

Ratray Primary School



Core Procedures for Staff and Parents/ Carers (COVID19)

From 15th March 2021 (Version 5)



These Core Procedures will be reviewed on a regular basis and changes will be made accordingly.

Core Procedures (COVID19)

Who are we and what are we about? Our guiding principles have not changed!

Our school Ethos

Our vision of Together We All Can is supported by our values of Learning, Included, Nurtured and Kind.
Our ethos is supportive, inclusive and caring.
There will be a clear focus on re-establishing relationships with peers and teachers and keeping our children safe.

School routines

Entry and Exit to school/Environment:

Journey to school/ Parking	<ul style="list-style-type: none">• Please walk to school if you can• There is still no parent access to the school car park unless you have a disabled badge• Try to avoid parking on Honeyberry Drive and Crescent– our neighbours are concerned about blocked driveways and congestion – we are a respectful school and like to keep our neighbours happy
Entry to school	<ul style="list-style-type: none">• It is now a requirement that all parents/carers must wear a face covering (unless medically exempt) when entering the playground.• All parents/carers must adhere to social distancing guidelines of staying 2 metres apart from other families and staff and be mindful of congestion points.• To ease congestion, only Nursery, P1 and P2 parents can enter the playground to collect children.• Only 1 designated adult to accompany children.• Nursery, P1 and P1/2 Rattray children (and siblings) will enter the playground via the gates on the High Street from 8.55am.• Children will enter the building and playground via their designated entry points. This will be clearly signed on classroom doors and windows and school gates. <p>Nursery have their separate entrance (and own procedures document).</p> <ul style="list-style-type: none">• Nursery, P1 and P2 Rattray children (and siblings) accompanied by one designated adult per family will enter the playground via the school gates from 8.55am.• Primary 3 pupils and upwards will enter the gates from Rattray Common from 8.55am. No parents from these classes will enter the school playground, unless these children have younger siblings.

	<p>P1M (Ms McCulloch) will enter through the door in the small infant playground at 9.05am.</p> <p>P1/2W (Ms Wigmore) will enter through the door in the small infant playground at 9am.</p> <p>P2R (Mrs Russell) will enter through the door in the small infant playground at 9am.</p> <p>P3G (Ms Gregg) will enter through the assembly hall doors in the main playground at 9am.</p> <p>P3/4J (Miss Johnstone) will enter through the main entrance doors in the main playground at 9.05am.</p> <p>P4/5 (Mrs Strachan/Mrs Case) will enter through the assembly hall doors in the main playground at 9am.</p> <p>P5G (Ms Garrett) will enter through the assembly hall doors in the main playground at 9.05am.</p> <p>P6M (Mr Masterton) will enter through the upper classes doors at the rear playground at 9.05am.</p> <p>P6/7J (Mrs Johnstone) will enter through the upper classes doors at the rear playground at 9am.</p> <p>P7M (Mrs McCarthy) will enter through the upper classes doors at the rear playground at 9am.</p> <ul style="list-style-type: none"> • Any children travelling by bus or taxi will be collected by a member of staff and enter the building through the Dining Hall doors. Children should wear face coverings when travelling. • There will be no access to the school building by Parents/ Carers, all communication will be via phone call or email • Please be prompt to help manage the number of children entering the school grounds at one time • A member of staff will welcome the children into school to manage the flow of children entering the building • There will be no early entry to school due to wet weather so please ensure children have waterproof jackets with hoods. • If your child is going to be absent from school, then please follow the usual procedures and contact the school before 9:30 am.
<p>Exiting at the end of the day</p>	<ul style="list-style-type: none"> • It is now a requirement that all parents/carers must wear a face covering (unless medically exempt) when entering the playground. • All parents/carers must adhere to social distancing guidelines of staying 2 metres apart from other families and staff.

- **To ease congestion, only Nursery, P1 and P2 parents can enter the playground to collect children.**

- **Only 1 designated adult to accompany children.**

Children will exit the building either at 3.10pm or 3.15pm.

Children who arrive at 9 am will leave at 3:10 pm. Children who arrive at 9:05am will leave at 3:15pm. Lunchtimes will be shortened, and children will still have 5 hours of contact time with their teachers as is normal procedure.

Children will exit the building via their designated doors.

Nursery have their separate exits and guidance. (please refer to nursery guidance)

P1, P1/2 and P2 parents can meet children (and siblings) at the designated collection point at the gate of the small playground and exit through the school gates.

- P1M will exit through the door in the small infant playground at 3.15pm and will be escorted by the class teacher to the gate of the small playground. Parents please do not enter the small infant playground.
- P1/2W will exit through the door in the small infant playground at 3.10pm and will be escorted by the class teacher to the gate of the small playground. Parents please do not enter the small infant playground.
- P2R will exit through the door in the small infant playground at 3.10pm and will be escorted by the class teacher to the gate of the small playground. Parents please do not enter the small infant playground.
- P3G will exit through the assembly hall doors in the main playground at 3.10pm and will be escorted by the class teacher to the Rattray common gate.
- P3/4J will exit through assembly hall doors in the main playground at 3.15pm and will be escorted by the class teacher to the Rattray common gate.
- P4/5S will exit through the assembly hall doors in the main playground at 3.10pm and will be escorted by the class teacher to the Rattray common gate.
- P5G will exit through the assembly hall doors in the main playground at 3.15pm and will be escorted by the class teacher to the Rattray common gate.
- P6M will exit through the upper classes doors at the rear playground at 3.15pm, and will be escorted by the class teacher to the Rattray common gate.

	<ul style="list-style-type: none"> • P6/7J will exit through the upper classes doors at the rear playground at 3.10pm, and will be escorted by the class teacher to the Rattray common gate. • P7 will exit through the upper classes doors at the rear playground at 3.10pm, and will be escorted by the class teacher to the Rattray common gate. <p>Any children travelling by taxi will stay in the school until their mode of transport arrives. This will be accompanied by a staff member to their taxi.</p> <ul style="list-style-type: none"> • Face coverings must be worn and social distancing guidelines of standing 2 metres apart from other families and staff. • Please leave the playground promptly.
Entrance to the school	<ul style="list-style-type: none"> • Pupils will leave their belongings in their cloakrooms. • Please encourage your child to be as independent as possible with coats etc. • On entry to the school children will use hand sanitiser. Parents can provide moisturiser, but these must be named and not shared
School dinner choices	<ul style="list-style-type: none"> • Children will eat their lunch in the lunch hall following good hygiene practice • Any leftovers from packed lunch boxes must be taken home, emptied and cleaned every night

School routines (continued)

Bringing things to school

What will your child need?	<p>Packed lunch Warm, waterproof jacket Water bottle – filled every day at home Play piece – we love it when it is healthy!</p> <p><u>Everything must be named, and children need to be responsible for their own belongings</u></p>
School uniform	<p>School jumper/cardigan (Maroon or grey) and a white polo shirt Grey Trousers/leggings/joggers/shorts/summer dresses Black shoes which children can fasten themselves</p> <p>Following guidance from the Scottish Government, clothes should be cleaned regularly</p>
P.E	<p>P.E will continue following attached timetable. Children should wear their P.E kits on P.E days until further notice. The changing rooms will not be used until further notice. There will be no indoor P.E.</p>
Toys from home	<p>Children cannot bring anything from home unless a transition toy is essential and agreed with SMT.</p>

Health and Safety

Handwashing

Handwashing	<p>There will be soap and hand sanitiser in every learning space. Children and staff will wash their hands with soap and water for 20 seconds frequently and;</p> <ul style="list-style-type: none">-When re-entering the building after breaktime and lunchtime-When hands are visibly dirty-After using the toilet-After coughing and sneezing-Before eating-Before and after lunch <p>Younger children will be supervised where possible. Children can bring in their own moisturiser</p>
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Social Distancing (we will make every effort, but we also recognise that young children are not programmed to social distance)

In class	<ul style="list-style-type: none">• Children will have their own personal resources kept in wallets. This will include; pencils, erasers, sharpeners, whiteboards and pens
Other school areas	<ul style="list-style-type: none">• Changing rooms will not be used• There will be no gathering of pupils at Assemblies until there are changes to current guidance.

COVID19 symptoms (a new continuous cough, fever/ high temperature 37.8C or greater, loss of or change in sense and taste)

If a child or staff member becomes unwell with symptoms of COVID-19 while in school eg starts to cough	<ul style="list-style-type: none">• The person will be isolated in a designated room which can be well ventilated• They will go home as soon as possible• Staff helping them will wear a mask, gloves and apron• Appropriate cleaning and decontamination will be completed• If there is a confirmed case of COVID-19 within the school Government Health Guidance will be followed.• If a child or adult displays symptoms they would be expected to self-isolate for the recommended period of 10 days and carry out a test following the Government's procedures• If a child or adult has been contacted by a tracer and told to self-isolate for 10 days the person should leave school to self-isolate at home for 10 days
If your child has symptoms	<ul style="list-style-type: none">• Do not send them to school• Anyone with symptoms over 5 years old should be tested• Contact the NHS or arrange to be tested at 08000282816 or www.nhsinform.scot• Everyone that tests positive for COVID-19 will be put in touch with the local contact tracing team so that other close contacts can be identified• Parents/Carers must inform school if their child/ren has been tested.

Enhanced hygiene measures

Respiratory etiquette	<ul style="list-style-type: none">• Use a tissue, throw it in the bin, wash hands/ tissues will be supplied• Use your elbow if you do not have a tissue• If someone has sneezed on a surface, we will spray and clean the surface as soon as possible• Bins will be emptied on a regular basis throughout the day• Children should try to avoid touching their faces as much as possible
Preventing the spread of infection	<ul style="list-style-type: none">• All rooms/classrooms will be well ventilated.• Children may wear an extra layer of clothing e.g. jumper, jacket.
Use of PPE	<ul style="list-style-type: none">• We do not need any additional PPE for general care unless we are caring for a symptomatic child• Face coverings should not be required for most children (other than those clinically advised to wear one)• Where adults cannot keep 2m distance and are interacting face-face for a sustained period (about 15 minutes or more), face coverings will be worn• Anyone wishing to wear a face covering in school should be allowed to do so
Enhanced cleaning procedures	<ul style="list-style-type: none">• Hard surfaces and door handles will be cleaned throughout the day and at the end of the day

Our Curriculum

Planned learning

In school learning	<ul style="list-style-type: none">• Our focus will continue to be Numeracy, Literacy, Health and Wellbeing and outdoor learning through cross-curricular activities.• A range of active approaches will still be used• Children will be given their own "learning kit" with pencils, pens, whiteboard, number lines, multiplication square, scissors etc.• Following the guidance from the Care Inspectorate, the Early Years classes will continue to follow principles of a play-based curriculum. This will include opportunities for parallel play and small group learning• Any shared resources will be wiped down at the end of the day• Soft furnishings like cushions, soft fabrics and rugs will not be used
At home	<p>Following the First Minister's announcement, full time attendance will take place at school.</p> <ul style="list-style-type: none">• Any follow-up work/homework will be sent home via Teams or Education City – this work will consolidate the Literacy and Numeracy completed in class• Children will move on with their learning when the teacher has observed deep learning where children can complete tasks independently and can apply what they have learned in different contexts• The majority of reading activities will take place in class but reading books will continue to be sent home.

Communication

Communication with class teachers	<ul style="list-style-type: none">• Communication via Teams and glow email
Communication with school	<ul style="list-style-type: none">• Via the school email Ratray@pkc.gov.uk• Via the school phone number 01250 871980
Communication with HT	<ul style="list-style-type: none">• Via the school email Ratray@pkc.gov.uk
Communication from school and PKC	<ul style="list-style-type: none">• Please follow us on Facebook to keep up-to-date with current school and information from PKC• Information will also be sent out via Parent Pay and our school app

Daily life in school

Moving about the school

Movement will be limited	There will be no access to the school office. Children will not be sent on messages. There will be a clear movement system in operation throughout the school. Children should not be out of their classes unnecessarily. Any movement around the school will be monitored by school staff.
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Playtimes

P2, P3, P5, P6/7 and P7	<ul style="list-style-type: none">• Children will have a break at 10.15 – 10:35 am• They will wash their hands before and after break
P1, P1/2, P3/4, P4/5 and P6	<ul style="list-style-type: none">• Children will have a break at 10:40 – 11 am• They will wash their hands before and after break
Play activities	<ul style="list-style-type: none">• Children can play alongside their friends but will be discouraged from playing contact games like tig• Children accessing the critical childcare provision will play within their family groups or identified bubble, in an identified area of the playground.
Wet Playtimes	<ul style="list-style-type: none">• During wet playtimes children will remain in their classrooms

Lunchtimes

All children	During wet lunchtimes children will remain in their classrooms Children will wash their hands before and after lunch
P2, P3, P5, P6/7 and P7	Lunch will be eaten in the lunch hall at 12:10 – 12:30pm Play outside from 12:35 -1pm
P1, P1/2, P3/4, P4/5 and P6	Lunch will be eaten in the lunch hall at 12:40 – 1pm Play outside from 1:05 -1.30pm

Toilets

	Communal toilet doors will be wedged open -this will not affect privacy Individual toilet doors can be closed. Number of children accessing the toilet at one time will be reduced A toilet will be allocated for each class. A toilet system will be in place to reduce the number of children accessing the toilet at any given time
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Access to Water

	Children should bring a filled water bottle to school each day. Water will be available to children, who come to school without their own water bottle.
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First Aid

	Staff will continue to follow current practice and PPE equipment will be worn. Any head injuries will be assessed at the location and dealt with in accordance to Health and Safety and PKC guidelines.
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Breakfast Club

	Following new guidance, these services will be available from Monday 22 nd February 2021
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