

# Return to School Guidance for Families



**June 2020**

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## What Procedures are in Place to Protect me and my Child?

Every effort will be made to protect the health and wellbeing of all through promoting physical distancing, good hygiene and infection control. All staff have read, signed and familiarised themselves with the full risk assessment titled **“Return to Work – Potential Exposure to COVID-19 in SAC Education Establishment”**.

Key points and information about changes to normal routines and practices in Barassie Primary School and Early Years Centre are explained in detail below.

## What Should my Child Bring to School?

Children are not permitted to bring a school bag with them and instead will be provided with a learning pack and pencil case both clearly labelled with their name.

Learning packs will consist of an A4 zip wallet containing:

- Wipeable whiteboard, whiteboard pen, eraser
- Literacy resources
- Numeracy resources
- Jotters for home learning

Learning packs must be brought to school with children every day.

Pencil cases will be made up for all pupils containing the following:

- writing pencil
- ruler
- rubber
- glue stick
- scissors
- barrel sharpener
- colouring pencils, felt tip pens and/or crayons

Pencil cases must remain in school every day.

Desks will be labelled for the children and they will have their own individual tray to keep all belongings for the day.

**Children should only bring their learning pack, snack and lunch with them to school.**

## Changes to the School Day

### **Personalised Learning Time**

All teachers will be in their class to greet children from 9:00am. Children will enter following the routines overleaf. Until all children have arrived at 9:15am there will be a time for children to engage in personalised learning. This could be reading time, class discussion time, time for individuals to ask questions about home learning or time for children to work on individual targets.

The same routine will be in place at the end of the day between 2:45pm and 2:55pm.

To ensure more relaxed transitions for children there will be no bells rung during the school day.

## Getting to and from School

We encourage children and staff to walk or cycle to school and instruct them to adhere to physical distancing at all times.

Children who use school transport must follow the guidance they have been issued from the contractor

We encourage parents/carers and children to utilise their own transport in preference to public transport where walking and cycling are not possible.

## Entry and Exit

Entry and exit times are staggered according to surnames (children with different surnames from the same family have been allocated a time slot together). Children will enter and leave school in the groups below:

A-L- **Entry:** 9:00am **Exit:** 2:45pm

M-Z- **Entry:** 9:10am **Exit:** 2:55pm

No parents or carers will be permitted beyond the fence and children should make their way to the marked spot at the allotted time. Children will not be permitted to enter before their allotted time. SLT will be present at the two entrance points to ensure children adhere to physical distancing and allow them to enter the main gate (P4-7) or main entrance (P1-3) at their allotted time. School assistants will be deployed throughout the school to support with the entry to school.

### Entry

P1-3 will enter via the main corridor of the school. All doors will be open and they will proceed to their class base to be greeted by their teacher. Before entering the classroom children **must wash their hands** at the sink outside the base. Once they have washed and dried their hands they will enter the classroom, place their jacket over the back of their allocated chair and place their packed lunch on the identified space.

P4-7 will enter via the gate to the playground and make their way to the door to enter their class base directly to be greeted by their teacher. Children should not touch anything and make their way straight to the sink outside the base to **wash their hands**. Once they have washed and dried their hands they will enter the classroom, place their jacket over the back of their allocated chair and place their packed lunch on the identified space.

Children who are late for their slot will enter following the group at 9:35am.

Daily Attendance: Children arriving after 9:15am will be recorded as late.

### Exit

The reverse of the procedure above will happen when it is time for children to exit. Children in P1-3 will be escorted to the main door by a school assistant where they will be met by a member of SLT. Parents and carers are asked to wait at the fence for their child to come to them.

Children in P4-7 will make their own way at their allotted time using the door to the main playground in their class base. A member of SLT will be at the main gate to ensure they exit school

safely. For parents and carers who are collecting their children we would ask that you stay out of the school grounds to ensure that children can safely practice physical distancing in the space provided.

Children who travel by taxi will be supervised in the Dining Hall by a school assistant until their driver is present. Guidance provided by taxi firms must be adhered to and is included within this pack.

Children who have not been collected at their allotted time will be sent to the Life Long Learning Suite where a school assistant will inform a member of office staff to contact their parents or carers to collect them from the main entrance.

At both entry and exit times we kindly request that children arrive promptly to help us facilitate a safe entry and exit to school.

## Breaks and Lunches

There will be a morning break, lunchtime and an afternoon break.

Children are asked to bring their own water bottle to school with them. This bottle will stay in their personal box and can be refilled throughout the day.

### **Morning and Afternoon Break**

Breaks are staggered to ensure physical distancing can be maintained. A school assistant or SLT will supervise the children for fifteen minutes who will remain at their seat for 'Sip and Crunch'. Children will wash their hands prior to eating. No snacks will be taken outside to the playground. Teachers will take their group to a designated area outdoors for ten minutes. Children will enter and exit the playground via the door in the class base to avoid contact with other groups. There will be crudités and fruit available free of charge for those children who choose not to bring a snack from home.

There will be no snack in the afternoon.

### **Lunches**

Children are asked to bring their packed lunch in a disposable bag to minimise what is going between home and school. All children will have an allocated spot for their packed lunch to be placed outside of the classroom when they enter school in the morning. 'Grab and Go' lunches can be ordered from our catering team on a daily basis. Parents will not be permitted to drop off lunches later in the day. If your child arrives without a lunch and has no money in their account, you will be contacted by the school office to arrange an online payment.

Groups will be supervised by a school assistant or SLT for lunch. All desks will be cleaned prior to eating and all children must also wash their hands. Children will be given fifteen minutes to eat their lunch at their desk then make their way outdoors with the supervising adult via the door in the class base for a further fifteen minutes.

Children in receipt of a free school meal who attend school on a Monday and Tuesday will have the opportunity to collect lunches on a Wednesday from the double doors outside the Dining Hall. Children who attend school on a Thursday and Friday will be invited to collect their lunches on a Monday.

## How will we Communicate with Families Between Home and the Class?

To reduce the number of items going between school and home there will be no diaries. Instead communication between class teachers and families should take place using Seesaw. This is only for queries or notes that would usually be placed in a child's diary e.g. to inform the teacher of an appointment. Teachers will respond at a suitable time when they are not teaching. All appointments with teachers and telephone requests should happen in the usual manner via email or telephone to the school office. Further information can be found in the 'Seesaw Communication Policy and Guidance'.

## What is Blended Learning?

Blended learning is the term used to describe a model of education where children attend school on a part-time basis and spend the remainder of the week learning at home using materials provided by their class teacher. At Barassie we are adopting the 2:1:2 model where the majority of children spend two days per week in school and three days at home.

## Expectations of Families During a Period of Blended Learning

There is no expectation that parents/carers substitute teachers in the home environment. The role of parents/carers is to support children to learn at home using the online materials and activity grid from the teacher.

It may be beneficial to plan what activities you are going to complete each day. There should be regular breaks throughout the day and you can use the suggested P.E activities to support with this.

All home learning activities will be accessible for children. Class teachers will explain each activity on children's final in school day each week and activities will consolidate and extend classroom learning.

The Numeracy tasks provided by Mr Morrow use a 'flipped' approach to learning where children will have opportunities to develop, practise and apply a skill at home before investigating, consolidating and extending during their time in school.

You may wish to create a working space for your child where they can store their materials and spend their time 'on task'.

## Communication on Home Learning

Teachers will not be available to support children who are learning at home when they have a group in school. Teachers will have fifteen minutes at the end of each teaching day for online communication and thirty minutes allocated at a time of their choosing on a Wednesday. This time is allocated to ensure that support can be offered related to any queries around learning activities. Feedback for children on completed work they have shared with their teacher will be done at a time of the teacher's choosing.

There will be no communication on Teams and Seesaw from class teachers after 3:30pm.

Teachers are unable to collect in paper copies of children's completed work from home and all feedback will be given via Teams (P4-7) and Seesaw (P1-3). Photographs of jotter work or activities children have been involved in are perfectly acceptable to share on Teams and Seesaw.

## Hand Hygiene Routines

All children and will be made aware that good hand and forearm hygiene is essential at all times - thorough and regular washing of hands and forearms for at least 20 seconds with soap and water and/or use of hand sanitising gel/alcohol based wipes. This will always be done before eating and drinking, and after coughing, sneezing or going to the toilet.

All staff and young people will be made aware to refrain from touching the nose, mouth or eyes and all pupils are frequently reminded of this.

We encourage staff and pupils to wash or sanitise hands before and after travelling as per the guidance for entering and exiting the school building.

## Toileting Routines

Toilet facilities will only to be used by particular groups of children on any day to minimise the number of people outwith their group children are in contact with. All groups will be informed of the routines for going to the toilet on their return to school.

Toilets will be cleaned by school staff every two hours.

## Cleaning Routines

A rota will be in place to clean frequently touched areas and resources every two hours. When cleaning desks for lunch and at the end of the school day the class teacher will issue every child with a paper towel and apply spray to their desk for them. Paper towels will then be placed in the bin.

## What about Changing for PE?

School uniform will be adapted slightly to accommodate necessary changes due to normal routines around changing for PE not allowing for the practicing of physical distancing. All children will be required to bring a change of shoes for PE, clean trainers or canvas plimsoles are preferable.

Children will be asked to wear cycling shorts underneath their skirt or dress and a polo shirt underneath a jumper, cardigan or sweatshirt. This will allow children to change their shoes at their table and place jumpers in their personal box. Shirts and ties are discouraged for the time being as they are not appropriate for wearing during PE.

## Movement Around the School

There will be a strict one-way system in place and this will be explained to all children on their return to school. Where possible doors will be open to minimise the number of people coming into contact. There will be appropriate signage to detail the one-way system in the school.

## What if I Need to Speak to a Member of School Staff?

Parents should not enter the school building unless they have a pre-arranged appointment. We understand that this is difficult but hope you appreciate it is for the wellbeing of our whole school community to minimise physical contact. We appreciate your cooperation with this matter.

You can contact the main office by telephone on **01292 690072** or by emailing [Barassie.Mail@south-ayrshire.gov.uk](mailto:Barassie.Mail@south-ayrshire.gov.uk).

The glass at the front desk will remain closed at all times.

We will not be accepting or handling any cash and ask that all parents and carers register for 'iPayimpact' to make online payments where necessary.

## What if my Child Becomes Unwell at School?

The current medical room (opposite the main office) will be used only for children who are unwell but not symptomatic of COVID-19. Children will be supervised by a School Assistant to go to the medical room and the School Assistant will maintain a two-metre distance from the child where possible.

In the event of a child displaying symptoms of COVID-19 they will be supervised by a School Assistant to go to the Visiting Specialist Room. The Visiting Specialist Room will **only be used for children displaying symptoms of COVID-19**. The child will be seated on a chair or if required on the medical bed. The member of staff supervising the child will ensure that the windows of the room are opened and that they maintain a two-metre distance where possible. The member of staff will check the child's temperature by using a hand-held forehead thermometer.

If a child requires personal direct care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising adult if a distance of two metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting, then eye protection will also be worn.