



# **STEPS PRIMARY CHANGES TO PROCEDURES OCTOBER 2021**



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Dear Parent/Carer

As we enter the third, and hopefully final, phase of the drainage remedial works, we have had to make some changes to our daily operating procedures.

### **Access to the School Office**

From Monday 18 October, the only access to the school office/main front doors will be from the pathway to the **LEFT** hand side of the pond as you approach the school. **You will not be able to access the main doors/school office from the right hand side as you approach the school.** **This is particularly important if you are dropping your child off for Breakfast Club, or if your child is arriving late for school.**

### **Nursery Access**

Although there will be no access to the school office/main front doors from the right hand side of the school, the main nursery entrance will still be accessible. It is likely that the width of the pathway leading to the nursery doors and waiting area outside the nursery will be significantly reduced. As a result, we would ask nursery parents/carers to move away from the area as quickly as possible after they have dropped-off/collected their child. **Only one adult should accompany children to the nursery doors.**

### **Class Bases**

To try and keep disruption to a minimum for the children, P5A, P5B, P6A, P4A, P4B, P7A, P7B and P3/2 will remain in their current classrooms. Unfortunately, we have been informed by the building contractors that the room currently used by P6B now needs to be vacated to enable work to be carried out. This information had not been shared with us when we were planning class bases back in June. As a result, P6B will now relocate to the 'Computer Room' for the duration of the Phase 3 work. This is the only viable space now available within the school to safely accommodate a class. Once work has been completed, P6B will relocate back across the corridor to the room they are currently using.

To try to minimise the impact of the move on our younger children, they will make a direct swap into the completed Senior Wing. The layout of the Senior Wing in terms of classes and toilet facilities is almost identical to that of the Junior Wing. This will enable us to replicate the location and setup of the children's current classrooms. This move also has the advantage of keeping the younger children in the main part of the school where they have quicker access to the school office, dining hall and gym hall. Details of how the junior classes will now enter and exit the school building are noted in 'Drop-off' and 'Pick-up' sections of this letter.

### **Bus Transport**

School transport will operate as normal. There will be no change in the mornings regarding drop-off and access to the playgrounds.

The council is currently investigating safe options for school staff to escort the children to the buses at the end of the day. Normally, children would exit through the main front doors of the school, turn left and follow the path to the bus bays. As this will not be possible, alternative, safe routes are being explored.

### **Drop Off Points**

We would ask the parents/carers of older children to continue to drop them off outside the main campus gates. **Under no circumstances should parents stop, or park in the turning circle or Bus Zones.**

Although entry for all pupils will still be through the main playground, please note that part of the area to the left of the pond will be fenced off and this will reduce the space available. As you will be aware, the footpath leading to the school gates is relatively narrow. As a result, we would ask parents/carers of our

older children to let the children make their own way from the main campus gates to the playground gates by themselves. This will reduce footfall and congestion around the school gates.

Children should be dropped at the school gates in the morning. **Parents/carers are not permitted to enter the playground in the morning.** Parents/carers who are walking younger children to the gates, should move away quickly to prevent congestion and possible contact points. **To keep everyone safe, please avoid conversations at the school gates.**

**Please remember, face coverings should still be worn by all visitors to school grounds, this includes parents and carers.** Although social distancing requirements have been removed in most settings, physical distancing between adults, and between adults and children and young people, will remain in schools.

A section of the playground from the Infant Wing doors to the perimeter of the playground will be fenced off during the next phase of work; however, a walkway between the playgrounds will be created. This will allow access from one playground to the other at key points in the day. All P1-P7 pupils will now line up in the main playground in the morning and after breaks. This includes P1B, P2/1 & P3/2 who currently line up in the Infant Playground. We will practise this new routine with the children before the October Week holiday.



### **Collection Time/Points**

We will have three dismissal points at the end of the school day:

#### **Nursery**

Nursery pupils will exit through their normal doors. Please remember that the width of the pathway leading to the nursery doors and waiting area outside the nursery will be significantly reduced.

#### **P1-P3**

Parents will still be permitted to come into the playground from 2.50pm to collect their child. All P1-P3 pupils will now exit through the doors at the Senior Wing as the two sets of doors in the Infant Wing will be out of use. Classes will be brought out one at a time. As all infant classes now have to exit through the same doors, this process is likely to take a little longer than before.

We would ask parents/carers to ensure that they stand well back from the exit points and only come forward when they see their child. **Parents/carers should remain on the tarmac surface and not enter the paved area around the exit doors.** Class teachers will not let your child leave the line until they have identified the adult collecting them.



All P1-P3 pupils will now exit through these doors.



Look for the 'Zone 4' sign in the playground when you come to pick up your child. This will help you locate the correct exit

On exiting, P1A, P2, P2/1 & P3/2 will be walked along the side of the building to the area at the back of the playground close to the paved section with the picnic tables. Parents/carers of pupils in these classes should wait in this area of the playground.



P1B, P3B, P3A will be dismissed from where the paved area joins the tarmac area of the playground. **Parents/carers should remain on the tarmac surface and not enter the paved area around the exit doors.** Please stand back as far as possible and only come forward when you can see your child.





Once you have collected your child, please exit the playground as quickly as possible to allow other parents/carers to collect their child safely. Please **do not** congregate outside the gates to the main playground. This is a major congestion point. **Please note: No parent/carer should enter the school building without having arranged an appointment and without having provided contact tracing details. Parents/carers should only enter the school building through the main office doors.**

**If you have a child in P3 and you would rather not come into the playground to collect them, you can make an arrangement to meet them at an agreed point. If this is the case, please send a note to your child's teacher to let them know.**

**P4-P7** – Pupils in P4-P7 will be dismissed through the Cultural Centre doors from 2.55pm. There is very limited space for parents/carers to wait outside this area, so we would ask you to discuss and agree a suitable meeting place with your child either inside or outside the school campus.



Pupils in P4-P7 who have a sibling in P1-P3, will be able exit with the youngest sibling.

If you have a child who does not have a sibling in P1- P3, but has a sibling in P4-P7, they will be able to wait for each other outside the Cultural Centre doors.

Bus children will be escorted to their transport at 2.50 pm to minimise potential bottlenecks and contact points.