

Our Ref: GM/MSC  
Your Ref:  
Contact:  
Tel: 01698 274995  
E-mail:  
Date: 05 August 2020



## Education and Families

**Gillian Matthews**  
Head Teacher  
Muirhouse Primary School & Nursery  
66 Barons Road  
Motherwell ML1 2NB  
[ht@muirhouse.n-lanark.sch.uk](mailto:ht@muirhouse.n-lanark.sch.uk)

Dear Parents and Carers

### STAFFING AND CLASSES FOR AUGUST 2020- UPDATED August 2020

Please find the most up to date school and nursery arrangements in light of updated Scottish Government and council policy and guidelines. As expected, many factors have changed since the last communication in June, including staffing, numbers of pupils at some stages and of course the COVID recovery guidelines. This has had an impact on class arrangements and in some cases, it has been necessary to change the class or teacher. Texts went out to all parents of nursery and school parents to update/remind you of classes and groups.

School pupils will all attend full time from Friday 14<sup>th</sup> August but nursery children will return on the recovery model of 3 days one week and 2 the next or 2 days one week and 3 the next, with 5 full days being offered by the end of September. More detail of the attendance model is included in this letter.

School entry and exit times will now happen between 8.50am - 9.05am and 2.50pm - 3.05pm to reduce waiting times for parents and siblings.

There will be a phased return for **school** pupils as follows:

**Wednesday 12<sup>th</sup> August**- P1-P3 pupils should attend

**Thursday 13<sup>th</sup> August**- P1, P4-7 pupils should attend

**Friday 14<sup>th</sup> August**- all school pupils should attend.

**From Monday 17<sup>th</sup> August**- all school pupils will attend every day.

#### P1 arrangements for first week

On **Wednesday 12<sup>th</sup> August only**, one adult should bring your child to the main entrance at 9.00am where staff will then admit you to the hall. Teachers will meet pupils there and escort them to class. Unfortunately, parents will not be able to access the classrooms.

All adults entering the building will be required to wear a mask and complete Test and Protect paperwork. Adults should socially distance.

On Thursday and Friday, P1 pupils should line up in playground in accordance with the class guidelines below.

**P1 will finish at 2pm for the first week only.**

P1 pupils will be brought out to the yellow zone in the playground for dismissal. Parents should wait outside the school gate. One adult per child will then be admitted into the playground to collect your child. Please exit the playground quickly and avoid gathering in groups.

P1s will follow plan below from Monday 17<sup>th</sup> August.



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Until 2021



The following chart shows the school classes and teachers, location of class and entry and exit arrangements.

School classes for August

<b>Class</b>	<b>Teacher/staff</b>	<b>Base location</b>	<b>Entry and Exit arrangements</b>
P1a	Miss L McCallum	Ground floor	Pupils only enter at infant gate. This is the YELLOW ZONE Line up at yellow zone markers at infant door at 9am. Exit by infant door. Pupils exit by infant door at 3pm and will be escorted to infant gate to meet parent.
P1b	Mrs S Meek	Ground floor	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 will be escorted to infant gate to meet parent.
P2	Miss E Conlon	First floor	Pupils only enter at senior gate. Line up at red zone markers at senior door at 9.05am. Exit by senior door and escorted to back gate at 3.05pm.
P2/3	Mrs J Ross	First floor	Pupils only enter at back gate. Line up at red zone markers at senior door at 9.05am. Exit by senior door and escorted to back gate at 3.05pm.
P3	Mrs L Brown/Mrs S McPherson	First floor	Pupils only enter at back gate. Line up at blue zone markers at junior door at 9.10am. Exit by junior door and escorted to back gate at 3.10pm.
P4a	Mrs L Smith	Second floor	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	Mrs J Chand	Second floor	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.
P5a	Miss A McCullogh Mrs R Savva	Ground floor- large class	Pupils only enter by junior gate and line up at blue zone markers at junior doors at 9.05am. Exit by junior door and escorted to junior gate at 3.05pm.
P5b	Miss L Steele	Second floor	Pupils only enter by back gate and line up at blue zone markers at junior door at 9.05am.

			Exit by junior door at escorted to back gate at 3.05pm.
P6a	Miss S Finnie	Third floor	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.
P6b	Miss G Napier	Third floor	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	Mrs L Wilson	Third floor	Pupils only enter by back gate and line up at red zone markers at senior door at 8.50am. Exit by senior door at 2.50pm.
P7b	Mrs L Cunningham	Third floor	Pupils only enter by back gate and line up at red zone markers at senior door at 8.50am. Exit by senior door at 2.50pm.
Nurture	Miss S Wiseman	Second floor-Rainbow Room	Children in nurture will enter and exit with their registration classes.

#### Non-class contact time and support for classes

Mrs R Savva  
Mrs N Purdie  
Mrs J Muir  
Mrs L McKay

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

##### **Entry and Exit points**

Parents should not enter the school site **at all** without an appointment. This policy will be strictly adhered to. Any parent attending an appointment should wear a mask and report to the main office window to complete Trace and Protect paperwork.

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 children are dressed for the weather.

Pupils arriving after their allocated entry time should enter by the front door and report to office. This ensures that attendance is recorded accurately.

Parents coming to gates to drop off or collect should observe social distancing amongst themselves and refrain from entering the school playground or building.

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

Signage is being installed to aid this 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 brought should be contained within **one small school bag** and the bag and **all its contents must be clearly labelled with your child's name**. This includes all pencils, rubbers, water bottles, items of clothing and shoes. Do not bring any toys or balls.

Whilst we will not be routinely changing clothes, even for PE, it would be helpful to keep a spare pair of indoor shoes in the bag for use when required. Bags will be stored on the floor.

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.

### 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 bring their own lunch or choose a school packed lunch or certain hot snacks, will have these delivered to the classroom to eat before being escorted out to play in zones within the playground. Those who choose a hot meal will eat this in the dinner hall.

Children are not permitted to leave the school grounds. If a child is going home for lunch this should be arranged in advance and the parent should collect their child from outside the main door.

### Breakfast clubs

There has not yet been any information shared about breakfast club.

### Nursery groups

As stated at the beginning of this letter, nursery children will not start 5 days immediately. The model shown below should be followed. Most families have already indicated their preferred start and finish times. You should try to stick to these times. One adult should bring each child to nursery. You should enter by the infant gate (yellow zone) and wait outside on the yellow markers. A member of staff will admit adults and children in small groups, taking the adult's details for Test and Protect. The adult will then exit by the door leading into the nursery outside playground. Adults are encouraged to wear a face covering and ensure that they socially distance from each other.

When collecting, please come to the door and ring the bell. If there is a queue, please socially distance. Staff will admit collectors in manageable groups. The same one way system will operate, that is enter by usual door and exit by nursery playground door. Please bring your child's coat and shoes into the playground on your way into the playroom. Staff will return indoor shoes to the cloakroom.

Group	Key Worker	Pattern of attendance	Actual dates in attendance	Start and finish times
Butterflies Blue Group	Ms C Ryan	Wed, Thurs, Fri- Week 1 <b>(Start on Wednesday 12<sup>th</sup> August)</b> Thurs, Fri- Week 2	12 <sup>th</sup> , 13 <sup>th</sup> , 14 <sup>th</sup> Aug 20 <sup>th</sup> , 21 <sup>st</sup> Aug 26 <sup>th</sup> , 27 <sup>th</sup> , 28 <sup>th</sup> Aug 3 <sup>rd</sup> , 4 <sup>th</sup> Sept 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> Sept 17 <sup>th</sup> , 18 <sup>th</sup> Sept	Either 8.50/2.50 8.40/2.40 8.30/2.30 These times were agreed with individual families via email at start of holidays.
Butterflies Yellow Group	Ms C Ryan	Mon, Tues, Wed- Week 1 <b>(Start on Monday 17<sup>th</sup> August)</b> Mon, Tues - Week 2	17 <sup>th</sup> , 18 <sup>th</sup> , 19 <sup>th</sup> Aug 24 <sup>th</sup> , 25 <sup>th</sup> Aug 31 <sup>st</sup> Aug, 1 <sup>st</sup> , 2 <sup>nd</sup> Sept 7 <sup>th</sup> , 8 <sup>th</sup> Sept 14 <sup>th</sup> , 15 <sup>th</sup> , 16 <sup>th</sup> Sept 21 <sup>st</sup> , 22 <sup>nd</sup> Sept	If not contacted, please just pick the option that best suits your needs.
Dragonflies	Ms A Gaffney	Wed, Thurs, Fri- Week 1	12 <sup>th</sup> , 13 <sup>th</sup> , 14 <sup>th</sup> Aug	

Blue Group		(Start on Wednesday 12 <sup>th</sup> August) Thurs, Fri- Week 2	20 <sup>th</sup> , 21 <sup>st</sup> Aug 26 <sup>th</sup> , 27 <sup>th</sup> , 28 <sup>th</sup> Aug 3 <sup>rd</sup> , 4 <sup>th</sup> Sept 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> Sept 17 <sup>th</sup> , 18 <sup>th</sup> Sept
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Ladybirds Blue Group	Ms L Gibson	Wed, Thurs, Fri- Week 1 (Start on Wednesday 12 <sup>th</sup> August) Thurs, Fri- Week 2	12 <sup>th</sup> , 13 <sup>th</sup> , 14 <sup>th</sup> Aug 20 <sup>th</sup> , 21 <sup>st</sup> Aug 26 <sup>th</sup> , 27 <sup>th</sup> , 28 <sup>th</sup> Aug 3 <sup>rd</sup> , 4 <sup>th</sup> Sept 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> Sept 17 <sup>th</sup> , 18 <sup>th</sup> Sept
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Bumblebees Blue Group	Mrs S McDougall	Wed, Thurs, Fri- Week 1 (Start on Wednesday 12 <sup>th</sup> August) Thurs, Fri- Week 2	12 <sup>th</sup> , 13 <sup>th</sup> , 14 <sup>th</sup> Aug 20 <sup>th</sup> , 21 <sup>st</sup> Aug 26 <sup>th</sup> , 27 <sup>th</sup> , 28 <sup>th</sup> Aug 3 <sup>rd</sup> , 4 <sup>th</sup> Sept 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> Sept 17 <sup>th</sup> , 18 <sup>th</sup> Sept
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Caterpillars Blue Group	Miss P Murtagh	Wed, Thurs, Fri- Week 1 (Start on Wednesday 12 <sup>th</sup> August) Thurs, Fri- Week 2	12 <sup>th</sup> , 13 <sup>th</sup> , 14 <sup>th</sup> Aug 20 <sup>th</sup> , 21 <sup>st</sup> Aug 26 <sup>th</sup> , 27 <sup>th</sup> , 28 <sup>th</sup> Aug 3 <sup>rd</sup> , 4 <sup>th</sup> Sept 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> Sept 17 <sup>th</sup> , 18 <sup>th</sup> Sept
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Grasshoppers Blue Group	Mrs C Allan	Wed, Thurs, Fri- Week 1 (Start on Wednesday 12 <sup>th</sup> August) Thurs, Fri- Week 2	12 <sup>th</sup> , 13 <sup>th</sup> , 14 <sup>th</sup> Aug 20 <sup>th</sup> , 21 <sup>st</sup> Aug 26 <sup>th</sup> , 27 <sup>th</sup> , 28 <sup>th</sup> Aug 3 <sup>rd</sup> , 4 <sup>th</sup> Sept 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> Sept 17 <sup>th</sup> , 18 <sup>th</sup> Sept
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		(Start on Monday 17 <sup>th</sup> August) Mon, Tues - Week 2	31 <sup>st</sup> Aug, 1 <sup>st</sup> , 2 <sup>nd</sup> Sept 7 <sup>th</sup> , 8 <sup>th</sup> Sept 14 <sup>th</sup> , 15 <sup>th</sup> , 16 <sup>th</sup> Sept 21 <sup>st</sup> , 22 <sup>nd</sup> Sept	
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We aim to have all children in from Wednesday 23<sup>rd</sup> September, subject to council and government plans, policies and guidelines.

Lead Early Learning Practitioner- Ms B Latta

You will notice that there are staff changes. This is the result of a huge North Lanarkshire staffing exercise carried out to ensure staffing for 1140 hours across the whole authority.

All arrangements for school and nursery are subject to ongoing change but this information should help you understand how the immediate return to school and nursery will operate.

We look forward to seeing all of our lovely children again soon.

Yours sincerely

Gillian Matthews  
Head Teacher