



St Charles' Primary School & ELCC

Parent Information

February 2021

Dear Parents,

We are absolutely delighted to be able to welcome our children back into our Early Learning and Childcare Class from Monday 22nd February 2021, as the Scottish Government has made the decision that it is now safe for us to do so. All children will be able to return to our ELCC and begin their allocated entitlement of 1140 hrs/ 600hrs. Please be assured that the safety, health & well-being of our children, staff, & families will be our primary focus as we recognise the challenges faced by many during the period of school/nursery closure.

There have been some adjustments to the staggered start & dismissal times which are necessary to minimise congestion & maximise pupil safety. Please find below the ELCC specific information & guidance.

REMINDER

It is important to remember, while children need not physically distance in school, staff are required to do so.

All adults must continue to follow the 2m social distance rule from the children & from each other.

We ask adults to wear masks at the school gate and in the playground.

Please be on time to drop off and pick up children.

The times for the start and end of the day for children in the Butterfly & Busy Bee rooms are.

All children in the blue group should attend from 8.45am– 2.45pm. - Debbie

All children in the green group should attend from 8.50am– 2.50pm. - Julie

All children in the red group should attend from 8.55am– 2.55pm. - Jacqui

All children in the orange group should attend from 8.45am– 2.45pm. - Rachael

All children in the yellow group should attend from 8.50am– 2.50pm. – Nicola/Micheline

All children in the pink group should attend from 8.55am– 2.55pm. - Ann

All children in the Busy Bee room should attend from 9.00am – 3.00pm – Carolann & Kathleen

As before siblings can come to ELCC at the earlier/later drop off & pick – up time as their siblings in school.

Please find below some further information & guidance which I trust you will find helpful.

Are there any changes to the curriculum on offer in St Charles' ELCC?

Children will continue to have learning & play experiences which are age & stage appropriate & meet their individual needs. We are however unable to organise large group excursions, host family learning or parent events until further notice.

What will my child's learning environment look like?

Playrooms & other learning spaces have been reorganised & all unnecessary equipment and resources have been removed to allow effective cleaning at the end of each day.

Our playrooms will operate in zones to maximise the safety of children & staff. Children may access all the different zones throughout the day & will only play with others in the same keyworker team, as much as possible.

Each zone in the playroom will be set up with resources which will be wiped down or washed at the end of each session. Children will not be permitted to share resources.

A cleaning station will be set up for each playroom to ensure easy access to cleaning materials.

Staff will encourage children to wash their hands regularly throughout the day. Hot water and soap will be available to children in the nursery for this purpose.

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

What are the drop off & pick-up arrangements each day?

School pupils will now 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). Staggered starting & finishing times mean that each day you will be asked to bring your child to nursery and collect at his/her allocated time. The same system will operate at the beginning & end of each day. Only nursery parents will be given access to the playground for the purpose of dropping their child off at the nursery door entrance. A member of staff will be there to greet you & receive your child. It may be necessary to form a queue & parents are always asked to respect social distancing in this situation. Parents are respectfully asked to leave immediately hand-over has taken place to allow the next child to be received.

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.

There will be no parent access to the building at any time.

Children will be encouraged to wash their hands before leaving nursery and should also wash their hands when arriving home.

What happens if I am late to drop off / collect my child?

It is imperative that children arrive & depart 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 nursery until 9.30am. A member of staff will then be in attendance at the nursery gate to receive any latecomers. The school & nursery gates will be closed thereafter & remain closed throughout the day; further access can only be arranged by phoning the school office.

If late at the end of the day, please call the school office ahead of arrival to request a member of staff to meet you at the nursery gate.

Should my child bring anything to nursery?

On the days your child attends nursery he/she should wear comfortable play clothing suitable for indoor & outdoor learning. All indoor clothing must be washed at the end of each day.

Children require wellington boots & a suitable outdoor jacket appropriate for seasonal weather.

We ask that your child brings his/her wellies in a bag which must be large enough to zip/close completely. (wellies should not be peeking out of top) Bags & wellies must be taken home at the end of each session & wiped down before being returned the next day.

It is essential that all items of clothing & footwear be clearly marked with your child's name.

Cloakrooms can only be used to store bags, lunchboxes & outdoor jackets during the operational day & must be completely emptied at the end of each session to aid effective cleaning.

We will provide all the necessary resources for your child's learning therefore equipment is not required to be brought from home. We understand that some of our children may need to bring a transitional object or comforter. If this applies to your child please speak to Mrs Kelly who will advise on how this will be safely managed.

We ask that children do not bring any other personal items to help support our good hygiene & cleaning protocols.

What will the lunchtime arrangements be?

As it is not possible to gather in the dining hall, children will remain in the playroom to eat lunch each day. Lunches will be delivered to each playroom & will be a sandwich for everyone in receipt of free school meals. If your child does not require a lunch on their allocated days, we ask that you inform the member of staff on duty when dropping off.

Children may continue to bring in a packed lunch from home although hot lunches will be provided if required. As always, we would request no items of food containing nuts as we have several children with serious nut allergies. Lunchboxes must be taken home at the end of each day & be cleaned inside & out.

Sandwich lunches will 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.

What about children's health & 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. 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. For children who require to use an EpiPen or an inhaler these will continue to be safely stored in the playroom should they be required.

First Aid will be available in line with our current practice.

What happens if my child becomes unwell in nursery?

If your child becomes unwell in nursery, you will be contacted to collect them as soon as possible. If your child is displaying symptoms of COVID 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 keyworker?

Nursery staff can be contacted directly using Seesaw as this 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

Please clearly mark any correspondence relating to nursery children for the attention of Mrs Kelly.

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

Should you need to speak to Pauline Kelly or another senior member of staff 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 operational hours remain the same?

Children's 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 the ELCC operational hours will be as close to 9.00am – 3.00pm as possible.

How long will these changes remain in place?

These changes will remain in place for as long as they are required, 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.

Will there be a wrap around in session 20/21?

Initially there will be no wrap around facility in operation.

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