

Education and Families

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Dear Parents and Carers

STAFFING AND CLASSES FOR AUGUST 2020

Leaving staff

I would like to thank Mrs Elinor Henderson and Ms Lauren Steele for their hard work and dedication to Muirhouse Primary. Sadly their contracts here have come to an end. Whilst we wish we could have kept them, we wish them every success in future posts.

As you are all aware the plans for classes for August 2020 has been created in completely unprecedented circumstances due to the safety measures we are being instructed to take in light of COVID-19. As a result, we have had to make changes to our original plans. The main drivers in class and group creation are now the capacity of classrooms, keeping family groups together and staff working patterns. If or when we return to full time school based learning, many classes are likely to change again.

The chart below shows the classes, groups, teacher planned at the time of writing, patterns of attendance and entry and exit arrangements. School parents will receive a see saw message from your child's current class teacher with the details of which group your child is in come August. If you have not received this by 3pm today, please phone the school. Nursery patterns will follow.

School classes for August

Class	Teacher/staff	Base location	Pattern of attendance	Entry and Exit arrangements
P1a Yellow Group	Miss L McCallum	Ground floor- Room 3	Mon, Tues	Pupils only enter at infant gate. Line up at yellow zone markers at infant door at 9am. Exit by infant door. Pupils exit by infant door at 3pm and escorted to infant gate to meet parent.
P1a Blue Group	Miss L McCallum	Ground floor- Room 3	Thurs, Fri	Pupils only enter at infant gate. Line up at yellow zone markers at infant door at 9am. Exit by infant door. Pupils exit by infant door at 3pm and escorted to infant gate to meet parent.
P1b Yellow Group	Mrs S Meek	Ground floor- Room 4	Mon, Tues	Pupils only enter at infant gate. Line up at yellow zone markers at infant door at 9am. Exit by infant door. Pupils exit by infant door at 3pm and escorted to infant gate to meet parent.
P1b Blue Group	Mrs S Meek	Ground floor- Room 4	Thurs, Fri	Pupils only enter at infant gate. Line up at yellow zone markers at infant door at 9am. Exit by infant door. Pupils exit by infant door at 3pm and escorted to infant gate to meet parent.
P2 Yellow Group	Miss E Conlon	First floor- Room 6	Mon, Tues	Pupils only enter at senior gate. Line up at red zone markers at senior door at 9.10am. Exit by senior door and escorted to back gate at 3.10pm.

P2 Blue Group	Miss E Conlon	First floor- Room 6	Thurs, Fri	Pupils only enter at back gate. Line up at red zone markers at senior door at 9.10am. Exit by senior door and escorted to back gate at 3.10pm.
P2/3 Yellow Group	Mrs J Ross	First floor- Room 7	Mon, Tues	Pupils only enter at back gate. Line up at red zone markers at senior door at 9.10am. Exit by senior door and escorted to back gate at 3.10pm.
P2/3 Blue Group	Mrs J Ross	First floor- Room 7	Thurs, Fri	Pupils only enter at back gate. Line up at red zone markers at senior door at 9.10am. Exit by senior door and escorted to back gate at 3.10pm.
P3 Yellow Group	Mrs L Brown	First floor –Room 8	Mon, Tues	Pupils only enter at back gate. Line up at red zone markers at senior door at 9.10am. Exit by senior door and escorted to back gate at 3.10pm.
P3 Blue Group	Mrs S McPherson	First floor-Room 8	Thurs, Fri	Pupils only enter at back gate. Line up at red zone markers at senior door at 9.10am. Exit by senior door and escorted to back gate at 3.10pm.
P4a Yellow Group	Mrs L Smith	Second floor- Room 9	Mon, Tues	Pupils only enter at back gate. Line up at blue zone markers at junior door at 9am. Exit by junior door and escorted to back gate at 3pm.
P4a Blue Group	Mrs L Smith	Second floor- Room 9	Thurs, Fri	Pupils only enter at back gate. Line up at blue zone markers at junior door at 9am.

				Exit by junior door and escorted to back gate at 3pm.
P4b Yellow Group	Mrs J Chand	Second floor-Room 12	Mon, Tues	Pupils only enter at back gate. Line up at blue zone markers at junior door at 9am. Exit by junior door and escorted to back gate at 3pm.
P4b Blue Group	Mrs J Chand	Second floor-Room 12	Thurs, Fri	Pupils only enter at back gate. Line up at blue zone markers at junior door at 9am. Exit by junior door and escorted to back gate at 3pm.
Nurture Yellow Group	Miss S Wiseman	Second floor-Rainbow Room	Mon, Tues	Enter by main door at 9am and met by teacher. Exit by main door at 3pm escorted by teacher. Parents to remain outside.
Nurture Blue group	Mrs F McMahon (PT)	Second floor-Rainbow Room	Thurs, Fri	Enter by main door at 9am and met by teacher. Exit by main door at 3pm escorted by teacher. Parents to remain outside.
P5 Yellow Group	Miss A McCulloch	Ground floor-Room 2 (large class)	Mon, Tues	Pupils only enter by infant gate and line up at yellow zone markers at infant doors at 9.10am. Exit by infant door and escorted to infant gate at 3.10pm.
P5 Blue group	Mrs J Muir	Ground floor-Room 2 (large class)	Thurs, Fri	Pupils only enter by infant gate and line up at yellow zone markers at infant door at 9.10am. Exit by infant door and escorted to infant gate at 3.10pm.
P6 Yellow Group	Miss S Finnie	Third floor- Room 16	Mon, Tues	Pupils only enter by back gate and line up

				at red zone markers at senior door at 8.55am. Exit by senior door at 2.55pm.
P6 Blue Group	Miss S Finnie	Third floor- Room 16	Thurs, Fri	Pupils only enter by back gate and line up at red zone markers at senior door at 8.55am. Exit by senior door at 2.55pm.
P6/7 Yellow Group	Miss G Napier	Third floor- Room 15	Mon ,Tues	Pupils only enter by back gate and line up at red zone markers at senior door at 8.55am. Exit by senior door at 2.55pm.
P6/7 Blue Group	Miss G Napier	Third floor- Room 15	Thurs, Fri	Pupils only enter by back gate and line up at red zone markers at senior door at 8.55am. Exit by senior door at 2.55pm.
P7a Yellow Group	Mrs L Wilson	Third floor- Room 13	Mon, Tues	Pupils only enter by back gate and line up at red zone markers at senior door at 8.45am. Exit by senior door at 2.45pm.
P7a Blue Group	Mrs L Wilson	Third floor- Room 13	Thurs, Fri	Pupils only enter by back gate and line up at red zone markers at senior door at 8.45am. Exit by senior door at 2.45pm.
P7b Yellow Group	Mrs L Cunningham	Third floor- Room 14	Mon ,Tues	Pupils only enter by back gate and line up at red zone markers at senior door at 8.45am. Exit by senior door at 2.45pm.
P7b Blue Group	Mrs L Cunningham	Third floor- Room 14	Thurs, Fri	Pupils only enter by back gate and line up at red zone markers at senior door at 8.45am. Exit by senior door at 2.45pm.

Mrs McKay will be supporting in various classes.

Digital learning- most teachers will carry out some digital learning for their own classes. Mrs Savva and Mrs Purdie who are likely to be working from home, will be contacts for digital learning across the school. More information will follow about this.

Classroom Assistant- Mrs J Meek and Mrs L Davies

ASNAs-Mrs L Newby, Mrs D McFarlane, Miss L Dale, Miss L Cowan, Mrs M Cullen
Senior Clerical- Mrs M Clark
Clerical Assistant- Mrs C Redmond
Clerical Assistant- Mrs L Newby

Janitor- Mrs S McGill
Breakfast supervisor-Mrs M Downs
Lunchtime supervisor- Mrs B Blair

Kitchen staff
Cath Ferrie
Pauline Hattie

Some general information

First day of term

Tuesday 11th August is an in-service day and pupils should not attend on this day. We await clarification on exact attendance arrangements for the first week.

First day for P1 Groups

For the first day only, **one adult** should bring your child to the main entrance at 9am where you will be admitted to the hall. Teachers will meet pupils there and escort the children to class. Unfortunately parents will not be permitted to access the classrooms. Children will exit as per the instructions above.

Buddy System

It has not been possible to match buddies up to the same days so the P1 children will unfortunately not be paired up with P7s as expected. More information about what might be possible will follow.

Entry and Exit points

Parents are not permitted to enter the school site at all unless a prior appointment has been made. This will be strictly adhered to so please do not be offended if you are refused entry. Pupils must enter and exit at the correct times and by the entry and exit points specified. Children will not be admitted into the building before their allocated entry time so please ensure that your children are dressed for the weather.

Parents coming to gates to drop off or collect are reminded to observe social distancing amongst themselves.

Parents and carers are asked to stick to the times allocated. This will avoid the playground becoming too crowded.

When planned signage and markers are put in place over the holiday period, we will share photographs to aid your understanding of the process.

Uniform

Normal school uniform is encouraged. You are asked to send your child in a clean set of clothes each day. As said above children could be out in the rain so dressing for the weather is important.

Belongings

Pupils are encouraged to bring as few personal belongings as possible. Anything that needs to be brought, should be contained within **one small school bag** and the bag and all its contents should be clearly labelled with your child's name.

Whilst we will not be routinely changing clothes, even for PE, you may wish to include a spare pair of indoor shoes which could be kept in school.

Pupils will be provided with an individual pack of resources such as a pencil and rubber to use in school, however due to practical problems, we will not be able to issue every child with a full

spectrum of colouring pencils or crayons. You may like to supply a packet of colouring pencils or crayons for your child's sole use. These resources would need to be kept in school. It is still unclear, what we will be able to send home with pupils as homework tasks. More information will follow.

Lunches

Packed lunches brought from home should be containable within the one small bag brought each day. Please limit the number of containers and ensure that all boxes, bags and bottles are clearly labelled with your child's name.

There will be staggered lunch breaks. Pupils who choose a school packed lunch or certain hot snacks will have these delivered to the classroom where they will be eaten before the pupils are escorted out to play in zones within the playground. Those who choose a hot meal will be brought into the dinner hall from the playground in small groups of no more than 28 at a time. Depending on how many children choose a hot meal, this could take quite some time to complete if you consider that cleaning also needs to be done between groups so patience will be required. Children are not permitted to go home for lunch or leave the school grounds.

Nursery groups

Please note that nursery staff is likely but not yet confirmed and entry and exit times are for illustration only at this time. There is scope to swap these about to suit parents, provided the times remain staggered.

Group	Key Worker	Pattern of attendance	Entry and Exit times
Group 1 Yellow Group	Ms C Ryan Mrs S McDougall	Mon, Tues- Week 1 Mon, Tues, Wed- Week 2	8.30am 2.30pm
Group 2 Yellow Group	Mrs A Allan Mrs J O'Neill	Mon, Tues- Week 1 Mon, Tues, Wed- Week 2	8.40am 2.50pm
Group 3 Yellow Group	Ms A Gaffney Ms B Latta	Mon, Tues- Week 1 Mon, Tues, Wed- Week 2	8.50am 2.40pm
Group 4 Yellow Group	Netherton staff	Mon, Tues- Week 1 Mon, Tues, Wed- Week 2	8.50am 2.50pm
Group 1 Blue Group	Mrs S McDougall Ms C Ryan	Wed, Thurs, Fri- Week 1 Thurs, Fri- Week 2	8.30am 2.30pm
Group 2 Blue Group	Mrs J O'Neill Mrs A Allan	Wed, Thurs, Fri- Week 1 Thurs, Fri- Week 2	8.40am 2.40pm
Group 3 Blue Group	Ms B Latta Ms A Gaffney	Wed, Thurs, Fri- Week 1 Thurs, Fri- Week 2	8.50am 2.50pm
Group 4 Blue Group	Netherton Staff	Wed, Thurs, Fri- Week 1 Thurs, Fri- Week 2	8.50am 2.50pm

Ms Latta is the Lead Early Learning Practitioner.

Mrs C Allan and Mrs L Lannigan, our Early Learning Support Assistants will be working with all children but are likely to work mostly with the Group 3.

We have only just received notification that we will be accommodating a further 18 children from Netherton Nursery on a temporary basis until the building is complete. This has impacted on our

ability to tell you the attendance pattern for nursery children but we hope to post this out very shortly, once all details have been confirmed.

Guidance is constantly changing and we will endeavor to keep you up to date with any developments via social media.

In the meantime, I hope you find this information helpful to you at this time.

I hope all of our families have a great summer holiday and we look forward to welcoming you back in August, albeit in a reduced and different way.

Yours sincerely

Gillian Matthews
Head Teacher