



Bellsquarry Primary School

“Learn, Believe and you will Succeed”

Article 28: Children have the right to learn and to go to school

Our website: <https://bellsquarryprimary.westlothian.org.uk/>

Our blog: <https://blogs.glowscotland.org.uk/wl/bellsquarrypsblog/>



 @bellsquarryPS

Welcome Back to Bellsquarry Primary School

Dear Parents/Carers,

We are delighted to welcome our children and families back to our Bellsquarry School Community.



Following on from the Scottish Government announcements you should have received information from West Lothian Council either via groupcall or WLC social media detailing information about the dates for the reopening of schools and Early Learning and Childcare establishments.

Please click here to read council info and view a short clip created by West Lothian Council regarding schools reopening.

<https://www.westlothian.gov.uk/back-to-school>

The plan issued by West Lothian Council is as follows:

Tuesday 11th August is an In Service Day for school staff – no pupils in school

Wednesday 12th August –

- P1 (AM only – pick up at 12:00) - Information will follow up drop off and pick up separately for P1 parents.
- P2, P3 & P4 full day (8:50–3:15)
- P5, P6 and P7 will not attend school on this day and should log onto their class teams page to access online learning from home. Teachers will ensure the pages are updated with new stage name during the in-service day.

Thursday 13th August –

- P5, P6 & P7 full day (8:50–3:15)
- P2, P3 and P4 will be learning from home on this day and will have been provided with work to bring home with them on Wednesday 12th August.

Friday 14th August

All pupils P1-7 will return to their usual school hours.

Mon – Thurs 8:50 – 3:15

Fri 8:50 – 12:25

We look forward to seeing you then. Please see the rest of the document for more information about some changes to procedures.

Commitment Achievement Respect Equity Support

Back to School— Drop off Arrangements

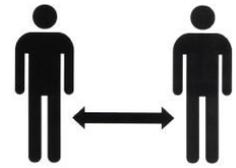
We ask that parents do not congregate at the school gates as parents must adhere to the 2m social distancing rule.

In order to reduce the amount of parents and children arriving together at drop off time, we ask that children arrive at the following times:

Surnames: A – G arrive between 8:35 – 8:40

Surnames: H – O arrive at 8:40 – 8:45

Surnames: P – Z arrive at 8:45 – 8:50



**Please
maintain a
safe distance
at all times**

New P1 pupils will be given an allocated arrival time slot for his/her first day in a separate communication either via email/text.

Children will head straight into the school building via their allocated door and into their classrooms where they will be supervised by staff before school begins at 8:50.

Entrance A—P6 & P7

Entrance B—P4 & P5

Main Entrance—P1, P2 & P3

Entrances will be clearly marked.

Breakfast club will be operational and will begin at 8:00am on Wednesday 12th August for those families who would like to use this.



Collection Arrangements

At the end of the school day, children will be brought out to the playground for dismissal a class group at a time by members of school staff. We ask that parents socially distance and do not congregate at the school gates.

If you have an older child it may be that you arrange a drop off/pick up point away from the school gates. For younger children or those who need additional supervision for safety reasons, we ask that you stand well back (e.g. on the other side of the road or at the path opposite the La Campana restaurant) until your child's class appears and is dismissed, leaving enough room for other families and children to pass at a safe distance.

As we have 2 gates, we will dismiss P1 – 3 from the gate closest to the big tree and P4 – 7 from the gate closest to the Bellsquarry Primary School sign.

P4-7 Gate



We will monitor these arrangements and may need to make changes to these if required or as the current situation changes.

P1-3 Gate



Breakfast Club—

We will be operating our breakfast club from Wednesday 12th August. We ask that parents drop their children off for breakfast club at the school entrance no earlier than 8:00am where there will be a member of staff waiting to sign children in. **Parents will not be allowed to enter the school building and should maintain a distance of 2m from other families.** We would ask that parents stop a safe distance away and allow their child to walk the final steps independently where it is safe to do so. Children will be seated with pupils from their own class or with their siblings where this is not possible.



Back to School—Check in

We know that many will be excited to return and some a little apprehensive. Health and Wellbeing is of primary importance to us and we want to help our children to settle back into school life. We know that some things may have changed since we last saw you and your children. We highly value the relationships we build with families and having parents and carers actively involved in their child's learning journey is extremely important to us.

We appreciate that at the moment we can't see you all face to face but we would like to give all of our families the chance to share anything you wish the staff in the school to know prior to your child's return. If you would like to share any information with your child's class teacher, please click on your child's new stage below to complete his/her form.

[Primary 1 – Mrs Gilmour/Mrs Smith](#)

[Primary 2 – Mrs Roy/Mrs Gregory](#)

[Primary 3 – Miss Beestone](#)

[Primary 4 – Mrs McElhinney/Mrs Coyle](#)

[Primary 5 – Miss Dunbar](#)

[Primary 6 – Mrs Findlay](#)

[Primary 7 – Miss Easton](#)



Thank you for sharing this information with us and we look forward to helping your child settle back into Primary School life here at Bellsquarry.

Back to School— Medications & Health Care Plans



If your child requires any medication to be taken in school, you will be required to provide the medication in its original box with a prescribed label where applicable. You will also need to complete the appropriate medication form. Please remember that where inhalers or adrenaline pens are required, we require 2 of these in school.

We will set up stations outside on your child's first day where you will be able to complete any medication forms and hand in your child's medication. If your child has a health care plan we will also have this available for you to review.

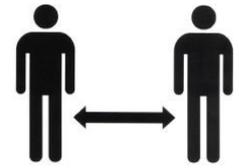
If you would prefer to print and complete the relevant forms at home, please send an email to wlbellsquarry-ps@westlothian.org.uk stating your child's name, class, type of medication and whether this is short or long term.

We appreciate your cooperation with this.

Additional Safety Measures

Is social distancing in place?

Children are no longer required to socially distance from one another at this time. However, wherever possible we will keep children in their class groups and limit the time they spend with other groups. Breaks and lunch times will be staggered to minimise numbers in the hall and playground at any one time.



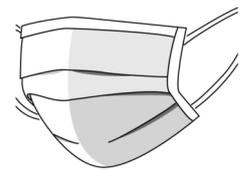
Please maintain a safe distance at all times

Staff will still need to physically distance from one another and from pupils. Where this is not possible e.g. administering first aid where prolonged close contact is required, PPE will be used.

Parents are required to socially distance from one another and from staff. **No parents will be permitted to enter the school grounds with the exception of dropping children off at Breakfast Club. Parents/Carers will not be able to come into the school building without a prior appointment. As adults must still socially distance, we ask that all communication is done via email or telephone. Parents will be unable to visit the school office unless a prior appointment has been made.**

Does my child need to wear a mask?

No. The Scottish Government guidance states that face coverings are not a requirement for pupils or staff. However, if your child wishes to wear a mask, they can do so. Staff may also wear a face covering if they are unable to socially distance from a pupil. E.g. first aid.

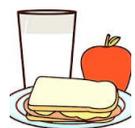


Can my child bring in items from home?

We ask that these items are limited to essential items only. E.g. changes of clothes, packed lunch box, water bottle & school work. At this point in time, children will not need to bring in any items of their own stationery as these will be provided for them. Children can also bring in a mid morning snack. This will be eaten in class rather than in the playground.

How will lunches work?

We still ask that you use iPay impact to order and pay for lunches. Your child can order a lunch with you at home using this method or they can make their choice in school as we have done previously. Your child can still bring a packed lunch from home. Children will be seated with the other pupils from their class. Lunch times will be staggered in 3 sessions. There will be a one way system in place at lunch time to minimise crossover of groups.



- P1, P2 & P3
- P4 & P5
- P6 & P7

Unfortunately at this point in time we will have to pause the physical duties of the P7 buddies. However, we will come up with some creative ways for P7 buddies to help their P1 buddies settle into school.

Handwashing



In line with current government guidance, children will be asked to use hand sanitiser and or wash their hands when entering and exiting the school building and at other intervals throughout the day. If your child is sensitive to hand sanitisers, you can send your child in with their own labelled hand gel. We ask that all children wash their hands before they leave home and when they return home after school to add a further element of protection.

Coronavirus Symptoms

We ask all parents to be vigilant. If your child develops any of the symptoms which are currently:

- ◇ A fever
- ◇ A continuous cough
- ◇ Loss of smell/taste

Please do not send your child to school. Follow NHS inform guidelines regarding test & protect and self-isolation periods (where applicable) for your child and other household members.

What will happen if your child develops symptoms at school

If a child develops symptoms during the school day, they will be taken to a dedicated room in the school where a member of staff will keep them reassured. Parents/emergency contacts will then be contacted to collect his/her child.

You should then follow NHS guidelines regarding test & protect and self-isolation procedures. We will provide you with a leaflet about this when you or another guardian comes to collect your child if this situation occurs.

We understand that the symptoms may not be COVID19 related but we appreciate your understanding and patience with this as we must follow this process to reduce the spread of the virus in line with government guidelines.



Outdoor Learning & Outdoor PE Kits

In my recent communication I shared with you that we will be using the outdoor spaces wherever possible. All PE will be undertaken outdoors at this time.

On Tuesday you will receive a groupcall text which will detail your child's PE days once I have met with the teaching staff. On these days we ask that you send your child into school **wearing** their PE kit rather than uniform to remove the need for changing. E.g. t-shirt, hoodie/tracksuit top, tracksuit bottoms or joggers and trainers. We do not recommend sending your child in their best clothes as these will get muddy. On other days we would ask that pupils come to school wearing their school uniform. A change of clothes, particularly joggers/trousers, socks/tights sent in a plastic bag/gym bag is recommended as outdoor learning can be very muddy/wet.

Indoor Shoes & Wellies

You may wish to send in a pair of indoor shoes for your child. Initially, we won't ask your children to change in and out of these routinely but children may change into them if their outdoor shoes end up particularly wet or muddy.

We would also ask that you send your children in with a pair of wellies or shoes/boots you don't mind your child getting dirty. They can either wear these to school or they can keep these in the plastic bag inside his/her schoolbag along with their change of clothes.



Thank You I hope that this guidance contains enough information and clarity around the arrangements and procedures we have put into place here in school. However, if there is anything you would like to discuss further, please get in touch via email wbellsquarry-ps@westlothian.org.uk or via telephone which will be operational again from Tuesday 11th August when school staff return from holiday. Thank you for your continued support. *Louise Delargy, Acting Head Teacher*