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| **West Lothian Council**  **Education Services** | **Pinewood School**  **Headteacher: Mrs Pam Greig**  **86 Elm Grove**  **Blackburn**  **West Lothian**  **EH47 7QX**  **Tel: 01506 656374**  **Fax: 01506 650716**  **E-mail Pinewood@wled.org.uk** |

Return to School

Information for Parents/Carers

Dear parents/carers,

I hope that you have had some time to relax over the summer break and are looking forward to the re-opening of school next week!

We have been busy planning for the reopening of school and are looking forward to welcoming all our children back. I appreciate this will be an anxious time for some and wish to reassure you that the health and safety of our pupils and staff remains our highest priority. We have detailed risk assessments in place with measures such as enhanced cleaning systems and safe hygiene practices.

We have provided some guidance to help you prepare for the start of our new term. All content is based on advice from Scottish Government and West Lothian Council and may be subject to change. Thank you for your understanding and patience throughout these very different times.

Best wishes

Pam

**Back to School Guidance**

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| School Grounds | Please note there will be restricted access to the school building.  Pupils will arrive by organised transport as usual. Staff will go into the car park to collect the children and bring them to class.  We ask that if you require to bring your child to school yourself that you let us know by phoning reception and we can arrange for a staff member to collect or bring your child to you at the door. |
| Contacting School | We ask that contact be made by email or telephone call in the first instance. This is to reduce the amount of visitors to the school in a day. If you require to speak to your child’s teacher then we will arrange for them to call you back. |
| Reception | Limited physical access to school by arrangement/ appointment only.  Physical distancing to be observed OUTSIDE school entrance by adults: 2m   * Visitors should arrive at time of appointment –no early entry to building * Immediately on entering the building, visitors must use the hand sanitiser provided * Visitors must sign in and observe all signage |
| Late Arrivals | If children are entering school late, we would ask that they enter via the front entrance so that reception staff can register them into school. Please phone the school first to let us know if you can.  Similarly if your child has a health appointment, please notify us of this in advance via email or telephone. We will arrange for your child to be brought to the front entrance at your chosen time where you will be able to collect them |
| Car Park | Please be aware the carpark will be a very busy place in the morning as pupils arrive in their taxi’s and buses, and staff are out to collect for class. Please be mindful of arriving outwith this time if you are collecting pupils for an appointment. |
| School Uniform | Children can return to school wearing school uniform. It can help children to feel that things are beginning to return to some form of normality. |
| PE Kit | Children will continue to access Physical Education. Children can attend school in sports gear on their allocated PE days to remove the need for changing facilities at this time. We will keep you informed in due course of any change to this. PE will take place outdoors where possible, weather permitting. |
| What to bring to school | Children should NOT bring unnecessary items into the school building. It would be helpful if children could bring their own bag to carry any items needed i.e. spare clothes/personal care items.  Pupils will be provided with their own pencils/materials if necessary. Pupils will be provided with a waterbottle/cup for their own use. Water fountains will NOT be in use. Children are allowed to bring a packed lunch box if required, which should also be taken home daily. |
| Class Groupings | Children will spend the day within their ‘class’ grouping. We will minimise the mixing of classes as much as possible. Within the playground the children will have a designated playground area in ‘stage/year’ groupings.  In the secondary, pupils will remain in their classroom with their class group and registration teachers. Subject specialists may visit the class to teach, but this movement of staff will be restricted initially.  Your class teacher will make contact with you before your child comes back to school. |
| Breaks | In both the primary and the secondary children will have the opportunity to have their morning snack/milk within the classroom before going outside for a 15min break.  All pupils will have time for leisure after lunch too. Outdoor areas will be organised for 2-3 classes at a time to support social distancing. |
| Breakfast Club | Prior to Lockdown some pupils were accessing Breakfast Club. This will continue to be catered for in school as part of the morning routine once your child has arrived in school. |
| Lunchtimes | Initially, pupils will have lunches in their classrooms. If and when we change this arrangement, we will let you know. The menu remains the same with the exception of no soup. Disposable boxes/cutlery will be used as an extra precaution (except when a pupil has their own special cutlery). The lunch menu can be viewed at: <https://www.westlothian.gov.uk/school-meals-menu>  Staff will use PPE when assisting pupils with their meals. |
| Toilets | Teachers will advise children which toilet they should use. Staff will support children to practise good hygiene when they go to the toilet. Staff may use PPE when carrying out personal care routines. |
| Curriculum | As part of our curriculum recovery plan, Health & Wellbeing is our key priority. On return to school, this will be at the forefront of Class Teacher’s planning using the wellbeing indicators; Safe, Healthy, Active, Nurtured, Achieving, Responsible, Respected and Included. We will continue to use our Emotion Talks programme to support children in understanding their emotions and identifying any additional support required.  Teaching staff will carry out baseline assessment to inform planning in Literacy, Numeracy and Across the curriculum. |
| Pupils/households with symptoms of COVID 19 | The symptoms of Covid-19are:  •High temperature or fever  •A new continuous cough  •A loss of, or change in sense of smell or taste  Parents/carers are advised not to send their child to school if anyone in their household displays symptoms. In such circumstances the advice is to follow national guidance on NHS Inform. |
| Pupils with underlying health conditions/healthcare needs | Parents are asked to make the school aware of pupils’ underlying health conditions if they have not done so already. Health Care Plans will be updated for those pupils who currently hold one. This will be to ensure that all paperwork is accurate to meet their needs and up dated as required. If your child has a new medical need, please contact the school office. Please note no medications can be administered in school without the relevant paperwork |
| Pupils displaying COVID-19 symptoms at school | We have an allocated room for anyone who may display symptoms. This will ensure they are comfortable until collected by a parent/carer. The room will then be cleaned in line with WLC procedures. |
| Useful web links | <http://westlothian.gov.uk/back-to-school>  <https://westlothian.gov.uk/education>  <https://westlothian.gov.uk/coronavirus-schools>  <https://www.nhsinform.scot> |

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| Week 1 | Blended Learning |
| Monday 10th August | HOLIDAY |
| Tuesday 11th August | In-service day staff only |
| Wednesday 12th August | P1 AM only 8.45-12.00pm  P2, P3, P4 return to school full day  S1, S2, S3 return to school full day |
| Thursday 13th August | P1 AM only 8.45-12.00pm  P5, P6, P7 return to school full day  S1, S4, S5, S6 return to school full day |
| Friday 14th August | All pupils in school 8.45-12.30pm |

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| Week 2 | Full Return |
| Monday 17th August | All children in school all week |