



Education Resources
Executive Director **Tony McDaid**
Head Teacher **Lynne Brennan**
Kirkton Primary School

Wednesday, 5 August 2020

Dear Parents/Carers

I hope that you and your family are well, and you have managed to enjoy some time to relax over the summer.

Last week, the Scottish Government confirmed the decision to re-open schools full time in August 2020. On Monday 3rd August, Mr. Tony McDaid, the Executive Director of South Lanarkshire Council's Education Resources, issued a letter outlining the local authority's model of recovery for schools which explained the managed re-opening of schools between **Wednesday 12th and Friday 14th August 2020**, with all children back at school full-time on **Monday 17th August 2020**.

Apologies for the length of this letter, but it was important to ensure as much information as possible is passed on as soon as we have it. Some of the information that was issued in June 2020 remains the same. Information which is different or has been updated from that letter has been highlighted in **green**.

I understand that some parents and children may have concerns about schools reopening, but please be reassured that the safety of our pupils and staff is paramount in all of our decision-making and follows the advice that we have received from the Scottish Government and South Lanarkshire Council.

To ensure that we comply with the guidance on social distancing and good hygiene, the following arrangements are in place at Kirkton Primary School:

Attendance

Patterns of Attendance for the Managed Return to School for Primary 1 to Primary 7.

- **Tuesday 11th August 2020** - Staff inset day - no children will attend that day.
- **Wednesday 12th August 2020** - Primary 1 only.
- **Thursday 13th August 2020** - Primary 1, Primary 2 and Primary 3 only.
- **Friday 14th August 2020** - Primary 4, Primary 5, Primary 6 and Primary 7 only.
- From **Monday 17th August 2020**, all pupils will attend every day.

Children will be in the same class groups as indicated before the summer break

This model follows the guidance issued by South Lanarkshire Education Resources.

Arrangements for Primary 1 on Wednesday 12th August 2020

- **Primary 1 pupils should arrive between 9.30am and 10am.**

Kirkton Avenue, Carluke, ML8 5AB Phone: 01555 772466 Fax: 01555 772368
Email: gw14kirktonpsoffice@glow.sch.uk



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- **An adult should bring their child via the playground to the exterior classroom door where staff will be on hand to greet you.**
- **In line with Scottish Government and SLC guidance, parents will not be permitted to come into the classroom with their child.**
- **Staff will take some photographs of the P1 children throughout the first day and we will make these available to parents/carers as quickly as possible.**
- **Pupils should be collected by 1 adult at 2.45pm from the classroom doors. Staff will be on hand to show you where to wait.**

Communication

As usual, **the school app is our primary means of communication** and we urge all parents and those involved in providing childcare for your children to download the app. Go to your App Store and download School App for Parents. Search for and select Kirkton Primary School. When asked, select ALLOW notifications. Where appropriate, updates and communication may also be posted on Twitter and the school website.

Cleaning & Hygiene

Our school will have undergone an enhanced cleaning regime in preparation for us reopening.
Hand sanitiser is available at all entry/exit points.

Classrooms

- Children will wash/sanitise their hands at regular points throughout the day, namely when they **enter school, before playtime, after playtime, before lunch, after lunch and before they go home.** Pupils can bring in their own soap/hand sanitiser etc. This must remain in your child's bag and be clearly labelled.
- All children will have their designated desk and chair **but will no longer be required to remain 2m apart. Children will be encouraged to work at their own desk as much as possible, as staff are being asked to remain at a distance of 2m from children.**
- **Wherever possible, desks will face forwards, with pupils sitting side-by-side at shared tables.**
- Windows and doors will remain open, where possible.
- **Children may bring essential items to school such as stationery, bags, packed lunches, etc. but will not be able to share these with other children.**
- **Children should not bring toys or non-essential items to school.**
- The janitor will regularly replenish soap, paper towels and hand sanitiser throughout the day.
- All soft toys and soft furnishings (such as cushions) have been removed.
- Children must bring in their own **filled** water bottle, **plain water only**, clearly labelled with their name. This should remain on their own desk at all times – flavoured water/juice can be brought in for playtime/lunchtime. **Our water fountains are not currently in use, therefore water bottles cannot be refilled, we will also no longer be able to give children drinks in a cup, unless there is a medical reason.** This does not affect water at lunchtime.

Access to the Establishment

Until further notice, parents and visitors will be unable to access the building without an appointment. Anyone wishing to speak to a member of staff should contact us through the office, either by telephone (01555 772466) or email (gwl4kirktonpsoffice@glow.sch.uk).

- A hand sanitiser will be available at all entrances to the school.
- All children will enter and exit the building via their external classroom door that leads into the playground, or by the designated stairwell to the first floor.
- All staff will enter and exit the school via the main entrance.
- All visitors are asked to sign in and out the building using their own pen.

Movement within the School

- All corridors have been cleared of any additional furniture.
- 2m distance markers are shown in all corridors and the use of arrows indicates directional flow, where appropriate.
- All classrooms have hand sanitisers fitted, as also have a supply of tissues and a lidded bin for their disposal.
- Where possible, doors will remain open **to reduce contact points**.
- The janitor will undertake regular clearing of contact areas, such as door handles.
- The janitor will regularly replenish soap, paper towels and hand sanitiser in communal areas throughout the day.

Dining Hall / Lunchtimes

- Classes will have a staggered lunchtime within the normal lunch period and will be supervised by leadership team and support staff **in the dining hall**.
- Hand sanitiser will be available at the entry and exit of the dining hall.
- Arrows will indicate directional flow.
- Children may bring a packed lunch box to school, but this should be washed every night.
- **Please provide items that your child can open without adult assistance to allow safe social distancing to take place between children and adults.**

Learning and Teaching

- **For the first few days, the focus for learning will be Health and Wellbeing, with activities designed to help children feel relaxed and comfortable with being back at school. They will have opportunities to rebuild relationships with staff and friends.**
- **Teachers will begin to determine where children are in their learning through observation, discussion and informal assessment over the first few weeks.**
- **All areas of the curriculum will be covered, with literacy and maths groups established as soon as is possible, depending on the age and stage of the pupils.**
- **All classes will work on a mini topic based on Emotion Works for the first few weeks of school, which will focus on emotional wellbeing and attachment.**
- **Children will be able to use school reading books, and these will be sent home but must not be shared with other family members. When returned, they will be quarantined for 72 hours before being used by another pupil.**
- Children from all stages will experience a lot more learning outdoors regardless of the weather, so please ensure that they dress appropriately for this and bring a waterproof jacket/shoes to school every day.
- We will not be issuing formal homework which requires 'handing in' to minimise transferring resources between school and home. Further details will follow but please assume that 'online' learning will feature in any future plans.

Outdoor Space

*In line with government and SLC guidance, we will focus some of our time on outdoor learning. This will take the form of **small group** and **whole class work** and the **development of physical and emotional wellbeing**. This will allow us to nurture our pupils whilst developing core skills in a cross-curricular context. **Children should ensure they have appropriate footwear, jackets etc for the weather of the day. At this point we are unable to loan out any clothing etc.***

- ***It is still recommended that breaks and lunchtimes are staggered to allow physical distancing for adults and reduce whole school "mixing" of pupils in the playground. Playtimes for some children may be at different times, however we will try to stagger lunches within the normal timeframe – this will be continually reviewed.*** Classes will be allocated different areas in the playground and encouraged to stay within this area to

maintain the 'class bubble'.

- **Children should not bring in any toys from home to use in the playground.**

Uniform

As per SLC guidance, all pupils will wear their uniform. Our uniform consists of white shirt, school tie, grey trousers/skirt/pinafore or tartan pinafore/skirt and green jumper/cardigan. Pupils may also choose to wear a white T-shirt, especially on P.E. days. **Pupils should have indoor shoes which can be used for P.E – plimsols are ideal.** Our P.E. kit is a white t-shirt and dark shorts, pupils may choose to bring in a tracksuit and trainers for outdoor PE. We will inform you of our P.E. timetable when we return.

- **Children may wear all items of school uniform as normal, including ties and blazers if you wish.**
- **For the first few weeks of term, we will be relaxed about uniform dress-code as we understand some parents may have had limited access to shops etc. However, please try to send children in school appropriate clothing as much as possible.**
- Parents are asked to ensure that their child's uniform is washed regularly.
- **PE kits are not required for the first few weeks of school. Any PE lessons in the first few weeks will be outdoors and will not require a change of clothes. We will inform you of your child's PE days towards the end of August and suggest they come to school in their polo-shirt that day.**
- **The school changing rooms will be unavailable for now.**

Exit and Entrance Gates

- All entrances are open to pupils, but we would ask that parents collect their child/children from the area outside the school office or outside the school gates rather than the playground.
- Only one adult should drop off/pick up their child at the end of the day, **remembering to keep 2m apart from others.**
- We will operate a 'soft-start' to school. Children can arrive between 8.55am and 9.10am and immediately enter the building through their allocated door.
- **School gates will not open before 8.50am.**
- Support staff and members of the school leadership team will be positioned around the playground to direct children to their correct area on arrival at school and to ensure pupil safety on exiting the school. They will not have time to speak with parents/carers at this time.

Traffic Management

Scottish Government and South Lanarkshire Council have advised, where possible, children should walk or cycle to school. Parents dropping children by car are asked to stay at their vehicle, reducing the number of people gathering at collection points. **Parents are asked to comply with our social distancing protocols, and we would ask that only one adult accompanies each child/family group to ensure adults are able to comply with the 2m physical distancing.** Staff will be present in the playground at the start and end of the day.

- Our car park is for staff and visitors only, parents are reminded to park responsibly outside the school grounds. **Cars should not be parked in the drop off area.**
- Cars should not be sitting with their engines on idling, this is part of SLC's Clean Air Policy
- **Scottish Government and SLC advice states that children should not travel to school in cars with other households.**

Other

- An isolation room has been set up in the school to be used for anyone (adult or child) who starts to display symptoms of Covid-19. **Parents/carers must contact the school**

immediately if their child or another family member is displaying symptoms and should not attend school during the self- isolation period.

- Only one visitor will be allowed in the school at any time.
- If your child has a medical need, we will contact you to discuss arrangements for this, including the possible use of PPE for staff.
- All deliveries will be wiped once they have come into the school.
- Where possible, maintenance work in the building will be completed out with school hours.
- There is no requirement for children to wear face coverings, however they can be worn if this is a personal preference – if they are worn, please ensure you discuss your arrangements for their wear with your child as this will not be enforced by school staff.
- Face coverings may be worn by staff if they are unable to maintain a 2m physical distance or they are interacting with individuals or small groups for longer than 15 minutes.
- **There is no Breakfast Club at this point. I will provide an update on their re-opening as soon as this becomes available.**
- **Assemblies and musical instrument tuition cannot take place for now.**
- **After-school clubs will not resume until further notice, this will be continually reviewed in line with current guidance.**

I hope that this helps to ease any anxieties that you may have had about schools re- opening.

If you have any questions or concerns in relation to our phased return in August, please do not hesitate to contact me by either phoning the school (Monday 10th August between 10am and 12 noon) or by emailing the school office: gw14kirktonpsoffice@glow.sch.uk

Please note that all other email addresses set up during lockdown are now no longer being used. We ask that you direct all school emails to the general office account and not to individual accounts of members of staff.

Please be assured that we will continue to carry out all appropriate risk assessments and take all necessary actions to allow for the safe return of all our children and staff. Updated risk assessments and enhanced hygiene practices will be followed as set out by SLC, Scottish Government and NHS Scotland.

Thank you for your patience and understanding during this challenging time. I cannot wait to see the children back in school! We will continue to post any updates on our app, school website and Twitter, so remember to look out for these.

Kind regards,



Lynne Brennan
Head Teacher

Enc. Infographic – Returning to Kirkton Primary School
Map – Entering & Exiting our School Safely.