protect Contact Tracing Team about who else within the school should be asked to self-isolate, and if also displaying symptoms, seek testing.

Where the child or staff member tests negative they can return to their school and the fellow household members can end their self-isolation. We understand that tests will normally have results within 24 hours.



3.0 General School Information

3.1 What school equipment will pupils be required to bring?

Every pupil should bring their own equipment ready for the learning of the day, including pens, pencil, ruler, rubber etc. This equipment should be kept safe and should not be shared with their peers. It should also be cleaned daily with sanitiser or and/wipes where practical and appropriate. Habits like chewing pen tops, pencils or finger-nails etc that can severely compromise infection control measures should be discussed and discouraged. Pupils should also have sufficient handkerchiefs or tissues with them to follow "catch it, bin it, kill it" rules if suffering from routine allergies etc. Parents should make sure pupils have the necessary equipment to make the best start back to in-school learning. There is a limited supply of stationery available in classes for any pupil who arrives without basic equipment.

In certain subjects such as practical classes, staff will have sanitising wipes for cleaning resources and any other items which may be used by more than one individual.

3.2 Will pupils be required to wear dress code?

The school dress code should be followed as much as possible. It is advised that school clothing should be washed regularly to help us maintain a clean and safe school environment. School bags should also be wiped down regularly.

3.3 What are the behaviour expectations for pupils?

While we are looking forward to welcoming our pupils back, our focus on the safety of every individual working at Keith Grammar School is our priority. It is therefore essential that we achieve a safe and smooth return to school life; this can only be achieved through positive, respectful and responsible behaviour across the school.

To reinforce this, all parents/carers are asked to discuss appropriate behaviour with their child/ren prior to returning to the school building. We anticipate that some pupils will find the first few days or weeks back in school to be stressful and challenging for a range of reasons, and all pupils have a responsibility to be courteous, caring and thoughtful to help reduce stress on their peers (and staff).

Where we deem behaviour to be inappropriate and unsafe we may need to consider sending pupils home on that particular day to ensure the wellbeing of everyone in the school building.

3.4 Will there be study periods for Senior Phase pupils?

As pupils are following their normal timetable on the days they attend school, for some pupils, there will be study periods. To make as much of this time as possible, pupils are expected to take sufficient work with them to complete over the two hour period. Study periods will be supervised to ensure the adherence of the safety measures in school as well as provide any support required.

3.5 What will happen with College courses?

For Senior Phase pupils, College online delivery will continue to be on a Wednesday. Where a pupil has college periods allocated on their timetable during Monday, Tuesday or Thursday, these have been scheduled for the last 2 hour slot of the day. Where a pupil lives in the local area, they have the option to go home for the afternoon to continue with work for their college course. In this instance pupils must sign out at reception. Where a pupil requires transport home, they should engage in further study in the identified study area until the end of the day. As noted above, pupils should ensure they have enough work with them for that study time until the end of the school day.