

## People Directorate

**Head Teacher:** Fiona Donnelly  
**Coylton Primary School**  
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**Our Ref:** Your Ref:  
**Date:** 21.8.20



Dear Parents and Carers,



Wow, it's Friday!!! What a positive first week back we have had, with children and staff fully reunited!! We are blown away with how quickly our P1 pupils have settled into school life, and also the pupils who have joined us this year from other schools. Our school is now the healthiest it has been in years. We are also delighted that our EYC is now operating 1140 hours! Our staff and families have been working really closely to ensure that all our EYC children are coming into the playrooms safely and still having fun in the outdoors too! My thanks go to Ali Watkins, EYC Depute Manager and the staff team for working so flexibly to get this right for our families!



Now we are back to school with all the arrangements in place to keep our pupils and staff safe, we are keen to hear your views. To that end, we have created a very short survey and would appreciate if you could take time to complete one per family. The results of this survey will help us to shape the next few weeks in school, and any future plans we have to make in terms of safety. To access the survey please click on this link:- <https://bit.ly/34j25jy>



You will have noticed that we have not started to send any homework home for completion yet. We are actively discouraging the number of items going between home and school, and so we are planning on using Microsoft Teams in school for setting homework tasks. It is really important that we have pupils signed up to their class team, as this will be a good platform to see tasks set, and to upload any completed tasks. Teams was very well used during lockdown!

Our new P1's will receive their Glow Username and Password in September. Please visit our school website for guidance on how to setup your child on Microsoft Teams if this is new to you. We have a range of tutorial videos and support documents available however please get in touch if you encounter any issues.

<https://blogs.glowscotland.org.uk/sa/coyltonpsandeyc/glow-tutorial/>



You will see that we are restricting communication in paper form as much as possible, so things such as annual data checks are not being distributed this year. Any communication from home to school is still very much valued and encouraged. Could we ask that you get in touch with us via email or telephone. The school office number 01292 612491. Here is a list of email addresses that you may find useful:

Coylton Mail		Coylton.Mail@south-ayrshire.gov.uk
Head Teacher	Mrs Donnelly	Fiona.Donnelly@south-ayrshire.gov.uk
Depute Head Teacher	Miss Shimmons	Donna.Shimmons@south-ayrshire.gov.uk
EYC Depute Manager	Mrs Watkins	Alison.Watkins2@south-ayrshire.gov.uk
Pla	Mrs Wallace	Lauren.Wallace2@south-ayrshire.gov.uk
Plb	Miss McFarlane	lesley.mcfarlane2@south-ayrshire.gov.uk
P2	Miss Marr	Samantha.Marr@south-ayrshire.gov.uk
P2/3	Mrs Stewart Mrs Campbell	Dawn.Stewart2@south-ayrshire.gov.uk Wendy.Campbell2@south-ayrshire.gov.uk
P3	Miss Morrison	Aisha.Morrison@south-ayrshire.gov.uk
P4	Mrs Wilcox	Julie.Wilcox@south-ayrshire.gov.uk
P4/5	Miss Thomson	Heather.Thomson@south-ayrshire.gov.uk
P5	Miss Dickie	Jacqueline.Dickiel@south-ayrshire.gov.uk
P6	Miss Cowie	Coleen.Cowie2@south-ayrshire.gov.uk
P6/7	Mrs Duncan	Victoria.Duncan@south-ayrshire.gov.uk
P7	Mrs Green	Caroline.Green5@south-ayrshire.gov.uk
	Mrs Burns	Charlotte.Burns@south-ayrshire.gov.uk
	Mrs Caira	Nicola.Caira@south-ayrshire.gov.uk
	Mrs Davidson	Nickie.Davidson4@south-ayrshire.gov.uk



### Handwashing/Toilets

We are so delighted with the way that children have responded to our increased hand hygiene arrangements. They are outlined again below for anyone who is unsure.

*All children will wash/sanitise their hands on entry to school. They will then wash/sanitise again before and after interval and before and after lunch and once during the afternoon, or at other times throughout the school day as required. Please remind children to wash their hands as soon as they get home. Hand sanitizing units have been fitted close to each entrance to school, and in communal areas such as the main hall. All classes will have hand sanitiser in them, as well as access to a sink with soap and water.*



### Drop off and Pick Up

After the lovely coloured coded dots were chalked in the playground, the rain came!!!! Instead, we have created semi-permanent dots which are all the same colour but with classes clearly marked on them. We really do appreciate that you support us in maintaining a 2m distance within the playground by standing on a dot in your child's class to await them coming out of school and it is vital that only one parent accompany their child/children into

the playground and leave as soon as staff are able to allow children access to school. We will encourage parents of children beyond P3 to consider allowing them to access the playground independently as this will significantly reduce the amount of people in the school grounds at any one time. Staff will be in all areas to greet children and direct them into school from 8:50 and will also accompany them out at the end of the school day too. Please do not have children come to school much before 8:50. It is also worth noting that the car park WILL NOT be available for drop off and pick up of pupils unless an arrangement has been made in school. This is always the case, but more so now. We appreciate all families supporting us on this matter! Entrances to school will be the same as usual: P1-3 via the back doors, P4-5 via the middle doors and P6-7 via the side doors.



### COVID symptoms and Absence from school

Just a reminder of the procedures should someone become unwell at school.

*Any child who feels unwell at school will be cared for as we always do. Children are likely to still come along and tell us that they have a sore tummy/head/throat etc and we will continue to follow our normal procedures if alerting a parent or emergency contact. Where a child is displaying symptoms of COVID and begins to feel unwell at school, parents will be called and asked to come to school as quickly as possible. The child will be removed to our designated isolation room, which is my office, and will be supervised by a member of staff until a parent arrives. The member of staff will wear PPE at this point. Parents would then be advised to follow national guidance in terms of testing, and keep the school informed at all times. It is more important than ever that parents keep the school fully updated with the reason for ANY absence from school. Where we have 2 or more confirmed cases of COVID 19 within 14 days, or an increase in absences due to suspected or confirmed cases of COVID 19, we would make prompt contact with the local Health Protection Team and local authority. Where we have increased rates of absence due to respiratory illnesses, we will also contact our local Health Protection Team for further advice. It is vital that parents keep the school informed about any changes to the health and wellbeing of any child or member of the household.*

### Test and Protect

*The effective use of Test and Protect in the school environment will be an important way of preventing any spread of the virus. Schools are considered complex settings and cases will be prioritised and escalated to specialist Health Protection Teams. The key initial step is the self-isolation and rapid testing of all symptomatic children, young people and staff. Other children, young people and adults will not be required to self-isolate unless contacted by the contact tracing service. If a child, young person or adult tests positive, the Health Protection Team will assess what action is needed. If a child, young person who is under 16, or a staff member is contacted by a contact tracer and told to self-isolate, the person should leave school to self-isolate at home straight away. If a parent is collecting a child from school in this instance, they should wear face coverings if using public transport to get home.*



In line with National guidance, it is vitally important that families returning from a holiday overseas, adhere to quarantine rules as countries are being added to the list of those requiring quarantine regularly. This also includes children accessing other family members who may have returned. We all have to play our part in ensuring that we can prevent the spread of the virus.



## Outdoor PE

Classes are utilising outdoor spaces for all areas of the curriculum and we have now allocated each class a set day for an outdoor PE lesson. Guidance from Education Scotland states that physical education should take place outdoors and so we are unable to allow classes to access our gym hall. Class teachers will focus on activities that minimise the use of equipment.

Please see the grids below for your child's PE slot. On their outdoor PE day we would encourage your child to come to school in clothing which is appropriate for physical education and the weather conditions, e.g. joggers, trainers, school polo shirt, jumper and waterproof jacket. We are unable to allow children to change their clothing within the classroom or toilets and so pupils must come suitably dressed for outdoor PE on their day and will wear those clothes all day.

P1a	Wednesday
P1b	Friday
P2	Wednesday
P2/3	Thursday
P3	Thursday

P4	Friday
P4/5	Tuesday
P5	Tuesday
P6	Tuesday
P6/7	Tuesday
P7	Tuesday



## Parent Council AGM

Hopefully, you will all have had the email regarding our virtual Parent Council meeting on Tuesday 25<sup>th</sup> August at 7pm. You still have time to sign up, please do so by 3pm on Monday 25<sup>th</sup> August by clicking on this link: - <https://bit.ly/2YavOXM> A Zoom link will be issued on Tuesday to all those interested in joining. My thanks go to the Parent Council for their continued support, in particular with communication. All our updates go onto the Parent Council Facebook Page.



## Visiting school

Our normal open-door policy to parents and visitors will have to be put on hold for the time being. Any parent with a question or query, or who wish to share information should do so either through email or by calling the school office on 01292 612491. Please don't hesitate to get in touch with us!

Mrs Donnelly