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**Dalkeith High School**

**Ready, Respectful, Safe: Working Practices August 2021**

**Movement around the school**

* Pupils should remain in the playground until 8.30am at which point they should enter the building through the fire exit door closest to their period 1 class
* The one-way system will continue to operate
* The school will operate a ‘no bell’ policy except for bells to indicate the end of BGE (S1-3)/senior phase (S4-6) lunchtimes
* The main doors should not be used by pupils to enter or exit the building
* The PE department should be accessed by pupils using the current external route

**Communication**

* Staff meetings will continue to take place virtually until further notice
* Assemblies will take place virtually and in accordance with school calendar
* Pupils who wish to meet with their Pupil Support Leader should continue to use the dedicated text service (07795 354 432)
* Satchel:One (Show My Homework) will continue to be the platform for communicating with pupils about their learning; the school will continue to promote the use of the platform to parents/carers
* The use of the Google Suite will continue to be developed to allow the school to be in the best position to enact Midlothian’s Digital Learning policy
* The school will continue to communicate with parents/carers on a weekly basis by newsletter in the first instance; the school website and Twitter account will continue to be used
* A review of arrangements for Parents’ Meetings will take place at the start of the new session
* Meetings between the Pupil Support Team/House Heads and parents/carers should continue to be virtual unless there is a clearly identified need for in-person meetings; this guidance also applies to meetings with partner agencies

**Hygiene measures**

* Pupils should continue to use hand sanitiser on entry to the building and on entry/exit to classrooms
* Pupils should continue to clean desks and chairs at the start and at the end of lessons
* Masks should be worn at all times, unless medically exempt

**Other aspects of the school day**

* Pupils should continue to bring all equipment with them to school i.e. school bag, pencil case, jotters; families should contact the school office if financial assistance is required
* Seating plans will continue to operate in all classes to assist with any potential contact tracing
* Separate breaktimes/lunchtimes will operate for pupils in the BGE (S1-3) and in the senior phase (S4-6)
* Pupils should continue to bring packed lunches until a further update is given regarding the provision of lunches by school kitchens
* To provide a more effective time allocation for teaching and learning, and to minimise movement around the school, there will be a greater number of double periods in the timetables for S3-6 pupils
* Pupils should continue to wear PE kit to school on days that they have PE on their timetables; school uniform should be worn at all other times