



St. Fillan's Primary School

7th August 2020

Dear Parent/Carer,

I hope that you have all had a good summer break albeit not the one that you had planned for earlier in the year. All of the staff team in St. Fillan's Primary are excited and looking forward to welcoming pupils, current and new, back to school from Wednesday the 12th August.

It has been a while since we have all been together in the school building and although we have worked hard to maintain our, 'St. Fillan's Family' and provide a wide range of learning experiences, we have all missed the opportunities to share in these face to face. It will be lovely to have everyone back.

However, COVID -19 has not yet gone away and although there is no requirement for pupils to socially distance, there is still a requirement for staff-pupil social distancing, staff-staff social distancing, and adult-adult social distancing within the school and the wider community. The general advice on COVID-19 still applies and the Scottish Government has also produced guidance on the safe reopening of schools. These guidelines set out the conditions that need to be in place to ensure a safe return to school for all. As a result, although staff will endeavour to make the return as 'normal' and reassuring as possible some changes to school and classroom routines will be necessary.

Dates for Return to School

Pupils will begin a phased return from Wednesday 12th August.

Wednesday 12th August P1 and P7 only

Thursday 13th August P1, P2, P3, P4 & P7

Friday 14th August all primaries will be in school

The Length of the School Day

The school day will run from 9.00- 3.00 pm with no change to start and finish times. However, Breaks and Lunchtimes will be staggered to avoid large groups of pupils gathering in any one space.

Start of Day Procedure

Pupils will begin their learning time at 9.00 a.m. We will operate the same 'soft start' system that we usually implement on a wet day. Pupils will not line up. Our entrance

doors will be open from 8.50 am and pupils can enter from this time and begin our start of the day hygiene routine.

P1/2 & P2/3	Infant Entrance
P4/3 & P5/4	Main Entrance
P6 & P7/6	Senior Entrance

We would ask that pupils do not arrive before this time. On the first day(s) staff will be on hand in the playground to direct pupils to the correct entrance. Therefore, we would ask that to avoid congestion and maintain the current physical distancing protocols adults do not enter the playground but leave pupils at our school gates. Doors will be closed at 9.00 to ensure the security of the building. If a pupil arrives later than 9.00 they should enter through the main doors. Adults should not enter the school foyer but leave the child at the main doors. *Information for P1 first day follows later in this letter.*

End of Day Procedures

The pupil day will end at 3.00 p.m. Staff will bring their class into our main playground for dismissal. As the current guidelines on Adult Social distancing [click here](#) remain in force we would strongly request that adults do not enter the school playground. We would suggest that you arrange to meet your child at an agreed location outwith the school playground. Older pupils P4-7 may be able to make their way home or meet their parent/carer slightly further away from the school. Older pupils may also be able to collect their younger siblings and escort them to meet their parent/carer. If there are specific circumstances that an adult needs to collect from the playground we ask that you adhere to the social distancing guidelines linked above and only 1 adult per family. Adults are reminded to remain 2m apart. As always parents should remind their child that if for any reason, they are unable to locate the adult who is collecting them or if they forget the arrangements, they should return to the school office and a phone call will be made. *Specific information for P1 parents is in a later section of this letter.*

Uniform

Our 'less formal' uniform remains polo shirt, sweatshirt, outdoor appropriate bottoms, and footwear as well as a waterproof outer layer. There will be no requirement for pupils to change shoes. This may be reviewed as the weather deteriorates and wellies are required. As all P.E will initially be outdoors, and pupils will be participating in increased outdoor learning, they should come dressed appropriately for the weather. Scotland's weather can be very unpredictable, so layers are advisable. Please label all items with your child's name and class. We will not be able to store any lost property so any unnamed items that cannot be identified may

need to be disposed of. If pupils wish to wear 'formal' uniform they can do so but there will not be any opportunity to change in school.

What to Bring to School

Pupils should still bring a school bag. As they will not be changing for P.E they do not need any additional kit. The use of water coolers is now permissible so pupils should bring a refillable water bottle with them. Water bottles should be labelled with the pupil name. Any unlabelled water bottles left in school will be disposed of for hygiene reasons.

Pupils can bring a packed lunch box and snack to school. Please note there will be no morning snack bar provided by our catering team.

There is no requirement for pupils to bring stationery to school. Pupils will be provided with all the resources that are required. If a pupil requires specialist equipment, please call the school to ensure that this is provided for your child.

Pupils should not bring any toys or other personal belongings to school.

As per the current guidance from Renfrewshire Council, mobile phones must remain switched off and in pupil bags for the duration of the school day including breaks and lunchtimes. The school is not responsible for the loss or damage of personal belongings brought into school.

Reading Books

Any pupil who still has a reading book at home is asked to return it on their first day back. Any reading books returned to school need to be quarantined for 72hrs. This may mean, moving forward, that pupils will not return and be issued with a new reading book on the same day.

Lunches

In the first instance only packed lunches will be available from the school kitchen. These will be provided to all P1-3 pupils and those who receive free school meals. P4-7 pupils will have the opportunity to purchase a school packed lunch via Parent Pay. Pupils can also bring their own packed lunch to school.

Pre and post-lunch hand washing will be maintained and some classes will eat lunch in their classroom to avoid large numbers in our dining hall.

Hot lunches will be reintroduced shortly and parents will be informed of this in plenty of time.

If pupils intend to go home for lunch we would ask that the parent/carer calls the school to arrange this as lunch breaks will be staggered to ensure adult social distancing for staff lunches.

School Transport

For those who travel on the school bus, this is classed as an extension of the school building. Therefore pupil-pupil social distancing is not required and pupils do not need to wear a face covering. It is recommended that where possible pupils sit with any siblings when travelling and sit in the same seat for each journey. Pupils must not consume food or drink on the bus. Only pupils who are registered are insured to travel by school transport. Pupil's behaviour on school transport remains the responsibility of the parent.

Active Travel

Where possible active travel- walking, cycling, scooting, is the preferred method of travel to school. To help facilitate bike storage and scooter racks are available. Parents who need to bring their child by car could consider parking slightly further away and allowing their child to walk the final leg of their route to school. This will help with congestion around the school and allow adults to maintain social distancing protocols in the vicinity of the building.

Hygiene

Hygiene protocols will be maintained at all times. Handwashing facilities and hand sanitisers are available around the school and pupils will wash their hands throughout the day. They will also be encouraged to continue to follow the good practice around **Catch It, Bin It, Kill It**. A day cleaner will be available to clean frequently touched surfaces throughout the day. Pupils will be encouraged to keep their own space clean and tidy. Bags will remain on the floor at all times and pupil jackets will be kept in the classrooms.

Face Coverings and PPE

Face covering are generally not required in school but may be worn in school by any pupil or adult, if they wish to do so. Staff will wear a face covering if working in close proximity (less than 2m) with pupils for a period of time. Adults delivering first aid and medical or intimate care will wear the appropriate PPE as stated in current guidelines.

First Aid/Illness

First aid will be provided as before, however, the adult will wear appropriate PPE. If a child feels unwell and presents with non-COVID symptoms normal procedures will apply. If a child presents with COVID symptoms they will be isolated (supervised by an adult) until collected. Upon collection, the parent should follow the **Test and Protect** procedures.

P1 Parents

For many parents, this will be the first time sending your child to school and we appreciate that you will be very anxious given the circumstances. In P1 we will be following the guidance for both schools and ELCC facilities and hope to provide as many opportunities for our pupils to participate in as normal a routine as possible and as much play-based learning as is practicable. Your child will be well looked after, kept safe, have fun, and enjoy their learning.

On the first day, we would ask that you arrive at 9.00 a.m. and wait in the infant playground. On this day only you may bring more than one adult but we ask that you stay in family groups and maintain social distancing from others. This will allow you to take family photos etc. Staff will be on hand to escort the pupils into the school building. We endeavour to have all our new pupils in the building by 9.15.a.m. We will have a contingency plan if the weather is very bad but at this time we are unable to have adults in the school building.

On subsequent days next week, the infant door will be open from 8.45. Please only one adult from day 2 and leave your child and the bottom of the infant entrance ramp. Mrs. Kelly and our other support staff will be on hand to support this. If there is a queue please remember your social distancing.

At the end of the school day, Mrs. Smith will bring her P1 pupils out into the infant playground between 2.50 and 3 pm. Please only one adult per child and please stand back and maintain social distancing. Mrs. Smith will only let the pupils go when the appropriate adult has arrived.

Finally

I appreciate that this is a tremendous amount of information and it is correct at the time of writing. The guidelines however are changing daily and it may be that some of the procedures here are in place for a very short time, some may be longer-term and some new ones may need to be introduced at a later date. Although some things may cause inconvenience, the underlying intention is for the safety of all within our school community and indeed for the wider Houston community.

We are excited and delighted to be welcoming all of our pupils back and we would like to keep it that way.

I am sure there will be other questions and more information will come to you in the weeks ahead. In the meantime, if you have any concerns please contact the school office on 0300 300 0182. Please try to call after mid-morning on the 10th as all staff will be involved in training, first thing.

Yours sincerely

Mr. Collins (Acting Headteacher)

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'In Learning, we are growing and succeeding Together.'