

Forehill Primary School

Information for Parents
School Re-Opening
January 2021



Apologies for sending you this information so late in the term, but as you are aware, the Scottish Government announced on Saturday, some changes to how schools will re-open following the Christmas break. Myself and the rest of the leadership team are working on this just now, and have tried to include all available information in this letter, hoping we have covered all questions you may have. As you know, guidance from the Scottish Government can change at any point, and we will of course keep you up to date.

Early Years Centre

The First Minister has extended the Christmas holiday period for all children, to **Monday 11th January 2021**. The nursery will reopen as childcare only for vulnerable children and children of key workers from Tuesday 5th January onwards. As from Monday 11th January, learning will be provided remotely for all children.

Primary 1-7 Classes

The First Minister has extended the Christmas holiday period for all children, to **Monday 11th January 2021**. The school will reopen as childcare only for vulnerable children and children of key workers from Wednesday 6th January onwards. As from Monday 11th January, learning will be provided remotely for all children.

Childcare in Forehill for Key Workers

Keyworker childcare will operate during the school's current operating hours only. In Forehill these are:

Early Years Centre: Within the attendance pattern and hours your child normally attends

Primary School: 9.00am - 3.15pm

Whilst we appreciate the challenges faced by families, this service is **not available** for parents who are working from home, on leave, days off or where any member of the household is displaying symptoms.

All parents, who feel they meet the criteria attached and who require this, will need to apply by **Wednesday 30th December**, following the link below. This link has also been sent out to all parents through Groupcall Xpressions:

<https://beta.south-ayrshire.gov.uk/article/19723/>

It is possible that we will not have processed all childcare requests by 6th January. Parents who have applied by the 30th December and who require childcare from the 6th January will be catered for, but decisions on all applications moving forward from 11th January, will be communicated to parents by 8th January.

Please find below, a letter from Mr Douglas Hutchison, our director, with further detailed information, including criteria for accessing key worker care:

People Directorate

Depute Chief Executive and Director - People: Douglas Hutchison

County Buildings
Wellington Square
Ayr

KA7 1DR

Our Ref: AV/LD Your Ref

Date: 22 December 2020



Dear Parent / Carer

Following the First Minister's announcement on Saturday 19th December schools, early years centres and out of school care services will close at Christmas and re open on 6th January for staff, children of key workers and vulnerable children only. At present this will be until 18th January. A few services may open on different dates and they will keep you informed.

For the majority of children, the Christmas holiday will be extended and remote learning will be in place from 11th January. All parents can continue to use their existing childminder or any informal childcare arrangements they have in line with the Scottish government level 4 guidance.

Provision for children of key workers will be within the school or early years centre the child currently attends. Services will operate their normal hours. Vulnerable children and children of keyworkers in Early Years Centres will receive childcare in-line with their current pattern of attendance. Whilst we appreciate the challenges faced by families this service is not available for parents who are working from home, on leave, days off or where any member of the household is displaying symptoms.

The following key worker criteria will be applied:

Category 1 – Health and Care workers directly supporting COVID response; Health and Care workers supporting life-threatening emergency work, as well as critical front line primary and community care provision; Energy suppliers (small numbers identified as a top priority already); Staff providing childcare/learning for other staff

Keyworker provision will be provided where one adult is a category one key worker and other adults in the household are unable to work from home and there are no other childcare options.

Category 2 - All other Health and Care workers, and public sector workers providing emergency/critical welfare services (e.g. Fire, Police, Prisons, Social Workers, wider NHS staff, Home carers etc), as well as those supporting our Critical National Infrastructure (incl National Air Traffic Service, Prestwick (NATS)); without whom serious damage to the welfare of the people of Scotland could be caused. This will include key workers in food production and distribution and key council staff including key front-line staff in civil contingencies, bereavement and registration services, waste management etc.

Category 3 – All workers (private, public or third sector), without whom there could be a significant impact on Scotland (but where the response to COVID – 19, or the ability to perform essential tasks to keep the country running, would not be severely compromised). This includes key staff in construction, public transport services and essential retail.

Consideration will be given for childcare in category two and three only where all adults in the household are key workers, are unable to work from home and there are no other childcare options.

Parents who are eligible should apply online for the key worker provision by 30th December at [Keyworker Childcare Service - South Ayrshire Council \(south-ayrshire.gov.uk\)](https://www.south-ayrshire.gov.uk). The school or centre will confirm eligibility as soon as they practically can. In the meantime, parents who have applied, can use the service as normal if they meet the criteria.

Yours sincerely

A handwritten signature in black ink that reads 'Douglas Hutchison'.

Douglas Hutchison
Depute Chief Executive and Director – People

Accessing Care in Schools from 11th January Onwards

The provision in school will be similar to a homework club where there will be school staff supervising, but not directly teaching. Teachers will be fully occupied organising remote learning for all children and young people.

Accessing Learning from 11th January Onwards

From Monday 11th January all schools will be offering remote learning to all learners, provided by teaching staff. It is not the case that some pupils in school will be taught as normal and those at home will be learning remotely. There will be no in school teaching taking place until 18th January *at the earliest*. (This will be under review by the Scottish Government, and updates shared with you as we receive them)

EYC & P1-3 Classes - Learning Hub

Children in the EYC and Primaries 1-3 can access learning activities through the Learning Hub on the school website. Learning plans for each class will be uploaded regularly by class teachers, who will also be available on-line throughout the day to assist with learning tasks at home. It is expected that children will complete all tasks, and where possible return these to the class teacher to be assessed.

Primary 4-7 Classes - Microsoft Teams

P4-7 teaching staff will upload learning to Teams regularly, and it is expected that children complete set tasks. Tasks will vary between accessing learning websites and undertaking written tasks, which should be returned to the teacher to be marked and assessed. Mrs McDowall has added tiles for Bug Club, Sumdog and Education city onto the Glow homepage for pupils. This means that once on Glow, children can quickly access these sites. All children have been issued with a passport, detailing log-in details for all on-line learning. In January, we will post on our Facebook page, a short video which will assist you in helping your children to access Microsoft Teams.

School Lunches

If your child is attending the care hub on 6th, 7th or 8th January, they should bring a packed lunch and any snacks. Should you be allocated a place for the following week(s) then school lunches (likely to be packed lunches) will be available.

If you meet the criteria for free school meals, payment will be made to you during the week beginning 11th January which will also cover 6th-8th January. Currently the payment is £15 a week and this payment only applies to school aged children whose parents meet qualifying criteria which are income related. This will be reduced by £3 for each day a child is physically present in school.

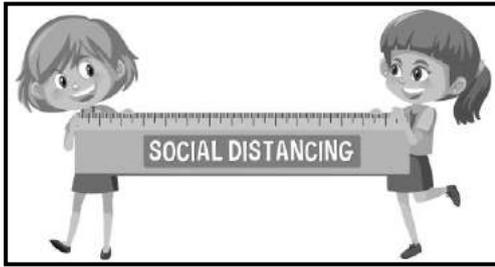
Wellbeing of Young People & Staff

Some children and young people may be slightly apprehensive about returning to school. Staff are fully aware of the importance of the wellbeing of all, which will continue to be a central focus in the new term. Balancing efforts to address the learning needs with children and young people's social and emotional needs will continue as always, to 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. Prior to the new term we will review once again our risk assessment, which 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.

Social Distancing



In Forehill we continue to encourage pupils not to crowd together, touch their peers eg: shake hands, hug etc. 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. Face coverings will continue to be worn by all staff.

Cleaning

A strict cleaning regime will continue within the school, with staff from facilities management on site at all times. 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.

Hygiene & Handwashing

As a school, we will continue to encourage and support all children, young people and staff to practise enhanced personal hygiene. 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.

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.

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.

We are living in very strange times - meaning we will be 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.

Should we be able to offer you any support as we enter the festive period, please do not hesitate to e-mail me, and I will do my best to assist.

On return in January, staff will be available each day within normal working hours, to offer support and assistance to children who may require this. We would encourage parents to keep in regular contact with staff, and to help with this I have attached a list of e-mail addresses.

I know the staff join me in wishing all our families a very Merry Christmas and a healthy 2021. We recognise Christmas will be different for us all, but I hope you all make time to relax, be with each other, take care and most of all, stay safe.

Many thanks &
Best Wishes,



David Watson
Head Teacher



Staff Email Addresses

	Staff Member	E-Mail Address
Head Teacher	Mr Watson	david.watson3@south-ayrshire.gov.uk
Depute Head	Mrs Hartley	gaynor.Hartley@south-ayrshire.gov.uk
Depute Head	Mrs Carswell	katrina.carswell2@south-ayrshire.gov.uk
Principal Teacher	Mrs Baines	Julie-Ann.Baines@south-ayrshire.gov.uk
Principal Teacher	Mr McDowall	lee.mcdowall@south-ayrshire.gov.uk
Principal Teacher	Mrs McDowall	moira.mcdowall4@south-ayrshire.gov.uk
Early Years Teacher	Mrs Neil	keren.neil@south-ayrshire.gov.uk
Senior EY Practitioner	Miss Maitland	lesley.trotter@south-ayrshire.gov.uk
Senior EY Practitioner	Mrs F Currie	fiona.currie@south-ayrshire.gov.uk
Senior EY Practitioner	Mrs T Clark	toni-ann.clark@south-ayrshire.gov.uk
P1M	Mrs McConnachie	laura.McConnachie@south-ayrshire.gov.uk
P1L	Mrs Taylor	julia.taylor@south-ayrshire.gov.uk
P1C	Miss Collins	louise.Collins2@south-ayrshire.gov.uk
P2G	Miss Crawford	gemma.Crawford@south-ayrshire.gov.uk
P2C	Miss Campbell	amy.Campbell2@south-ayrshire.gov.uk
P3H	Miss Hawkshaw	amy.Hawkshaw@south-ayrshire.gov.uk
P2/3	Mrs Paterson	nicola.Paterson@south-ayrshire.gov.uk
P3C	Mrs Cathcart	rosalind.Cathcart@south-ayrshire.gov.uk
P4Z	Miss Reid	ashleigh.Reid3@south-ayrshire.gov.uk
P4W	Miss Reid	amy.reid2@south-ayrshire.gov.uk
P5M	Mrs McDowall	moira.mcdowall4@south-ayrshire.gov.uk
P5N	Miss Muir	anna.muir@south-ayrshire.gov.uk
P6K	Miss Kerr	tiffany.Kerr@south-ayrshire.gov.uk
P6R	Miss Reilly	Laura.Reilly@south-ayrshire.gov.uk
P7M	Miss Mair	lynsey.Mair@south-ayrshire.gov.uk
P7S	Miss Duncan	suzanne.duncan@south-ayrshire.gov.uk
Support Teacher	Mrs Sutherland	fiona.sutherland@south-ayrshire.gov.uk
Support Teacher	Miss Law	nicola.Law@south-ayrshire.gov.uk
Support Teacher	Mrs McGhee	nanette.McGhee@south-ayrshire.gov.uk
Support Teacher	Mrs Rodger	jacqueline.Rodger@south-ayrshire.gov.uk
Support Teacher	Mrs Howlett	sarah.howlett@south-ayrshire.gov.uk
Support Teacher	Mrs Daubney	yvonne.daubney@south-ayrshire.gov.uk
Support Teacher	Miss Mair	Emily.mair@south-ayrshire.gov.uk
Support Teacher	Mrs Powell	Jillian.powell2@south-ayrshire.gov.uk
Support Worker	Mr Daily	john.daily@south-ayrshire.gov.uk