

Return to School Guidance for Families Burnbrae Primary



August 2020

Contents

What Procedures are in Place to Protect me and my Child?	3
What Should my Child Bring to School?	3
Changes to the School Day	3
Getting to and from School.....	4
Entry and Exit	4
Breaks and Lunches.....	5
How will we Communicate with Families Between Home and the Class?	5
Communication on Home Learning	Error! Bookmark not defined.
Hand Hygiene Routines.....	6
Toileting Routines	6
Cleaning Routines	6
What about Changing for PE?	6
Movement Around the School.....	6
What if I Need to Speak to a Member of School Staff?	6
What if my Child Becomes Unwell at School?	7

What Procedures are in Place to Protect me and my Child?

Every effort will be made to protect the health and wellbeing of all through promoting physical distancing between adults, good hygiene and infection control and minimising movement of staff and pupils throughout the school. All staff have read, signed and familiarised themselves with the full **COVID-19** risk assessment.

Key points and information about changes to normal routines and practices in Burnbrae Primary School are explained in detail below. Further information about the Early Years and Complex Needs provision will be sent separately. The children who attend the Complex Needs provision will all have a transition visit this week while the Nursery will work on a virtual transition and set up in the nursery building, ready to welcome children at the new Burnbrae Early site from Monday 17th August. Primary 1 children will attend from 9.30am - 12.00pm for this week only to facilitate a smooth transition, starting full time on Monday 17th August.

What Should my Child Bring to School?

Children should minimise what they bring to school. They may bring a school bag but they will be provided with a pencil pack for use in school clearly labelled with their name. Jotters for home learning will be provided.

Stationary packs will be made up for all pupils containing the following:

- writing pencil
- ruler
- rubber
- glue stick
- scissors
- colouring pencils, felt tip pens and/or crayons

These stationary packs must remain in school every day.

Desks will be labelled for the children and they will have their own individual tray to keep all belongings for the day.

All children (including P1-3) should bring their snack and lunch with them to school. BACs payments will continue for families in receipt of free school meal entitlement until the September weekend at present.

Changes to the School Day

Personalised Learning Time

All teachers will be in their class to greet children from 8:50am. Children will enter following the routines overleaf. Until all children have arrived at 9:05am there will be a time for children to engage in personalised learning. This could be reading time, class discussion time, time for individuals to ask questions about home learning or time for children to work on individual targets.

At the end of the day, Primary 1 children will leave by the classroom door at 3.05pm. Parents / carers should come to the door to collect their child standing socially distanced from other parents and should leave the school grounds when they have collected their child.

Primary 2 and 3 children will leave at 3.10pm from their classroom door.

To ensure more relaxed transitions for children there will be no bells rung during the school day.

Getting to and from School

We encourage children and staff to walk or cycle to school and instruct them to adhere to physical distancing at all times.

Children who use school transport must follow the guidance they have been issued from Midlothian Council.

We encourage parents/carers and children to utilise their own transport in preference to public transport where walking and cycling are not possible.

Entry and Exit

Entry times are flexible from 8.50-9.05. Children should be dropped off at the school gate and go straight to their classroom door. The gate will open at **8.40am** and staff will be available to support safe entry to school. Parents/ Carers should not come into the playground other than Primary 1 parents for the transition period this week and P1-3 safe collection at the end of the day and the times below.

For the first week only, **Primary 1 children will start at 9.30** to support their smooth transition to Primary 1. Parents will be able to accompany their child to the door of the classroom for this week.

Children leave school in the groups below:

Primary 1 12-14 August leave at 12.00 pm, thereafter 3.05 pm

Primary 2 and Primary 3 –leave at 3,10 pm

P4-7 Will leave from their classroom at 3.15 pm

Parents should arrange in advance where they are going to meet their child at the end of the school day.

Entry

Class doors will be open, and children will proceed to their class base to be greeted by their teacher. On entering the classroom, children **must wash their hands** at the sink in the class. Once they have washed and dried their hands, they will place their jacket over the back of their allocated chair and place their packed lunch on their own identified space.

Daily Attendance: Children arriving after 9:05am will be recorded as late.

Exit

Children in P1-3 will be handed over by their teacher to a known adult. Parents and carers are asked to socially distance and leave when they have collected their child.

Children in P4-7 will make their own way from their classroom to leave school. It is important for parents who meet their child to arrange in advance where. A member of SLT will be at the main gate to ensure they exit school safely. For parents and carers who are collecting their children we would

ask that you stay out of the school grounds to ensure that children. Children who travel by taxi will be supervised by a school assistant until their driver is present. Transport Guidance provided by Midlothian should be followed.

Children who have not been collected at their allotted time will be sent to the reception where a school assistant will inform a member of office staff to contact their parents or carers to collect them from the main entrance.

At both entry and exit times we kindly request that children arrive promptly to help us facilitate a safe entry and exit to school.

Breaks and Lunches

Morning break and lunchtimes will be staggered to allow class cohorts to have space in an identified section of the playground.

Children are asked to bring their own water bottle to school with them. This bottle will stay in their personal box and can be refilled throughout the day.

A school assistant or SLT will supervise the children for fifteen minutes who will remain at their seat for 'Sip and Crunch'. Children will wash their hands prior to eating. No snacks will be taken outside to the playground. Teachers will take their group to a designated area outdoors for ten minutes. Children will enter and exit the playground via the door in the class base to avoid contact with other groups.

Lunches

Children are asked to bring their packed lunch in a disposable bag to minimise what is going between home and school. All children will have an allocated spot for their packed lunch to be placed outside of the classroom when they enter school in the morning. Parents will not be permitted to drop off lunches later in the day. If your child arrives without a lunch and has no money in their account, you will be contacted by the school office to arrange an online payment.

Groups will be supervised by a Learning Assistant or a member of the Senior Leadership Team for lunch. All desks will be cleaned prior to eating and all children must also wash their hands. Children will be given fifteen minutes to eat their lunch at their desk then make their way outdoors with the supervising adult via the door in the class base for a further thirty minutes.

How will we Communicate with Families Between Home and the Class?

To reduce the number of items going between school and home, communication between class teachers and families should take place using email to the school office with the child's name and class clearly stated. This is for queries or notes that e.g. to inform the teacher of an appointment. Teachers will respond at a suitable time when they are not teaching. All appointments with teachers and telephone requests should happen in the usual manner via email or telephone to the school office. Teachers are unable to collect in paper copies of children's completed work from home and all feedback will be given via Teams or in class. Photographs of jotter work or activities children have been involved in are perfectly acceptable to share on Teams.

Hand Hygiene Routines

All children and will be made aware that good hand and forearm hygiene is essential at all times - thorough and regular washing of hands and forearms for at least 20 seconds with soap and water and/or use of hand sanitising gel/alcohol based wipes. This will always be done before eating and drinking, and after coughing, sneezing or going to the toilet.

All staff and young people will be made aware to refrain from touching the nose, mouth or eyes and all pupils are frequently reminded of this.

We encourage staff and pupils to wash or sanitise hands before and after travelling as per the guidance for entering and exiting the school building.

Toileting Routines

Toilet facilities will only to be used by particular groups of children on any day to minimise the number of classes children are in contact with. Children will be asked to sanitise their hands on return to class.

Toilets will be cleaned by school staff every two hours.

Cleaning Routines

A rota will be in place to clean frequently touched areas and resources every two hours. When cleaning desks for lunch and at the end of the school day the class teacher will issue every child with a wipe for their desk which will then be placed in the bin.

What about Changing for PE?

PE will take place outside. School uniform will be adapted slightly to accommodate necessary changes due to normal routines around changing for PE not allowing for the practicing of physical distancing. All children will be required to bring a change of shoes for PE, trainers or canvas plimssoles. Children will be asked to wear cycling shorts underneath their skirt or dress and a polo shirt underneath a jumper, cardigan or sweatshirt. This will allow children to change their shoes at their table and place jumpers in their personal box. Shirts and ties are discouraged for the time being as they are not appropriate for wearing during PE.

Movement Around the School

There will be a strict one-way system in place and this will be explained to all children on their return to school. Where possible doors will be open to minimise the number of people coming into contact. There will be appropriate signage to detail the one-way system in the school.

What if I Need to Speak to a Member of School Staff?

Parents should not enter the school building unless they have a pre-arranged appointment. We understand that this is difficult but hope you appreciate it is for the wellbeing of our whole school community to minimise physical contact. We appreciate your cooperation with this matter.

You can contact the main office by telephone on **0131 2714605** or by emailing burnbrae_ps@midlothian.gov.uk

What if my Child Becomes Unwell at School?

Children displaying Covid-19 symptoms cough, high temperature or loss of taste or smell, should not be sent to school.

The current medical room (opposite the main office) will be used only for children who are unwell but not symptomatic of COVID-19. Children will be supervised by a Learning Assistant to go to the medical room and the Learning Assistant will maintain a two-metre distance from the child where possible.

In the event of a child displaying symptoms of COVID-19 they will be supervised by a Learning Assistant to go to the Visiting Specialist Room. The identified room will **only be used for children displaying symptoms of COVID-19**. The child will be seated on a chair or if required on the medical bed. The member of staff supervising the child will ensure that the windows of the room are opened and that they maintain a two-metre distance where possible

If a child requires personal direct care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising adult if a distance of two metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting, then eye protection will also be worn.