

# TROON PRIMARY SCHOOL AND EARLY YEARS CENTRE



**STARTING BACK AT TROON PS & EYC  
AUGUST 2020  
INFORMATION FOR FAMILIES**

## REOPENING OUR SCHOOL AND EARLY YEARS CENTRE

We realise how anxious many of you will be as we look forward to opening our doors again and welcoming our staff, children and families back together again. We hope you find the following information helpful. As we progress towards reopening, every effort will be made to protect the health and wellbeing of all through promoting physical distancing, good hygiene and infection control. This will be achieved through:

- Good communication and clear expectations
- Staggered entry times and strategic use of all entrance doors
- Well planned movement of children around the school building
- Appropriate signage

## DISTANCING

The importance of social distancing in suppressing the spread of Covid-19 is well documented. Physical distancing measures fall into two broad categories: increasing separation and decreasing interaction.

Physical distancing applies to staff, children, parents (and any others who may attend the school) and any external contractors or delivery people. All of these groups have been taken into consideration when planning for the reopening of our school.

In Troon Primary, physical distancing will be achieved through:

- staggered entrance and exit times for children
- physical distancing between parents at drop-off and pick-up times
- encouraging all families to walk to school where possible – or to 'park and stride'. The school **car park is strictly for staff use only** – this is to ensure children's safety
- the use of all available doors when pupils enter school in the morning
- pupils working in small groups within classrooms or larger groups in our gym halls
- physical distancing of pupil desks within classrooms – desks have been set out 2 metres apart
- limiting the interactions between pupils. Pupils will remain within the same class group, or 'bubble', throughout the school day and will work with a limited number of school staff
- staggered break times and lunch times for pupils. Pupils will play at break-times with the children in their class group (or bubble)
- limiting pupil movement around the school building during the school day
- 2 metres physical distancing between staff

It is recognised that it is not always possible to ensure physical distancing when working with our youngest children, particularly for children in our Early Years Centre and Primary 1. Therefore, our strategy for younger children - who could not reasonably be expected to observe physical distancing - is to ensure that they work in small groups (with the same children) and remain within the same small bubble each day.



## OUR SCHOOL CAPACITY AND CLASS GROUPINGS

Our school capacity, or the number of children and staff we can safely have in a school, has been determined in accordance with current physical distancing advice.

Allowing for physical distancing, each classroom is able to hold between 10 and 12 children. We have also been able to create new areas for learning in both our gym halls, these will be for our senior pupils from P5-7.

By being creative and maximising our spaces for learning, we are able to accommodate half of our usual number of pupils in school at any one time.

- Primary 1, 2, 3, 4 and 5 will work in two rotations and attend on either a Monday/Tuesday (Group 1) or a Thursday/Friday (Group 2)
- Primary 6 will attend every Monday and Tuesday
- Primary 7 will attend every Thursday and Friday
- Siblings from EYC up to P7 will attend together in almost all cases

P1, 2, 3 and 4 have been further divided from two classes into smaller groups of 10 or 12 children. P5 will work as two half class groups in the little gym. P6 and P7 will work as full year groups in the large gym – both will maintain appropriate 2m distancing between tables.

In our Early Years Centre, each key worker will be responsible for a group of up to 8 children. Each of our Early Years children will receive two days per week, this is in line with school provision. A soft start will be possible for our youngest children to ease them in to their group and starting nursery for the first time, if you feel your child would benefit from this please speak to key workers.

When creating our groupings and when planning out the days which each group will attend school, we took great care to ensure that, in almost all cases, siblings attend on the same day.

## CLASS GROUP ATTENDANCE AT SCHOOL – DAYS IN SCHOOL, ENTRANCE AND EXIT TIMES

In order to accommodate all children and young people within our schools each week and maintain appropriate physical distancing, it is necessary to initiate a rotation system in almost all of South Ayrshire's schools. This approach will provide a blend of access to learning and teaching within the physical building of the school and remote learning opportunities at home.

### **A separate letter will be issued to individual families providing details of your child's class and group for both EYC and school**

This letter will show you the groups for our return in August alongside their designated teacher. This may not be the same teacher as you were expecting; this is to ensure small working groups that meet social distancing guidance. For many children, this will mean a change of teacher at some point in the school year when we return to normal working patterns. This is unavoidable in the current circumstances and will be managed sensitively when the time comes to return to normal working procedures and classes.

Details of when your child's group will attend school and arrangements for pick up and drop off can be found on the following pages.



## EARLY YEARS CENTRE

Children in our Early Years Centre (EYC) should be brought to school and picked up by **one** responsible adult. When you drop your child off, please let our EYC staff know who will pick your child up. If the adult collecting your child needs to change unexpectedly, please contact the school via telephone.

## CHILDREN STARTING EARLY YEARS FOR THE FIRST TIME

It is very important that we provide the children who are starting in our EYC for the first time a chance to settle in to their new class. EYC children can be provided with a 'soft-start', meaning that they will attend Early Years for a shortened session of around one hour per morning for the first two days, this will then progress to half days and full days in the weeks thereafter. If you feel your son/daughter would benefit from this please speak to key workers.

## CHILDREN RETURNING TO OUR EARLY YEARS FOR THEIR PRESCHOOL YEAR

Following such a lengthy school closure, it is also important that we support our Early Years children returning for their pre-school year. Pre-school children can also be provided with a 'soft-start'. Again, if you feel your son/daughter would benefit from this please speak to key workers.

## DROP-OFF AND PICK-UP

**Drop-off:** Please enter the EYC playground via your designated gate – see below. Children and parents are asked to enter through the school gate closest to the EYC only then walk directly to their entrance gate whilst maintaining appropriate social distancing from others. Parents should then kindly wait in a line directly facing their entrance door. Footprints, or spots, will mark the waiting area. A member of our Early Years team will be there to greet you and will welcome your child in to the EYC. At this time, it is not permitted for parents to enter the EYC playroom.

**Pick-up:** Prior to pick-up time, our EYC staff will gather the children in the EYC playroom. This will allow the playground to be available for parents to wait in. When you arrive to pick-up your child, please enter via the EYC gate and form a line, at your pick-up door, in the main EYC playground (same format as drop-off). A member of our early years team will bring your child out to meet you in the playground.

	<b>DAYS IN SCHOOL</b>	<b>DROP-OFF TIME</b>	<b>PICK-UP TIME</b>
<b>GROUP 1</b>	MONDAY & TUESDAY	EYC open from 8.00am	EYC closed at 6.00pm
<b>GROUP 2</b>	THURSDAY & FRIDAY	EYC open from 8.00am	EYC closed at 6.00pm

## ARRIVING AT SCHOOL AND GOING HOME – WHAT WILL HAPPEN?

All pupils will enter and exit the school at staggered times; times are staggered at ten-minute intervals for arrival and going home. We are also using all entry points to help the children access the building quickly and safely.

Children may not arrive at school before their entry time as there will be no space for children or families to congregate – this is to ensure we are keeping the playground as safe as possible for all our children, parents and staff.

**For pupil safety**, the staff car park will be strictly for staff use only. It would be dangerous for parents to be driving into and parking in staff car park.

**For children in P1** - parents may supervise their child until he/she gets to the entrance door at the new gym door where they will be met by a member of staff.

**Staff will meet all other children at the gates** and direct them to their entrance where they will be met by a school assistant and guided to their classroom area to meet their class teacher. On arrival at their class area all pupils will sanitise their hands.

- **Primary 1:** One third of the children will attend at any one time
- **Arrival time: 9.10am:** P1 will enter at the new gym entrance as normal. Primary 1 will use three classrooms on the bottom corridor
- **Exit: 3.10pm**
  
- **Primary 2:** One third of the children will attend at any one time
- **Arrival time: 8.50am:** P2 will enter through the side door
- Primary 2 will use 3 classrooms in the bottom corridor
- **Exit: 2.50pm**
  
- **Primary 3:** Half of the children will attend at any one time
- **9.00am:** P3 will enter through the side door
- Primary 3 will use the GP room and upstairs P3 classroom
- **Exit: 3.00pm**
  
- **Primary 4:** One third of the children will attend at any one time
- **Arrival: 9.10am:** P4 will enter through the side door
- Primary 4 will use 3 classrooms upstairs
- **Exit: 3.10pm**
  
- **Primary 5:** Half of the children will attend at any one time
- **Arrival: 8.50am:** P5 will enter through the main door as normal
- Primary 5 will use the small gym hall as their class base
- **Exit: 2.50pm**
  
- **Primary 6:** All P6 children will attend every Monday and Tuesday
- **Arrival: 8.50am - P6A; 9.00am - P6B:** P6 will enter through the new gym fire door
- Primary 6 will use the large gym as their class base
- **Exit: 2.50pm P6A; 3.00pm P6B**
  
- **P7:** All P7 children will attend every Thursday and Friday
- **Arrival: 8.50am - P7A; 9.00am - P7B:** P7 will enter through the new gym fire door
- Primary 7 will use the large gym as their class base
- **Exit: 2.50pm P7A; 3.00pm P7B**

## MORNING BREAK AND LUNCHTIME

Break times and lunch times will be staggered throughout the day in order to reduce the numbers of children and staff moving around the school at any one time. Children will clean their hands before eating. They will also clean their hands after playing in the playground. Each classroom will have hand-sanitiser.

### MORNING BREAK 'SIP AND CRUNCH'

Each class group will have a 'sip and crunch' morning snack within their classrooms. Children are encouraged to bring still water and a healthy snack to enjoy at their desk. 'Sip and crunch' morning snack will be supervised by our senior leadership team and school support staff. Teaching staff will have their break at this point. Children will have time for free play in the playground each morning, supervised by their class teacher. Children will remain in their class groups, or bubbles, in the playground.

CLASS	SIP & CRUNCH TIME	FREE PLAY IN PLAYGROUND
P1	10.30-10.45	10.45-11.00am – P1 entry playground
P2	10.30-10.45	10.45-11.00am – side playground
P3	10.30-10.45	10.45-11.00am – side playground
P4	10.30-10.45	10.45-11.00am – front playground

*Classes will rotate access to the grass during better weather*

CLASS	SIP & CRUNCH TIME	FREE PLAY IN PLAYGROUND
P5	10.45-11.00	11.00 – 11.15 front playground
P6	10.45-11.00	11.00 – 11.15 P1 & side playground (M/T)
P7	10.45-11.00	11.00 – 11.15 P1 & side playground (Th/F)

### LUNCH TIME

All children will have a packed lunch in their classrooms. This may be a packed lunch which has been brought from home or one which has been ordered from the school kitchen.

**Packed lunches should be brought in disposable bags. Lunch boxes should not be brought to school.**

Pupil lunches will take place at the following times:

CLASS	LUNCH (IN CLASS)	FREE PLAY IN PLAYGROUND (SUPERVISED BY CLASS TEACHERS)
P1, P2, P3 and P4	12.15-12.45pm	12.45-1.15pm
P5, P6, P7	12.50-1.20pm	1.20-1.50pm

Throughout our period of blended learning and group rotations, we will operate a 'no bell strategy' which will help to create a calm atmosphere within the school for the children.

## ENTRY AND EXIT AT A GLANCE

We do understand that drop off and pick up times will look very different for our children. Please use the guide below to help you prepare your child/children for August. If you have more than one child at school and the staggered entry/exit times are different, please maintain social distancing whilst you wait for your other child/children.

STAGE	ENTRY		BREAK		LUNCH	EXIT	
P1	9.10AM	M-F	10.30AM	M-F	12.15PM	3.10PM	M-F
P2	8.50AM		10.30AM		12.15PM	2.50PM	
P3	9.00AM		10.30AM		12.15PM	3.00PM	
P4	9.10AM		10.30AM		12.15PM	3.10PM	
P5	8.50AM		10.45AM		12.50PM	2.50PM	
P6A	8.50AM	M/T	10.45AM	M/T	12.50PM	2.50PM	M/T
P6B	9.00AM		10.45AM		12.50PM	3.00PM	
P7A	8.50AM	T/F	10.45AM	T/F	12.50PM	2.50PM	T/F
P7B	9.00AM		10.45AM		12.50PM	3.00PM	

## TOILET BREAKS

Children will be reminded to ask permission to go to the toilet as soon as they feel the need. Children do not need to wait until break or lunchtimes to do so. This will help ensure that toilet areas do not become overcrowded.

We will explain to all children the importance of being responsible when visiting the toilet. They must wash their hands for 20 seconds with soap and water – they must then dry their hands with paper towels afterwards and dispose of these in the waste paper bin.

Children will use hand sanitiser on their return to class to clean off any germs that may have been picked up when opening doors.

## CLASSROOM LAYOUT AND ORGANISATION

Our classrooms have been carefully organised to allow for physical distancing and desks have been arranged to support 2 metre distancing. Children will work at the same desk throughout the school day; desks and frequently touched surfaces will be cleaned regularly.

For younger children (in our Early Years Centre and Primary 1), we have created zones within our classrooms and playrooms to allow for small groups to work together. Children in Early Years and Primary 1 could not be expected to observe social distancing; therefore, they will work with the same small group whilst in School/Early Years.

## PERSONALISED LEARNING TIME & CLASS WORK

To allow time to enter calmly, sanitise hands and settle, there will be a time each morning 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. Once the class is settled and ready, teaching and learning will then begin.

## HANDWASHING, CLEANING AND HYGIENE PRACTICES

The single most effective practice in prevent the transfer of COVID-19 from person to person is handwashing. In Troon, and across all schools, we will implement clear procedures to ensure regular hand washing for staff and children.

All children and staff will clean their hands:

- ✓ on arrival at school or early years in the morning;
- ✓ before and after eating;
- ✓ after sneezing or coughing.

Children will be reminded to wash their hands with soap and water for 20 seconds after using the toilet. Each class will have its own supply of hand sanitiser.

Children will be encouraged to bring tissues to school to catch any coughs or sneezes – we will reinforce the 'catch it, bin it, kill it' message.

There will be regular cleaning of frequently touched surfaces throughout the school day. In addition to this, there will be enhanced cleaning both before and after the school day – particularly between change-over days.

Children and staff will be reminded to avoid touching their eyes, nose or mouth with unwashed hands.

## EQUIPMENT AND RESOURCES

Our staff are currently working hard to create 'learning packs' of frequently used items (such as wipeable whiteboards, whiteboard pens, rulers and glue sticks) for each individual child. This will help to prevent the sharing of stationery and other equipment where possible. The Parent Council have helped to fund our packs. Literacy and numeracy mats and individual Numeracy Blueprint boards will also be included in each pupil pack.

Children do not need to bring their own pencil case as this will be supplied by school – each child will have their own pack containing essential stationery items to support their learning.

Any resources that must be shared will be cleaned frequently.

## VISITORS TO SCHOOLS

It is essential that we follow Health Protection Scotland Guidance with the utmost care. Therefore, in order to limit the number of different people entering our school building, parents will not be permitted within the school.

## WORKING IN PARTNERSHIP – TELEPHONE APPOINTMENTS

Working in close partnership with parents has always been – and will always be – very important to us. Although we are not able to physically work together, we can still speak with one another on the telephone. Parents and carers are therefore asked to make a telephone appointment with school staff rather than an appointment to meet in person. Staff will aim to return your call within 24 hours – please be mindful, staff will be extremely busy throughout the school day and, in some cases, may not be able to call back between 9am and 3pm.

Thank you in advance for your understanding. By reducing the number of people accessing the school building, we protect the health and wellbeing of your child and our school community.



## FIRST AID & CARE

Where children or staff require first aid, our trained first aiders in school will provide this. Our first aiders will wear the appropriate protective equipment, such as gloves, a mask and an apron. Hand hygiene is always carried out before and after providing first aid.

If your child is upset at any point, please be assured that staff will provide support whilst ensuring safety procedures are followed.

## STAY AT HOME GUIDANCE

It is essential that all children and staff follow up-to-date health protection advice on isolation if they – or someone in their household – exhibits COVID-19 symptoms, or if they have been identified by NHS contact tracers as a close contact of someone with the disease.

Staff and children who develop symptoms consistent with COVID-19 must stay at home, self-isolate, and contact the NHS for advice on testing.

Those who do test positive for COVID-19 will be asked to continue to self-isolate for 7 days and their close contacts, identified through contact tracing, will be asked to self-isolate for 14 days.

## WHAT WILL HAPPEN IF MY CHILD BECOMES UNWELL WITH COVID-19 SYMPTOMS?

If your child becomes unwell with COVID-19, we will contact you. We have a dedicated medical area for pupils/staff who become symptomatic to wait in until they can be collected or safely get home.

## SUPPORT FOR CHILDREN WHO ARE CLINICALLY VULNERABLE

Parents and schools should follow the latest guidance on attendance for children who are extremely clinically vulnerable. Our staff will do all we can to support your child's learning.

Please contact the school and make a telephone appointment with a member of the Senior Leadership Team, if your child has been advised by medical staff not to attend school.

## SCHOOL UNIFORM

Our school uniform will help us create our sense of school community again and we ask that **all** children wear uniform on return to school. Children will require a clean school uniform each day. We would ask that children come to school wearing:

- a white/pale blue polo-shirt
- school trousers/shorts/skirt
- trainers (to allow for outdoor play/daily mile)
- warm/waterproof jacket (depending on weather)

PE lessons will take place outdoors and this means that the children won't need to change for PE. All children will participate in free play outside and we will take part in the daily mile.

## WELCOMING THE CHILDREN BACK – OUR RECOVERY CURRICULUM

We understand that some children may be a little anxious about returning to school, or starting school for the first time, after such a lengthy school closure. Please remember, our focus as a staff team, will be to reassure, support and nurture each child. Our staff are highly skilled practitioners and we are dedicated to providing the right level of care for each of your children on our return.

We will dedicate time to teaching a recovery curriculum, one which focuses on and promotes:

- **CONNECTION:** After some time away from each other, people often have a strong desire to re-connect. Although many of our pupils may have stayed digitally connected with each other, they may have missed being part of a bigger class, year group and whole school community.
- **CORE SKILLS:** Our curriculum will focus in school on Literacy, Numeracy and Health and Wellbeing.

## HOW CAN I HELP AS A PARENT OR CARER?

By working together, we can help to ease the children's transition from being at home to part-time learning in school. As always, we are extremely grateful for all of the support we have received from parents and carers and our continued focus on working together.

To support our children's return to school, please consider the following ideas:

- Start talking to the children about 'when the school returns' rather than 'if the school returns'
- Take time to walk up to the school with your child prior to our reopening – allow your child time to become familiar with the routine of walking to school again
- Encourage your child to try-on his or her school uniform and tell them how smart they look
- Speak to your child about how much the staff at school are looking forward to welcoming everyone back
- Encourage your child to talk about school and the things they are looking forward to
- Reassure your child that we all feel a little nervous when things change. However, by talking to each other and by knowing that the people around us are here to help, it will be okay
- Please try to arrive at school as close to your child's allocated drop-off and collection time as possible

We are looking forward to welcoming all our children and families back to Troon PS & EYC. Please take time to share the pupil information booklet with your son/daughter to help them to understand more about our return to school. The children will find staff photos and a virtual tour in their booklet to help them feel more connected with our new way of working.

**SUCCESS THROUGH EFFORT**  
TROON PRIMARY SCHOOL & EARLY YEARS CENTRE



# INFORMATION FOR OUR CHILDREN



## WHAT DOES MY CLASSROOM LOOK LIKE?

From 15<sup>th</sup> June 2020, the teachers and staff will have been busy preparing each area of the school ready for us to come back in August. Everything will look a little bit different and there will be new routines and things to do.

Primary 1, 2, 3 and 4 will be working in classrooms – this might not be the one you would expect to be in. Primary 5 will be working in the little gym, and Primary 6 and Primary 7 will be using the large gym.

Remember, you might not have the teacher you would be expecting. This is so that we can come back to school in small groups. When everything is back to normal, we will be in the classes that you would have been expecting – all together and with your own teacher. This is what your classroom will be like:

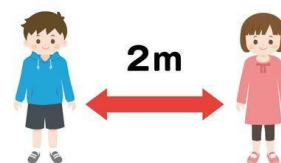
- Desks in each class and teaching area will be spaced out so that you are 2m apart – this is called social distancing.
- The class desks are in rows – this is to make sure we are all following the guidelines.
- Each desk will be labelled with your name and you will always keep the same seat.
- The teachers have been organising your own tray of resources - when you are in school, your teacher will put everything you need for learning in your tray. All your finished work will also be stored in your own tray.
- The teacher will email the daily attendance to Ms Cree in the office every morning – we won't be able to take messages around the school when we come back.
- You must remember to keep your own jacket and bag at your desk every day. Put your jacket on the back of your chair and your bag too. Remember to take this home every night. When we come back it is really important you keep your own toys at home.
- Packed lunches should be brought to school in a disposable bag as our packed lunch boxes cannot be used at this time.
  
- We are working hard to make you all learning packs. Learning packs are an A4 zipped wallet containing:
  - Wipeable whiteboard, whiteboard pen, sponge
  - literacy mat
  - numeracy mat
  
- The Parent Council are also helping us to make pencil cases and get us more Numeracy Blueprint boards so that you can have one each. The pencil cases will have:
  - ruler
  - rubber
  - glue stick/scissors
  - pencils



## MOVING AROUND THE SCHOOL

When you are walking round the school there will be a one-way system – just like some streets. In the morning and at the end of the day, you will come in at lots of different doors, this is to make sure we are all spaced out. During the day, the front stairs at the office will be our **DOWN** stairs. Our back stairs at the Pupils Support room will be our **UP** stairs. The corridors will be like roads with people moving both ways but staying on the left – the corridors are totally clear to help us with this. There will be signs to help you remember.

You will need to try really hard to stay 2 metres away from people. If you have any questions or are not sure about something please ask any of the staff or your own grown-ups. Keeping apart helps keep us all safe.



## PUPIL BREAK TIMES

Breaks and lunch will be a little bit different too. Instead of one big outdoor time we will have two. The first break will be at 10.30am and the second one will be at 10.45.

We are going to call our new break time 'sip and crunch'. This is an indoor break. Our school assistants and Ms Roan, Mrs Clark and Mrs Alcroft will be there for you at this time. Once you are finished and your teacher has had a break too, you will go outside with your own teacher for some fresh air, the daily mile and outdoor time.



Remember, it is important you remember your snack and drink. We can't use the water coolers just yet so make sure you bring enough water to last you through the day. The teachers need to remember this too!

## LUNCH TIMES

There will be two 30-minute lunch times for pupils and teaching staff: 12.15-12.45pm and 12.50-1.20pm.

Just like at break time, you will eat in classes supervised by SLT, school assistants and catering staff. You will have plenty of time to eat your lunch and there might also be a BBC Bitesize program while you are inside.



Just like at break, after lunch is finished indoors, you will have some outdoor time with your teacher.

All time outside will be timetabled so as to avoid children bumping into each other on the way out/way in.

## TOILET PROCEDURES AND HAND HYGIENE



It is really important we wash our hands a lot to keep them nice and clean. When you arrive at school every day the very first thing you will do is use some hand sanitiser in your classroom area – even if you have just washed them at home.

Every time you go to the toilet you must wash your hands with soap and water and then use sanitiser when you get back to the classroom to make sure no bugs have been picked up from door handles on the way back.

We need to wash or sanitise our hands before and after eating snack and lunch too.

Each class will have hand sanitiser dispenser bottles – there will also be hand sanitiser stations around the school. You will be able to spot the signs that show you where you can find sanitiser.

Just before you go home it is really important that you do one last clean with some hand sanitiser – this means you are 'good to go' and no bugs will be on your hands when you get home. Just to make sure, remember to properly wash your hands when you get back in your own house too.



If you need to sneeze or cough, remember to do this into a tissue or elbow. If you use a tissue, you must throw it into the bin and then you should wash your hands again. This is so bugs don't stay on your hands and keeps others safe.

You might have seen lots of people wearing masks and gloves. We don't need to do this in school but if you are unwell or we need to help clean up a cut or accident then the staff will use an apron, mask and gloves.

When we get back to school your teacher will explain what to do when you need to go to the toilet and which toilets each group will use – we need to remember to wash our hands really well when we go to the bathroom.

## GOING HOME

At the end of the day we will all go home at different times to make sure there are not lots of people in the playground at one time. Your teacher will walk you out to the gates if you are in Primary 2 up to Primary 7. P1 parents will be able to collect their children from the P1 door.

Parents cannot use this time to meet the teacher, all appointments must be made through the office.

## HOW DO YOU FEEL?



We are all finding this a little bit strange and can feel lots of different things. It is okay to feel happy about being back at school and getting back to normal but you might also feel worried or sad, angry or frustrated that things are not the same as normal. All these feelings are okay.

If you don't understand something, please just ask. We are a team and we will work together to get through all the changes and get back to normal just as soon as we can.










**MEET THE TEAM - WELCOME BACK TO TROON PRIMARY SCHOOL AND EARLY YEARS CENTRE!**

Meet  
**THE TEAM**



**Ms Roan, Head Teacher**

Boys and girls, it's been a little while since we've all been together. Here is a quick reminder of who's who! There are some new faces too. Remember, you might have a different teacher for a little while when we go back and then, when everything is back to normal, you will have your regular teacher.

<p><b>Mrs Clark</b> Depute Head Teacher</p>	<p><b>Mrs Alcroft</b> Principal Teacher</p>	<p><b>Mrs McClure</b> EYC Teacher &amp; Acting Principal Teacher</p>
		
<p>Mrs McClymont – P1</p>	<p>Mrs McLachlan – P1</p>	<p>Mrs Johnstone – P1</p>
		
<p>Mrs Bray – P1</p>	<p>Miss O'Neil – P2</p>	<p>Mrs McCall - P2</p>
		

Miss Muir – P2



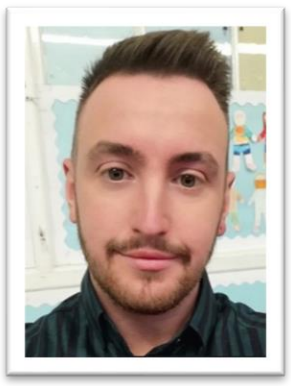
Mrs Coughtrie – P3



Mrs McCracken – P3



Mr Sturdy – P4



Mrs Beaton – P4



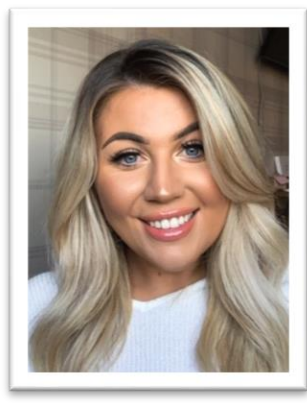
Miss Devine - P4



Mr Paterson – P5



Miss Mcalindon - P5



Mrs Matthews – P6



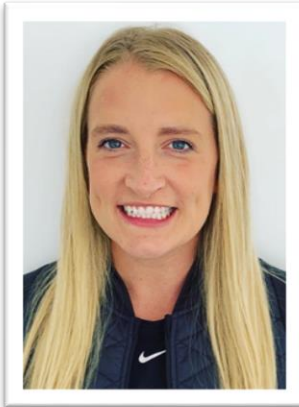
Miss MacMillan - P6



Mrs McIntyre – P7



Mrs Wyper – P7



Mrs Blackwood – Pupil Support



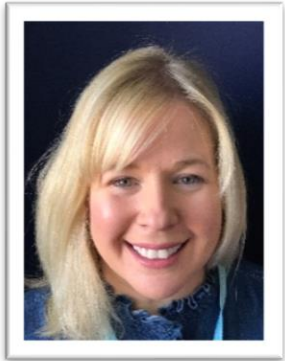
Ms Loudon – School Assistant



Ms Brown – School Assistant



Mrs Stark – School Assistant



Mrs Burton – School Assistant



Mr Cairns – Janitor



Ms Cree – Clerical















Mrs McColl – Clerical



Mrs Owens - Clerical





<p><b>Mrs Law</b> EYC Teacher</p>	<p><b>Mrs Wilson</b> Senior Early Years Practitioner</p>	<p><b>Vacancy</b> Senior Early Years Practitioner</p>
		
<p><b>Miss Donnelly</b> Early Years Practitioner</p>	<p><b>Mrs Dowling</b> Early Years Practitioner</p>	<p><b>Miss Galt</b> Early Years Practitioner</p>
		
<p><b>Mrs Gilchrist</b> Early Years Practitioner</p>	<p><b>Miss Malone</b> Early Years Practitioner</p>	<p><b>Mrs McCallion</b> Early Years Practitioner</p>
		
<p><b>Miss McMillan</b> Early Years Practitioner</p>	<p><b>Mrs Sclater</b> Early Years Practitioner</p>	
		

WELCOME



Troon Primary

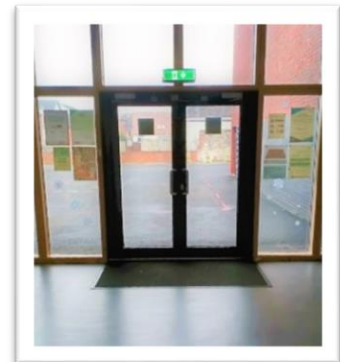
August 2020



After the summer holidays, the main entrance will be for staff, P5 and visitors. All our visitors will make an appointment before they arrive at school.

Primary 5 classes will come in the main door and go home from this door too. Primary 5 will work in the little gym.

# Primary 1 Entrance



This is the entrance for Primary 1.

You will come in this door at the start and end of the school day to meet whoever is collecting you from school.

# Corridors



The corridors have been cleared of lots of furniture.

The coats pegs won't be there when we come back. Jackets will stay in the class at your own desk area.

Your teachers will explain to you how we will move about the school. Our front stairs will be our 'down' stairs. The back stairs near the gym and GP Room will be our 'up' stairs. The corridors will have a two-way system just like a road.

# Primary 1 Classrooms

The Primary classrooms have round tables.

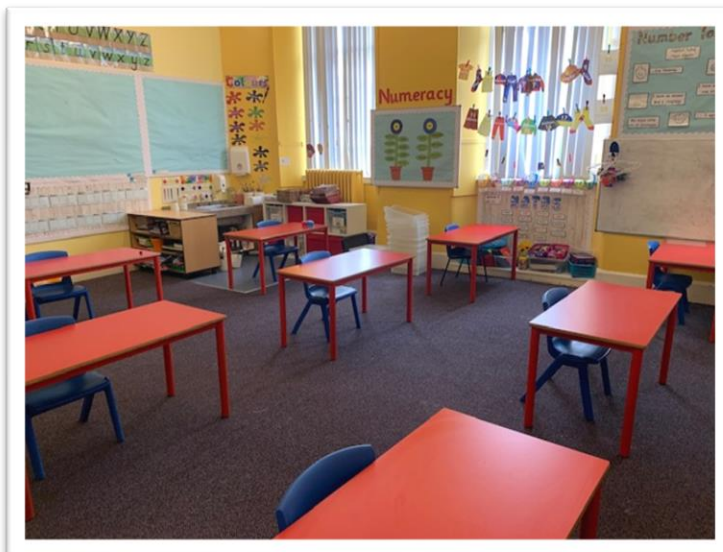
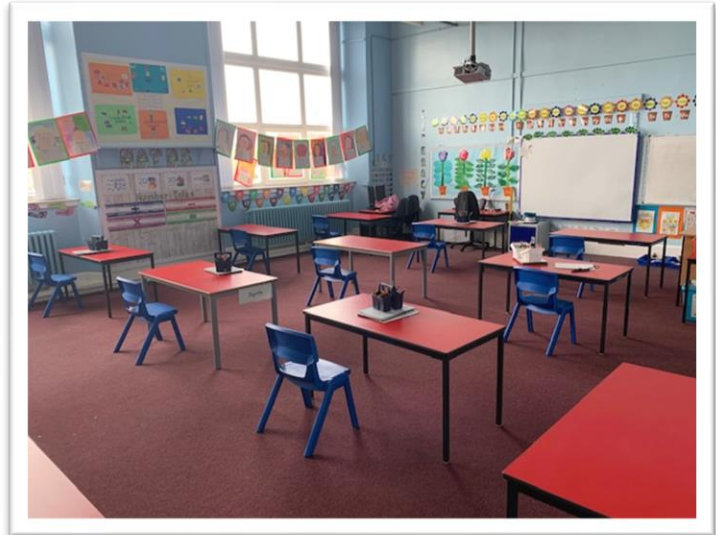
Children in these classes will work in small groups with no more than 10 children. You will have your own desk and will keep your jacket and bag there too. You should bring your snack, water and packed lunch in a disposable bag.



# Classrooms

All our classes for P2, P3 and P4 are set up with either ten or twelve tables and chairs.

Primary 2 will use three downstairs classes.



Primary 3 will use Mrs Coughtrie's class and the GP Room and Primary 4 will use three upstairs classrooms.

# Dining Hall / Gym hall



This space is for Primary 6 classes on a Monday and Tuesday and then Primary 7 classes on a Thursday and Friday.

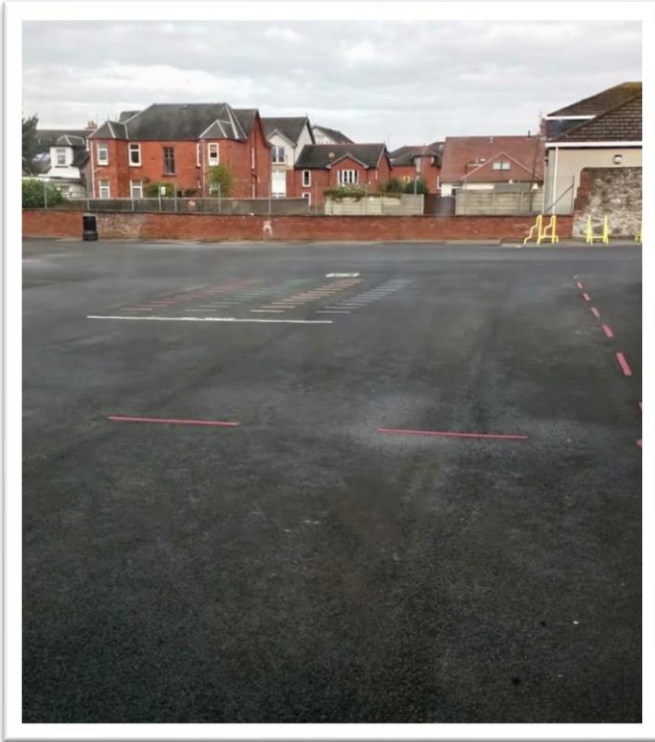
Primary 6 and Primary 7 classes will enter and exit through the gym

fire doors. Your teacher will show you where to go. You will play in the grassy area and Primary 1 playground to stay close to your own learning area.

While we are working in groups, we will go outside for fresh air, exercise and our daily mile.

Primary 5 will use the little gym. Half of each class will work in this space at one time. You will come in and out the main doors and play in the front playground.





# Playground

When we come back you will have a different area to play in than you might have been expecting. This is to keep you near your own entry door and make sure we are all spaced out.

Your teacher will talk to you about where to play.

# School Office

The glass will stay closed at the office window when we come back. We will send the dinner numbers and register on email to the office this year instead of going messages.

Visitors will call and make an appointment to come in to school.



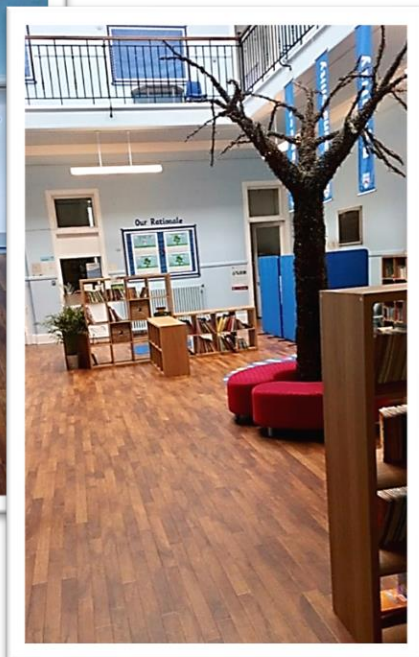
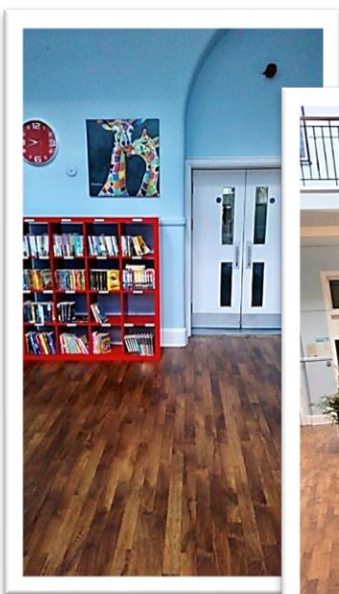
# Toilets

Your teacher will explain what to do when you go to the toilet. The most important thing to remember is to wash your hands.

P6 and P7 will use the changing room toilets.

P1, 2, and the downstairs P3 class will use the new toilets.

P4, 5 and the upstairs P3 will use the senior toilets.



Our library area won't be used for looking at books just yet. The Early Years Centre boys and girls can use this space through the day and if you are late being picked up this is where you will wait.

# Library



# TROON EARLY YEARS CENTRE



**STARTING BACK AT TROON EYC  
AUGUST 2020  
INFORMATION FOR FAMILIES**

## REOPENING OUR EYC

When we return in August things will look a little different and our Early Years Centre will function in a new way, to ensure the health and safety of all of our children.

Despite the changes to the physical environment and the running of the day, our focus remains on providing a nurturing, warm and welcoming environment for your child where they may learn, play and thrive.

Your child will work as part of a group of eight children maximum and this group will not be expected to socially distance from each other or from their key worker. Please be assured that your child will be comforted and supported appropriately, as they would have been previously, and will never be comforted from a distance. The relationship with the key worker is an important one and this person will be the main contact for your child throughout their nursery day. There will be additional members of EYC staff each day to meet children when they arrive, prepare snacks and serve lunch, clean throughout the day and cover staff lunch breaks.

We will do all that we can to support your child, and you, with drop-off and pick-up. Please be assured that your child will usually settle quickly once inside the playroom and, if they continue to be unsettled or upset, we will contact you as soon as we feel it is appropriate.

## INFORMATION FOR OUR CHILDREN



### WHAT DOES THE NURSERY LOOK LIKE?

From 15<sup>th</sup> June 2020, the teachers and staff will have been busy preparing the nursery ready for us to come back in August. Everything will look a little bit different and there will be new routines and things to do.

This is what the nursery will be like:

- The playroom has been split into three play bays, with areas for literacy, numeracy, construction, art and craft, ICT, role play and quiet time.
- There will be no more than eight children in each bay during each session. The three bays are separated by larger pieces of furniture so children can still see each other but they remain a distance apart.
- Within their group of eight, children will not be required to observe social distancing.
- Each key worker will work with one group of eight only, for the full session. The children will not be required to socially distance from their key worker, but all adults will observe social distancing with each other.
- There will be a marked aisle linking the play bays to the toilets and the handwashing sinks.
- Snack and lunch will be served to each group at the same time.
- Throughout each session, there will be several additional members of EYC staff on hand to prepare snack, serve lunch and clean surfaces, resources, door handles and taps regularly throughout the day.
- We will maximise our time in the outdoors, either in the EYC garden, the school playground or on short learning walks in our local area.

## SNACK AND LUNCH

Snack and lunch will be a little bit different too. Snack will be served to everyone at the same time, rather than being open all morning or afternoon. There will be no self-serve, instead a member of staff will serve all food and drink to the children.

Instead of going to the school dining hall for lunch, children who stay for lunch will remain in the nursery playroom and will be served lunch at their group table.

## HAND HYGIENE



Handwashing remains an important part of the day. When the children arrive at nursery every day the very first thing they will do is wash their hands, even if they have just washed them at home.

Every time they go to the toilet they will be encouraged to wash their hands with soap and water.

This will happen before and after eating too.

Children will be encouraged to wash their hands just before they go home – this means they are 'good to go' and no bugs will be on their hands when they get home. We ask that you encourage them to wash them again as soon as they get home, just to be sure.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)



If a child is unwell or we need to help clean up a cut or accident then the staff will use an apron and gloves. They may also need to wear a mask.

If your child is upset at any point, please be assured that staff will provide support whilst ensuring safety procedures are followed.

## WHAT TO BRING

Children should bring suitable, weather-appropriate clothing such as a waterproof jacket or a sunhat. We ask that no toys are brought from home into the nursery, unless completely necessary. Changes of clothes, hats and sun cream, if needed, should be brought to nursery in a small bag and will be hung with your child's jacket on their named peg. The pegs will be cleaned between sessions.

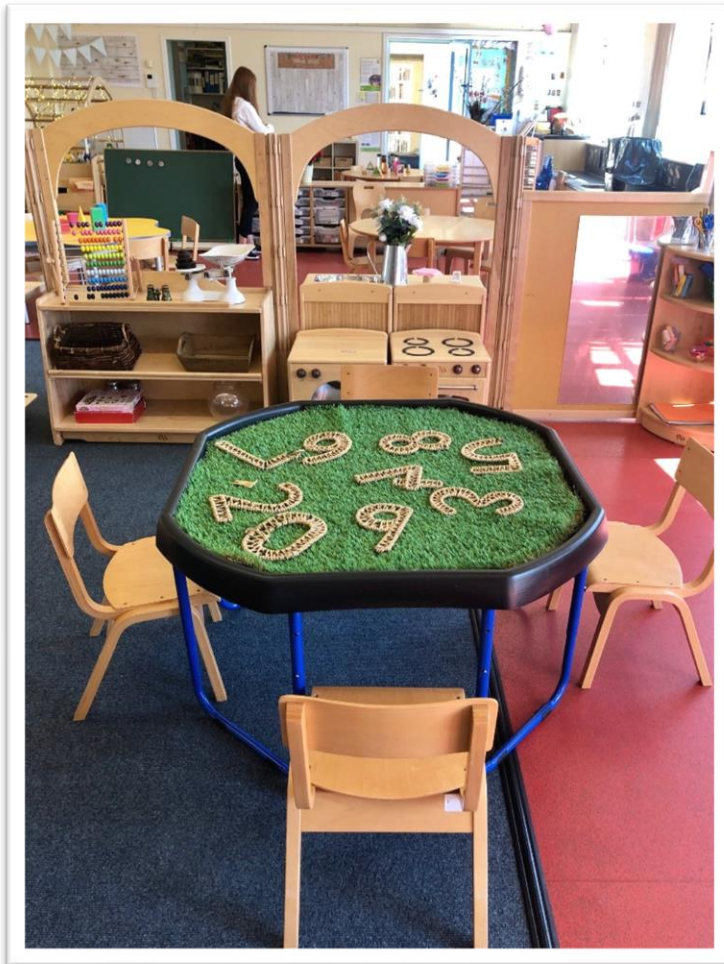
If your child is bringing a packed lunch it should be brought in a named plastic bag.

## HOW DO YOU FEEL?



We are all finding this a little bit strange and can feel lots of different things. It is okay to feel happy about being back at nursery and getting back to normal but your child might also feel worried or sad, angry or frustrated that things are not the same as normal. All these feelings are okay.

If you don't understand something, please just ask. We are a team and we will work together to get through all the changes and get back to normal just as soon as we can.

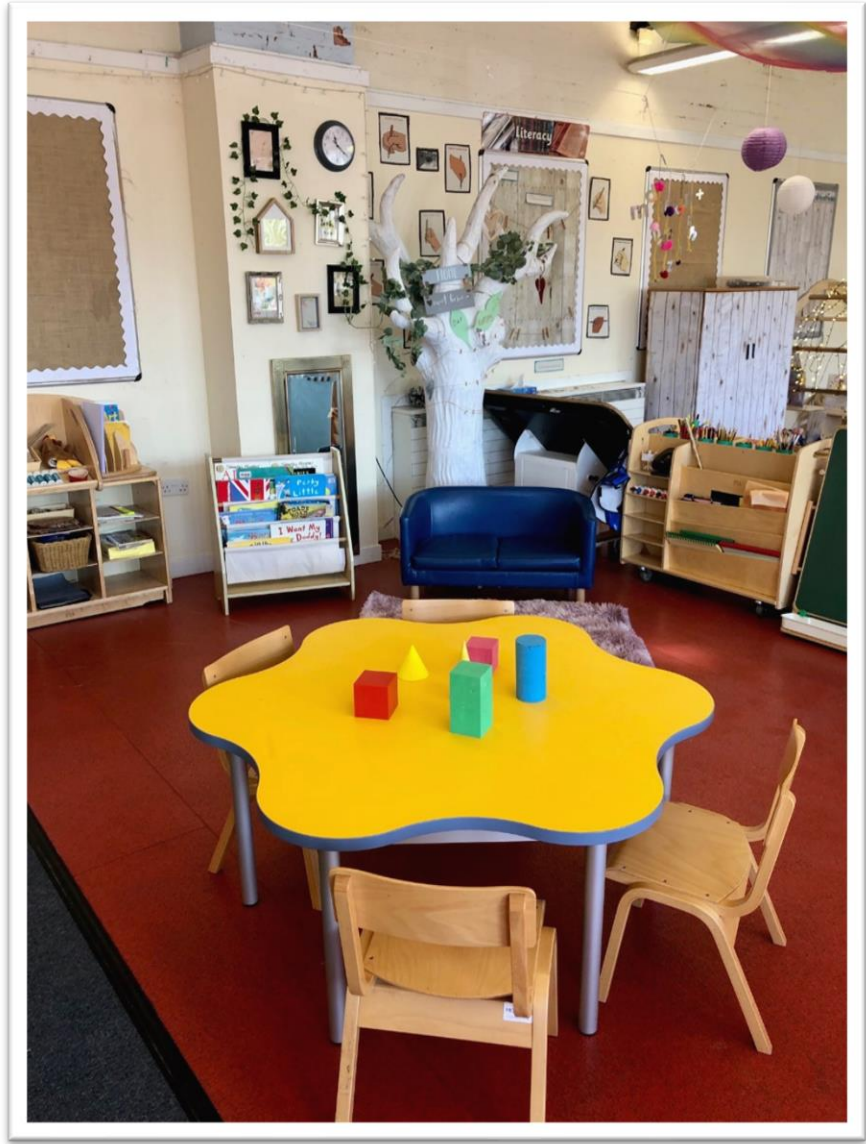


Our new look playroom has been split into three play bays, one for each key worker group of 8.

We aim to use the outdoor area and our local environment as much as possible.










# TROON PRIMARY SCHOOL AND EARLY YEARS CENTRE



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