



St Charles' Primary School

Parent Information

August 2020

In August 2020 your child will return to school. In line with all other schools across Scotland St Charles' Primary School will be operating a "Blended Learning" model. This means your child will spend some time learning in school & some time learning at home each week. A further parent information leaflet on blended learning will be issued in August.

An assessment of the space available in St Charles' Primary School has been conducted to allow the safe introduction of this model. In order to ensure the safety of pupils & staff some changes have been required.

The school has been split into two cohorts of learners (**GROUP A & GROUP B**)

Each GROUP has been further split into smaller groups & numbered. (e.g. GROUP 1A, GROUP 12B etc)

The number is a reference to the Room your child will be taught in.

**Children in GROUP A will attend every Monday/Tuesday.**

**Children in GROUP B will attend every Thursday/ Friday.**

**Siblings have been placed together in the same GROUP to ensure they attend on the same days.**

**School will be closed every Wednesday.**

Please find below some further school information & guidance which I trust you will find helpful at this time.

**Are there any changes to the curriculum on offer in St Charles' Primary School?**

Children will continue to have in-school learning experiences & lessons which are age & stage appropriate & meet their individual needs. We are however unable to organise excursions, hold assemblies, host family learning or parent events until further notice.

**What will my child's learning environment look like?**

Classrooms & other teaching spaces have been reorganised to ensure physical distancing guidelines are implemented as much as possible. All unnecessary equipment and resources have been removed to allow effective cleaning at the end of each day.

All children will have their own designated workstation in the room.

Each workstation will be set up with resources to be used only by the child assigned. Children will not be permitted to share resources.

A cleaning station will be set up for each teaching space & all children will be encouraged to keep their own workspace clean & tidy.

Staff will encourage children to wash their hands regularly throughout the day. Hot water & soap, alongside hand sanitiser, will be available to children across the school for this purpose.

There will be signage displayed at strategic points inside the building to reinforce key safety messages for children & staff.

**What should my child wear to school?**

On the days your children attend school they should wear the following: -

- white school polo shirt (with or without school badge)
- grey sweatshirt or jumper (with or without school badge)
- black or grey trousers/leggings/joggers (suitable for outdoor activities)
- grey fleece (with or without school badge)

- sturdy footwear (suitable for outdoors)

We would respectfully ask that clothing emblazoned with other colours/ sports logos etc are not worn & school colours are retained as much as possible.

Pupils will also require a suitable outdoor jacket appropriate for seasonal weather (which may be of any colour). All indoor clothing should be washed at the end of each day.

No PE kit is required as changing rooms will not be in use & all PE lessons will take place outdoors.

A change of shoes should be brought into school each day – soft shoes, plimsols or trainers. Children will change into these, only when necessary, & keep their outdoor shoes inside their schoolbags. Where available, cloakrooms will only be used to store outdoor jackets.

#### **Should my child bring a school bag/ lunch box /water bottle to school?**

Children may bring a school bag to school which will be kept beside them at their own workstation. Mid-morning snacks will be kept in school bags until playtime.

If your child will be bringing a packed lunch from home each day this may be brought to school in a lunchbox. which must be taken home each day to be cleaned

All children should bring a water bottle to school and take this home each day to be cleaned. This will be kept at your child's own workstation.

Please note there will be no operational water fountains in the school.

#### **Should my child bring a pencil case / other personal belongings to school?**

We will provide all the necessary stationary resources for your child's learning therefore a pencil case is not required. We respectfully request that any such items are not brought to school but remain at home to support the work your child will undertake there. This will help minimise items at your child's workstation to aid cleaning in school.

We ask that children do not bring any other unnecessary personal items to school. This includes items for Golden Time or toys for use in the playground. This will help support our good hygiene & cleaning protocols.

#### **What will the playtime & lunchtime arrangements be?**

Recreational play times will be staggered across the day. Children will be taken outside by an adult – teachers and/or support staff. Our playground will operate in zones to maximise the safety of children & staff.

As it is not possible to gather in the dining hall, children will remain at their own workstation to eat lunch each day. Lunches will be delivered to each teaching space & will be a sandwich lunch for everyone.

Further information regarding lunch options available will be shared in August.

Children may continue to bring in a packed lunch from home. As always, we would request no items of food containing nuts as we have several children with serious nut allergies.

Free school meals will continue to be provided for all children P1-3. Parents with children in P4-7 are required to apply to the council, in the usual way. Application forms can be found on the Renfrewshire Council website.

Sandwich lunches will also be available to purchase each day & payments must be made on Parent Pay.

Please contact the school office if you require support to activate your child's account.

Please note, there will be no cash transactions for school lunches.

#### **Will there be a breakfast club in session 20/21?**

Initially there will be no breakfast club facility in operation.

This will be kept under review & will be re-instated as soon as it is safe to do so.

#### **Will my child be given homework to complete?**

The blended learning model being adopted means that all children will be issued with home learning tasks to be completed on the days they are not in school. These will not necessarily be monitored by the teacher they

will have when attending school, as that teacher will be in class teaching other groups of pupils on those days. There will always be other school staff available to offer some support on the days that children are not in school.

#### **What about children with additional support needs?**

Pupils with Additional Support Needs will continue to have their needs met as outlined in their individual support plan. Parents will continue to be fully involved in the support planning process.

#### **Will First Aid be provided if required?**

For minor scrapes & injuries children will be supervised by an adult & encouraged to be self-sufficient in cleaning scrapes & scrapes. First Aid will be available for more serious injury in line with our current practice.

#### **What about administration of essential medication?**

Only children who require medication for specific conditions, as detailed on their health care plan, will have this administered. Parents will be contacted directly to discuss this should this apply to their child. Children who require to use an EpiPen or an inhaler should always keep this on their person.

#### **What happens if my child becomes unwell in school?**

If your child becomes unwell in school, 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.

#### **Can Parents still visit the building?**

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

#### **What if I need to pass on information to my child's teacher?**

Teaching staff can be contacted directly using Google Classrooms or Seesaw as both will continue to be used to support home learning.

Information can be passed to the school office by telephone (**0300 300 0181**) or emailed to **stcharlesenquiries@renfrewshire.gov.uk**

When emailing please clearly mark correspondence with the staff members name that the information is intended for.

#### **What if I need to speak to a member of Senior Management Team?**

Should you need to speak to a senior member of staff team this can be done by arrangement by telephone or video call. Please contact the school office by telephone (**0300 300 0181**) to arrange a suitable time for this to be scheduled.

#### **Will the school operational hours remain the same?**

Pupil starting and finishing times will be staggered to allow children to arrive and leave safely each day. Parents will be notified of the specific times for your child to be dropped off & collected, but school operational hours will be as close to 9am-3pm as possible.

#### **What are the drop off & pick-up arrangements?**

Staggered starting & finishing times mean that each day you will be asked to bring your child to school and collect at his/her allocated time. **If you have siblings in different classes you should come at the later start time and pick up at later finish time.** Staff will be in attendance in Rowan Street (for the first few days) & at the front gate each day to assist & direct you. Parents are asked to drop off at the front gate & leave the street immediately each morning. There will be no parent access to the playground at any time. School pupils will enter & leave via MAIN Gate (which has traditionally remained locked) & ELCC children will enter via the smaller side GATE (which has traditionally been used by all pupils).

To avoid congestion please arrive just a minute or two before your child's allocated dismissal time at the end of each day. It is important that only one adult attends at the beginning & end of each day.

It may be necessary to form a queue & parents are always asked to respect social distancing in this situation. For pupils in P4-P7 it would be helpful if parents & children had an agreed meeting point beyond the school gate at the end of each day. Pupils can be dismissed by staff & allowed to walk to the meeting point to be collected. This will help minimise waiting times for all parents.

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

It is imperative that children arrive each day at their allocated times. This avoids impacting on the timeslots of others & creating congestion. If you have missed your child's allocated timeslot, please do not bring your child to school until 9.30am. A member of staff will then be in attendance at the gate to receive any latecomers & safely escort them to classes. The school gates will be closed thereafter & remain closed throughout the day; further access can only be arranged by phoning the school office.

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

It is imperative that children depart at the allocated times to avoid impacting on the allocated pick-up times of others & 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 may wait at the wooden gazebo (left of the gate) This will provide some shelter in inclement weather. Children will be supervised by a member of staff until parents arrive at the gate for collection.

**Will there be any extra-curricular clubs at the end of the school day?**

There will be no extra-curricular clubs in the school. This will be kept under review & will be re-instated as soon as it is safe to do so.

**What are the arrangements for pupils requiring school bus transport?**

Arrangements are still being considered for children who are eligible for home/school transport. This will be issued as soon as it is available. This includes children eligible to travel free to school by school bus & contract taxi. Children arriving on the school bus or by contract taxi will be met by staff on arrival & enter the building via the car park. At no time can parents park in this area.

**How long will these changes remain in place?**

These changes will remain in place for the period the school is required to operate a blended learning model. Please be assured the changes will be kept under review & relaxed as soon as it is safe to do so in accordance with Scottish Government guidance & in partnership with Renfrewshire Council Children's Services. We look forward to resuming a traditional schooling model as soon as we are safely able to do so.