



Newbattle School Guide 2020

Across the county this has been a very difficult time for us all with many changes to how we work, live and learn. We are very much looking forward to getting pupils back into school.

The purpose of this booklet is to let you know how the school will operate and the procedures that will be in place to ensure that all pupils and staff are kept as safe as possible. It is vital all students follow what we ask.

At this time it is very important that we live our school values to ensure that we do all that we can to keep ourselves and each other safe.

A – ACHIEVE

- I aim beyond my potential.
- I help others see their potential.
- I am ambitious about what we can achieve together.

I – INCLUDE

- I welcome all.
- I look forward to working with everyone.
- I know it's important to be part of our community.

M – MOTIVATE

- I take every opportunity.
- I encourage others when they need it.
- I make the most of every situation.

R- RESPECT

- I see the best in myself.
- I make others feel valued.
- I show care for our community.



The booklet breaks down into different sections, information and guidance on returning to school. We have considered the Scottish Government and Midlothian guidance when thinking about how we keep everyone as safe as possible.

1. What should I bring?
2. Arriving to School.
3. School Timings and Timetable.
4. Keeping myself and others safe:
 - Procedures in class
 - Social Distancing
 - Enhanced Hygiene
 - Contact/ Tracing procedures.
 - Cleaning contact surfaces
 - Face Masks
 - Positive Actions
 - Mobile Phones
 - Contact Details
5. Lunch/Break arrangements.
6. What if I feel unwell?

1. What should I bring?

School uniform should be worn as normal. Clothing that has been worn to school by staff and pupils should be washed/cleaned as normal.

Pupils should bring a water bottle, a packed lunch and snacks. There will be no food/drink for sale in the school.

Pupils should bring school bags with equipment for school such as pens, pencils and personal devices for learning. It is important that bags are always stored on the floor under desks.

Pupils should bring their Chromebooks fully charged if they have been issued one. Please try and minimise the personal belongings you bring into school.

2. Arriving to School

School will open at 8.15am with lessons starting at 8.25am to pupils. Pupils who walk to school should not arrive earlier than 8.15. When pupils are allowed to enter the building, they will be directed directly to their Period 1 class immediately by staff.

Pupils arriving earlier than 8.15am due to transport (e.g school bus) can wait in the school playground, going around the **outside** of the building towards the football pitches as directed from their bus or wait in one of the allocated indoor zones. All zones will be supervised by an adult with social distancing seating in place.

The allocated zones are:

- S1 Assembly Hall (3 zones)
- S2 Games Hall A (3 zones)
- S3 Bitesite (2 zones)
- Senior Phase Games Hall B (3 zones)
- Senior Phase Dance Studio (2 zones)

Staff will be on hand to guide, advise and supervise. Pupils will be directed to class in a phased manner by staff.

Pupils will be asked to clean their hands as they enter zones or classrooms for the first time.

2. Arriving to School (continued)

Pupils may wish to stay outside in playground area but should not congregate in groups of 5 or more. They should also be well away from the entrance.

We ask that parents/carers drop children off furthest away from main doors to avoid large groups gathering.

Unfortunately parents/carers are not allowed to enter the school building at any time. If you wish to discuss a matter regarding your child please contact the school by phone.

3. School Day and Timetable

S1 pupils will be directed to their first class by staff where they will be given their timetable and a welcome induction.

Pupils will go to timetabled classes with staggered breaks and lunches. When moving around the school pupils should always stay to the left of the corridors, walk in single file and maintain social distancing (always 2m from adults).

Pupils must go directly to classes at period change over without delay.

Pupils cannot congregate in any areas inside the school building. There will be no bells, teachers will tell pupils when to go to their next class. Pupils will be dismissed at the end of the day over the tannoy system by year group to reduce traffic in the corridors.

 PERIOD TIMES S1-3 			
MONDAY – THURSDAY		FRIDAY	
1	08 30 – 09 18	1	08 30 – 09 18
2	09 18 – 10 06	2	09 18 – 10 06
3	10 06 – 10 54	3	10 06 – 10 54
BREAK		BREAK	
HR	11 09 – 11 24	HR	11 09 – 11 25
4	11 24 – 12 12	4	11 25 – 12 10
5	12 12 – 13 00	5	12 10 – 12 55
LUNCH		There are 33 teaching periods every week, plus five homeroom periods	
6	13 49 – 14 37		
7	14 37 – 15 25		

 PERIOD TIMES S4-6 			
MONDAY – THURSDAY		FRIDAY	
1	08 30 – 09 18	1	08 30 – 09 18
2	09 18 – 10 06	2	09 18 – 10 06
3	10 06 – 10 54	3	10 06 – 10 54
HR	10 54 – 11 09	HR	10 54 – 11 09
BREAK		BREAK	
4	11 24 – 12 12	4	11 25 – 12 10
5	12 12 – 13 00	5	12 10 – 12 55
6	13 00 – 13 49	There are 33 teaching periods every week, plus five homeroom periods	
LUNCH			
7	14 37 – 15 25		

4. Keeping myself and others safe

Positive Actions

It is vital that all pupils cooperate with our staff at all times for e.g. following an instruction first time.

Contact/ Tracing procedures.

Pupils will be asked to sit at single desks according to the teachers seating plan. This will allow tracing if someone becomes unwell.

Social Distancing

Pupils and teachers will need to stay 2m apart, pupils should be mindful of this when in a class. Pupils should only leave their seat with permission from the teacher. Teachers will dismiss pupils from class one at a time to avoid congestion. Pupils should try and maintain their distance from each other and should not congregate in groups of 5 or more.

Enhanced Hygiene

Everyone will be expected to wash hands regularly, it is especially important when entering or leaving the building. Hand sanitisers and wipes will be available in every classroom and at entrances/exit points in the school.

It is very important for everyone to clean their hands after eating and going to the toilet.

Cleaning contact surfaces

Wipes will be provided for everyone to clean desks and equipment before and after use. There will be cleaners focused on cleaning the school through the day. Cleaning will also take place before the start of school and when pupils and staff leave.

4. Keeping myself and others safe (continued)

Face Masks

Face masks can be used by pupils and staff in school. Busy situations, moving around the school, working closely with others may be times when you want to wear a mask. They are not compulsory in school for pupils. However pupils will be provided with one for transport where it will be required unless you have a medical condition that means you should not wear one.

Mobile Phones

Pupils mobiles must be on silent and out of sight during class. A teacher will direct the class if they are allowed to use mobile phones (as per our equipped for learning policy), but this will **only** be for learning purposes and then phones must be put away again. We must limit distractions at a time when we are fully focussed on regaining our learning for all our students. If this is not followed, we will ask for your support that mobiles are kept at home since we will not be taking them in for the day.

Contact Details

Please ensure that your contact details are correct. If you have recently changed phone number, email address or house then it is really important that you contact our office with the new one.

5. Lunch/Break arrangements

Pupils are to bring a packed lunch and snacks to school since there will be no food to purchase. Midlothian are continuing with Free School Meal payments directly to families until 18th September where it will be reviewed.

Pupils can go to their designated classrooms at break and lunch where there will be socially distant seating, hand sanitisers and wipes available. Information on these designated areas will be given on Monday 10th August. Pupils can use the outdoor playground areas without congregating.

To ensure lunch and breaks are not too busy S1-3 pupils will have different break and lunch times to S4-6.

S1 pupils must stay in school at break and lunch.

Pupils leaving the school grounds at break or lunch must wear face coverings when entering local shops and not gather in large groups in the community in line with national guidance and expectations. Pupils who have leave should return only in time for their next designated class and not before. No pupils will come and go during this time. No food bought outwith at this time will be allowed in. Pupils are responsible for being on time. If they are not, this will cause unnecessary safety issues for us and staff. Staff will supervise all indoor zones and outdoor areas within the school grounds.

6. What happens if I feel unwell?

If you feel unwell before you set off for school you should **not** attend school and your family should follow NHS advice. If you develop symptoms of a fever or continuous cough while at school we will get you to a designated safe place supervised by an adult until someone from home can be contacted to collect you.