



Bushes Early Learning and Childcare Class Information on Returning February 2021

Dear Parent / Carer,

Following the Scottish Government's announcement on 16th February, all children in the Early Learning and Childcare will be returning to school in person on a full-time basis from Monday 22nd February. We are very much looking forward to welcoming everyone back to the ELC Class in person and making this return as seamless as possible.

Staffing

A reminder of the staff within our ELC Class. I am delighted to welcome Sofia Stathopoulou who joins us in the role of Early Years Graduate.

Senior Early Learning & Childcare Officer– Mrs Margaret McKinney

Early Years Graduate - Sofia Stathopoulou

Early Learning & Childcare Officer- Miss Kerry McGrow

Early Learning & Childcare Officer- Mrs Angie Main

Early Learning & Childcare Officer- Miss Amy Fraser

Early Learning & Childcare Officer- Mrs Barbara Gillespie

Early Learning & Childcare Officer- Mrs Sarah Hislop

Early Learning & Childcare Officer- Mrs Sharon Walker

Early Learning & Childcare Support Worker – Ms Lauren McArthur

Early Learning & Childcare Support Worker- Ms Rachael Murchie

ELC Class operational hours

Pupil starting and finishing times will be staggered to allow children to arrive and leave safely each day. You will have received within the text which issued the link to this letter, the start and finish time for your child.

Entry and Exit



Playground Procedures

It is imperative that social distancing is observed **at all times** by **all** parents and carers within the school grounds. Please also wear a face mask at all times.

Each day you will be asked to make sure your child arrives at the ELC Class at his/her allocated time as early/late arrivals will impact on our ability to provide a staggered start which supports social distancing.

We would ask only 1 parent enters the playground and that they leave the playground as soon as their child has entered the building. We would also ask where a parent wishes to accompany their child into the playground that they observe social distancing from staff and other parents at all times.

At the end of each day please arrive just a minute or two before your child's allocated dismissal time to avoid congestion. **Please leave the playground promptly and do not remain to play on the trim trails.**

A reminder of some answers to common questions:

Q: What happens if I am late to drop off in the morning?

A: It is **imperative** that children arrive each day at their allocated times. This avoids impacting on the timeslots of others and creating congestion. If you have missed your child's allocated timeslot, please do not bring your child to the ELC Class without contacting the school office to verify a suitable arrival time where a member of staff will then be in attendance at the gate to receive any latecomers and safely escort them to classes.

Q: What happens if I am late to collect my child at the end of the day?

A: It is **imperative** that children depart at the allocated times to avoid impacting on the allocated pick-up times of others and avoid creating congestion. Once children have left the building with their adult escort they will not be permitted to re-enter. If you are late to collect your child, he/she will be supervised by a member of staff in the playground until parents arrive but please note that staff have commitments too.

Q: Will the ELC Class be cleaned regularly?

A: In addition to our normal cleaning routine, there will be a day cleaner on site who will be cleaning high traffic areas within the school and ELCC e.g. door handles, computers etc. on a regular basis throughout the day.

Q: What happens if my child becomes unwell?

A: If your child becomes unwell, you will be contacted to collect them as soon as possible.

If your child is displaying symptoms of COVID-19 they will be required to remain in isolation in a specific room away from others, which has been identified for this purpose. Alternative toilet facilities will also be provided. Your child will be supervised by an adult during this time.

Q: Can Parents still visit the building?

A: Regrettably no visitors can be received into the building at present.

Q: What if I need to pass on information to my child's keyworker?

A: Information can be passed to the school office by telephone (**0300 300 0149**) or emailed to bushesenquiries@renfrewshire.gov.uk Please clearly mark correspondence with the staff members name that the information is intended for.

Q: What if I need to speak to a member of Senior Management Team?

A: Should you need to speak to a member of the Senior Management Team this can be done by arrangement by telephone. Please contact the school office by telephone (0300 300 0149) to arrange a suitable time for this telephone discussion to be scheduled.

During Lockdown members of SMT have been supporting families from their direct emails. If you have a query, to ensure it is dealt with efficiently and as timeously as possible please do not email members of the SMT directly and instead use the details noted above.

I hope this has helped answer any questions you may have however if you have further questions please call the office.

We are very much looking forward to welcoming the children back to the ELC Class next week. As always, we will do our very best for your children and will work in partnership with you to achieve this.

Kindest Regards



Craig McCrorie

Head Teacher