

Dunblane Primary School  
Doune Road  
Dunblane  
FK15 9AU

01786 822351



5<sup>th</sup> August 2020

Dear Parent/Carer,

**Return of Young Learners to Dunblane Primary School.**

**PLEASE NOTE THAT FOR NURSERY CHILDREN SEPARATE ARRANGEMENTS REGARDING DAYS AND ATTENDANCE ARE APPLICABLE AND YOU SHOULD BE AWARE OF THESE ALREADY. IF YOU DO NOT HAVE THIS INFORMATION PLEASE CONTACT SCHOOL ON MONDAY 10<sup>TH</sup> AUGUST AND ASK TO SPEAK TO VICKY PORTER OR SHIRLEY GALLIVAN**

**THIS INFORMATION, ALTHOUGH LENGTHY, IS HIGHLY IMPORTANT. PLEASE READ AND KEEP THIS COMMUNICATION FOR REFERENCE.**

Firstly, I hope you have all as families managed to find time to relax, unwind and enjoy the ever-increasing freedom that we have been experiencing over the Summer period. It has gladdened all our hearts to see the progress we are making in the fight against Covid 19 and of course the anticipation of the return to schools next week is very much at the fore front of all our thinking. We are all excited at the prospect of seeing all our young learners again and welcoming new families into school too. This is indeed the "one day closer" we kept speaking of before Summer.

It is, however, a fragile situation we face as a nation with us all being asked to be careful and responsible to ensure we continue to make good progress. It is with that in mind that we as a learning community have been meeting to discuss our approaches to returning our school communities safely and with the required health and safety measures firmly in place. All the primary schools in Dunblane have been planning and discussing together and what is clear is that we all need our own individual approach because of size of school or logistical implications of how our schools are laid out internally.

It is with the communication of this return to school plan that I now write and wish to share with you. At this point I would wish to make clear that these plans which I am laying out to you today will be constantly reviewed in line with local and national advice in response to the pandemic. This may of course mean returning to a more "normal" approach to start and finish times or social breaks for example, but likewise it could mean the opposite. However, what is laid out to you today is our starter position and one which we very much hope can be reviewed over the weeks and months to come.

**I apologise in advance for the volume of information but as always, we do feel that it is important that you have as much information as possible in a transparent fashion.**

**The main changes as a school community that you will find in this information are the following:**

- Phased transition for children back into school beginning 12<sup>th</sup> August
- Staggered start of the school day times.
- End of day times staggered.
- Staggered breaks and lunch time periods.
- Entrance and exit points for each class which is based upon a one-way system within school and the proximity to stairwells leading directly to classrooms. This has been necessary as we have very limited spacing in corridors and stairwells.
- The changes to the traditional placements of class groups in classes within school because of capacity in rooms.
- Changes to what children at this point can bring to school and indeed use within the classroom.
- How children will be looking after their belongings in classes.
- Lunchtime arrangements and rules applying to packed lunches brought from home.
- Enhanced hygiene/cleaning/ventilation procedures across the school.
- Classroom practice in terms of seating and teacher interactions.
- Capacity of parents to wait and support in playgrounds.
- Symptomatic children/adults.
- Curriculum changes.
- Travel to school.
- Breakfast Club.
- What to wear?
- Wet weather arrangements/inside lunches

**Phased transition for children back into school beginning 12<sup>th</sup> August**

Previous to the holidays we shared with you what our contingency plan looked like should we have been in a position where we needed to deliver blended learning. Within that plan we spoke of groups 1 and 2 and you all had communicated to you which group your child was in through See Saw. These groups will be important in the first two days of the transitional return to school for Dunblane Primary children. Please review your child's See Saw messages direct to you to remind yourself of their group.

WEEK BEGINNING 10 <sup>th</sup> August 2020	Monday 10th	Tuesday 11th	Wednesday 12th	Thursday 13th	Friday 14th
10 <sup>th</sup> Aug	INSET DAY NO PUPILS	INSET DAY NO PUPILS	GROUP 1 CHILDREN ATTEND SCHOOL	GROUP 2 CHILDREN ATTEND SCHOOL	ALL CHILDREN IN SCHOOL

### Staggered Start/ End Of The School Day Times.

For children transitioning into P1 they should start school on the assigned day for their group. Start times for those children will be between 9.00am and 9.45am to allow parents to bring children to the gates of the P1 area in a relaxed and supportive manner. This will be for the 12<sup>th</sup> and the 13<sup>th</sup> only. On Friday 14<sup>th</sup> they will be included in the start times laid out following this in the table.

Parents however will need to adhere to the guidance discussed later in this letter regarding physical distancing and congregating at school. We all understand this is an emotional time for children and parents and we will support you as best we can in bringing the children into school happily. However, we do need to adhere to the guidance we have been given and I know you will all understand and respect that also.

**All other children** across the school will be starting at the following times in order to minimise large gatherings of children within playground areas as well as within corridors and stairwells. It is also designed to support families drop off children **as close to the time when their child starts school** but minimise interactions and maximise separation between adult to adult and adults to children.

**PLEASE NOTE A MAP DETAILING THE ENTRANCES IS ALSO ATTACHED TO THIS EMAIL.**

CLASS	START TIME	ENTRY/EXIT DOOR (Please see map attached with doors numbered)	FINISH TIMES
P1G and P1S	12 <sup>th</sup> and 13 <sup>th</sup> between 9.00am and 9.45am 14 <sup>th</sup> onwards 9.10am start.	Door 3 Infant playground door outside P1 classes.	3.15pm
P2H	12 <sup>th</sup> onwards 9.10am	Door 4 Infant playground outside P2 classes.	3.15pm
P2PH	12 <sup>th</sup> onwards 9.10am	Door 5 Side door with ramp at the back of the gym hall.	3.15pm

<b>P3/4F and P3M</b>	<b>12<sup>th</sup> onwards 9.00am</b>	<b>Door 5 as above.</b>	<b>3.05pm</b>
<b>P4N and P5J</b>	<b>12<sup>th</sup> onwards 9.00am</b>	<b>Door 6 Infant playground outside P1 classes.</b>	<b>3.05pm</b>
<b>P4A</b>	<b>12<sup>th</sup> onwards 9.10am</b>	<b>Door 1 Outside side entrance in traditionally P5 playground near staffroom.</b>	<b>3.15pm</b>
<b>P5/6G</b>	<b>12<sup>th</sup> onwards 9.00am</b>	<b>Door 1 as above.</b>	<b>3.05pm</b>
<b>P5 HG</b>	<b>12<sup>th</sup> onwards 9.00am</b>	<b>Door 2 outside main entrance to school traditionally the P6 &amp; 7 entrance.</b>	<b>3.05pm</b>
<b>P6/7G (please note this is a change to the initial information given) and P7A</b>	<b>12<sup>th</sup> onwards 9.10am</b>	<b>As above.</b>	<b>3.15pm</b>
<b>P6W and P7T</b>	<b>12<sup>th</sup> onwards 9.10am</b>	<b>Door 5 Side door with ramp at the back of the gym hall.</b>	<b>3.15pm</b>

As a reminder, in the guidance we must follow, it discusses ensuring all children enter school and move directly to their classroom. These entry and exit points are designed to allow children to access their classroom quickly and through the shortest route possible without crossing over with other children and adults in very limited corridor areas via a one way system.

We respectfully ask that you do not bring your child to school earlier than is necessary to avoid gatherings at school and we also would respectfully ask that you leave straight away after you have dropped them off. Although there will be reminders about physical distancing in the playground areas, we would ask that as adults you abide to the 2m rules any time you are within the school environment even although it is outside. This is for your own safety and the safety of others.

### **Staggered breaks and lunch time periods.**

It would be the hope that the weather would be really kind to us and upon return to school children will be able to make good use of the plethora of outdoor space we have at Dunblane Primary. This will be monitored and assisted by school support staff, and we will be monitoring the groups and dividing playground areas up to allow groups to be kept together/separated from others as per guidance.

<b>CLASS</b>	<b>LUNCH TIME</b>	<b>BREAK TIME</b>	<b>ENTRY/EXIT DOOR (Please see map attached with doors numbered)</b>
<b>P1G and P1S</b>	Eating in class 12.15pm till 12.45pm.  Outside to play between 12.45pm and 1.15pm. P1 Playground.	10.40am till 10.55am P1/2 playground.	Door 3 Infant playground door outside P1 classes.
<b>P2H</b>	Eating in class 12.45pm till 1.15pm.  Outside to play between 12.15pm and 12.45pm.	10.20am till 10.35am P1/2 playground.	Door 4 Infant playground outside P2 classes.
<b>P2PH</b>	Eating in class 12.45pm till 1.15pm.  Outside to play between 12.15pm and 12.45pm.	10.20am till 10.35am P1/2 playground.	Door 5 Side door with ramp at the back of the gym hall. Escorted by a support member of staff to the playground round the back of the gym hall.
<b>P3/4F and P3M</b>	Eating in class 12.45pm till 1.15pm.  Outside to play between 12.15pm and 12.45pm.	10.20am till 10.35am P3 playground area.	Door 5 as above.
<b>P4N and P5J</b>			

(please note this is a change to initial info given.)	Eating in class between 12.15pm and 12.45pm. Outside to play between 12.45pm and 1.15pm.	10.40 till 10.55 in P4 and P5 playground area respectively. Escorted by a member of support staff through P1 playground to area at back of school.	Door 6 Infant playground outside P1 classes
P4A	Eating in class between 12.15pm and 12.45pm. Outside to play between 12.45pm and 1.15pm	10.40 till 10.55 in P4 playground area.	Door 1 Outside side entrance in traditionally P5 playground near staffroom.
P5/6G (please note this is a change to initial info given.)	Eating in class between 12.15pm and 12.45pm. Outside to play between 12.45pm and 1.15pm	10.40 till 10.55 in P5/6 playground areas.	Door 1 as above. P5 will go to their outdoor area and P6 will walk round to their area outside main entrance.
P5 HG (please note this is a change to initial info given.)	Eating in class between 12.15pm and 12.45pm. Outside to play between 12.45pm and 1.15pm	10.40 till 10.55 in P5 playground area.	Door 2 outside main entrance to school traditionally the P6 & 7 entrance. They will walk round to P5 area of playground.
P6/7G (please note this is a change to the initial information given) and P7A	Eating in class between 12.15pm and 12.45pm. Outside to play between 12.45pm and 1.15pm	10.40 till 10.55 in P6/7 playground area.	As above.
P6W and P7T	Eating in class between 12.15pm and 12.45pm. Outside to play between 12.45pm and 1.15pm	10.40 till 10.55 in P6/7 playground area.	Door 5 Side door with ramp at the back of the gym hall. Children will be escorted by a member of support staff to their playground area.

X Please note these arrangements are subject to review following monitoring processes and practicalities.

### **Changes to what children at this point can bring to school and use within the classroom.**

Within guidance we have been advised to minimise what can be brought between school and home.

This refers at present to materials as well as, particularly relating to younger children, toys/items from home. Therefore, we would ask that you discourage your children from bringing anything from home which could act as a toy and have the potential to be shared with other children.

As a school we have provided all children from P1-P7 with their own plastic wallet full of materials for use. In this are items such as: pencils, rubber, ruler, counting items, jotters, scissors etc. Within the initial period this will stay in school and not go home to allow children to always have access to their own materials and not have the need to share with anyone else.

Homework initially will be shared with the children digitally for those that can access that method and in learning packs for those that cannot. Reading books will be able to go home but this will be rolled out over the initial period back in school following work on bringing the children together as a group and supporting the class unit to gel. We will be focussing initially on ensuring wellbeing and the understanding of new procedures as a priority. It will be necessary for any materials such as reading books when they are returned to school to be quarantined for 72 hours prior to being used again. Please understand there may well be some interruptions to this homework task whilst our processes are refined. However, we will strive to make the activity as normal as is possible.

With this in mind, we would suggest that initially children do not need to bring school bags as what they need will be in school. This we would imagine is something that will be reviewed regularly and will change within the coming weeks as we begin to send reading books home again.

We will still be allowing children to bring water bottles with them, but these must be kept with all their other personal belongings under their desk also. It must be filled in the morning prior to coming to school and taken home every night also for cleaning.

### **How children will be looking after their belongings in classes.**

In line with following guidance and with the need for us to minimise contacts between classes in communal areas we will be asking all children to enter school and go straight to their classes. Their jackets will be stored on the backs of their chairs and they will be responsible for them. Children's packed lunch boxes will be stored under their desk to avoid their own box being mixed with others thus minimising cross contamination. This will also apply to school bags once we begin to introduce them back into the school day. Please remember these procedures will be reviewed regularly in line with current guidance.

## **Lunchtime arrangements and rules applying to packed lunches brought from home.**

As per the table shared with you earlier, you will see that children across the school will have staggered lunch breaks. We have attempted to ensure we have stages across school sharing the same outdoor and indoor time for lunch so that they can socialise outdoors with all other children in their year group. We understand that this is particularly important for all children and even more so for those who are in composite classes.

Initially on the return to school packed lunches will be the offer for all children and there will be no lunches served within the dinner hall. As always these will be free for those who qualify as well as all children in P1-3. Please make sure if you feel your circumstances may well have changed in the last few months and you may be entitled to free school meals that you enquire regarding that. <https://www.stirling.gov.uk/learning-education/schools/school-meals-uniforms/footwear-clothing-grant-school-meals/>

The cost of a school packed lunch is £2.20 and there will be an enhanced offering initially which details of are also attached to this communication.

**The lunch menu for the first 3 weeks of term is attached.** This will be reviewed, and updates provided when available.

Sandwich fillings and pudding options need to be pre-ordered on the day. For the first three days back there is a provision of packed lunches which will differ between schools. As a school we will be advised accordingly next week of what those choices are.

Packed lunch Bags ordered from the school will be delivered to each class by a member of the catering team and our facilities management staff will remove any lunch rubbish once the children have eaten.

Of course, many families may well choose to send their children with their own packed lunch, and this is also perfectly acceptable. However, in this instance, children must take all their lunch remnants home with them in their packed lunch box. We would also ask that you discuss with your child the importance of not swapping items from their packed lunch box with other children as this is an opportunity for the virus to potentially spread.

## **Enhanced hygiene/cleaning/ventilation procedures across the school.**

Children will be required to wash hands/sanitise on entry and exit to the building and classroom as well as before and after lunch and going to the toilet. Over and above that there will be enhanced cleaning throughout the day in the building and risk assessments in place which the facilities management team will be following and adhering to.

Sanitising stations have been fitted across school and they will be at every exit/entry point as well as each classroom. Obviously, the new hygiene measures will be one of

the procedures which children will be supported with over the transition phase back into school. It will therefore not be necessary for children to bring their own hand gel with them to school as this will be provided for them and will meet all requirements necessary for use in schools.

As per guidance where possible, windows will be open in classrooms and across school areas to allow the free flow of air and ventilation in all areas. This of course will at times affect the temperature in classrooms and staff and children will be made aware of this to allow them to dress suitably in order to facilitate this safety measure in the initial period of time upon return to school until guidance potentially changes. It is hoped that the weather will be kind to us, and service users will not be adversely affected. As many of you know it is at times very warm in school so this will be a welcome measure, I am sure.

In each classroom there will be a separate rubbish bin for children to put tissues into. We are asking all children to use tissues if they are sneezing/needing to blow their nose which will then be placed within these bins. If a tissue is not available, we will be asking them to sneeze into their elbow area.

### **Classroom practice in terms of seating and teacher interactions.**

Children in primary schools within the current guidance are not required to physically distance from each other in their groupings. Adults however are always required to keep to the 2m physical distancing guidance between other adults and children. This is required of all adults who will be present in school.

It is also recognised that for the younger children in particular in our school, as well as those children who will have individualised assistance needs, it will not always be practical for the adults to adhere to the 2m physical distancing rules. In this scenario the wearing of masks is advised if interacting face to face with young learners for over 15 minutes. If assisting with the personal care needs of children or medical needs, then a range of PPE is advised also and will be available to staff.

No children are required to wear masks unless for personal health reasons when attending school. However, it should be noted that should any child or member of staff wish to wear a mask they are of course permitted to do so.

In terms of within classrooms the guidance requires us to encourage children to maintain distance where possible, avoid situations where children are required to sit or stand in direct physical contact with others, discourage social physical contact (hugs and handshakes for example) and seat children side by side rather than directly facing each other. With this thinking we will set up classrooms initially with children facing forward towards the teacher and facilitate group work differently during their time in school and for shorter periods. In our early years classes this will not necessarily be the case as per guidance related to them. This is obviously a change for children but will not impact on the quality of learning they will experience. However again, as with all measures, this will continually be reviewed alongside new guidance issued to us.

## **Capacity of parents to wait and support in playgrounds.**

We do as a school recognise and understand completely that your child's re-entry to school following this closure period or indeed your child's first day at school will indeed be a day of mixed emotions and you may well feel you would want to accompany your child into the school building and support them.

However, following guidance we must advise you that this will not be possible at this time. Measures we are required to put into place mean that we need to always minimise interactions and maximise physical distancing.

As mentioned before we would ask that you bring your child to school as close to their start time as is possible and then leave them within their playground/entry exit point to allow them to socialise with their friends in the line and then enter school when it is time to do so. If you genuinely feel you cannot leave your child, then please arrive no earlier than their start time where they can simply enter with their class immediately. As a school we are and will continue to be very understanding of people's thoughts and emotions, but we must ensure we keep to the health and safety guidelines for all involved.

Within each of the playground areas you will see chevrons which signify where parents can go no further into the wider playground. Please consider carefully where you enter the school grounds and enter through the route which is closest to where your child's entry point is. There will be areas of the school which will not be available for parents and children to traverse through to minimise contacts and manage interactions safely. This is very important to consider prior to Wednesday as you will not be allowed past the chevrons.

The playgrounds themselves will also be marked out with where children should line up and where their play area is. We have been required to separate stages within playgrounds and this will be clearly marked for children also.

The addition of the flexible start time for our new P1 families over the first two days will hopefully allow all involved to gain confidence and become comfortable with the arrangements. Staff will be on hand to support these families throughout that extended time.

There also will be individual arrangements for some families to meet individual children's needs and this will be discussed with those families. We absolutely want to work positively with you all to ensure children are back in school happy and confident, but we do have protocols and procedures at this time which must be in place. Do not hesitate however to get in touch with school if you wish to discuss concerns regarding what we have laid out above. On Monday 10<sup>th</sup> and Tuesday 11<sup>th</sup> the senior management team can be contacted via the school number.

To begin with we will be supporting heavily within the start and end of the school day and of course these guidelines may change over the coming weeks. It should be mentioned that we are entrusting you as adults to physically distance yourselves from others in the areas where you can stand. As we hope to minimise the waiting times with your children, we are hoping that this will be easily managed by the parent body.

We envisage the only instance where adults will be potentially waiting for longer than 5 minutes being those families who have children across separate stages and the children have differing start times. All other families are being asked to drop and leave their children as quickly as possible to allow us to safely manage the next group of children being brought into school.

We do not intend to ring bells for the start/end of the day in the initial return to school given that we have staggered start and finish times, therefore it will be very important for you to keep to the timings and the procedure independently.

We do thank you for your understanding in this matter and of course your support.

### **Symptomatic children/adults.**

No child or adult should attend the school environment if they are displaying any symptoms of Covid 19. There will be a zero tolerance of symptoms across the school community. As a reminder the symptoms are:

- A high temperature
- A new continuous cough
- Loss or change in smell and taste

Within school we have a procedure laid out in our risk assessment should a child or adult begin to show symptoms, and this will be available should you wish to know more detail. However, in short, anyone showing symptoms will be required to be isolated within school, they will be sent home as soon as is possible and then advised to access testing. The link to the NHS Test and Protect service will support your understanding of the procedure and give you contact details.

<https://www.nhsinform.scot/campaigns/test-and-protect#:~:text=Test%20and%20Protect%20%7C%20NHS%20inform%20Test%20and,of%20coronavirus%20%28COVID-19%29%20in%20the%20community%20in%20Scotland>

### **Curriculum**

We as a school are committed to ensuring we give children the very best start possible upon their return after closure. Initially we will be focusing on health and wellbeing, numeracy and literacy as advised by the Scottish Government. This of course does not mean we will not be delivering other areas of the curriculum, but we will be prioritising these areas initially.

We will also be accessing outdoor learning on a more frequent basis than before. We as a school will have the benefit of the development work our staff have been doing in this area for the last two years and therefore it will seem perfectly natural to our children to be doing their learning outside. Please make sure, that children are dressed for the weather on an ongoing basis.

Staff have been working over the holiday period planning and creating a pathway of learning for your children which we hope will ensure they feel safe and secure in school as well as motivated to learn and engage in all that is on offer. It will also be a

priority for us to look carefully at where children are in their learning and pick up their next steps from there.

We will continue to develop the use of our conferencing grids as a good way of sharing children's learning with you and See Saw will continue to be a tool where children can record their learning and share with you also.

### **Travel to school.**

Families across Scotland are being requested to consider carefully how they are bringing their children to school and the advice is that you should encourage your children to walk, scoot or ride their bike to school. We have as a school plenty capacity for storage of these items but if that is your plan please ensure children can lock them safely up when entering school. They will not be permitted to use them throughout the school day.

At this time, we will not be allowing entry to the school for vehicles dropping children and we would ask that you park slightly further away from school and walk the last distance with your children. Only taxis transporting children, staff members and those users who have a blue badge for disabled use will be permitted to enter the school campus via vehicle. This will allow us to make full use of the grounds at any time of the school day but with particular reference to physical distancing between adults at busy periods. The janitor will be administering this no entry procedure, and we would respectfully ask that you do adhere to this request for everyone's safety. Please also consider the road traffic regulations around the school on Old Doune Road when you are considering where to park.

### **Breakfast Club.**

At this time Breakfast Club will not be in place.

### **What to wear?**

Prior to the Summer in our communications we intimated that children should attend school wearing their school sweatshirt and polo shirt but that on the bottom half they were advised to wear comfortable, clean and easily washable trousers, shorts or tracksuit bottoms for example.

We are still asking this as there will initially be more time outside and we want children to be comfortable when this learning is taking place.

Some parents have been enquiring regarding school shoes and there is no guidance at present that asks for us to have outdoor and indoor shoes, therefore we will leave the choice of footwear to you as families. We would respectfully ask however, that you would consider when choosing their shoes that we are still keen to have a uniform standard for the children and avoid bright coloured trainers and look to the more subdued, darker shoe type trainers if indeed this is the choice in your household.

We will at some point in the school year be returning to full school uniform, but we will give you plenty of warning regarding this.

Initially PE lessons will not be happening inside school and will be delivered outdoors and thus the children wearing comfortable clothes to school will also assist in the delivery of these lessons. Therefore, initially again, children will not be required to bring along their gym kits. However, when PE lessons can be resumed in school following Government guidelines being released, we will let you know so the children can bring their kits with them.

### **Wet weather arrangements/inside lunches**

Previous to the Summer holidays we asked for some assistance in terms of providing for your child a small plastic wallet with items which would be of interest to them particularly, and which would mean they had something to keep them busy during a potential wet break time or indeed in the period of time when they will finish their packed lunch in class and we are waiting to take them outside to play. This could be anything which would fit in the plastic wallet (which should have their name on it) and can be kept beside their other personal belongings under their desk. In doing this we are managing the risk in terms of children playing with toys which others are touching and potentially spreading the virus. This also means of course; they will not be able to share whatever is in there it will simply be for them. In doing this, children will have something to keep them busy within the new structure for lunches which we know is safe and will also mean they are amused during wet break times, which of course we hope initially we do not have lots of.

### **October Holidays**

This term will begin on 10<sup>th</sup> August 2020 which is a week earlier than the scheduled time for Stirling Schools to return. In negotiation with professional bodies and Stirling Council there has been an additional week added to the October holidays to compensate for the earlier return date.

This means that school will break up for the Autumn holidays on Friday 9<sup>th</sup> October and return on Monday 26<sup>th</sup> October.

I appreciate this is a lot of information for parents to digest in one go, and there are many changes to practice within. However, all these measures outlined above will only be in place if it is deemed necessary within the public health advice we are issued with.

We as a school genuinely cannot wait to welcome our children back and to hear their laughter and joy across the school again both inside and outside.

There will be a need more than ever before for us all to work together as a team to ensure we get this right for our young people and it is our absolute desire to do so. We would like to once again thank our families for the support, hard work and time they have invested in their children this year. I would also like to personally thank the school team for their never ending support of your children during closure, for the support they have shown the management team of the school ensuring that we have the best start possible, the time they have given to ensure children of key workers were cared for and safe during the time between March and the end of the Summer holidays and for preparing so well to open our school again next week.

I look forward to a wonderful year ahead with optimism and confidence in our school community. We are Dunblane Primary, and we are finally almost at the day when we can be together again properly.

One day closer indeed! Till we meet again!

Yours Kindly,

Lorraine Slabbert