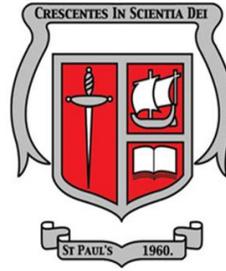


## St Paul's Primary School

Morar Drive, Paisley PA2 9FA

Tel: 0300 300 0187

School Website: [stpaulsenquires@renfrewshire.gov.uk](mailto:stpaulsenquires@renfrewshire.gov.uk)



Our Ref :

Date: 23 June 2020

### HEAD TEACHER: LOUISE A MAHER

Dear Parent / Carer,

You will now have received the letter providing you with the cohort group your child has been assigned in August. This will be either Group A – Monday & Tuesday, or Group B Thursday and Friday. You will be issued with a text message detailing your child's arrival and exit time. This will either be 8.45-2.45 / 9.00-3.00 or 9.15-3.15. This is to ensure that we avoid large groups of people arriving at the same time. I would ask that you please arrive only a few minutes before your child is due to start school. Do not come too early as this will result in congestion. Try not to be late as this will impact on the next group arriving. **Please note – where requests have been made to change we can only accommodate where someone else is willing / able to swap as we are unable to exceed the number we can take in a class.**

You will also receive a text message with the name of your child's teacher starting in August. We will have some additional staff joining us next session. Miss Docherty who was successful in her post earlier this year. Mr Hemphill will join us this session to support our smaller groups as will Miss Gallacher. Mrs Coats will return from her secondment with Renfrewshire Council and Mrs Hassan will return from maternity leave. We will also be saying goodbye to some of our staff. Mrs Smith has worked in St Paul's for 10 years and will start in a new school in August. We thank Mrs Smith for her years of commitment to St Paul's community. Miss McLachlan and Miss McCallum who have been with us this session will also move onto new posts in other schools within Renfrewshire. We thank them all for their dedication to St Paul's and we wish them well in the future.

Please find below some further school information & guidance which I hope you will find helpful. I have tried to consider and answer some of the questions you may have.

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

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

All children will have their own designated workstation in their learning space.

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. Children will wash their hands immediately as they arrive at school. 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. Signage will be displayed at strategic points throughout the building to reinforce key safety messages for children & staff.

#### Are there any changes to the curriculum on offer in St Paul's Primary School?

Children will continue to have in-school learning experiences & lessons which are age & stage appropriate & meet their individual needs. We will continue to follow Curriculum for Excellence.

We are however unable to organise school trips, hold assemblies, host family learning or parent events until further notice. ALL PE will take place outdoors.

#### 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)
- red sweatshirt or jumper (with or without school badge)
- black or grey trousers/leggings/joggers (suitable for outdoor activities)



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- red fleece (with or without school badge)
- sturdy footwear (suitable for outdoors)

Although we are adopting our casual uniform we are keen to ensure there is still a consistent uniform across the school. We would ask that clothing emblazoned with other colours/ sports logos etc are not worn & school colours are retained. We will return to our formal shirt and tie uniform in the future.

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 as the gym hall will be used as a classroom, in order to maximise the numbers of children attending school.

#### **Should my child bring a school bag to school?**

Children may bring one small school bag to school which will be kept beside them at their own workstation. For this reason, a backpack style will be best. mid-morning snack and lunch should remain in the school bag to ensure only one bag.

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

If your child will be bringing a packed lunch from home each day this may be brought to school in a lunchbox. It is preferable that this is a plastic tub with a lid. This will make it easier to wipe clean. This must be taken home each day to be cleaned.

All children should bring a filled water bottle to school and take this home every day to be cleaned and refilled. 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 to school?**

No. We will provide all the necessary stationary resources for your child's learning therefore a pencil case is not required. We ask 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 regular cleaning in school.

#### **Should my child bring other personal belongings?**

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

#### **What are the playtime & lunchtime arrangements?**

Recreational play times and lunch breaks 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. Children will only play with children in the same grouping as themselves.

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 & further information regarding lunch options available will be available 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.

#### **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. Parents will be advised.

#### **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.



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### **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 scratches & scrapes. First Aid will be available for more serious injuries in line with our current practice. PPE is available for staff while administering such first aid.

### **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 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 0187)** or emailed to [stpaulsenquiries@renfrewshire.gov.uk](mailto:stpaulsenquiries@renfrewshire.gov.uk) 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 0187) 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 as soon as possible 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?**

Each day you will be asked to bring your child to school and collect them at his/her allocated time. These will be between 8.45am-9.15am and 2.45pm-3.15pm. Please make sure you still to your allocated slot as this is part of the risk assessment in place which is allowing us to re-open.

Staff will be at the gates on Morar Drive & in the playground each day to assist you. Parents are asked to drop off & leave the premises immediately each morning. We ask that you do not arrive too early and that you leave as soon as you have dropped your child safely.

At the end of each day please arrive just a minute or two before your child's allocated dismissal time to avoid congestion.

It is important that only one adult comes at the beginning & end of each day. **Primary 1 only – on the first day 2 adults may bring the children into the playground on Wednesday 12<sup>th</sup> August only.** Class teachers will take the child from here. This is only possible due to reduced numbers on that day. Every other day all children including PE should be handed over to staff at the gate and only one adult should attend. Please be mindful of our neighbours when parking while dropping off and collecting children from school. Please do not park across drive ways or block people in.

### **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 safely



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escort them to classes. The school gates will be closed at this time & 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 will wait at the bike shelter (left of the gate) This will provide some shelter in inclement weather. Children will be supervised by a member of staff until parents arrive.

### **Can I park in the school car park?**

No, again part of the risk assessment in place is to limit parents / visitors coming onto the school premises & grounds. Only our school buses, council contracted taxis and those with blue disabled badges on display can use the car park. All others should find alternatives.

### **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. Parents will be advised.

### **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 & taxi.

### **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.

### **Lost Property**

I have already issued a letter regarding school uniform. As you know we will be wearing our casual uniform of polo-shirt, sweat shirt and trousers for now. We will revert to our formal uniform when we can. We are unable to hold onto any lost property. **Please ensure your child has their name on all pieces of clothing.** This will ensure your child has it to take home daily. If there is no name it is likely you will not get it back as we are unable to keep it. If children take off a piece of clothing, they should put it straight into their school bags.

May I take this opportunity to thank you all for your continued support throughout these difficult months. The kind words of thanks from many of you has been greatly appreciated. Thanks also to the Parent Council who have continued to meet with myself, virtually, to provide information to families by pushing out details on the Facebook page. They have also worked hard to ensure our P7 Leavers still receive a treat before they leave. I would also like to thank the staff. The teachers have worked so hard to deliver online learning and in a very short time, converted their teaching completely from face to face to online. A steep learning curve for many of us. Some of the teaching and support staff also worked in hubs across the authority supporting children of keyworkers.

The staff and I are really looking forward to welcoming the children back in August. In the mean time we wish you all a relaxing break.

Kind Regards

Louise A. Maher  
Head Teacher



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