

COMMUNITIES DIRECTORATE (Education Services)

Cunningham House, Irvine KA12 8EE

Tel: 01294 324400 Fax: 01294 324444

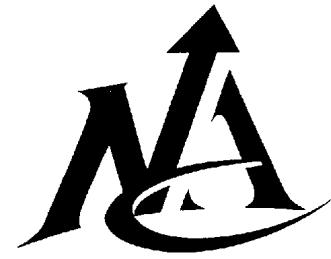
www.north-ayrshire.gov.uk

**St John Ogilvie Primary and Early Years
13 Towerlands Farm Road
IRVINE
KA11 1PZ**

Tel: 01294 218823

Email - stjohnogilvie@ea.n-ayrshire.sch.uk

Head Teacher: Mrs P McCulloch



**NORTH AYRSHIRE
COUNCIL**

Date: 05 August 2020

REVISED RETURN TO SCHOOL INFORMATION

Dear Parent / Carer,

We are delighted that all of our children will be returning to school on Wednesday 12 August.

In line with Scottish Government and North Ayrshire Council guidance we have revised the plan set out in June for our return. As we move towards next session the health and safety of our school community will be at the heart of everything that we do. I am sure you will appreciate this is very complex to plan but we will always try our best to do what is right for our school community. Please be assured that we will help your child re-adjust to school life, support their wellbeing and have a clear focus on learning.

I appreciate your patience and understanding regarding the re-opening of our school. As you can imagine this has not been an easy journey! Thank you for your kindness and support as we move forward together and plan for 2020/2021.

I am now able to give you relevant information regarding the fulltime reopening of St John Ogilvie Primary as outlined below.

1. STRUCTURE OF THE SCHOOL WEEK

All pupils will return to school from Wednesday 12 August. Pupils will learn in their own classroom with their teacher. All staff and pupils will follow Scottish Government guidelines as well as our individual Risk Assessment for St John Ogilvie Primary.

2. START AND FINISH TIMES

In order to avoid crowds gathering in our school grounds and to respect social distancing it is my intention that all children will be able to access the school building from 8.50 am. This would avoid staggered start and finish times which I appreciate may be problematic for parents/carers. The school day will end at 3.00pm for all children in a safe and controlled manner.

P1-P3 children will enter our school grounds via the original main gate. Only parents/carers of P1-P3 will be allowed access to the school grounds in order to minimise footfall within the grounds. All infant parents/carers are asked to adhere to physical distancing within our school grounds and utilise ground markings when dropping off and collecting their child. Staff will be on hand to advise and support you. P1-P3 children will access the school building at 8.50am via main infant door. All P1-P3 children will exit the building at 3.00pm via the main infant door, one class at a time.

Normally P1 parents would come into the classroom with their child but unfortunately this is not possible due to 2m physical distancing. I appreciate that this may be difficult for some parents but please be assured that staff will quickly settle P1 children in their new class.

P4 – P7 children will enter school grounds via the new access gate beside main car park entrance. Staff will be on hand to advise and support children as parents/carers will not be able to accompany children in order to reduce footfall. All P4-P7 children will safely access the playground via path parallel to car park where they will be supervised by waiting staff. P4-P7 pupils will enter and exit the school building under the supervision of staff via existing senior fire exit doors. Please note that P4-P7 children will leave the school grounds via new access gate beside car park entrance. A member of staff will be at the gate to assist pupils. Again, parents/carers are asked to adhere to physical distancing when collecting their child.

I appreciate that this will be new for pupils and parents/carers and ask that you support us with these new arrangements. We will of course review these arrangements and ask for your comments in order to move forward.

Please note that children should not arrive before 8.45am as there will be no supervision and they will not be able to come into the school building. Children MUST be collected by 3.00pm to allow for cleaning.

3. STAFFING INFORMATION

Primary 1 – Mrs Craigen

Primary 2 – Miss Pieroni

Primary 3 – Mrs McHutchison

Primary 4 – Mrs Waugh and Mrs McLelland (job share)

Primary 5 – Miss Baillie (covering Mrs MacLean's maternity leave)

Primary 6 – Mrs McLaughlin

Primary 7 – Mrs McLaren and Mrs McGuire

Mrs Hand, Nurture Teacher, Mrs Macnamara, Pupil Support Teacher and Mrs McGuire, Depute Head Teacher will be used to cover classes in the event of staff absence.

Mrs McLaren will take P1, P2, P3, P5 and P6 classes for approximately 2 hours each week as part of teachers' Non Class Contact Time. Mrs McGuire will cover P7 during this time. Mrs O'Neill will also teach P7 each Thursday 9.00 – 12.30pm.

Mrs Macnamara, Pupil Support Teacher will be absent at the start of the new term. I will contact parents/carers whose child will receive support from Mrs Macnamara this session upon her return to school.

4. SCHOOL UNIFORM

We would like our children to wear temporary school uniform as highlighted in previous correspondence due to restrictions on indoor PE activities resulting in increased outdoor activities. We respectfully ask that our school colour is retained as much as possible and that no football colours are worn.

Temporary school uniform consists of:

- white school polo shirt (with or without school badge)
- red sweatshirt, jumper or cardigan (with or without school badge)
- black or grey trousers / tracksuit bottoms (suitable for outdoor activities)
- footwear and jacket suitable for outdoor activities including sport

Dresses and skirts are also fine, as long as your child is comfortable wearing these items when participating in outdoor activities. Ties and shirts may be impractical for outdoor activities. Please note that children will not be asked to change into their gym shoes on arrival in school and are therefore not required to bring them until further notice.

5. WHAT TO BRING TO SCHOOL

We will supply your child with stationery and therefore they do not need to bring pencil cases, etc to school. Although your child can bring a schoolbag they may not need to do so as they cannot bring in toys or stationery from home.

Your child should bring:

- A small **snack** for break time
- A full **water bottle** to school
- If they wish, a **packed lunch**

Your child should not bring:

- Toys and games
- Stationery
- PE kit including gym shoes

6. SCHOOL OFFICE

Unfortunately parents and visitors cannot enter the school building in line with our Risk Assessment unless collecting their child if they are unwell. If you need to contact the school with any questions or concerns please do so via telephone (01294 218823) or email (stjohnogilvie@ea.n-ayrshire.sch.uk) It is essential that we have your up to date email address and telephone number.

7. CORONAVIRUS SYMPTOMS

Any adult or child displaying any of the symptoms of COVID-19 is asked not to enter the school site and to access NHS Inform website for guidance. Parents should phone the school office if their child is absent and explain the reason for this absence.

The most common symptoms are:

- new continuous cough
- fever/high temperature
- loss of, or change in, sense of smell or taste

If a child or member of staff displays any symptoms of COVID-19 then all Public Health procedures will be followed.

If you have any further questions or concerns, please do not hesitate to contact me and I will do my best to help you.

I would like to end by thanking you for all your support and patience over the last few months. It has been a difficult and challenging time for all our families and staff. We are all really looking forward to welcoming our children back next week.

Kind regards,

Pauline McCulloch

Mrs Pauline McCulloch
Head Teacher