



Education Resources  
Executive Director Tony McDaid  
Woodpark Primary School  
Head Teacher Mrs Debbie MacKenna

5 August 2020

## Woodpark Primary School return information for parents

Dear Parents/Carers

Our staff have been working hard to prepare for a safe and happy return to school for our children, following updated guidance from the Scottish Government advising a full time return for all pupils in August. At Woodpark Primary we are following national and local authority guidance to ensure a safe return for children and staff.

In line with local authority guidance I can now confirm the following Managed Start information:

**Tuesday 11<sup>th</sup> August – Inset Day (staff only)**

**Wednesday 12<sup>th</sup> August - Primary 1 children only**

**Thursday 13<sup>th</sup> August - Primary 1, 2 and 3 children only**

**Friday 14<sup>th</sup> August - Primary 4 to 7 children only**

### Arrangements:

#### Primary 1:

**On Wednesday 12<sup>th</sup> and Thursday 13<sup>th</sup> August** we will offer a 'soft start' for our P1 children between **9am and 9.30am**.

Please bring your P1 child to the P1 or P1/2 outside class door in infant playground. Children will be welcomed in to class by their class teachers. ***Please note that no parents can enter the classroom.*** Adults should maintain a 2m distance at all times from others in the playground.

We will also offer a 'soft finish' time for P1 children between **2.30pm and 3pm** - please wait in the infant playground, near the Muga, opposite the class door for your child, maintaining 2m social distance from others at all times.

*From week beginning Monday 17<sup>th</sup> August P1 will follow the staggered start/finish times as noted below for all classes.*

#### Primary 2 and Primary 3:

On **Thursday 13<sup>th</sup> August** children should come to school at the following times:

**P1/2 9am, finish at 2.40pm**

**P2 9.10am, finish at 2.50pm**

**P3 9.20am, finish at 3pm**

Pupils should come to school no more than a few minutes before their start time. P2 children should wait at the P1/2 and P2 outside doors. P3 children should wait at the P1-3 corridor entrance, in the infant playground.



Woodpark Primary School, Priory Road, Lesmahagow, ML11 0AA

Phone: 01555 892251 Fax: 01555 895904

Email: [headteacher@woodpark-pri.s-lanark.sch.uk](mailto:headteacher@woodpark-pri.s-lanark.sch.uk)



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Finish times on this day are staggered to avoid congestion. At collection time P1/2 parents should wait in the infant playground opposite the class door. P2 parents should wait in the infant playground opposite the class door. P3 parents should wait in the Muga for your child. Please maintain 2m social distance at all times from others.

*From week beginning Monday 17<sup>th</sup> August P2 and P3 children will follow the staggered start/finish times as noted below for all classes.*

#### **Primary 4 to Primary 7:**

On **Friday 14<sup>th</sup> August** P4 to P7 pupils should come to school at the following times:

**P4 9am, finish at 2.40pm**

**P5 9.10am, finish at 2.45pm**

**P6 9.20am, finish at 2.55pm**

**P7 9.30am, finish at 3pm**

Pupils should come to school no more than a few minutes before their start time and wait outside their class door in senior playground. Finish times on this day are staggered to avoid congestion. Any parents collecting their P4-7 child should wait in the Muga, maintaining 2m social distance from others at all times.

*From week beginning Monday 17<sup>th</sup> August P4 to P7 children will follow the staggered start/finish times as noted below for all classes.*

#### **Arrangements: From week beginning Monday 17<sup>th</sup> August for all classes**

In order to minimise congestion at drop off and pick up times, we will operate a staggered start/finish time for classes as follows:

**P1 8.50am to 2.50pm**

**P1/2 8.55am to 2.55pm**

**P2 9am to 3pm**

**P3 8.50am to 2.50pm**

**P4 8.55am to 2.55pm**

**P5 9am to 3pm**

**P6 8.50am to 2.50pm**

**P7 8.55am to 2.55pm**

Children should arrive no more than a few minutes before their class start time and should wait outside their class door (infant corridor entrance for P3 only)

Adults should arrive no more than a few minutes before their child's class finish time and wait in the following areas:

P1, P1/2, P2 in infant playground, opposite your child's class external door near Muga fence

P3 and P4 - 7 in Muga



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**Further information:**

**Class staffing:**

**P1 Miss Bryson, Mrs Taylor (Mon-Wed) and area cover teacher (Thurs-Fri) to be confirmed  
P1/2 area cover teacher to be confirmed (Mrs Finlay on her return from maternity leave)**

**P2 Mrs Connell**

**P3 Miss Wood**

**P4 Mrs McLeish**

**P5 Mr Hartley**

**P6 Ms Liddell and Mrs Purton**

**P7 Mr French**

**CCC teacher Mrs McPhee**

*Please note - we will contact parents of P1 and P2 pupils who will be in the P1/2 class on Tuesday 11<sup>th</sup> August.*

**Further information to note:**

- Please ensure 2m social distance between adults at all times. No adults or children should gather either at the top gate exit or at the infant playground gate. Please leave promptly after collecting your child/ren.
- It is strongly recommended that children walk/scoot/cycle to school to minimise congestion in the school car park.
- Whilst it is no longer necessary to maintain 2m distance between pupils, we will minimise movement inside the school as far as possible. There will be a 'keep right' system along the main corridor. Break times and lunch times will be staggered.
- There is no longer the need to serve some lunches in classrooms, all lunches will be taken in the dining hall, however, some children may wish to have their packed lunch outdoors (weather permitting). A choice of hot meals or sandwiches will continue to be provided. The dining hall will be cleaned between sittings. At present there is no breakfast club facility.
- There is an enhanced, strict cleaning regime in place, including additional sanitizing throughout the day of touchpoints eg door handles, tables, high traffic areas. Anti bacterial wipes are provided in all areas to clean equipment eg keyboards, laptops. Lidded bins are provided in all classrooms for the disposal of tissues.
- Clear signage is displayed in classrooms and across the school to ensure hygiene procedures and physical distancing are followed.



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- Children may bring in their own pencil cases for their own personal use but **should not bring in other items from home**. All stationery required (pencils, rubbers, colouring pens, sharpeners etc) will be provided for each individual child. Please bring your home link folder (P1 will be issued with these). Snack for playtime should be brought in pockets or disposable bags. Packed lunches can be brought in a plastic box/bag that can be wiped on coming in to school. A filled, reusable water bottle can be brought. **At present we ask that school bags are not brought into school.**
- School uniform should be worn but it is not compulsory to have the school badge on polo shirts/jumpers etc. PE kit should be worn on PE days under uniform (class teachers will let you know PE days). Our popular uniform swap shop is still available. Children should wear trainers to allow for outdoor learning and PE. At present there is no need to bring indoor shoes to change into. Please make sure your child has a jacket appropriate to the weather for outdoor learning activities.
- Children are not required to wear masks/face coverings, however, they can choose to wear a mask/face covering if wished. If your child has a mask please ensure their name is written clearly on it. Where staff cannot maintain a 2m distance and are interacting for a sustained period of 15 minutes or longer with a child, the adult will wear a face covering.
- Staff will wear the appropriate PPE (apron, gloves, visor) when administering any medication or medical assistance. We will continue to follow normal procedures ie contacting parents in case of injury such as head bumps.
- Visits to the toilet will be built in to the school day. In addition to regular visits any child needing to visit the toilet at other times will be able to.
- Large gatherings such as assemblies will not take place at present. Classrooms will be organised to accommodate all children in their own workspace; movement around the classroom will be more restricted. Our outdoor space will be used as much as possible for outdoor learning. Classroom doors and windows will be open as much as possible to provide fresh air ventilation.
- All staff and visitors must use the hand sanitiser in the main entrance before entering the building. Only one person/family can enter the 'bubble' at any one time. Please wait outside the main door if the bubble is occupied. The number of staff allowed in specific areas at any one time is clearly displayed.
- Should you wish to speak to your child's teacher, a member of office staff or senior management please call the school on 01555 892251 or email [office@woodpark-pri.s-lanark.sch.uk](mailto:office@woodpark-pri.s-lanark.sch.uk). A brief note can also be put inside your child's home-link diary for any quick messages or to request a phone call.





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- As always, should your child be absent from school it is vital that you contact the school office by telephone on 01555 892251 by 9.30am at the latest. If we have not had confirmation of your child's absence we will contact you by text or phone.
- It is essential that children do not attend school if symptomatic, or anyone in their household is symptomatic, but should self-isolate and follow NHS guidance: NHS Inform and Test and Protect.
- Children must inform a member of staff if they feel unwell with Covid-19 symptoms. Should any child present with Covid type symptoms, you will be contacted immediately to collect your child. They will be isolated in the designated waiting area (multi-purpose room) until collected.
- **VERY IMPORTANT: Please put a note of your mobile number inside your child's schoolbag (child's name, your name, phone number). We need this up to date information if your child becomes unwell. We will send home the contact information pack at start of term but it is vital that we have a current contact number for all pupils at all times.**

We are very much looking forward to welcoming our children back to Woodpark next week. As further arrangements are put in place/amended we will keep you updated via the school app and website.

Yours sincerely,

**Debbie MacKenna  
Head Teacher**



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