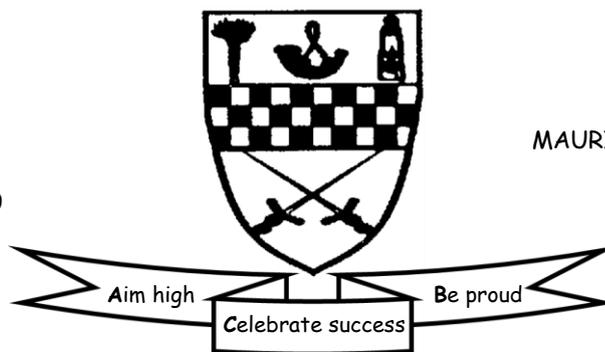


## Midlothian

Mrs Judith Mathers  
HEAD TEACHER

Telephone: 0131 271 4630  
Fax: 0131 271 4631



MAURICEWOOD PRIMARY SCHOOL  
MUIRHEAD PLACE  
PENICUIK  
EH26 0LE

Dear Parents /Carers

It is a huge pleasure to welcome all our children back to school next week. We have missed them and look forward to starting a new year with them back in class.

We are all aware that there will be challenges and some new behaviours and routines to get used to and I want to share the most important with you now without overloading everyone with too much information. Our Head of Schools Fiona Robertson has already shared information with you and this letter will give you arrangements specific to Mauricewood.

In line with Government guidance, we are looking to have as few adults in the playground as possible during drop off/pick up. If your child is happy and able to be dropped off at the school gate then please let them come in on their own, however with younger children or children of any age who are anxious or would like company particularly at the start of the year we would ask that only 1 adult accompanies them. This applies to pick up arrangements also.

All our children are returning on Wednesday 12<sup>th</sup> August with arrangements for 3 groups. Times and assembly points for the first day are as in the table below. Don't worry if you are not sure there will be signs and staff to guide you.

Class		Start time	Finish Time
P2s in P1/2M	Infant Playground	9.00	3.20
P2/3 MB	Upper playground at back steps	9.00	3.20
P3L	Upper playground at back steps	9.00	3.20
P4S	Infant Playground beside garden	9.00	3.20
P4B	Infant Playground beside garden	9.00	3.20
P5R	Classroom Door ( last year P5S)	9.00	3.20
P5B	Upper Playground at wall	9.00	3.20
P6M	Classroom door (last year P6W)	9.00	3.20
P6C	Classroom door (last year P6R)	9.00	3.20
P7N	Classroom door ( last year P7N)	9.00	3.20
P7L	Classroom door (last year P7L)	9.00	3.20
All New pupils P2 to P7	Please wait outside the front entrance where Senior Staff will greet you	9.30	3.20

The timings are for P2 to P7 for the first day (Wed 12th August) only. From the 13<sup>th</sup> August we will operate a flexible start from 8.55 to 9.10. Children should arrive within these times and go straight to class rooms without lining up through the doors allocated to their class. Children will leave from these doors at the end of the day. Children should not come to school before this time or play in the playground before school. Children do not need to socially distance from other children in their own class but classes are to operate

separately and not share spaces in the school or playground. To make sure that this is manageable and that we do not have congestion we would ask for your support in explaining these routines to your children.

Arrangements for P1 Children 1<sup>st</sup> week only (12<sup>th</sup> 13<sup>th</sup> 14<sup>th</sup> August)

Class	Start	Finish	Door
P1 pupils in P1/2 Mrs McGee	9.10	12.00	Infant Playground Doors will have signs for class and adult to welcome
P1B Mrs Burrell	9.20	12.10	
P1W Mrs Wilson	9.20	12.10	

Arrangements for P1 Children from Week Beginning 17<sup>th</sup> August

Class	Start	Finish	Door
P1/2 Mrs McGee	8.55	3.20	Infant Playground Doors as above
P1B	8.50	3.15	
P1W	8.45	3.10	

We have staggered the times slightly for P1 to ensure we can safely dismiss them to an adult at the end of the day. We will review this with P1 parents/ carers and staff at the September weekend. To help ease any congestion please be on time to collect your child and adhere to distancing guidelines while in the playground.

**What can your child bring to school?**

Your child should bring a school bag but not any other personal items or toys from home as part of infection control procedures. We will supply all children with the stationery they will need for their day. They will also require their morning snack and a filled water bottle. Please name all items.

Until 18<sup>th</sup> September all children should bring a packed lunch from home including those entitled to free dinners. Midlothian will review this and let you know about any changes after this date.

Children will have PE but cannot use changing rooms. We will let you know which days PE is on and children should come dressed (including footwear) for PE on these days i.e. joggers, trainers and tee shirts . PE will be held outdoors when at all possible and will follow guidance in what activities and limited equipment can be used.

Children will not be required to change shoes.

Book bags will not be used until later in the school session.

**What should your child wear?**

We would like to see our pupils in uniform if possible but it is fine to wear other clothes if you run out of clean uniform (no football tops please). The most important thing is that childrens' clothes are washed each day. All uniform must be labelled to avoid children wearing someone else's clothes. We will ask children to check if their clothes are named if they remove an item of clothing.

As we may spend time outside throughout the school day, please ensure your child has a coat with them each day which is clearly marked with their name.

### **How is travel affected?**

As always we would urge families to walk to school as the safest option. If you have to use a car please remember that only 1 household should travel together. Drivers should park away from the immediate entrances to school and walk in. Children can bike or scoot to school. They should leave their bikes and scooters at designated areas which will be regularly cleaned.

### **What safety practices can your child expect?**

Children are not expected to distance from each other but they will remain in their own class grouping whenever possible in school and when using our outdoor areas.

Hand washing and/or use of sanitisers will be routine at all entries and exits, including breaks or outdoor activities, before any food is eaten and after messy activities. Good hygiene in use of tissues will be demonstrated and encouraged. Children who are unwell will be looked after out of class in a space dedicated to this purpose.

Adults and children may wear masks or face visors if they are working closely together for a longer period of time or through their choice.

Regular cleaning will take place throughout the school during the school day by designated Midlothian cleaning staff. This will include all high touch areas such as surfaces, door handles, toilets and handrails.

We will keep items going to and from school and home to a minimum. Reading books will be sent home but will either be wiped clean between use or left for 72 hours between users.

There are different risk assessments for Early Years and other classes in school to take account of developmental needs and play.

### **Primary 1 to Primary 3**

Children from P1 to P3 will not be expected to distance from the staff working with them. They will have access to appropriate resources for play which can be easily cleaned. Equipment will only be used by 1 class cohort at a time. There will be regular cleaning of shared surfaces throughout the day and appropriate cleaning for play and school equipment.

### **Primary 4 to Primary 7**

Children in P4 to P7 will be expected to socially distance 2 metres from adults. If they have to use resources cleaning procedures will be in place in class and before resources are used by a different class cohort.

### **First Aid and Personal Care**

Staff will use appropriate Personal Protective Equipment according to requirements and including face masks, visors, aprons and gloves.

### **How will we communicate with each other?**

Although no visitors, including parents/carers, are allowed in school without an appointment we want to communicate well with everyone. Our main form of communication is via our school app. You can download the "School App for Parents" from your App Store for free. Please select Mauricewood Primary from the drop down menu.

The logo for the 'School App for Parents' is a green rounded square with the text 'School App for Parents' in white and orange. 'School' and 'App for' are in white, while 'Parents' is in orange.

We will also send out information via Groupcall (emailing and text messaging) and our school twitter page @MauricewoodPS. Parents must ensure they give the school the most up to date contact details and inform the office staff of any changes to mobile numbers or email addresses during the school year. We will be sending out forms when we return to school to allow parents/carers to update their information. Please return quickly.

If you need to get in touch for any reason - big or small - please use the school email address [mauricewood\\_ps@midlothian.gov.uk](mailto:mauricewood_ps@midlothian.gov.uk) and a member of the teaching staff or SMT will reply. You can also request a phone call if you wish and class teachers will phone parents/carers if there is a concern about their child.

We are exploring ways of keeping you involved in your child's learning while we cannot invite parents generally into school. Please watch this space!

All planning meetings for children (including IEPs) will be done by phone or video call whenever possible. In exceptional circumstances a face to face socially distanced meeting can be arranged.

Please be assured we are fully committed to the education and wellbeing of your child. We look forward to working with you again and a settled return for all our learners.

Kind regards,

The Mauricewood Team