

# Returning to Burray Primary School

Full Return to School

## Information for Parents

Updated 18<sup>th</sup> February 2021

## Contents

School Overview.....	pg 4
• Overview	
• Pupil groupings	
Staffing.....	pg 5
• Senior Leadership Team	
• Teaching and Auxiliary Staff	
Sessions.....	pg 6
Contact Details.....	pg 6
Entry/Exit Arrangements.....	pg 7
• Drop off	
• Pick up	
• Handwashing	
• Social distancing	
• Catch it-Bin it-Kill it	
Medical Procedures.....	pg 8
• Medical Room	
• If a child needs to be sent home due to illness	
• Isolation Bay	
• What happens if a child shows symptoms of COVID-19?	
Entrances/Exits.....	pg 9
Toilets.....	pg 10
Structure of the Day (Primary).....	pg 10
Break and Lunch Times.....	pg 10
• Morning break	
• Lunch time	
• Afternoon break	
• Indoor weather	
Pupil Equipment.....	pg 11
Structure of the Day (Nursery).....	pg 11

**Staffing - sickness arrangements .....pg 12**  
**Staffing - use of staffroom and communal workspaces.....pg 12**  
**Cleaning and infection control ..... pg 12**

## **School Overview**

We have had to make a few changes to our usual way of working keep in line with Covid guidance. The following should help answer any questions you may have about our new way of working. As always, our number one priority is the health and wellbeing of all pupils and staff in our school.

### **Groupings**




In line with current government advice, we will provide full education provision for P1-3. P4-7 will continue learning remotely. We will continue to provide keyworker/vulnerable group provision.

The nursery intends to operate as planned.

There is an identified class space for each of the classes, each with its own designated entry/exit and toilets. Each group has its own identified team of staff around them.

## School Leadership Team

The School Leadership Team is made up of staff from the school and nursery. The on-duty member of the SLT should be parents point of contact should they have any concerns they need addressed that day.

<u>Headteacher</u>	<u>Principal Teacher</u>	<u>Early Years Lead Practitioner</u>
 Mr. Steve Arnold	 Miss Shereen Linklater	 Miss Vicky Duncan
<i>In school: Monday afternoon, Wednesday morning, Thursday all day and Friday afternoon</i>	In school every day	In school every day

## **Teaching and Auxiliary staff**

Auxiliary staff, who provide playground supervision and medical cover, will continue to do so. Teaching staff will be expected to help cover playtime and lunchtime supervision of their own class to help relieve auxiliary staff.

## Sessions

Each school day will run as follows:

	<b>Break</b>	<b>Lunch</b>	<b>Home Time</b>
<b>P5 -7</b>	11.10-11.30	12.15-1pm	3.30
<b>P3/4</b>	11.10-11.30	12.30-1.15pm	3.30
<b>P1/2</b>	11.10-11.30	12.45-1.30pm	3.30
<b>Nursery</b>	N/A	12.15	3.20

## Contact Details

General day-to-day communications relating to the school should be passed on by:

- Telephone 01856 731208
- E-mail [admin.burray@glow.orkneyschools.org.uk](mailto:admin.burray@glow.orkneyschools.org.uk)

If parents need to speak with school staff about a confidential matter they should phone or email ahead to arrange a time to meet.

When waiting outside, please be mindful of maintaining social distancing between any other families who may also be waiting. In the interests of infection control we ask that parents do not enter the main school building unless invited.

## Entry/Exit Arrangements

### **Drop off and pick-up arrangements.**

Once the class teacher brings in the whole class any waiting pupils should sanitise their hands and then make their way to their class base.

Parents who walk their child to school will be asked to drop their children off at the gate. Parents who arrive via car will be asked to wait in their cars. Exceptions to this will be nursery parents. These parents can take their children to their child's door but will NOT be allowed to enter the school.

When picking up P1-7 please stay in the play court and the children will come to you.

Upon arrival to school children will be asked to play in an area close to their designated entry door. Pupils will enter through their allocated door:

	<b>Entry Door</b>
Nursery	Nursery Outside door round back of school
P1/2	Fire exit at side of school beside the swings and Burray Lass
P3/4	Main entrance at front of school
P5-7	Fire exit at pupils' toilets (side of school)

## Handwashing

We promote good hand hygiene. We ask that staff and pupils wash their hands, using soap and water for at least 20 seconds or use hand sanitizer provided by the school, at the following times **as a minimum**:

- On arrival in the class base
- Before and after break and lunch times
- Prior to leaving school to go home

It is also important to avoid touching your face with your hands, in particular your eyes, nose, and mouth.

## **Social Distancing**

We will do everything we can to reduce congestion and social contact where possible throughout the school day.

**We understand that social distancing may not always be possible. In these circumstances we ask staff to use their professional judgement of the situation.**

## Catch It - Bin It - Kill It

It is important that staff and pupils follow the recommended 'Catch It - Bin It - Kill It' when coughing or sneezing.



## Medical Room

If a child becomes unwell and/or requires medical assistance, then the class teacher will send the child to the designated First Aider, Shereen Linklater, who will take the child to the Medical Room. The Medical Room is used for the treatment of minor ailments, including cuts/grazes and bumps.

## If a child needs to be sent home due to illness

If a child needs to go home because they are unwell, their parent/carer will be contacted, and arrangements made for them to be collected from the 'Entrance/Foyer of the school. On arrival and in the interest of infection control, parents should wait outside the school building and the first aider will bring the child to them.

## **Isolation Bay**

Our Isolation Bay is located in the medical room. The Isolation Bay is to be used for anybody who is experiencing sickness/diarrhoea or has symptoms of Covid-19 (cough/fever).

## **What happens if a child shows any symptoms of COVID-19?**

A child showing symptoms of COVID-19 will be taken to the Isolation Bay immediately by one of their designated First Aiders.

Parents and the Senior Leadership Team (SLT) will be notified immediately.

The child should remain in the Isolation Bay until their parent/carer arrives to collect them via reception/foyer door. Parents should wait outside until their child is brought to them by a member of staff. The child and members of their household should then enter self-isolation as per national guidance.

The SLT will discuss the situation as a matter of urgency with a member of the Education, Leisure and Housing Directorate, who they will then work in conjunction with to plan next steps.

## **Toilets**

There are allocated toilets for each class. Pupils should only use their allocated toilet. Only one person should use a toilet block at any one time.

P1- 2 and P3-4 will use the pupil toilets at the top of the school. P5-7 will use the toilets in the corridor across from the kitchen entrance.

Toilets will work on a card system. Each toilet will have a card outside on the door Pupils will need to move the card to indicate they are in the toilet. If cards are in use pupils will need to wait.

The disabled toilet in the corridor is NOT to be used by anyone other than the nursery. This is to be used as a changing room for nursery children.



## **Structure of the day - Primary Pupils**

### **Teaching Focus**

All staff will ensure that health and wellbeing is a strong curricular focus to assist all pupils in the transition back to school.

We ask that staff use caution and thorough cleaning procedures when using laptops and tablets with pupils during teaching days to avoid risk of cross contamination.

Teachers should use their own discretion when marking pupils work. If you do not feel comfortable doing this then please do not.

### **Morning Break.**

Children should bring their own play piece with them to school as usual.

At break time children will be taken outside, via their designated exit, to their allocated area of the playground.

At the end of break each group will be escorted back to their class base, via their designated entrance/exit, by their teacher.

Children and staff should ensure they wash their hands before and after break time.

### **Lunch time**

Children who receive free school meals will continue to have these provided for them.

Lunch takes place in three sittings. Each pupil group will be overseen by their member of teaching staff in the classroom.

The seating area in the hall will be spread out as much as possible. Staff will ensure that children are sat an appropriate distance apart from each other, and not directly opposite or back-to-back with each other.

Once children have finished their lunch, they should make their way to their designated area of the playground, as detailed on the rota displayed in the classroom and staff room windows, with their playground supervisor.

At the end of lunch time the children will be escorted back to their classroom as per morning break arrangements.

## **Indoor weather**

If the weather is poor and it is not possible for the children to go outside to play, the member of staff who would normally supervise the children outside, will instead supervise the children in their classroom.

## **Pupil equipment**

For the purposes of infection control, malleable materials such as playdough will not be used. Sand and water play will also not be used.

Children will be provided with their own water bottle in school to enable them to remain hydrated throughout the day. This should be kept on their desk and left in their tray at the end of each day. All water bottles will be washed and sterilised each day.

Nursery and Primary 1 children can bring 1 transitional object from home. These must be kept in the child's bag during the session. Everything they need for the day will be provided by the nursery or school.

Pupils in Primary 2 - 7 must not bring any personal equipment from home.

## **Structure of the day - Nursery Children**

The nursery experience will be similar to a child's usual nursery day. The day will mostly be made up of free flow learning experiences where the child can explore the environment through play with the support of adults. The resources will be limited and rotated to ensure they can be easily cleaned. The children will also be able to access the nursery garden for extended periods of time for outdoor play. The children will not be expected to social distance, however staff will socially distance from each other. If a child needs comforted, changed or any form of support we will provide this as per normal and ensure their wellbeing needs are met.

## **Meals and snacks**

Nursery children will have their lunch in the nursery. Free school lunches can be ordered with the nursery staff when you drop you child off in the morning. Snacks will be provided for nursery children in the morning and afternoon.

## **Staffing - Sickness Arrangements**

If staff feel unwell with symptoms of Covid-19 at any point in the working day, please let a member of the SLT know immediately.

If, while at home, staff become ill with symptoms of Covid-19 please do not come into work. Let a member of the SLT know as soon as possible, Follow government isolation guidelines.

For all other sickness related absences please follow our usual absence procedures.

### **Staffing - Use of Staffroom and Communal Spaces**

Where possible we will try to limit staff, members contact with each other.

Should we need to hold whole staff meetings these will take place in the main hall to ensure that there is space for appropriate social distancing to take place.

### **Cleaning and Infection Control**

Staff will be provided with sanitizing wipes that they can use to wipe down door handles, pupils' trays, laptops etc. at the end of each working session.