



SHETLAND ISLANDS COUNCIL

CHILDREN'S SERVICES



Mr S Clubb  
Head Teacher



SANDWICK JUNIOR HIGH SCHOOL  
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<https://blogs.glowscotland.org.uk/sh/sjhs/>

Dear Parent/ Carers

### Return to Sandwick Junior High School, Tuesday 11 – Friday 14 August 2020

As previously stated, we are writing to you again to reinforce our arrangements for return to school for Primary and Secondary pupils. A further letter will follow detailing arrangements for Early Years.

It is **essential** that your contact details and emergency contacts are up to date. Please contact the school office if there are any changes.

In this letter you will find:

1. Advice specifically for parents/carers. Please have a read through these points, and
2. Information table for pupils from last week, with some additional advice in *italics*. Please continue to talk about these points with your child.
3. An update on staffing
4. Sample Lunch Menu

If there is anything the school can help you with, please contact the school office on 01595 745320 or [sandwick@shetland.gov.uk](mailto:sandwick@shetland.gov.uk)

Yours sincerely

Mr. Stuart Clubb

Head Teacher

**Return to Sandwick Junior High School  
Information for Parents/Carers**

1.	<b>Visitors to school</b>	<p>Visits to school should be for essential purposes only. It would be best to speak on the phone first, if possible. If you do have to come into school, please bring a face covering and report directly to the School Office.</p> <p>As per national guidance, parents/ carers should be discouraged from gathering outside the school and should maintain a distance of 2m. To support this parents/ cares should not enter the school grounds during pick-up and drop-off.</p>
2.	<b>Test and Protect</b>	<p>NHS Shetland's scheme for testing is now in place. You can find more information at <a href="https://www.healthyshetland.com/health-topics/news/uk-government-testing-scheme-up-and-running-in-shetland">https://www.healthyshetland.com/health-topics/news/uk-government-testing-scheme-up-and-running-in-shetland</a>.</p> <p>You can also call your GP/Health Centre or NHS 24 for advice.</p>
3.	<b>Symptoms to look out for</b>	<p>Remember the possible symptoms of COVID-19 are a new, continuous cough, fever, or a loss of, or change in, sense of smell or taste. Please stay at home and immediately refer to the Test and Protect programme above.</p>
4.	<b>Attendance at school</b>	<p>We all understand that some families will be anxious about the return to school. There is an expectation that all children on our roll attend school now, in August. If you would like to talk about any concerns you have, please contact the school office.</p>
5	<b>What your child should bring to school</b>	<ul style="list-style-type: none"> <li>• A school bag with limited resources from home – stationary will be provided but pupils may wish to bring their own. Secondary pupils will require a scientific calculator for their own use.</li> <li>• A small, healthy interval snack</li> <li>• A packed lunch (if not taking school meals)</li> <li>• A labelled, filled water bottle</li> <li>• Money/facemask (secondary pupils who will be choosing to access the local shop)</li> <li>• Hand sanitiser (if using school transport)</li> <li>• Tissues</li> <li>• Warm clothing for classrooms. Windows and doors will be open to provide ventilation.</li> <li>• Appropriate clothing and footwear for outdoors – as per national advice there is an expectation that learners will be outdoors during social times, for a large amount of learning time and for all physical PE activities. (any parent/carer who may require support to provide suitable clothing/footwear should contact the school)</li> </ul>

Return to Sandwick Junior High School – Information for Pupils		
1.	<b>What should I bring to school?</b>	<p>You should bring the <b>minimum of personal possessions</b> to school. As far as possible, keep your possessions with you. You will need your <b>school bag, a small, healthy interval snack, and a packed lunch</b> if you wish. <i>We would further advise that all pupils take in a labelled filled water bottle.</i> You should not share your personal possessions with other pupils. You can bring your own hand sanitiser and tissues.</p> <p>Secondary pupils <b>make sure you have your timetable</b>, or a photo of it on your phone.</p>
2.	<b>Do I need to bring a mask/face covering?</b>	<p>We have been advised that face coverings are not required in school settings. However, <b>anyone wishing to wear a mask/face covering in school can do so</b> at any time. Where adults cannot keep 2m distance and are interacting face to face for a sustained period (15mins or more) face coverings will be worn.</p>
3.	<b>Visitors to school</b>	<p>Parents should not access the school building unless required.</p>
4.	<b>What happens when I arrive in school?</b>	<p>When you arrive in SJHS, you will <b>hand sanitise at the front door</b>.</p> <p>Primary – staff will meet you in the primary playground prior to the school day to discuss entry to the building.  <i>P1/2 should use the gate nearest the school entrance into the primary playground.</i>  <i>P2/3 and P4/5 should use the roadside gate and remain in the primary playground.</i>  <i>P5-P7 should use the roadside gate and follow the walkway into their new playground.</i></p> <p><i>Primary pupils will remain in the playground every morning until collected by staff at 0850. Supervision is not guaranteed prior to 0835.</i></p> <p>Secondary - You should make your way up to your social area, <b>not gathering</b> in corridors. As the buses arrive at different times, your entrance to school will be naturally staggered.</p> <p><i>On Wednesday all S1 pupils will be met at the front entrance to the school and directed to the games hall for a health and safety briefing.</i></p>
5.	<b>Jackets and School Bags?</b>	<p>If you need to hang up a jacket, you must use the pegs in your allocated area.</p> <p>Secondary pupils must carry schools bags with them.</p>

6.	<b>What happens around the school corridors?</b>	<p>In certain areas of the school there will be a one-way system in operation. This will be explained to you further on your return to school. Visual signs will support movement around the school. Pupils and staff are required to keep to the left when moving around the school.</p> <p>There are <b>hand sanitiser stations</b> around the school.</p>
7.	<b>What happens in class?</b>	<p>When you go to your class, your teacher will explain the health and safety rules for working in that room, and keeping you and your teacher safe.</p>
8.	<b>How is the school cleaned?</b>	<p>Our school is following all of the advice from the government and Shetland Islands Council. This includes <b>more day cleaning around the school</b>. Please help us by using the bins and keeping everything neat and tidy. <i>A day cleaner has been appointed and will follow a cleaning schedule.</i></p>
9.	<b>What happens at interval time?</b>	<ul style="list-style-type: none"> <li>• Please <b>bring your morning snack with you to school</b> (due to allergies there should be no pineapple and peanut).</li> <li>• Pupils will be asked to <b>wash their hands</b> before and after eating.</li> <li>• Please <b>stay with friends in your own year group</b>.</li> <li>• Please <b>go outside</b></li> <li>• Ensure you have suitable clothing for all weathers</li> <li>• <i>Unless it is unsafe all primary pupils will be expected to be outdoors at breaktime</i></li> </ul> <p><i>Primary</i></p> <ul style="list-style-type: none"> <li>• <i>Milk will be delivered to classrooms 10minutes prior to morning interval.</i></li> </ul>
10.	<b>What happens at lunchtime?</b>	<ul style="list-style-type: none"> <li>• We will be extending the stagger at the start of lunchtime.</li> <li>• The Catering Service <b>will not</b> be providing a hot meal in the first instance <i>but packed lunches will be available as part of this service.</i></li> <li>• Packed lunches will be available. <i>A sample menu is attached.</i></li> <li>• We will explain where you can collect lunches from and where you can eat these when you return to school.</li> <li>• We will explain where you can collect lunches from and where you can eat these when you return to school.</li> <li>• Again, please <b>go outside whenever you can</b>. Please stay with friends in your own year group.</li> <li>• <i>Unless it is unsafe all primary pupils will be expected to be outdoors at lunchtime</i></li> </ul> <p>Secondary, <b>we would encourage pupils to bring a packed lunch</b> if possible. Do not share your lunch with anyone else. <b>A limited selection of lunch items will be available for purchase</b>, of a packed lunch style. These will cost <b>£2.60</b> consisting of either a sandwich/sausage roll or pasta salad, 2 side options, fruit and a bottle of water. Please bring the correct</p>

		<p>change or ParentPay (more details available from school office and school website).</p> <p><i>If your parents/carers permit you to go to a local supermarket at lunchtime, you must have your face mask, be prepared to queue and be back in school on time for class at 1310. You must ensure that you respect other customers and shop staff at all times and adhere to the restrictions in place at the local shop.</i></p> <p><i>Lunch Timings for accessing canteen:</i></p> <p><i>Primary</i>  11.45am P1/2, P2/3 and P4/5  12pm P5/6 and P7</p> <p><i>Secondary</i>  12.30pm S1/2  12.35pm S3/4 (lunch break will still begin at 1230)</p>
11.	<b>Sandwich Bake Shop</b>	<p><i>The following outlines the guidelines for accessing the shop;</i></p> <ul style="list-style-type: none"> <li>• <i>S2-4 can access the shop at lunchtime from Monday – Friday.</i></li> <li>• <i>S1 not permitted to access shop in term 1.</i></li> <li>• <i>The shop will be closed to the public during the school lunchtime.</i></li> <li>• <i>Facemasks must be worn when in the shop.</i></li> </ul>
11.	<b>What happens at the end of the day?</b>	<p>Pupils leaving class will be staggered. <b>Please do not leave any possessions</b> in the school at the end of each day. Take all your jackets home.</p> <p><i>Primary classes will exit the same gate that they used to enter the school grounds.</i></p> <p><i>Classes will exit as follows:</i></p> <p><u>Mon- Thurs</u>  P1/2- 1455  P2/3 and P4/5 - 1500  P5-7 – 1500  S1 and S2 – 1535  S3 and S4 – 1540</p> <p><u>Fri</u>  P1/2 - 1405  P2/3 and P4/5 - 1410  P5-7 – 1410  S1 and S2 - 1355  S3 and S4 - 1400</p>
12.	<b>What about my school bus?</b>	<p>SIC school transport is operating its full normal service. If you have any queries contact SIC Transport on 01595 744886.</p> <p><i>Information about transport has been provided by Transport Planning Service. The guidance is also available at:</i>  <a href="http://www.shetland.gov.uk/education/COVID-19.asp">http://www.shetland.gov.uk/education/COVID-19.asp</a></p>

13.	<b>I am feeling a bit worried about coming back to school.</b>	We appreciate that the return to school may be causing children and families some anxiety, which is completely understandable. Please be reassured that your child's health, wellbeing and safety will be paramount. If you think that a visit to the prior to their planned return then please contact us via the school email <a href="mailto:sandwick@shetland.gov.uk">sandwick@shetland.gov.uk</a> someone will get back to you to arrange a mutually convenient time.
14.	<b>How do I find out about Covid-19 testing?</b>	NHS Shetland has a Testing Scheme in place. Your family can find out more about this at <a href="https://www.healthshetland.com/health-topics/news/uk-government-testing-scheme-up-and-running-in-shetland">https://www.healthshetland.com/health-topics/news/uk-government-testing-scheme-up-and-running-in-shetland</a>
15.	<b>Physical Distancing</b>	<p>Two metre physical distancing between adults and between adults, children, and young people who are not from the same household should be maintained.</p> <p>The COVID-19 Advisory Sub-Group on Education and Children's Issues has published scientific advice on physical distancing in schools. The advice states:</p> <p><i>"Subject to continued suppression of the virus, and to surveillance and mitigations being in place, the balance of the evidence suggests that no distancing should be required between children in primary schools. The evidence is less clear for older pupils but at present we support the same approach being taken in secondary schools on the basis of the balance of known risks, the effectiveness of mitigations and the benefits to young people of being able to attend school."</i></p> <p>It goes on to state:</p> <p><i>"In both primary and secondary settings, the preference would always be to avoid large gatherings and crowded spaces and, wherever possible, to keep children and young people within the same groups for the duration of the school day. In giving this advice we recognise the practical challenges. Where possible, timetabling should be reviewed to reduce movement of groups of pupils around the school estate as much as possible."</i></p>
16.	<b>Where do I get more detailed information about the reopening of schools?</b>	<p>All the decision made around your child's safe return to school have been based on the Scottish Government documentation and local authority guidance;</p> <p><a href="#"><u><b>Coronavirus (COVID-19): Guidance on preparing for the start of the new school term in August 2020</b></u></a></p> <p>The National Parent Forum are offering a Webinar series starting from next week. The focus is on Back to School and Learning together, supporting parents to support their child's learning. Parents and children are all encouraged to join in and sign-up at the following address;</p>

		<p>Links to sign up for each are here:</p> <p><a href="https://www.npfs.org.uk/2020/07/31/back-to-school-webinars/">https://www.npfs.org.uk/2020/07/31/back-to-school-webinars/</a></p> <p>The National Parent Forum have also produced the following guidance for parents and carers;</p> <p><a href="https://www.npfs.org.uk/2020/07/23/back-to-school-guidance-for-parents-and-carers/">https://www.npfs.org.uk/2020/07/23/back-to-school-guidance-for-parents-and-carers/</a></p>
17.	<b>Breakfast/ Afterschool Club</b>	There are currently no plans to facilitate a breakfast and/ or afterschool club. The priority is providing learning and teaching for pupils returning.
18.	<b>Physical Education</b>	<i>Physical education should take place outside where appropriate. Learners should come to school in clothing that is appropriate for physical education and the weather conditions. A change of clothing may be required.</i>

### **Staffing Update at Sandwick Junior High School**

Primary 2/3	Mr. John Dally will be supporting the Primary 2/3 class in the absence of Karen Osborn. Parents/ carers will be kept informed of any changes.
Home Economics	Deborah Dort will be leaving her post on the 28 <sup>th</sup> August. This post is currently being advertised.
Pupil Support	Marnie Harpe will be leaving her post on the 18 <sup>th</sup> September to take up a new role at the Anderson High School. We will notify parents/ carers about arrangements in due course.
Early Years Practitioner	Tahnae MacLennan is now a permanent member of our Early Years team.
Modern Apprentice – Early Years	Rebecca Halcrow has joined the Early Years team as our new Modern Apprentice.
Physical Education	We are delighted to welcome back Jonathan Kerr as our new permanent teacher of Physical Education.

### **Lunch Menu – Primary and Secondary**

Primary Packed Lunch Menu					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Main	Tuna/egg/cheese sandwich	Pasta salad	Sausage roll	Chicken goujons and dip	Chicken / tuna wrap
Side	Salad	Breadsticks	Cheese cubes	Vegetable sticks	Boiled egg
Snack	Tray bake	Muffin	Flapjack	Fairy cake	Cheese & crackers
Fruit	Apple	Banana	Melon	Grapes	Fruit salad
	Water	Water	Water	Water	Water

Secondary Packed Lunch Menu					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Main	Tuna/egg/cheese sandwich	Pasta salad	Sausage roll	Chicken goujons and dip	Chicken / tuna wrap
Side 1	Potato salad	Salad	Coleslaw	Potato salad	Noodle salad
Side 2	Salad	Breadsticks	Cheese cubes	Vegetable sticks	Boiled egg
Snack	Traybake	Muffin	Flapjack	Fairy cake	Cheese & crackers
Fruit	Apple	Banana	Melon	Grapes	Fruit salad
	Water	Water	Water	Water	Water

**R**ESPECT

**E**QUALITY

**A**CHIEVEMENT

**C**REATIVITY

**H**APPINESS



