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Date: 07 August 2020



Education & Families

Taylor High School
Carfin Street
Motherwell
ML1 4JP

Dear Parent/Carer

I hope this letter finds you and your family well. I am writing to you to update you on the plans for school returning next week. North Lanarkshire Council is fully implementing Scottish Government guidance for the return to schools. It is important to emphasise that we will be implementing as many measures as possible to mitigate risk. We, at Taylor High School, will do everything we can to welcome our pupils back safely.

I understand that some young people will have anxieties about returning to school and that parents and carers will also have concerns. The health and wellbeing of young people is our priority. It is expected that all pupils will be able to return to school unless advised otherwise by a medical practitioner. If there are any specific health issues you wish to discuss with us then please contact the school Tel. 01698 274976.

Every school has carried out a risk assessment for returning next week and an enhanced daily cleaning regime will be in place. Cleaning staff will focus on touchpoints during the day as well as at the end of the day. It will also be important that pupils, and staff, play their part by taking appropriate responsibility for their own personal hygiene.

Pupil Return

Schools in North Lanarkshire will return on a phased basis from Wednesday 12 August, following an in-service day for staff on Tuesday 11 August.

The arrangements are as follows:

Wednesday 12 August: First Year, Second Year, Third Year.
Thursday 13 August: First Year, Fourth Year, Fifth Year, Sixth Year.
From Friday 14 August: All pupils attend normally.

The school has signage to assist with the safe movement of pupils around the building and allow space for physical distancing where possible. Signage indicates the direction of travel and a 'keep left' policy is in place in corridors and stairs.

Pupils will be asked to use the following routines for entering and exiting the building:

Entering the Building

First Year

Pupils in First Year should wait in the main yard outside the main pupil entrance each day on arrival using the coloured circles now painted in the yard to ensure social distancing. When the first bell sounds, they will be escorted into the building to class by a member of staff. This approach will operate on day one and thereafter until further notice.

Second and Third Year

Pupils in Second and Third Year should enter the building through the main pupil entrance on the side of the building and use the school canteen area and school theatre to assemble each morning until the first bell sounds. Staff will be in attendance to ensure social distancing is maintained where possible.

Fourth Year

Fourth Year students should enter the building through the main pupil entrance at the side of the building and proceed straight to their first class of the day. Once again, until advised otherwise, this routine should be maintained each day.

Fifth and Sixth Year

Fifth and Sixth students should enter the building via the new main entrance at the front of the building and proceed straight to their first class of the day. This routine should also be maintained until further notice.

Pupils will be instructed to use hand sanitiser every time they enter and leave the building.



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Exiting the Building

When exiting, pupils will normally leave the building through the closest available exit under the direction of staff in that area.

Break and Lunchtime

At break time all pupils must remain on campus at all times. In order to mitigate the risk of virus transmission, pupils will be encouraged to spend break times outside in the school yard in line with Government guidelines unless the weather is very inclement.

At lunchtime, in line with normal practice, First Year pupils will not be allowed to leave the school grounds. However, in addition to this, we would advise that pupils in all other stages should also remain within the school premises. If any pupil must leave the school at lunchtime, he or she must comply with Scottish Government guidance regarding social distancing and the wearing of face coverings in shops and certain other premises.

School Uniform/Equipment

Pupils should wear their school uniform **including tie**. The position regarding all aspects of clothing worn to school will be kept under regular review in light of advice from North Lanarkshire Council and/or Scottish Government. The current advice is that school uniform can be worn safely and that normal washing of school clothing should be sufficient mitigation of risk. The school has a supply of both the junior and senior tie available and will sell them as normal at the usual price of £6 for a senior tie and £4 for a junior tie. Given that the health and safety advice in June pointed away from wearing ties and that not all parents may have bought a tie by Wednesday of next week, the school will be happy to sell new ties to any pupil who requires one on their first day back. Clearly older pupils may continue to wear their existing tie with the exception of Fourth Year students who should purchase a senior tie if they have not already done so.

School bags, pencil cases and lunch boxes can be brought into the building but items should be limited where possible. Pupils are asked not share stationery. Bags should not be placed on desks or tables. They should be placed on the floor. Hand Sanitising stations are located at key locations throughout the school. However, we would encourage pupils, where possible, to carry their own small bottle of hand sanitiser for personal use.

All pupils should bring an outdoor jacket to school to allow for the possibility of spending more time outdoors than would normally be the case.

Drop off/Pick up

Contract school transport will be available as normal for eligible pupils. Scottish Government guidance states that school transport should be treated as an extension of the school building, i.e. that no physical distancing is required. Parents and carers are reminded to ensure that they apply for their child to travel on contract transport if eligible to do so – this usually means those who live in Cleland, Dalziel Park and the top end of Newarthill.

School buses will drop young people off in the bus bay and pupils will walk to their respective entry point.

We would ask that parents dropping pupils off by car should do so as far away from the school as possible. The car parks around the building are for staff only and will not be available for drop-offs and pick-ups until the school is able to operate normally once again.

We would encourage young people to walk to school if at all possible.

Parents/Visitors to the School

At this time it is not possible for parents/carers to visit the school. If you have any enquiry, please contact your child's pupil support teacher by phone and they will call you back as soon possible.

Parents/Carers should not enter the building or the school grounds at any time. However, in exceptional circumstances, an appointment to attend the school for a meeting may be agreed with school staff. This is likely to be outwith the pupil day. **Please note that a face covering must be worn at all time by visitors to the school.**

School Life

No assemblies will take place at this time and there will be no gatherings of large groups of pupils. Smaller groups may come together at various times but this will be limited.

At this point we have been advised that it is unlikely that school to school travel will take place for senior students wishing to access subjects at a local school. The authority is urgently implementing a solution for this issue using appropriate technology.

At changeovers the timing of the school bell may be altered slightly to allow for staggered movement around the building. Pupils will be issued with further information about this next week on their first day.

Physical Education

Guidance from the Scottish Government advises that Physical Education lessons should take place outdoors at this time. In addition, the relevant advice indicates that the use of changing rooms should be eliminated until further notice.

This means that young people, on days when they have Physical Education classes involving working outdoors, should attend school dressed in their PE kit. For boys this should consist of plain white t-shirt and black jogging bottoms. For girls this should consist of plain white t-shirt and black leggings/jogging bottoms. Pupils will need to be prepared for inclement weather and should also bring an appropriate outdoor jacket and wear suitable footwear. If the weather is very inclement, outdoor work will not be possible. In those circumstances, pupils will remain in the building and use class-based resources prepared by Physical Education staff.

Personal Protective Equipment

Scottish Government guidance states that pupils do not routinely need to wear face coverings. However, should pupils wish to do so, the wearing of face coverings is acceptable.

Staff will not be required to wear face coverings provided physical distancing can be maintained from pupils; however they may choose to do so. Where that is not possible, and staff are closer than two metres for 15 minutes or more, staff will be required to wear face coverings.

Pupils must respect the 2m social distancing guidance in relation to all members of staff at all times while at school. I ask parents and carers to reinforce the need for this with their children.

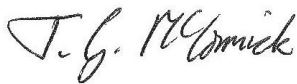
And finally....

We will be delighted to welcome our young people back to Taylor High School next week. The world we live in is constantly changing with regular updates on the corona virus. Parent and carers will be updated on any changes to the guidelines via future communications of this kind.

All pupils will be met by a member of staff on their first day and issued with their timetables and all of the information that they will need for returning to school. We will continue the practice of issuing homework diaries to all pupils free of charge.

I want to take this opportunity to thank you for your support during this very difficult time. We have missed our young people and pray that we are moving to brighter times for everyone.

Kind regards

A handwritten signature in black ink, appearing to read 'G. G. McCormick'.

Gerry McCormick
Head Teacher