



**STEPS PRIMARY
BACK TO SCHOOL
AUGUST 2020
ISSUE 1**



Stepps Primary Coronavirus – Campus Recovery Plan:

Dear Parent/Carer

I apologise in advance for the amount of information this letter includes. Although it sounds like a major military manoeuvre, it is all extremely important. Our priority is always our children. They will be given a warm welcome on their return, we have missed them. We are committed to ensuring we do our best for our children.

Class Structures/Staffing/Attendance

Following the announcement by the Scottish Government on Thursday 30th July, and North Lanarkshire on Tuesday 4th August, all pupils will return to school on a full-time basis by Friday 14th August. The following phased return has been specified by the Council:

- Wednesday August 12: Primary One, Primary Two, Primary Three.
- Thursday August 13: Primary One, Primary Four, Primary Five, Primary Six, Primary Seven.
- From Friday August 14: All pupils.

In keeping with Local Authority guidance, all nursery pupils have been initially allocated 600 hours of nursery provision. Mrs Allan will be in contact with nursery parents/carers to confirm their allocated days and starting date.

School uniform & Belongings

We would still encourage pupils to wear school polo-shirts and sweatshirts with grey school trousers (not jeans or leggings) or a grey skirt/pinafore, however, shirts and ties may now be worn. As noted later in this booklet, part of the reason for suggesting that children wear a polo shirt and dark, waterproof trainers to school is that they can go outside to exercise when the weather allows. Although all classes will have suggested gym times, these will be flexible to enable staff to take advantage of dry weather to take the children outside for physical activity. The key advice being shared at the moment is that children should not wear any items of clothing to school that are unable to be frequently laundered. Younger pupils have a tendency to put ties in their mouth, so it is extremely important that ties are laundered daily if worn to school.

Children should arrive at school in uniform, wearing suitable footwear and jackets that are fit for outdoor learning and for the Scottish weather. **Dark coloured, waterproof trainers would be ideal.** Pupils will not be allowed into the building early during wet weather as they will need to wait in designated areas and their entry into the school strictly supervised and controlled. Wellingtons for winter weather would be a good investment.

At present your child will not need to bring their gym kit. Physical activity is likely to take place outdoors. If your child is wearing trainers to school, no change of footwear is required. If your child is wearing shoes to school, then a pair of trainers should be sent in their bags daily. We highly recommend Velcro trainers as staff members may not be able to assist pupils tying laces.

Personal Belongings

Children may now bring a bag to school if they wish - this is optional. Bags should contain the following items only:

- Lunchbox/lunch bags
- Playtime snack

- A water bottle - this must be filled before they come to school as they will not be able to fill, or refill it in school.
- Jacket (if not being worn to school)
- Trainers (if not being worn to school).

Pencil cases and toys should not be brought to school. Pupils will be provided with any stationery they need.

Drop Off Times

To ensure appropriate social distancing and reduce crowding, staggered entry is being introduced in all schools. Pupils should not be dropped off until the times noted below. Please avoid dropping your child off before these times as even during wet and cold mornings, they **will not** be able to enter the school prior to their allocated slot. The gates into the playground will not be opened until 8.45am. To help avoid crowding on the campus, only one parent/carer should accompany their child/children to the playground gates. Adults should adhere to the 2m social distancing rule at all times.

P4 - P7 pupils should arrive in the playground for 8.50am

P1- P3 pupils should arrive in the playground for 9.00am

Nursery – from 8.45am (Nursery Children will be brought in two at a time)

To help ease them into the school routine, our new P1 pupils will now have a staggered entry for the first **three** days of the new term. New P1 pupils should be dropped off, and picked up from the main doors at the front of the school at the following times on Wednesday, Thursday & Friday:

	<u>Drop Off</u>	<u>Pick Up</u>
P1A Miss Kennedy -	9.10am	2.00pm
P1B Miss Hood -	9.20am	2.10pm
P2/1 Mrs Hogg -	9.30am	2.20pm

Please ensure that your child comes in appropriate clothing for the weather and seasons. The times noted have been designed to prevent our older children having to walk through younger pupils to get to their playground. It is in the interest of all pupils that these times are adhered to.

Once pupils enter the playground, there will be markings and signage to show them where to go. At present, we are still waiting for the Local Authority to add these so we are unable to provide a visual for the children. The children will enter the school one class at a time. There will be four entry points:

- P2, P3/2 & P3A will enter through the side doors of the Infant Wing (beside the nursery ramp).
- P1, P2/1 & P3B will enter through the main Infant Wing doors.
- P4A, P4B, P5/4, P5, P7A & P7B will enter through the main Senior Wing Doors.
- P6A & P6B will enter through the Dining Hall doors. Both of our P6 classes will be based in the Community Centre classrooms this year.

On entry to the building, pupils will wash/sanitise their hands. This will be a regular feature throughout the day.

Late Arrival

Please drop your child off at the main gate. If your child arrives very late, please bring him/her to the building's Main Entrance.

Toilets

Access to the toilets will be more controlled than normal during the day to reduce overcrowding. We are aware that some children need to visit the toilets more frequently and we will share this information with all class teachers.

Bus Transport

School transport will still be operating. If your child is travelling by bus, it is clearly very difficult to adhere to the arrival times noted earlier. We will do our best to stagger their entry into the playground. It is unlikely that we will be provided with additional staff to help supervise all areas, so we will do our best to ensure that an existing staff member is available to escort the children from the bus into the playground. The guidance received from the Scottish Government is that children do not need to wear masks on school transport. It is up to parents/carers, however, to decide if they wish their child to wear a mask. If you are providing your child with a mask to wear, we would ask you to provide them with a small plastic bag to store it in once they have taken it off. Disposable masks should only be worn once, while material masks should be washed daily.

We would ask you to speak to your child about the importance of wearing their seatbelt on the bus. Due to the social distancing requirements for adults, members of the school staff will not be able to board the bus to check that all seatbelts have been secured. Although this has always been the responsibility of the bus driver, school staff have always boarded the bus to check that seatbelts were secure.

Drop Off Points

We would ask ALL parents/carers to drop their child off outside the main campus gates. Only staff vehicles, school buses and school taxis should enter the campus. The ongoing building work means that there is very limited parking within the school grounds for staff as well as visitors. **Under no circumstances should parents stop, or park in the turning circle or Bus Zones.** We would encourage as many children as possible to walk to school as parking will be limited and difficult. By encouraging pupils to walk, cycle or scoot to school, vehicular congestion and circulation issues can be reduced and the school entry areas will be safer and less polluted. Queues and circulation spaces will also be much easier for staff to manage without vehicular 'drop offs' contributing to crowding at entry areas. There are many advantages to active travel:

- Active travel can increase the concentration of children by up to four hours
- There is a positive relationship between physical activity and academic performance
- 15 minutes exercise can significantly improve a child's mood
- Exercise can help to reduce anxiety and stress.

As footpaths in the campus are very narrow, we would ask parents/carers to enter through the left hand side pedestrian gates of the campus (as you approach the school), and exit through the gate beside the wooded area. Please follow the path round the front of the pitch, cross the car park at the Zebra crossing and follow the path along the front of the school to reach the gates to the playground. Following this one-way system will limit potential contact points and enable more effective social distancing for adults. If possible, please do not use the gate which leads from Cumbernauld Road, through the woods, to the school campus as this is very narrow and makes social distancing for adults very difficult.

School Gates

Parents/carers are not permitted to enter the playground at any point, this includes at the end of the school day. Children should be dropped at the school gates in the morning and parents/carers should move away quickly to prevent congestion and possible contact points. **To keep everyone safe, please avoid conversations at the school gates with other parents and members of staff.**

Parents/carers of new P1 children have been given separate instructions for their child's first three days at school, but all children should enter through the main school gates after this.

Collection Time/Points

At the end of the school day, please **do not** congregate outside the gates to the main playground. This is a major congestion point. Please discuss a suitable meeting place with your child, ensuring the recommended one-way system noted above is adhered to at all times. Staff will start escorting children

to the gates at 2.50pm to ensure a staggered departure. We will start with our senior classes. This means that older siblings will be able to wait in a designated area for younger siblings so that they can walk out together.

For the month of August, P1 pupils will be dismissed through the front entrance doors, one class at a time. To keep the footpath clear, P1 parents/carers should stand at the railings around the pond and come forward to collect their child once the teacher calls their name.

Bus children will be escorted to their transport at 2.45 pm to minimise potential bottlenecks and contact points.

Please note: No adult will be permitted to enter the school without having arranged an appointment. If you need to speak to the office, please do so by phone.

Lunch Arrangements/ Cashless Catering System

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. From August, cash can no longer be accepted in schools and parents/carers will be asked to use cards via the online payment system. Children will not be able to bring cash into school to top up their lunch cards. Information will be provided by the Council to notify parents of this and advise them of how to set up and use the online payment system.

School lunches will be transported to, and eaten in classrooms.

Pupils can still bring their own packed lunches. These will need to be kept in their schoolbags.

Nursery pupils will have their lunch in the nursery.

We are still awaiting information from the Council about school breakfast clubs. We will update you on this as soon as we can.

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

If your circumstances have changed, your child/ren may be entitled to free school meals. It is definitely worthwhile applying for this. <https://www.northlanarkshire.gov.uk/freeschoolmeals>

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.

Lining up

Children will line up in specified areas and enter/exit through designate doors.

Social Distancing

While social distancing is no longer required for children in schools, we will be discouraging physical games and unnecessary contact between pupils. We will also have staggered breaks and designated year group play areas to limit contact across year groups.

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.

Resources

Each child will have their own tray where they will have their own set of stationery items. **Children should not bring in items from home such as pencil cases, note pads, toys and stationery.**

Masks

Although there is no current requirement for children to wear masks, we will respect all parents/carers wishes if they would prefer their child to wear a mask in school. Please remember that disposable masks should only be worn once and material masks should be washed daily.

There will be times when staff will be required to wear masks/visors. We will discuss this with the children and answer any questions they may have.

Playtime and Lunchtime

Playtimes and lunchtimes will be staggered to minimise the number of children in the playground and at any given time. Please provide your child with a small snack they can eat during interval – this should be nut free. Children will have the opportunity to socialise with their year group during breaks.

Hand Washing

Handwashing/sanitising 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 have been fitted with liquid soap dispensers and the council has stated that hand sanitiser will be available throughout the school. If your child suffers from any skin conditions, you are welcome to provide them with their own special soap/hand cream.

Gym

Weather permitting, the majority of your child's gym times will be outside. Part of the reason for suggesting that children wear a polo shirt and dark, waterproof trainers to school is that they can go outside to exercise when the weather allows. Although all classes will have suggested gym times, these will be flexible to enable staff to take advantage of dry weather to take the children outside for physical activity. We will not be using our changing rooms at the present time, so pupils should wear their shorts under their uniform on their suggested gym days.

As we are in a constantly evolving situation, the information contained within this letter is likely to change. We will, however, keep you updated on an ongoing basis.