

**Woodburn Primary School
and Nursery Class**

5 Cousland Road

Dalkeith

Midlothian EH22 2PS

Tel 0131 271 4715 Head Teacher
Mrs Joanna Findlay

Email woodburn_ps@midlothian.gov.uk

Web <http://woodburn.mgfl.net/>

Education



Midlothian



10th August 2020

Dear Parent/Carer

We look forward to welcoming your family back to Woodburn on Wednesday. Please find below, key pieces of information required to support a safe return for all staff and pupils.

Travel to and from School

If you must transport your child to school, please use 'Park and Stride' at Sainsbury's and Cowden Pavilion. Travel to school on foot, bikes and scooters is encouraged.

Please note, when entering the school grounds, children must dismount from bikes and scooters. If using the gate at the top of the car park children should walk bikes and scooters along the path, not through the car park.

Where safe and possible older pupils should make their own way to and from school to limit the number of adults in the playground.



Physical Distancing

Adults **must** physically distance from one another (2 metres) while on the playground.



Entry/exit points

There are three entry/exit points to our school playground.

1. Under the bridge from Thornycrook.
2. Top of the school car park.
3. End of the Nursery Playground.



It would be helpful if **all** of these entry/exits can be used. The majority of people usually use the gate next to the bridge. Consider the closet points to classrooms. E.g. in the information below, Primary 2M and Primary 3M will enter school via the dining hall doors, so it would be helpful if these families entered via the playground gate at top of the car park (use the path along the side of the building).

Drop-off / Pick-up Arrangements

We are moving to a staggered drop-off and pick-up. Please see below the arrangements in place for each class. These have required a slight adjustment in the length of breaks and lunches to ensure that each child still had their full entitlement. We acknowledge that a staggered arrangement is more challenging for sibling pick-ups. For siblings with different start times, recording of 'lates' will be relaxed. Where there is a significant difficulty please phone school to discuss this.

Primary 1, 3, 5	Monday – Thursday 8.40 – 15.05 & Friday 8.40 – 11.55
Primary 2, 4,	Monday – Thursday 8.50 – 15.15 & Friday 8.50 – 12.05
Primary 6, 7	Monday – Thursday 9.00 – 15.25 & Friday 9.00 – 12.15

We ask that there is only one adult per family dropping off/picking up to minimise the number of adults in the playground.

Children should not line up but should wait with their adult and move forward to enter the building independently when the teacher opens the door. **There will be no school bells.**

Please try to ensure that you arrive just as your child's class is due to enter the building. There is no provision to bring children into the building early in bad weather.

Parents/carers should collect children from the same drop-off point.

Class Entry/Exit

Each class will use the external classroom door to enter/exit. This is not possible for P2M (Miss Menzies), P3M (Miss Murdie) and P1I (Mrs Ingram). P2M and P3M should wait in the area outside the dining hall and Miss Menzies and Miss Murdie will collect each class from there. Mrs Ingram's class should enter by the infant cloakroom doors.

There will be signs on each door and on Wednesday there will be staff on the playground to help direct you to the right place.

Arrangements for P1

On the first day only, two parents/carers will be welcome to drop off. For this reason the start time is 9.30. No lunch is required for the first week. Timings for the first week are as follows:

Wednesday 9.30 – 12.00

Thursday 8.40 – 12.00

Friday 8.40 – 11.55

Visitors to School

Visitors to school are limited to only those who are essential and procedures are in place to ensure this. **Parents/carers must not enter the school building unless absolutely essential or by prior arrangement.** If you need to speak with a member of staff please contact the school via email or phone.

Hand Sanitising / Hand Washing

Children must sanitise hands on arrival and when leaving. Through the day there are regular times when hands must be washed. If there are any allergy concerns please contact the school.

School Lunches

Children must bring their own packed lunch until the 18th September 2020 at which point it will be reviewed. Those entitled to Free School Meals will receive a BACS payment. If you think this applies to you, please apply via the website (FSMAwards@midlothian.gov.uk) and contact the school if you are in difficulty.



Water Bottles

Children should have their own named, water bottle in school and this should go home at the end of each day to be washed.

After School Activities

For the time being there are no extra-curricular after school or lunchtime clubs. Dalkeith After School Club is still operating. Please contact them directly for further information.

Breakfast Club

Initially there will be no Woodburn Breakfast Club operating. This will be reviewed after the September weekend.

School Uniform

Children should wear clean clothes to school each day. School uniform/colours are preferred but to allow families time to manage increased washing, there is a relaxation in expectation. **Please ensure clothes are labelled.**

No football colours please.

Medication

If there is **essential** medication to be handed in to school please find Mrs Whitehead on the playground once you have dropped off your child.

School Resources

Children should have a school bag large enough for their packed lunch, coat etc. These will be kept in classrooms and stored on the back of chairs not on desks.

Resources in school may be shared amongst those in the same class but we will be regularly cleaning these. It would help us enormously if children could come with their own pencil case, pencils, pens etc. (plastic, wipeable preferred).



Outside Activities

We will be making as much use of the outdoors as possible. Please ensure your child is prepared whether this be for a very sunny or very wet day!

Classes have to remain as one 'bubble' where possible and certainly when inside the building but there is some relaxation of this while outdoors.

Notification of Illness

Please follow the usual procedures for notifying us of absence (0131 271 4715) but add detail regarding exact cause particularly if covid is suspected or confirmed. **Do not send your child to school if they are displaying any covid symptoms.**

Please be assured that there are detailed risk assessments, guidance and procedures in place and these will be shared in appropriate ways with children on Wednesday. We have, however, worked hard to make our school as welcoming as possible and planning is in place to reconnect and build relationships as a matter of priority.

Nurture and Resilience

As we welcome our children back to school, there will be an emphasis on nurture and resilience. Please see the 'Caring Cat' story on the app and share this with children.

There is likely to be more information to follow in the next few days and arrangements may change! Please bear with us, we will do this in as timely a manner as possible.

Thank you for your continued support and compliance with the measures detailed.

Kind regards

Joanna Findlay

Head Teacher

