



## Balfroon High School

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### 5 August 2020

Dear Parents and Carers,

I hope this letter finds you and your family safe, well and rested. We are all really looking forward to getting back to working from campus. To ensure everyone's safety, the school will run slightly differently this term. Our priority is to deliver the curriculum as fully as possible while ensuring our practices are safe.

Firstly, we are returning pupils to school on a phased basis. This will allow us time for induction and offer an ability to familiarise students with new important safety procedures. As we were unable to run a formal S1 transition in June, we are keen to invest time with our new first year with maximum support while minimising potential stress. The **S1 will return full time from Wednesday** with the support of some key S6 prefects.

On **Thursday**, along with S1, we will welcome **S2 and S3** students back on campus. They will be familiarised with new procedures while running through timetabled classes. It will be great to have **S4-6** pupils in on **Friday** with S1.

I appreciate that some senior pupils will want to change course choices following exam results. They can make these requests now on-line via this link: <https://docs.google.com/forms/d/e/1FAIpQLScFzSbeTh3hy2VGh3aJPf5Fu8mM-O9XsVNqSQ9vOkz1B1SsbA/viewform>. Mrs Short will call back to discuss or email to confirm.

Here is a summary of our return plans for term 1:

10-11 August	Staff in-service days
Wednesday 12 August	S1 Induction day (S1, S6 Head Prefects, House Captains, Senior Prefects only)
Thursday 13 August	S1, S2, S3
Friday 14 August	S1, S4, S5, S6
Monday 17 August	All pupils
12-23 October	Holiday
26 October	School re-opens

### **What should pupils expect?**

We hope to provide as full a service as possible. We have prioritised keeping our curriculum broad in the BGE while providing depth in the senior phase. This means that there will be some important changes following our risk assessments. We will run the school in a way that minimises potential risk. We ask that, in line with the government guidelines, pupils avoid physical contact with each other and maintain a 2m distance from staff.

As with our staff, we are keen to review and agree individual risk assessments for those medically vulnerable or BAME. If any your child falls into these categories, please contact the DHT for the House by email as soon as possible, who will arrange for the team to make an appropriate plan.

To reduce risk, young people and staff are encouraged to catch coughs and sneezes with a tissue or elbow and to avoid touching their faces. There are posters throughout the school emphasising this. We will keep doors and windows open to aid ventilation and reduce the need to touch (doors).

### **Transport**

Those entitled to transport should have received their bus pass and a letter from Stirling Council. Pupils will be asked to sanitise before boarding the bus. If you are dropping off your child, **please do not drive onto campus**. I would suggest using the coop car park as a drop-off.

### **Entry and Exit to school**

Pupils will enter the school on a staggered basis. They should stay seated on board the bus until asked to leave and enter the school. This is to avoid overcrowding and queuing outside the school. I anticipate the weather may not always be kind! There will be a Tannoy announcement at the end of each day asking pupils to leave by bus service. This will avoid large crowds at the entrance/exit of the school.

### **Hand hygiene/ equipment/ Classrooms**

Automatic hand sanitising units have been attached to the wall in every classroom and in key places in corridors. Pupils will be encouraged to use these on their way in and out of lessons and before eating/drinking. They will be encouraged to wipe down their desks and equipment before and after use. Classrooms have been set up in rows with single seating to maintain distance. Soft furnishings will be avoided and removed in some areas.

### **Movement around the school/ Break & Lunches**

There will be movement throughout the school. We will run a strict keep left regime when moving from class to class. There will be no school bells. We believe that this will aid a natural movement and avoid bottlenecks. To avoid mass groups, we have amended our school day to allow us to stagger break and lunch. We will keep S1-3 separate from S4-6. This will help the smooth running of our catering services while keeping numbers safer and more manageable. S2-6 pupils are permitted to go off campus at lunchtime. However, they must follow the standard guidelines of wearing

a mask and social distancing in local shops and ensure that they are back on time for lessons to start.

### School day timings

Mon/Wed/Thurs/Fri			
Class	Start	Finish	Length (mins)
Period 1	9.00	9.50	50
Period 2	9.50	10.40	50
Form S5-6 (Interval S1-3)	10.40	11.00	20
Form S1-3 (Interval S4-6)	11.00	11.20	20
Period 3	11.20	12.10	50
Period 4	12.10	1.00	50
Period 5a (lunch S1-3)	1.00	1.50	50
Period 5b (lunch S4-6)	1.50	2.40	50
Period 6	2.40	3.30	50

Tuesday			
Class	Start	Finish	Length (mins)
Period 1	8.50	9.35	45
Period 2	9.35	10.20	45
Form S5/6 (interval S1-3)	10.20	10.40	20
Form S1/3 (interval S4-6)	10.40	11.00	20
Period 3	11.00	11.45	45
Period 4	11.45	12.30	45
Period 5	12.30	1.15	45
Period 6a (lunch S1-3)	1.15	2.00	45
Period 6b (lunch S4-6)	2.00	2.45	45
Period 7	2.45	3.30	45

### **Uniform**

As our school uniform, including blazer, is machine washable, pupils should wear full school uniform as normal. Our uniform can be bought online at <https://www.border-embroideries.co.uk/store-glasgow> School ties are available from the reception and cost £7. We ask that you pay by cheque or have the correct money if using cash.

The Parent Council offer a recycling uniform service. This is available at school on Friday morning. Details are available on their Facebook page.

### **Lockers/Bags**

To avoid unnecessary touch, lockers will not be available to our young people. They should carry their own bag with them at all times. **We will reinforce to pupils that their bags should NOT be left in the atrium, corridors or classrooms.** Please reinforce this with your child.

### **Suspected COVID symptoms**

If a young person presents at school with symptoms, they will be sent home immediately. We will contact you to come and collect your child in this case. We appreciate your swift support.

Please do not hesitate to get in touch if you have questions or need support. As with all of our practice, we will review and amend where necessary. As the term formally begins, I will be in regular contact.

Yours faithfully,



Elaine Bannatyne