

Forehill Primary School

Information for Parents
School Re-Opening : Primary 1-7
August 2020



Welcome back everyone!

I'm sure you will be aware, the Scottish Government announced on 30th July that schools will open full time for all children from the start of the new term in August 2020. We are looking forward to seeing all our young people again, and we are busy at the moment ensuring all plans are in place to welcome everyone back safely. We do not expect the return to school in August to be a return to normality. We must remain vigilant and continue to manage the risks of COVID-19.

We have tried to include all information in this letter, and hope we have covered all questions you may have. I would ask that you disregard previous letters and use **THIS** as current, up to date guidance. As you know, guidance from the Scottish Government can change at any point, and we will of course keep you up to date.

Wellbeing of Young People & Staff

Some children and young people may be slightly apprehensive about returning to school and many of them will have enjoyed the experience of spending more time at home. Others I know, are desperate to get back to school to see friends and staff. A few may need additional time and support to re-adjust to the school environment. Staff are fully aware of the importance of the wellbeing of all, which will be a central focus when we re-open. Balancing efforts to address lost learning with children and young people's social and emotional needs will be a priority.

Keeping the Children and Staff Safe

Our highest priority is to ensure we have in place, all possible measures to keep our young people and staff safe. We are currently undertaking a full risk assessment, which when complete, will be uploaded to the school website for reference. This will continually be updated and reviewed to ensure we are following all guidance issued by Scottish Government, NHS and the local authority.

Returning to School - Week 1 - From Wednesday 12th August

You received information from the school in June, indicating which group - A, B or C your child would be in. These groups will apply for the **first week** back only. To ensure pupils, parents and staff feel comfortable coming together in school again, for the first week only - children will attend for **one full day** in their small groups. This will give the children time to settle into their learning groups, to get to know their teacher and to be given information about the way forward with learning, routines and keeping safe in school.

Group B should attend for a full day on **Wednesday 12th August**

Group C should attend for a full day on **Thursday 13th August**

Group A should attend for a full day on **Friday 14th August**

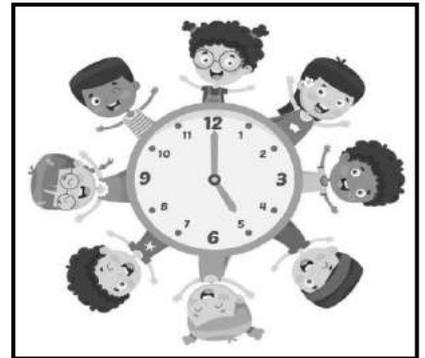
Staggered start and finish times are noted on the grid on the next page.

Returning to School - Week 2 - From Monday 17th August

As from **Monday 17th August**, all children will return to school full time. Staggered start and finish times are noted on the grid below and will apply until further notice.

Staggered Start and Finish Times

As you will see from the grid below, we have put in place staggered starting and finishing times for all children to allow us to limit the flow of children and adults coming and going from the school. Members of staff will be in attendance at the gates at the start and end of each day to assist and support where needed. We would ask that ALL parents ensure they stick to these times, to prevent high numbers of adults around the school entrances. Children will not be supervised or allowed into the building before these times. We would ask that specific gates are used to reduce congestion at certain areas:



Gate 1: Beside the car park on Holmston Drive

Gate 2: Beside the infant Trim Trail, and on Caledonia Road

Gate 3: At the top end of the senior playground, and on Caledonia Road

CLASS	USE GATE	ENTRANCE	START TIME	MORNING BREAK	LUNCH BREAK	FINISH TIME
P2G	1	Own Class	8.50am	10.45 – 11.00	12.30 – 1.30	3.05pm
P2C	1	Own Class	8.50am	10.45 – 11.00	12.30 – 1.30	3.05pm
P2/3	1	Own Class	8.55am	10.45 – 11.00	12.30 – 1.30	3.10pm
P3C	1	RH Infant Door	9.00am	10.45 – 11.00	12.30 – 1.30	3.15pm
P3H	1	Own Class	9.05am	10.45 – 11.00	12.30 – 1.30	3.20pm
P1M	2	Own Class	8.55am	10.25 – 10.40	12.00 – 1.00	3.10pm
P1C	2	Own Class	9.00am	10.25 – 10.40	12.00 – 1.00	3.15pm
P1L	2	Own Class	9.05am	10.25 – 10.40	12.00 – 1.00	3.20pm
P4Z	2	P4 Entrance	9.00am	10.25 – 10.40	12.00 – 1.00	3.15pm
P4W	2	P4 Entrance	9.05am	10.25 – 10.40	12.00 – 1.00	3.20pm
P5M	3	Music Door	8.50am	10.45 – 11.00	12.30 – 1.30	3.05pm
P5P	3	Music Door	8.55am	10.45 – 11.00	12.30 – 1.30	3.10pm
P6R	3	RH Stairwell	9.00am	10.25 – 10.40	12.00 – 1.00	3.15pm
P6K	3	LH Stairwell	9.00am	10.25 – 10.40	12.00 – 1.00	3.15pm
P7M	3	RH Stairwell	9.05am	10.45 – 11.00	12.30 – 1.30	3.20pm
P7S	3	LH Stairwell	9.05am	10.45 – 11.00	12.30 – 1.30	3.20pm

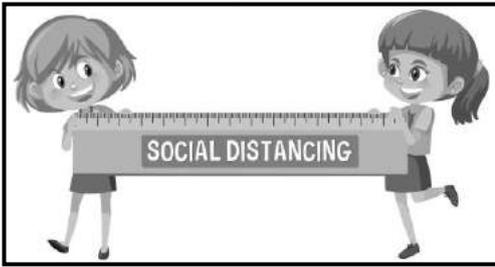
Breaks

Breaks will be staggered to limit the numbers of children coming and going from the building and in the playground. Each stage will have an allocated area of the playground which will be supervised by staff at all times. Children should bring a small snack in their jacket pocket for morning break. There will be NO tuck-shop available from the school kitchen at the moment.

Lunches

Children who would normally be in receipt of a free meal will have these provided in school. All children in P1-3 are entitled to a free school lunch. At the moment, these will all be packed lunches, with a choice of sandwich fillings. Where children are bringing a lunch from home, we would ask that these are sent in **DISPOSABLE** containers, which would be binned after lunch. Packed lunches will be eaten, as far as possible, weather permitting, outdoors. We are also operating a staggered lunch break, to minimise numbers coming and going from the dining hall and in the playground. Children who normally have a home lunch would leave school at the times noted above. Please note, NO school crossing patrol will be available at lunchtimes.

Social Distancing



There is now **no requirement** for physical distancing between children in primary schools. However, in Forehill we will continue to encourage pupils not to crowd together, touch their peers eg: shake hands, hug etc. We will try to avoid situations where young people are sitting face to face for extended periods of time. We will where possible, maintain 2m social distancing between adults and children, but it is

acknowledged that this is not always possible or desirable, particularly when working with younger children or children with additional support needs. Where adults cannot keep 2m distance and are interacting face-to-face for a **sustained period**, face coverings will be worn.

Any staff member or child wishing to wear a face covering in school is able to do so. Evidence suggests that face coverings do not provide significant protection for the wearer, rather they primarily reduce the risk of transmission and help suppress the virus.

Attendance at School

Within Forehill, we recognise that some parents and carers may be concerned about their child returning to school. We are more than happy to engage with you, to discuss any concerns and provide reassurance on any concerns, overcome any barriers to learning, and support attendance.

As you know, parents are required under the Education (Scotland) Act 1980 to provide education for their children. It is important that children and young people are able to benefit from their right to education; are able to see their friends and have social contact and benefit from the learning, care and support that schools provide. The need to reconnect to normal patterns and routines in children's lives will be important and reassuring to them.

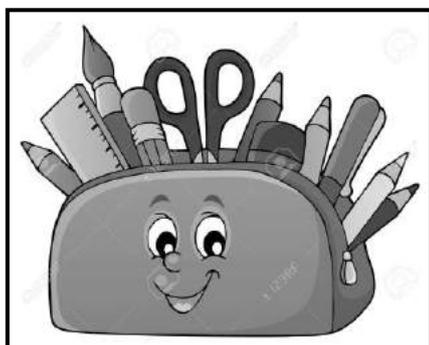
Children's Views & Suggestions

It is important that all children feel comfortable coming back into school, therefore school staff will spend time on the first day back chatting with all children, making them aware of new routines and procedures on return. Children's views, concerns and ideas will be noted and where possible and appropriate, put into place.



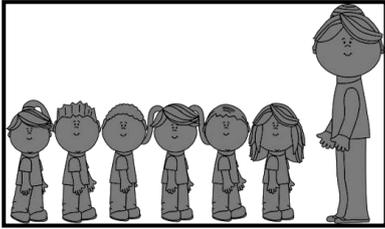
Parents in Playground

As you know, we normally welcome parents into the school at any time. However, at the moment, we would respectfully ask that **NO** parents or adults, other than P1-3 parents come into the school playground. This will limit the number of people going through gates. We would also ask there is a **ONE child, ONE adult** approach at all times when coming to and leaving the gates. Staff will be in the playground at the arrival and departure times to ensure children leave the playground safely.



Classroom Organisation

All children will have their own desk/seat and access to their own "toolkit" including pencils, rubbers, rulers, coloured pencils, glue-sticks, scissors which will stay in class. They will use this same desk, which will be cleaned regularly each time they are in school. Classes will not work with other classes in the school, minimising the risk of spread of any infection. Teachers will of course, make use of the outdoors to support learning as much as possible.



Entrance to and Exit from Classrooms

There will be **no lining up** in the playground at the start of the day or after breaks, and children will be encouraged to enter and leave the building freely. Procedures and routines will be explained to all children on their first day back in school.

What to bring and What NOT to bring School

We would ask that children do not bring anything with them to school other than a jacket and water bottle and small snack. Where a packed lunch is their choice, this should be brought in disposable containers, which will be binned after lunch break. School bags should not be brought to school, as no written homework tasks will be set at the moment. This of course may change in the future. We will NOT be using cloakrooms at the moment - children will take their jacket into classrooms.

Homework Tasks

There will be no set written homework tasks set at present, as we are asking children not to bring bags from home. However, we would ask parents to encourage children to continue to read at home, and from time to time, to access on-line learning activities which class teachers may set. These will consolidate learning and teaching undertaken in class and will provide parents with the opportunity to see what children are learning. This approach will be reviewed as we move forward.

Cleaning

A strict cleaning regime is in place within the school, with staff from facilities management on site at all times. Teaching staff will ensure tables within teaching areas are wiped and cleaned regularly. Computer equipment and other resources will also be wiped and cleaned after each use. All corridor and classroom doors will remain open during the day, to minimise contact with handles.

Hygiene & Handwashing

As a school, we will continue to encourage and support all children, young people and staff to practise enhanced personal hygiene throughout the day. This includes:

- *frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet;
- *encouraging children, young people and staff to avoid touching their faces including mouth, eyes and nose; and
- *using a tissue or elbow to cough or sneeze.



ALL staff and children will use anti-bacterial hand wash on entry to the school, before and after breaks, and before they leave the building at the end of the day. Sanitising stations are located at ALL entrances/exits to the school building and at several points within the building.

School Uniform

We are grateful to all parents who continue to support us by ensuring all children wear school uniform. We would ask that parents refrain from "creating" new versions of the uniform eg different coloured sweatshirts, skirts, blouses etc. We are proud of our uniform, and our young people always look so smart. Visitors to the school regularly comment on this. Thanks for your support.

PE Kits

We would ask that all children bring to school, a PE kit. As much of the PE will be outdoors, we would ask that PE clothing is suitable for outdoors - jogging trousers etc. Particularly at early stages, these should be clearly labelled with the child's name. These bags will be stored in school, and will be sent home regularly for washing.

Children or Family Members Showing Symptoms

Where any child, or any family member in the household is showing any Covid symptoms such as a high temperature, a new, continuous cough, loss or change to sense of smell or taste - parents should take advice from NHS Inform and from Test & Protect. The child should **NOT** under any circumstance, attend school and should self-isolate for the current specified period, currently ten days. The school should be informed immediately.

Children Taking Unwell at School

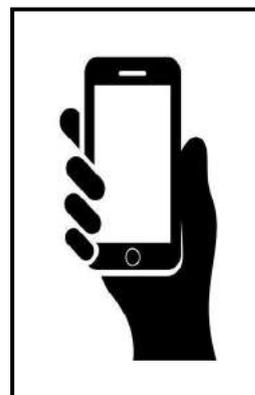


Any child who takes unwell at school would be cared for in the normal way. We expect that there will continue to be children who report feeling sick, have a sore stomach, cold, sore throat, headache etc and parents or one of their emergency contacts will be called as normal. Where a child is displaying COVID symptoms and begins to feel unwell at school, parents will also be called and asked to attend immediately. The child will be removed from the class and will be supervised in an identified isolated area by a member of staff till the parent arrives. The school has

facilities to take children's temperature as a precaution. Where there is growing concern about the health of any child or staff member, an ambulance would be called. All parents must follow national guidance, including possible testing.

Responsibility of Parents re Health & Wellbeing

The procedures the school would follow in the case of a suspected case of COVID are clear. For this reason, it is important that parents keep the school fully updated with the reason for ANY absence from school. Where we have two or more confirmed cases of COVID-19 within 14 days, or an increase in absences due to suspected or confirmed cases of COVID-19, we would make prompt contact with the local Health Protection Team and local authority. Where we have increased rates of absence due to respiratory illnesses, we will also contact our local Health Protection Team for further advice. It is VITAL that parents keep the school fully informed about any changes to the health and wellbeing of any child or member of the household.



Test & Protect

The effective use of Test and Protect in the school environment will be an important way of preventing any spread of the virus. Schools are considered complex settings and cases will be prioritised and escalated to specialist Health Protection Teams. The key initial step is the self-isolation and rapid testing of all symptomatic children, young people and staff. **Other children, young people and staff members will not be required to self-isolate unless contacted by the contact tracing service.** If a child, young person or staff member tests positive, the Health Protection Team will assess what action is needed. If a child, young person (or their parent/carer if under 16 years) or staff member is contacted by a contact tracer and told to self-isolate, the person should leave school to self-isolate at home straight away and, if possible, wear a face covering and should avoid use of public transport.



Visitors to the School

Normally we would welcome parents and visitors to the school at any time, but we would ask until further notice that parents who have queries or concerns call the school office on **01292 612461** in the first instance. Queries will then be directed to the most appropriate member of staff. Parents should **not come to the school without first phoning the school office and will not be allowed to enter the school building**. This is not how we like to work, but hope you understand the reasons for this as we try to limit the number of adults coming to and from the school and any potential for spread of infection.

Travelling to and from School

As a school, we promote active travel to and from school such as walking, scooting etc. At this particular time, we would strongly encourage this, as far as it is safe to do so. We would remind parents of the parking expectations around the school, and would ask for your co-operation yet again with this to ensure the safety of all coming and going from the school.

Consultation - Road Closures

There is a proposal out for consultation in relation to the closing of some roads around the school at key points of the day. I would encourage you to visit the South Ayrshire Website to see more details, and to give your views and feedback on these. The information can be found at:

<https://spacesforpeoplesouthayrshire.commonplace.is/schemes/proposals/have-your-say-on-our-proposals-for-schools/details>

Information has also been shared on the school facebook page.

Large Gatherings & Moving Round the School

At present, we will avoid large gatherings such as assemblies and wherever possible, keep children and young people within the same groups for the duration of the school day. Class timetables will be reviewed to reduce movement of groups of pupils around the school as much as possible.

After School & Lunchtime Activities

We are very proud of the significant range of lunchtime and after school activities we are normally able to offer in the school. However, at the moment, we have taken the decision that no activities will take place during lunchbreaks or at the end of the school day. It would be our hope to start these as soon as is safe and sensible to do so, therefore will review this and inform you of any changes to this as we move forward.

Revised Holiday Dates for Session 2020-2021

Please find attached, the amended school holiday list for session 2020-2021. I would encourage parents to take diary notes of these, as there have been a few changes due to the earlier start date.

Learning in the Early Years Centre

For those families who have children attending our Early Years Centre, separate advice has been produced and will also have been uploaded to the school website.

New Early Years Centre

I'm sure you will have noticed that building work is well under way for our new Early Years Centre. The building site has been completely fenced off, and we would ask for your support in reminding children of the dangers of accessing the building site. We are hopeful that the new state of the art facility will be opened early in the new year.

Parental Feedback

It is equally important that all parents feel confident we are doing everything possible to ensure the wellbeing of all staff, pupils and parents. Any suggestions or ideas would be welcomed, and where possible and appropriate will be taken forward. These should be sent to the HT by e-mail.

E-Mail Addresses

Should you have any further queries, please do not hesitate to get in touch with staff as follows:

Mr Watson	Head Teacher	David.watson3@south-ayrshire.gov.uk
Mrs Hartley	Depute Head Teacher	Gaynor.hartley@south-ayrshire.gov.uk
Mrs Carswell	Depute Head Teacher	Katrina.carswell2@south-ayrshire.gov.uk

We are living in very strange times, and for many, this will mean doing things differently and in ways we have never done before. It is new to us all, and I would ask that you continue to work with us through these challenging times, knowing that our main aim is to ensure the children are safe, secure, and get positive, valuable and high-quality learning experiences.

As you will be aware, national guidance changes regularly, and we will respond to this as appropriate. I will of course keep you fully up to date as things move forward and as we need or are able to make changes to the way we work in Forehill.

As always, should you have any further queries, please do not hesitate to get in touch and I will do what I can to assist.

Many thanks &
Best Wishes,



David Watson
Head Teacher

e-mail: david.watson3@south-ayrshire.gov.uk



SOUTH AYRSHIRE COUNCIL

Educational Services

Amended School Holiday Arrangements: 2020/2021

Term	Break	Dates of Attendance	Cumulative Working Days
First	Mid Term	Teachers (Inservice)	Tues 11 Aug 2020
		Pupils return	Wed 12 Aug 2020
		<i>local holiday</i>	Fri 18 Sept 2020
		<i>local holiday</i>	Mon 21 Sept 2020
		Close	Fri 9 Oct 2020
		Teachers (Inservice)	Mon 19 Oct 2020
		Teachers (Inservice)	Tues 20 Oct 2020
		Re-open (Pupils)	Wed 21 Oct 2020
		Close	Wed 23 Dec 2020
			90
Second	Mid Term	Re-open	Wed 6 Jan 2021
		Close	Fri 12 Feb 2021
		<i>local holiday</i>	Mon 15 Feb 2021
		Teachers (Inservice)	Mon 22 Feb 2021
		Re-open (Pupils)	Tues 23 Feb 2021
		Close	Thurs 1 Apr 2021
			147
Third	May Day	Re-open	Mon 19 Apr 2021
			Mon 3 May 2021
		Close	Wed 5 May 2021
		Teachers (Inservice)	Thurs 6 May 2021
		<i>Re-open (Pupils)</i>	Fri 7 May 2021
		<i>local holiday</i>	Mon 31 May 2021
		Re-open	Tues 1 June 2021
		Close	Fri 25 Jun 2021
			195
	Session 2021/22	Teachers (Inservice)	Tues 17 Aug 2021
		Teachers (Inservice)	Wed 18 Aug 2021
		Pupils return	Thurs 19 Aug 2021

NB Good Friday: 2nd April 2021

Pupil's attendance will be 190 days after deducting 5 in-service days.