



Introduction

On Tuesday 6th April 2021 the First Minister announced a return to full-time school after the Easter break for the majority of pupils. Children who are on the shielding list are advised to stay at home until Monday 26th April, in line with advice from the Chief Medical Officer. Where a pupil is shielding please inform the school office as soon as possible.

The guidance to follow outlines our approaches at KGS to ensure a safe school environment as we return to school on the 12th April. These 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?

Throughout the first week of term there will be a series of assemblies delivered in PSE and UPS classes focused on a range of health and wellbeing support to settle our pupils back into the school routine. These sessions will be delivered by the Year Head or Guidance Teacher.

1.2 How will pupils move around the building?

As with our return back in August, the one way system will continue to be in place throughout this term. Pupils are asked not to enter the building until 08.45 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.

1.3 Will there be changes to the school day?

The school day will change slightly to ensure we are able to provide sufficient support to our pupils across the day. We are introducing a staggered lunch that will help make these busy periods of the day a little less congested with more space for year groups to relax.

Period	Start Time	Finish Time
Period 1	08.45	09.35
Period 2	09.35	10.25
Break Time	10.25	10.40
Period 3	10.40	11.30
Period 4	11.30	12.20
Period 5 (Senior Phase only)	12.20	13.10
Lunch (BGE only)	12.20	13.10
Period 5 (BGE only)	13.10	14.00
Lunch (Senior Phase only)	13.10	14.00
Period 6	14.00	14.50
Period 7	14.50	15.40



1.4 What will happen at break and lunchtimes?

Pupils in the Senior Phase will see no difference in their day with all periods, break and lunch happening at the normal times.

Pupils in the BGE will have a slight change to their lunchtime and period 5 class. During what would normally be period 5 all BGE pupils (S1-S3) will go for lunch. When this break is over they will return to class for their period 5 lesson when the Senior Phase will be taking their lunch break. This arrangement will be in place for an initial period to allow all pupils time to settle back in. This will be reviewed as the term progresses.

The canteen will be open for business as usual however pupils will only be able to collect their lunch from the canteen and either eat outside.

The games hall and main hall will still be in use for break and lunchtimes but only on days of inclement weather.

1.5 Can pupils leave the school grounds at lunchtime?

We would prefer pupils to remain on the school grounds to help us maintain a safe school environment and safer community. Pupils will be able to leave the school grounds during lunchtime only. Pupils should continue to adhere to social distancing when out in the community.

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

When pupils return to school they will no longer need to register online unless they are on the shielding list and unable to return until the 26th April. This will also apply to pupils self-isolating where they have been advised to.

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

Transport arrangements are being made with the bus companies. Social distancing will no longer be a requirement on school transport. Safety mitigations will continue to be in place such as ventilation and hand sanitiser. **Face coverings must remain on during the journey.**

Parents may continue to consider making their own arrangements to take their child to school where they deem necessary.

2.0 Health and Safety

2.1 Are pupils expected to socially distance?

Strict 2 metre physical distancing between pupils will be removed. 2m distancing between staff and between pupils and staff will continue to be a safety feature of school on our return.

2.2 Are pupils expected to wear a mask?

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 12th April with the only exception being for an identified medical reason. If your child is exempt for any medical reason, please inform the school office as soon as possible.

Pupils can take their face coverings off at interval and lunchtime **only** when they are outside and 2m away from 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?

Classroom arrangements will be set up as they were prior to the Christmas break. Areas of safety around the teachers desk will remain in place and pupils should adhere to this safety measure by not entering this space.

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 we are heading into warmer months and the school is well heated, we recommend pupils wear warm clothing to account for days there may be cooler 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 a Lateral Flow 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 pupils to carry out at home twice a week.

Pupils in S1 and S2 (and any in S3-S6 yet to collect) will receive their test kits during the first week back. Testing for staff and pupils in S3-S6 will commence on Sunday 11th April. Results should be entered via www.gov.uk/report-covid19-result

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 your child returns 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. Pupils should be smartly dressed. It is advised that school clothing should be washed regularly to help us maintain a clean and safe school environment. **Pupils should not return to school wearing blue or ripped jeans of any description.**

Physical education will only take place out of doors for the time being. With this in place, pupils should come dressed appropriately for PE classes on the day when they have their timetabled class.

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.