

<p>Acting Head Teacher: Mrs L Walker</p> <p>Depute Head Teacher: Mrs A Dingwall</p> <p>Acting Depute Head Teacher: Mr C Wilson</p>	<p>Mayfield Primary School Stone Avenue Mayfield Dalkeith Midlothian EH22 5PB</p> <p>Tel: (0131) 663 0546 mayfield.mgfl.net mayfield_ps@midlothian.gov.uk</p>	 <p>MISSION STATEMENT Be The Best We Can Be!</p>
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9 October 2020

Dear Parents/Carers,

Following a very successful return of our children and young people to schools and Early Learning and Childcare (ELC) facilities in August, it is now essential for us to finalise contingency arrangements in case they are required at any point in the future.

Our school Contingency Plans are now complete, which reflect scenarios that may occur as we continue to operate under COVID restrictions and National Guidance for schools.

I am sure you will understand that the exact circumstances that would necessitate the implementation of the Contingency Plan of a single school, a locality, or across the whole of Midlothian, and any such decisions would be taken jointly with the relevant partners eg NHS and Scottish Government. These plans have however been developed based on a requirement for full-time education for all learners with a blend of in-school and in-home learning where possible, with in-school learning being the main aspiration.

If a 'local lockdown' for schools is imposed by Scottish Government/ Health Protection Team (HPT) it also cannot be assumed that these contingency arrangements will be required, as it will depend on the extent or type of restrictions imposed.

The focus in developing these contingency plans has been to ensure that learning provision, both in-school and in-home, meets the needs of every pupil and that they are supported individually in a way that helps them to achieve their learning targets and prepare them for the future.

Our absolute priority continues to be the safety of our pupils and staff.

Contingency Planning for Mayfield Primary School:

Scenario 1

Due to an outbreak (confirmed by the HPT), the school has to close a class or stage or in an ELC setting you have to close a room or part of a room (if room split and only one cohort group affected)

OR

Due to there being insufficient staff, the school has to close a class or stage or in an ELC setting there being insufficient staff for the room or cohort group

We will follow all guidance and procedures as instructed by the Health and protect team and Midlothian Council.

We will communicate with parents via our usual communication routes, groupcall and our school website, keeping you up to date with the current situation, and expected return dates to school. Please ensure we have your most up to date email address to support with this and that all telephone numbers are accurate.

During the closure of a class or stage, home learning activities will be provided for all learners. These activities have been agreed as a whole staff and will provide learning opportunities in literacy, numeracy, HWB, interdisciplinary learning and expressive arts.

For pupils across the school learning will be shared on Seesaw. Please ensure that you have the information required to log in to Seesaw, or contact the school for assistance.

As a school we will provide packed lunches for P1-P3 pupils as required.

Scenario 2

Due to a significant outbreak (confirmed by the HPT), there is a FULL closure of the school or ELC setting

OR

Due to there being insufficient staff, the whole school or ELC setting needs to close. Similar to Scenario 1, we will follow all guidance and procedures as instructed by the Health and Protect team (HPT) and Midlothian Council, should there be a need to close the school.

We will provide ongoing communication to parents and carers via our groupcall system and school website, keeping you up to date with the current situation and expected return to school dates.

If we are required to close the whole school, our contingency plan involves providing weekly, in-home learning activities for all of our classes. These activities will follow the planning of the class and will be shared on Seesaw.

Families are encouraged to contact the school if they do not have access to a device or are having difficulty accessing remote learning. Learning packs can be provided for learners on request. Families can continue to contact the school by telephone (scenario 1) or email during these times, wherever possible, children will be in school, however this is only possible where the pupil roll, physical capacity of buildings and staffing capacity is able to accommodate this.

Provision of Lunches for P1-3 Pupils

It would be our intention for school staff to deliver lunches to our P1-P3 children if we were required to implement our contingency plans for either Scenario 1 or Scenario 2. Children would receive a packed lunch delivered to their homes, Monday to Friday.

Blended Learning

Over and above the above scenarios, if the Scottish Government was to announce that social distancing measures needed to be put back in to place for young children, we may need to consider a blended learning experience, where children are in school part of the week, and learn at home for the rest of the week.

Digital Devices to Support Learning

The Scottish Government have supported our own efforts to ensure that all young people have access to a device and internet connectivity to access learning online. This includes access for every child in a household. If your family require support, or if your circumstances change at any time, please contact your school directly.

Enhanced Provisions

Provisions will try wherever possible to be open Monday to Friday as normal. Staff will be equipped with enhanced PPE as required to ensure that Midlothian Council can continue to support our most vulnerable children and young people. Where children that would have accessed an enhanced provision cannot be in

setting staff will be in regular contact with parents / carers and appropriate risk assessments will be undertaken to ensure the child's safety.

Early Learning and Childcare

Provision of ELC face to face, will be a priority due to the age and developmental needs of younger children and to support childcare.

This may be for a reduced number of hours over the week.

Childcare

We understand that in the event of a Contingency Plan being implemented, this may pose a difficulty for some parents and carers in relation to their work commitments. We recommend therefore that you make your employer aware of the potential need for such arrangements, which will only be put into action when absolutely necessary.

The exact arrangements will depend on the individual circumstances requiring the contingency arrangements to be put in place.

Whilst it is not currently a requirement, it may be that Scottish Government requires local authorities to provide critical childcare in the event of a further 'lockdown'. In order for us to be prepared for that, we will shortly be sending you a survey to support the school to know who Category 1 key workers are.

Free School Meals

If any Contingency Plans are put into practice, we will continue to provide BACS payments for those P4-7 families whose household income has been assessed and an award made in respect of Free School Meals. BACS does not include the universal provision in ELC and P1-3, however anyone else in need of support will also be able to apply for help to feed their children when they are not in school. The authority will always fulfil its duty to provide a free school meal.

Should contingency arrangements be required at any time we will of course ensure that parents, carers are fully informed of the arrangements, and that all necessary support is in place.

Educational Psychology Helpline

The Educational Psychology Helpline will cease on 29th October 2020 unless contingency plans are implemented.

If you have any concerns or questions about any of the above information please do not hesitate to contact the school in the first instance.

Many thanks for your continued support.

Yours sincerely,

Lindsey Walker
Head Teacher