

TROON PRIMARY SCHOOL AND EARLY YEARS CENTRE



STARTING BACK AT TROON PS & EYC

AUGUST 2020

UPDATED INFORMATION FOR FAMILIES

REOPENING OUR SCHOOL AND EARLY YEARS CENTRE

Following the Scottish Government's announcement that schools will return in August we have looked again at our guidance and have put in place revised plans to allow for a safe return.

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 will still apply to all adults. 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
- limiting the interactions between pupils through staggered breaks and lunches
- 2 metres physical distancing between staff

OUR SCHOOL CAPACITY AND CLASS GROUPINGS

Our school capacity will return to our normal levels under the new plans - **this means all children will return to their allocated class teacher and classroom.**

The safety and wellbeing of children, parents, carers and staff is our absolute priority.

WEEK 1 – SOFT START

In order to ease the return to school for our children, it has been agreed with South Ayrshire Council that we can operate a soft-start during week one as indicated in your letter. This will allow the children to become familiar with the new routines that require to be in place until full normality resumes.

All pupils will return to EYC and school full time on Monday 17th August. We understand that parents of primary one children may choose for their children to attend mornings only to help them to settle into the new environment. Please contact the school office on the August in-service day if you wish your P1 son/daughter to attend for mornings only during August.

During **week one only** we will operate the following soft-start and transition week:

MONDAY 10 AUGUST	TUESDAY 11 AUGUST	WEDNESDAY 12 AUGUST	THURSDAY 13 AUGUST	FRIDAY 14 AUGUST
SUMMER HOLIDAY	IN-SERVICE DAY	EYC NEW STARTS ONLY <small>(as previously communicated)</small>	GROUP 1 PUPILS + ALL P6	GROUP 2 PUPILS + ALL P7
			P1 SOFT START 9.00am – 12.00 noon ALL CHILDREN	P1 SOFT START 9.00am – 12.00 noon ALL CHILDREN

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 the Early Years Centre 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 the 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 the key workers.

DROP-OFF AND PICK-UP

Drop-off: Please enter the EYC playground via your designated gate. 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.

ARRIVING AT SCHOOL AND GOING HOME – WHAT WILL HAPPEN?

As previously communicated, all pupils will enter and exit the school at staggered times. This will remain in place for our return in August to ease congestion and minimise risk.

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. Only one parent/adult should accompany children to school. Adults and children may choose to wear a mask during drop off and pick up times.

For pupil safety, the staff car park will be strictly for staff use only. It would be dangerous for parents to drive into, and park, in the 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. Please maintain social distancing while you wait.

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.

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 note you can drop all children at the same time for ease. We would ask that ALL parents ensure they stick to these times to prevent high numbers of adults around the school entrances. Children will not be supervised or allowed into the building before these times,

STAGE	ENTRY	BREAK	LUNCH	EXIT	ENTRY DOOR
P1	9.00AM	10.30AM	12.15PM	3.00PM	P1 NEW GYM
P2	9.10AM	10.30AM	12.15PM	3.10PM	P1 NEW GYM
P3	9.00AM	10.30AM	12.15PM	3.00PM	SIDE DOOR
P4	9.10AM	10.30AM	12.15PM	3.10PM	SIDE DOOR
P5	9.00AM	10.45AM	12.15PM	3.00PM	FRONT DOOR
P6	9.10AM	10.45AM	12.15PM	3.10PM	FRONT DOOR
P7	9.00AM	10.45AM	12.15PM	3.00PM	FRONT DOOR

MORNING BREAK AND LUNCHTIME

Break times and lunch times will continue to be staggered throughout the day, as previously planned, 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, CRUNCH AND PLAY'

Each class group will now have a 'sip, crunch and play' outside. Children are encouraged to bring still water and a healthy snack to enjoy at break – water cannot be topped during the day so please bring a full bottle. Children will use the following playgrounds:-

CLASS	SIP, CRUNCH & PLAYTIME	PLAYGROUND
P1	10.30-10.45AM	P1 playground
P2	10.30-10.45AM	Side playground
P3	10.30-10.45AM	Side playground
P4	10.30-10.45AM	Front playground

Classes will rotate access to the grass during better weather

CLASS	SIP & CRUNCH PLAYTIME	PLAYGROUND
P5	10.45-11.00AM	Side playground
P6	10.45-11.00AM	Side playground
P7	10.45-11.00AM	Front playground

LUNCH TIME

All children will have a packed lunch in their classrooms, at least for the beginning of Term 1. 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 SUPERVISED BY SLT)	FREE PLAY IN PLAYGROUND (SUPERVISED BY SCHOOL ASSISTANT)
P1 - P4	12.15-12.40PM	12.40-1.00PM
CLASS	FREE PLAY IN PLAYGROUND (SUPERVISED BY SCHOOL ASSISTANT)	LUNCH (IN CLASS SUPERVISED BY SLT)
P5 - P7	12.15-12.40PM	12.40-1.00PM

Initially we will operate a 'no bell strategy' which will help to create a calm atmosphere within the school for the children.

HANDWASHING, CLEANING AND HYGIENE PRACTICES

The single most effective practice to 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 the Early Years Centre 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.

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

There is now no requirement for physical distancing between children in primary schools. However, we will continue to encourage pupils not to crowd together, touch their peers eg: shake hands, hug etc. We will try to avoid situations where young people are sitting face to face for extended periods of time. We will, where possible, maintain 2m social distancing between adults and children, but it is acknowledged that this is not always possible or desirable, particularly when working with younger children or children with additional support needs.

Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period, face coverings will be worn. Any staff member or child wishing to wear a face covering in school is able to do so. Evidence suggests that face coverings do not provide significant protection for the wearer, rather they primarily reduce the risk of transmission and help suppress the virus.

EQUIPMENT AND RESOURCES

Our staff have created '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; this continues to be a priority on our return. Children may bring their own pencil case in their school bag however these cannot be shared with any other pupils or adults. Any resources that must be shared will be cleaned frequently.

ATTENDANCE

We understand that some parents and carers may be concerned about their child returning to school. We are more than happy to engage with you, to discuss any concerns and provide reassurance on any concerns, overcome any barriers to learning, and support attendance. As you know, parents are required under the Education (Scotland) Act 1980 to provide education for their children. It is important that children and young people are able to benefit from their right to education; are able to see their friends and have social contact and benefit from the learning, care and support that schools provide. The need to reconnect to normal patterns and routines in children's lives will be important and reassuring to them.

VISITORS TO SCHOOLS

It remains 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.

HOMEWORK TASKS

There will be no set written homework tasks set at present, however, we would ask parents to encourage children to continue to read at home, and from time to time, to access on-line learning activities which class teachers may set. These will consolidate learning and teaching undertaken in class and will provide parents with the opportunity to see what children are learning. This approach will be reviewed as we move forward.

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. We would ask that children come to school wearing:

- a white/pale blue polo-shirt
- school sweatshirt
- school trousers/shorts/skirt
- trainers would allow the children to participate in outdoor learning without bringing additional shoes, however we understand many parents would like their children to wear school shoes – this is entirely parental choice
- warm/waterproof jacket (depending on weather)
- PE will take place outdoors to begin with

CLEANING

A strict cleaning regime is in place within the school, with staff from facilities management on site. Teaching staff will ensure tables within teaching areas are wiped and cleaned regularly. Computer equipment and other resources will also be wiped and cleaned after each use. All corridor and classroom doors will remain open during the day, to minimise contact with handles.

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 yet 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.

CHILDREN OR FAMILY MEMBERS SHOWING SYMPTOMS

Where any child, or any family member in the household is showing any Covid symptoms such as a high temperature, a new, continuous cough, loss or change to sense of smell or taste – parents should take advice from NHS Inform and from Test & Protect. The child should NOT under any circumstance, attend school and should self-isolate for the current specified period, currently ten days. The school should be informed immediately.

CHILDREN TAKING UNWELL AT SCHOOL

Any child who takes unwell at school would be cared for in the normal way. We expect that there will continue to be children who report feeling sick, have a sore stomach, cold, sore throat, headache etc and parents or one of their emergency contacts will be called as normal. Where a child is displaying COVID symptoms and begins to feel unwell at school, parents will also be called and asked to attend immediately. The child will be removed from the class and will be supervised in an identified isolated area by a member of staff till the parent arrives. The school has facilities to take children's temperature as a precaution. Where there is growing concern about the health of any child or staff member, an ambulance would be called. All parents must follow national guidance, including possible testing.

RESPONSIBILITY OF PARENTS RE HEALTH & WELLBEING

The procedures the school would follow in the case of a suspected case of COVID are clear. For this reason, it is important that parents keep the school fully updated with the reason for ANY absence from school. Where we have two 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 fully informed about any changes to the health and wellbeing of any child or member of the household.

TEST & 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 staff members will not be required to self-isolate unless contacted by the contact tracing service.** If a child, young person or staff member tests positive, the Health Protection Team will assess what action is needed. If a child, young person (or their parent/carer if under 16 years) or 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 and, if possible, wear a face covering and should avoid use of public transport.

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 returning to 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 their return to school
- 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

Please ensure we have your most up to date contact details and emergency contact numbers. It is imperative we are able to contact you in case of an emergency situation.

We are looking forward to welcoming all our children and families back to Troon PS & EYC.

SUCCESS THROUGH EFFORT
TROON PRIMARY SCHOOL & EARLY YEARS CENTRE



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

Meet
THE TEAM





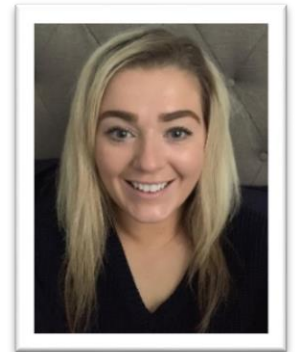






Ms Roan, Head Teacher

Boys and girls,

It's been a long time since we have all been together at school and in our Early Years Centre. Here is a quick reminder of who's who! There are some new faces too. We can't wait to see you all again!

Ms Roan

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

Miss Muir



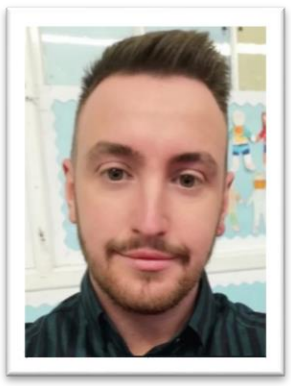
Mrs Coughtrie – P3



Mrs McCracken – P3



Mr Sturdy – P4



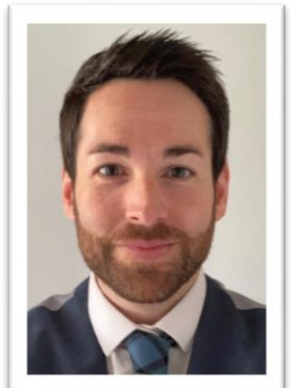
Ms Beaton



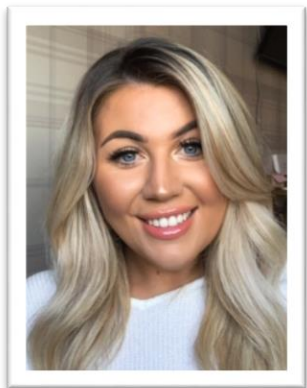
Miss Devine - P4



Mr Paterson – P5



Miss Mcalindon - P5



Mrs Matthews – P6



Miss MacMillan - P6



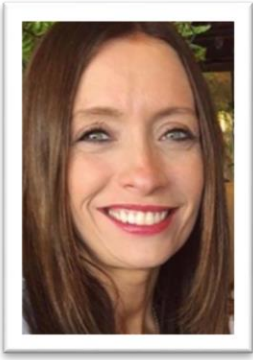
Mrs McIntyre – P7



Mrs Wyper – P7



Mrs Blackwood – Pupil Support



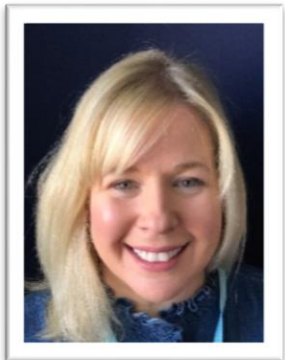
Ms Loudon – School Assistant



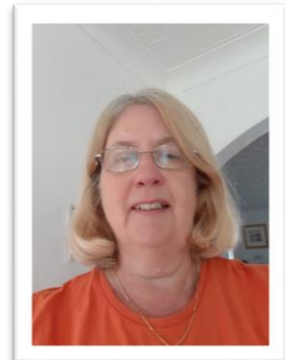
Ms Brown – School Assistant



Mrs Stark – School Assistant



Mrs Burton – School Assistant



Mr Cairns – Janitor



Ms Cree – Clerical












Mrs McColl – Clerical



Mrs Owens - Clerical



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