

Newbattle High School COVID Health and Safety

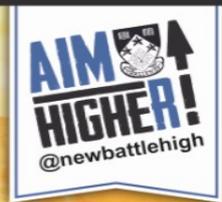
January Update 2022



ACHIEVE

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

#aimhigher



INCLUDE

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

#aimhigher



MOTIVATE

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

#aimhigher



RESPECT

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

#aimhigher



The booklet breaks down into different sections with information and guidance on how the school will run as result of our November COVID Health and Safety Update.

We have considered the Scottish Government and Midlothian guidance when thinking about how we keep everyone as safe as possible.

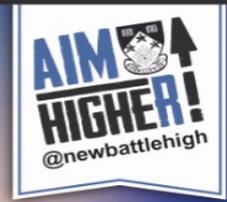
1. **What should I bring?**
2. **School Day and Timetable.**
3. **Breakfast and Lunch Arrangements**
4. **Keeping myself and others safe**
5. **Home Test Kits.**
6. **What if I feel unwell?**



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1. What should I bring?

Please ensure you have clothing appropriate to a learning environment and weather conditions. Full school uniform should be worn. Classroom windows will be open to ensure they are well ventilated. You teacher will allow you to keep your jacket on in class if this is the case.

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 PE kit on the days they have PE. PE changing rooms have been risk assessed, pupils should not arrive to school in PE clothes.

Pupils must bring their school Chromebooks or personal device fully charged.

Pupils who do not have a device or forget your device please report to the pupil support office at the start of the day to receive a daily loan. Devices will not be issued during class time.

Pupils should bring a face covering to school, these will also be provided at school. These should be worn at all times unless when eating, outside or participating in certain activities.

Pupils should bring a packed lunch, snacks and water bottle, there will be no food served in the school until further notice.

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2. School Day and Timetable

The school day now has a single break and lunch with homeroom at 8:30. The timings of the school day are shown below.

MONDAY – THURSDAY		FRIDAY	
HR	08 30 – 08 44	HR	08 30 – 08 40
1	08 44 – 09 32	1	08 40 – 09 28
2	09 32 – 10 20	2	09 28 – 10 16
3	10 20 – 11 08	3	10 16 – 11 04
BREAK		BREAK	
4	11 23 – 12 11	4	11 19 – 12 07
5	12 11 – 12 59	5	12 07 – 12 55
LUNCH		There are 33 teaching periods every week, plus five homeroom periods	
6	13 49 – 14 37		
7	14 37 – 15 25		

School doors will open at 8.25am to pupils, pupils will be able to enter the building by the Front Entrance or the Bitesite doors. Pupils should not enter the building before these times unless they are notified due to adverse weather conditions. BGE pupils should wait in the lower playgrounds, senior phase pupils in the upper area.

In the event of adverse weather conditions pupils will be directed to their allocated areas for lunch set out in section 3 on the next page.

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2. School Day and Timetable (Continued)

At the end of the school day all pupils will be asked to wash/sanitise their hands before they leave their final class. Year groups will be dismissed for the end of the school day at the following times:

15:20 – BGE , 15:25 – Senior Phase Pupils

Face masks must be worn until pupils leave the building, please ensure that face masks that are no longer needed are put in the bins provided outside school.

3. Lunch Arrangements

There will be no food service for the time being. We advise that pupils bring a packed lunch to school. There will be no indoor seating areas for break unless there are adverse weather conditions. A tannoy announcement will inform pupils if they are able to use the indoor areas at break.

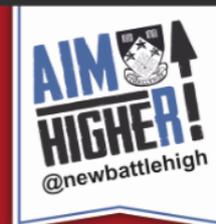
Seating for lunch (and breaks when there are adverse weather conditions) are set out below:

- S1 pupils should use the Bitesite area ,
- S2 pupils should use the feature ASG Theatre ,
- S3 pupils should use the seating on the feature staircase,
- S4/5 Senior Phase pupils should use the right hand side of the main games hall.
- S6 should use the cafeteria area in the front foyer.

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4. Keeping myself and others safe

Contact/ Tracing procedures.

Pupils will be asked to sit according to a seating plan in class. This will allow tracing if someone becomes unwell. It is important that you keep to this plan. **At no time should pupils be out of class without prior permission from a member of staff. Pupils should go to class via the most direct route, minimising time in the corridors.**

Social Distancing

Pupils and teachers will need to stay 1m 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 indoors. Pupils should keep to the left when walking in corridors. Do not share food and drink.

Enhanced Hygiene

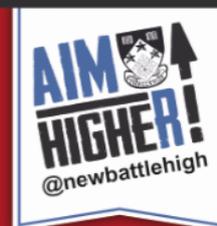
Everyone will be expected to wash hands regularly. Hand sanitisers and wipes will be available in every classroom and at entrances/exit points in the school.

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

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Cleaning contact surfaces

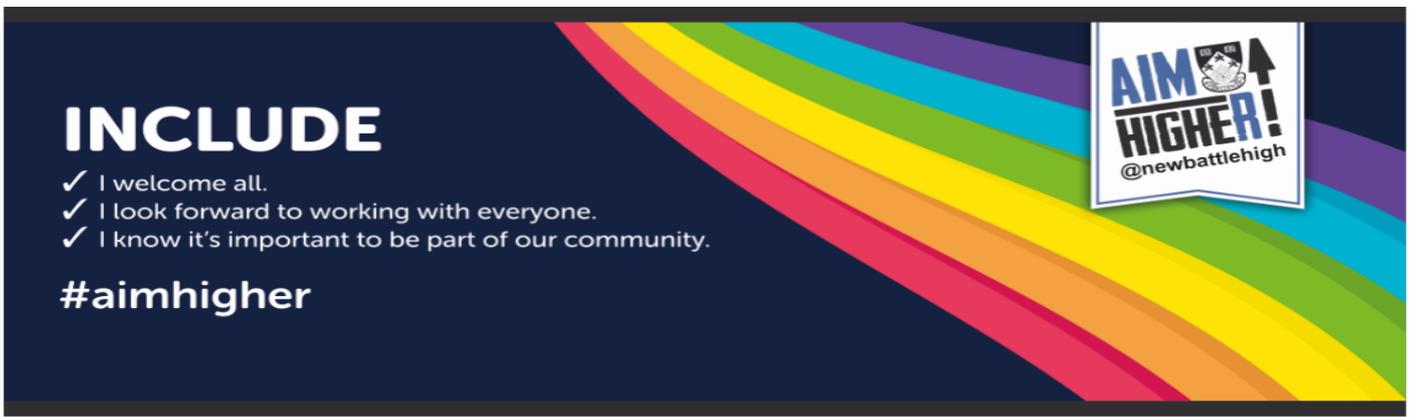
Wipes will be provided for everyone to clean desks and equipment before and after use. There will be cleaners focused on cleaning the school through the day

Face Masks

Face masks must be used by pupils and staff in school unless exempt. Mask should only be removed when pupils are eating or certain activities. Pupils should have a face covering or mask on before they enter the building. Masks will be provided to pupils who do not have one. Please ensure face masks that are no longer needed are put in the bins provided.

Contact Details (Parent/Carer)

Can we ask that parent/carers 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 most up to date details.



5. Home Test Kits

We strongly recommend that all pupils register for home test kits and embark upon the twice weekly testing program of Sunday evening and Wednesday evening. The school community has also been asked to test the day before to returning to school after a holiday.

Home test kits can be collected from the Pupil reception desk.

For further details on test kits email:

attendance.newbattle@midlothian.education

We also encourage all eligible pupils to receive their vaccination.

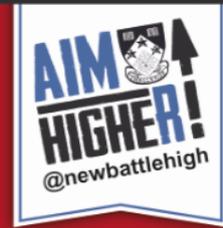
Appointments can be booked through the NHS Scotland Website

<https://www.nhsinform.scot/covid-19-vaccine/invitations-and-appointments/registering-for-a-coronavirus-vaccine>

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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 have symptoms of a fever, loss of smell/taste or develop a continuous cough at any time you should register for a test through the NHS website.

If symptoms develop while at school we will get you to a safe place supervised by an adult until someone from home can be contacted to collect you. Your parent/carer should book you a PCR test if you test positive using a lateral flow test. Your household should also book tests and self isolate until they receive the results.

Staff, pupils and parents must follow the requirements of 'Test and Protect' Guidance provided by the NHS. The most up to date guidance is published here by the Scottish Government.

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

Most importantly:

- Anyone displaying symptoms should self-isolate and book a PCR test.
- Anyone who tests positive using a LFT should report the result and self isolate for the 10 day period.
- A confirmatory PCR test is not needed unless advised to by a clinician.