 St.Augustine’s Primary

 Return to school in August 2020

 Updated Guidance

 Apply, Learn

 Achieve Together

**Dear Parent/Carer,**

**Our start to the new school session in August 2020 will be a strange one that equates to all that has happened around us these last few months. We aim to keep you up to date with all notifications and changes as and when they arise and information is released. We hope this booklet assists you in understanding where the school is at present and what this means for your child on their return to school. Please be assured that our priority as always is your child(ren). They will be given a warm St.Augustine welcome on their return, we have missed them greatly and we are looking forward to our new P1s joining our community of faith and learning. All staff are dedicated and committed to ensuring we do our best for every child. As a school community we are committed to ensuring everyone connected to the school has the capacity to apply, learn and achieve.**

**When will my Child Come to School?**

From August, children will have a phased return to school. Pr. 1 – 3 pupils will attend school on Wed. 12th Aug. Pr 1 and Pr. 4 – 7 pupils will attend on Thurs. 13th Aug, All pupils will attend on Frid. 15th August. Please note these are changes to the previous information shared in regard of the blended learning model previously considered at the end of term.

**Organising Class Groups**

**Classes have been organised on the basis of learning groups after consultations with class teachers. We have a variety of single stage classes and composite classes. Pr.1 (maximum class size is 25), Pr.2 and Pr.3 (maximum class size is 30), Pr. 4 – 7 (maximum class size is 33). Composite class size is a maximum of 25.**

**Arriving at School**

Members of staff will be on hand every morning to assist all pupils on entry to school as always.

P1 pupils- Pupils should arrive at school for 9.00am. Our first bell rings at 8.58am to get everyone ready for morning prayers. The yellow circles area is for P1 lining up. FOLLOW YELLOW ARROWS. On the first day of school Pr. 1 pupils will attend school from 10.00am with opportunities for photographs in the school grounds beforehand. We apologise but unfortunately we cannot permit parents to accompany children into class. Pr 1 pupils enter through the infant gates, these may have signage indicating entry for Zone 1 - YELLOW

P2 pupils- Pupils should arrive at the school for 9.00am. Pupils follow the YELLOW arrows and line up. Children to enter school using the infant gate – noted as Zone 1 - Yellow

P3, P4 and P5 pupils- Pupils should arrive for **9.00am**. P3 and 4 children will be directed to line up on the red circles. FOLLOW RED ARROWS. Pr. 3 and 4 may enter via the infant or via the top gate – Zone 2 – RED. P5 pupils to enter via the top gate and will follow the GREEN arrows to the top yard and line up on the green circles – Zone 3 - GREEN

P6 and P7- Pupils should arrive at the school **for 9.00am prayers** . P6-7 pupils should follow the GREEN ARROWS to the top yard and stand on a green circle.

INFANT DISMISSAL

P1- 2.45pm One parent/carer should collect your child from the Infant Entrance, please maintain appropriate social distancing while you wait. P2- 2.50pm. One parent/carer should collect their child from the Infant Entrance

DO NOT WORRY- STAFF WILL NOT SEND YOUR CHILD OUT OF THE DOOR UNTIL YOU ARE THERE.

IT IS REALLY IMPORTANT THAT YOU MAINTAIN SOCIAL DISTANCING WHILE YOU WAIT AND THAT YOU ARE ON TIME TO COLLECT YOUR CHILD. DO NOT ENTER THE SCHOOL SITE UNTIL THE ALLOCATED TIME.

**DISMISSAL TIMES**

Pr 3, P4 and Pr 5 – 3.00pm – Pr 3 and 4 exit by either infant or top gate, Pr 5 exit by top gate only

Pr. 6 and 7 – 3.00pm – exit by top gate only

In line with current guidance from NLC no parents are permitted on school grounds for pick up. A member of school staff will be on hand at the school gate to ensure smooth transitions. The only exception to this rule is for Pr 1 and 2 pupils only.

**Collecting children after school**

We will no longer be able to facilitate any child/children waiting in the foyer for collection after 3pm. Please ensure you arrive on time outside the school gate.

**LATE ARRIVAL**

Please drop your child off at the Main Entrance only if absolutely necessary, **Please do not view the main entrance as a drop off zone as all pupils are expected to enter the school gates and line up with their class.**

**BUS**

Children who come to school by bus will be escorted into the school by school staff and will be directed to their lines. At the end of the school day, ‘bus’ children will be released from class and taken to the bus by school staff.

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**What procedures have changed in school to ensure health and safety?**

Risk assessments have been carried out and control measures have been put in place to reduce identified hazards.

**ENTRANCES:** Pupils will enter school by the designated gates and doors and will arrive for the start of the school day. We have reviewed our previous guidance and will not operate with a staggered start in light of updated guidance.

**LINING UP:** Children will line up at the area set aside for their class.

**CLASSROOMS:** Classrooms were previously reconfigured to ensure all seats were 2 metres apart. Teachers will review the configuration of their class on their return to school to ensure the appropriate level of social distancing from the children and themselves. Non-essential furniture was removed and surfaces cleared to facilitate cleaning. Jackets and bags (which are now permissible) will be stored on the back of chairs initially.

**ONE WAY SYSTEMS:** There are one way systems in place in all classes, pupils will keep to the left along corridors.

**WATER COOLERS**- these will not be in use to minimise time out of class and to ensure we can monitor social distancing. We cannot clean these after every use. Please ensure your child brings their own full water bottle to school. At lunch, water will be available from the dining hall if needed.

**RESOURCES:** Each child will have their own tray where they will have their own set of stationery items.

**HOMEWORK DIARIES:** These will only be in use by Pr 6 and 7. Instructions regarding homework activities will be via Glow Sharepoint.

**Playtime and Lunchtime**

Playtimes and lunchtimes will remain staggered to minimise the number of children in the playground and dining hall at any given time.

**BREAKFAST CLUB**

Our breakfast club will operate as before, start time 8.15am. Pre-booking is not required. Parents are not permitted into the building at drop off time.

**Health Tuck and School Lunches**

Initially, there will be no Healthy Tuck at playtime, this will be subject to review. We encourage all children to bring one small snack with them.

All P1-3 children are entitled to a Free School Lunch. Payment for school lunches for P4-7 will be via the online payment system only. Unfortunately the cash machines will not be in use until further notice. Your child’s account login and password will be sent out with the Annual data check form at the start of term.

If your circumstances have changed, your child/ren may be entitled to free school meals. It is very worthwhile applying for this. You can visit the council website at [www.northlanarkshire.gov.uk](http://www.northlanarkshire.gov.uk) or just phone us and we will print you a copy of the form.

**TOILETING-**Children can access the toilet when needed across the school day.

**ENHANCED PERSONAL HYGIENE**

**HAND WASHING:** Handwashing/sanitizing routines will be in place regularly throughout the day – entering and leaving the class at the start/end of the day, before and after eating, after visiting the toilet. All toilets are fitted with liquid soap dispensers and hand sanitizer is available in every class and on entry to every floor.

**GOOD RESPIRATORY HYGIENE**

Children will be encouraged to

\*catch coughs/sneezes with tissues or elbow

\*avoid touching their faces

\*keep windows/doors open to aid ventilation

**FACE COVERINGS**

**\*Face coverings should not be required for most children (other than those clinically advised to wear one)**

**\*Face coverings may be worn by staff members – particularly staff members who cannot keep 2m distance and are interacting face to face.**

**PLAYTIME:** Children will have access to the playground at playtime. A staggered system will be used to reduce the volume of children in each playground.

Please provide your child with a small snack they can eat during interval – **this should be nut free**.

**LUNCHTIME:** Times for lunch will be staggered with all children eating their lunch in the dinner hall. This is a change to previous guidance issued in June.

**Getting ready for school**

Advice around this is guided by health and safety – they have advised that children should wear clothing that can be washed every day.

**Uniform**

* white shirt - a white polo shirt should only be worn for PE
* School tie (stretchy tie available) or ordinary ties. In light of the revised guidelines ties must be worn. Green ties for sale in school for Pr7 pupils
* Grey skirt, pinafore or trousers
* Grey jumper or cardigan
* Black school shoes/ full black trainers
* School blazer (black) / jacket
* Girls summer dress until September weekend

***Remember to label all items of clothing.***

School uniforms can be sourced from a number of supermarket chains and clothing shops who may offer online shopping.

Uniforms can also be sourced from scotcrest – visit the website to place orders:

https://scotcrestschools.co.uk/

Please place your order in time to ensure your order arrives for the start of the new school year on 12th August 2020. If we can assist families in any way with items of school uniform please get in touch:

ht@st-augustines.n-lanark.sch.uk

**How will digital learning be provided?**

North Lanarkshire Council gathered data to ensure all children have platforms and internet access to engage with online learning should a blended model have to be adopted in the future. Glow will most likely be the site used as many children are already familiar with this.

**What can Sharepoint do?**

Sharepoint on glow can us be used to:

-share tasks

-post work and photos

-teacher can give feedback

-only pupils from class have access to the tile

All pupils require their Glow password and username to access the site. Guidance on how to use access Glow are available from our school website. If you lose your child’s login details please contact ht@st-augustines.n-lanark.sch.uk or contact the office 01236 632090

**What to Bring to School?** **What to bring to school?**

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* A snack each day
* A packed lunch if not attending for school dinners
* A water bottle (filled with water)
* School bag
* Lunch box

**Keeping in Touch**

**If you need to pass on a message to the class teacher please email ht@st-augustines.n-lanark.sch.uk**

**Or call 01236 632090.**

**Where possible please avoid calling close to 3pm as there is significant movement around the school and it creates difficulty in trying to locate a child who is on the move and ready to exit the building. We don’t have a tannoy system in place so a quick announcement is not an option.**

Please ensure you have our school app on your phone as this links directly to our school blog featuring announcements and news.

Our Twitter and Facebook pages are also regularly updated with announcements and news

**We hope this booklet has helped to answer your questions and reassured you that our protocols and procedures are constantly under review as we aim to ensure that the school is a safe and happy place for all. Full uniform should be worn- including school tie. Meetings with the Senior Management Team can only take place after an appointment has been made by contacting the school by phone.**