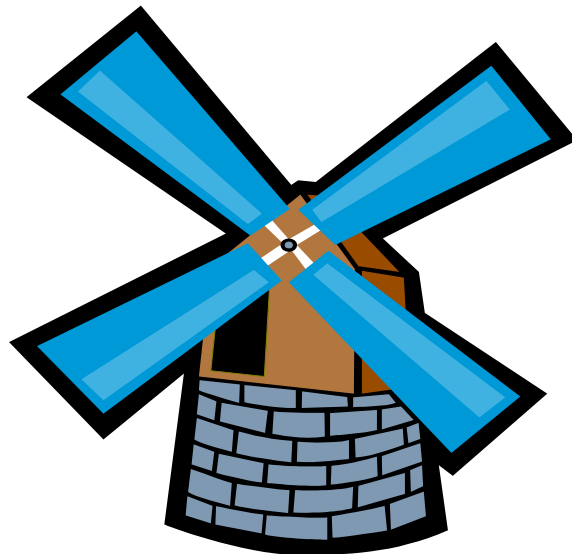


High Mill Primary School



Parent Information COVID-Recovery

Introduction

In preparation for the children returning to school, the team at High Primary were busy updating risk-assessments, looking at current guidelines and good practice from NHS Scotland and Education Scotland, while liaising with South Lanarkshire Council to ensure that the new routines and procedures we have in place would support our children in making a safe, supported return. You will recall that we liaised with the Parent Council over the routines and procedures in June 2020.



We are delighted to have 'our children' back in school, hearing the familiar sound of laughter and excitement as settle into the new routines and most important re-connect with their friends and staff.

As I'm sure you would expect, school looks a little different. While guidance around distancing for primary age children changed as schools re-opened, we wanted to strike the balance between ensuring a safe, socially distanced environment and keeping things 'as normal as possible'. This enables us to reassure children who are anxious and to support pupils' health and wellbeing.

In this fluid and ever changing situation, and to reflect most recent guidance and advice from Scottish Government and NHS Scotland our routines, practices, risk assessments and protocols will continue to be reviewed, refined and updated. We will strive to communicate any changes to parents in a timely manner but our priority is in supporting the children to adapt to these.



These guidelines are an update from the Parent FAQs issued over the summer holidays. It is hoped that these answer most of the questions you may have. We have included some pictures to help you visualise some of the changes.

Each of the following will be summarised:

- Entrance, Exits and Managing Traffic
- Breakfast Club
- Movement Around the Building
- Toilets
- Breaks and Lunchtimes
- P.E and Outdoor Spaces
- Classroom Environment
- School Uniform and School Bags (Pencil Cases, Packed Lunches & Water Bottles)
- Curriculum
- Cleaning
- Handwashing/Hand Sanitising
- Toothbrushing
- Communication, Visitors and Meetings
- Someone Presenting as Unwell and First Aid
- Further Information



Entrance, Exits & Managing Traffic

In line with South Lanarkshire Council's Safe Systems of Work, we are required to reduce the number of adults accessing the school grounds. Taking this into consideration the following is in place:

Morning

- The playground gate will open from 8.30am and there will be an adult presence in the playground from this time. This is to support working families who would ordinarily use the Breakfast Club.
- All children will enter the playground through the pupil gate, unless there has been an alternative arrangement agreed by the Head Teacher.
- A member of staff (ordinarily the janitor) will specifically supervise the gate from 8:45am.
- Unfortunately, due to the current guidance, we will be limiting parental access to our school grounds. Parents should 'drop and go' from 8:45am.
- School doors will be open from 8.45am. To provide a flexible soft start, children will 'drift' into their classroom when dropped off, a Support Assistant supervises each class.
- There is limited space outside the gate which does not easily support social/physical distancing between families or sets of parents. Please do not linger. Please continue to follow all signage including markers on the pavement.
- Do not park in the drop-off zone unnecessarily.
- Please do not be offended if a member of staff asks you to move on once your child has entered the playground.

- Children can cycle or 'scoot' to school and bikes/scooters can be left in the school playground.

Pupil Entry

- **P.2/1, P.3/2, P.6/5 and P.7/6**
 - Enter the building through the playground door directly into their classroom.
 - Children will wash their hands as they enter the classroom, the fluid start to the day supports this.
 - They will then hang up their coat and bag on their peg. Shoes will not be changed.
 - Children will collect or be issued with their key resources.

- **P.4/3**
 - Enter through the main pupil door and access their class from the corridor.
 - Children will be required to sanitise their hands upon entering the building, using the hand sanitiser dispenser available at the entry point.
 - They will then hang up their coat and bag on their peg. Shoes will not be changed.
 - Children will collect or be issued with their key resources.

Children should remain in their seat once they are inside their classroom. Teachers may or may not be in the room at this point, but a member of support staff will be supervising the children before 9am.

End of the Day

- A member of staff will supervise the gate from 2:45pm, both sides of the gate being opened.
- The adult supervising the gate will support the teachers to release two children at a time based on which parents are present. When collecting a family, all children will be released at the time for the youngest child. This will quickly reduce the number waiting adults.
- All children will exit the playground through the pupil gate, unless there has been an alternative arrangement agreed by the Head Teacher.

Pupil Exit

- **P.2/1, P.3/2, P.6/5 and P.7/6**
 - Children will put away their key resources.
 - Put on coats and collect school bags before washing their hands.
 - Exit the building through the door directly to the playground.

- Classes will be released in waves:
 - P.2/1 at 2:45pm (*P.1 will be released first*)
 - P.3/2 children at 2:50pm
 - P.4/3 children at 2:55pm
 - P.6/5 children at 2:58pm
 - P.7/6 children at 3pm

Children who are walking home alone/in sibling groups will be released at 3pm.

- Parents should 'collect and go'.
- There is limited space outside the gate which does not easily support social/physical distancing between families or sets of parents.
- Please do not linger. Please continue to follow all signage including markers on the pavement.
- If using the car, please do not arrive before your youngest child's exit time. Do not park in the drop-off zone unnecessarily.
- Please do not be offended if a member of staff asks you to move on once your child has exited the playground.

Please ensure your child knows if an adult is collecting him/her from school or if they are walking home alone. It is essential that your child knows who is collecting him/her and where they will be waiting. This will help ensure a safe, smooth and speedy exit.

Breakfast Club

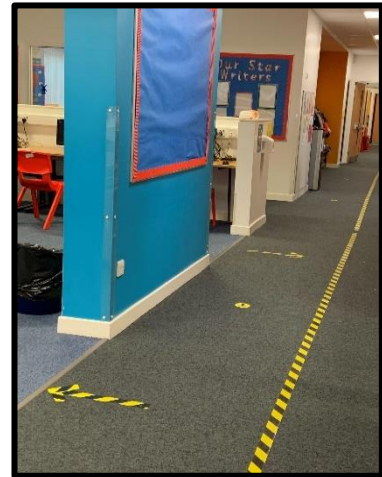
South Lanarkshire Breakfast Clubs are not currently running in primary schools.

As part of our COVID Recovery and funded by our Pupil Equity Fund we are working with the catering department to be able to offer the children free toast in the morning. We will issue more information about this once it is available.

Movement Around the Building

Movement around the school building will be limited at this time.

- When children or adults are walking around the school everyone will be asked to keep to the left, this will encourage safe movement around the school.
- At times, open areas may be used by children e.g. receiving targeted support; however, this would be under the supervision of an adult.
- Situated around the school are hand sanitisation stations, providing children with access to hand sanitiser as and when they require.

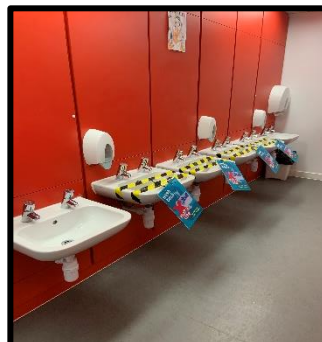


- When children do leave their classroom, they will be required to sanitise their hands on the way out and on their way back into the room.
- Enhanced cleaning will take place throughout the day; this will include touch points, toilets, door handles and push plates etc.



Toilets

- Children will continue to be able to use the toilets as needed.
- The toilets have been measured and 2 children can use each set of pupil toilets at any time.
- Some cubicles, urinals and sinks have been taped off.
- A 'Toilet Token' has been introduced.
- Children will keep this in their tray.
- When using the toilet will take their token with them and display it on the door.
- This shows how many people are using the toilet and indicates whether or not someone has to wait or if they can enter.
- The token contains your child's class and a separate colour for boys and girls has been used. Your child's name is not on their token.
- When finished, your child will remove their token and take it back to class with them.



- At play time, a member of staff will monitor the usage of the toilets.
- Toilet paper, soap and paper towels will be replenished regularly by the janitor.

Play Time and Lunchtimes

Play Time

- While physical distancing guidance for primary aged children has changed, we are staggering play times. There are now two separate play times.
- Hand washing and sanitising, will take place before children go outside and when they return to class (same process as their morning entry to school).
- This will limit the risk to children by minimising their interactions with others, the support assistant based in each class will supervise the play time.

	TIME	CLASS
Play Time 1	10:20am to 10:40am	P.6/5 and P.7/6
Play Time 2	10:45 to 11:05am	P.2/1 and P.3/2 and P.4/3

- **P.2/1, P.3/2, P.6/5 and P.7/6** will exit/enter the building through the playground door directly into their classroom.
- **P.4/3** will enter through the main pupil door and access their class from the corridor.
- Support staff will assist the children by offering prompts, reminders and intervening in play.
- Children should not share snacks and staff will be vigilant about this. Please talk about this with your child.
- To prevent the risk of infection through handling money, our Fruit Basket is not operating at this time. We are working with the catering department to be able to offer free fruit to those who wish to have it. This will be funded through our Pupil Equity Fund.
- In consultation with our young people we will identify a range of games and resources to build up our playground boxes. While children no longer require to socially distance, we will aim to minimise the sharing of these resources to limit the risk for children.

Lunch Time

- There normal 3 weekly menu is for South Lanarkshire primary schools is now in operation. This has been shared on the School App.
- An adult will ask your child their choice and then enter it into the computer. This prevents children all touching the same computer and prevent the keyboard being cleaned between each child.
- Lunchtimes are staggered to reduce the number of children accessing the lunch hall.
- Children sit at assigned class tables.
- This will limit the risk to children by minimising their interactions with others, the support assistant based in each class will supervise the lunch time.
- Packed lunch bags/boxes will remain in school bags until just prior to eating and empty bags/boxes returned to schoolbags before children go outside.
- Tables and chairs are cleaned by Catering Service staff between each sitting.

	DINING HALL	OUTDOORS	Class
Lunch Time 1	12pm to 12:25pm	12:25pm to 1:45pm	P.6/5 and P.7/6
Lunch Time 2	12:30pm to 12:45pm	12:45pm to 1:15pm	P.2/1 and P.3/2 and P.4/3

- The supervising staff observe for when the majority of a class have finished eating and begin to take the children outside.
- Home lunches can be collected/returned at the staggered time for their class. Alternatively, to support existing family arrangements and siblings in different classes, parents can opt to use out normal lunch time of 12:15pm-1pm for home lunches.

P.E and Outdoor Spaces

- Taking into consideration current guidance from NHS Scotland, teachers will aim to take learning outside as often as possible.
- Each class has timetabled and free-flow access to outdoors area.
- Current research has drawn a clear link to the positive impact a child's use of outdoor green space can have on wellbeing. While this type of space within our grounds is limited, classes will be making increased use of the Orchard area.
- Following guidance from Education Scotland:
 - PE lessons will take place outside, using the playground area, and in all weathers.
 - Children can wear the PE kit to school on their allocated days.
 - As PE will be outdoors, parents should check the weather forecast as children may require tracksuit trousers, a sweatshirt/fleece and trainers as an alternative kit. Other than in extreme weather, PE will go ahead.
- Lessons will be planned to adhere to guidance around physical activity and sport.
- We are currently sourcing a stock of waterproof clothing to support this.

Class Environment

All staff are fully implementing South Lanarkshire Safe System of Work and adhering to a comprehensive Risk Assessment developed for the school.

- In line with current Scottish Government guidance children are not required to socially distance therefore desks will not be required to be 2m apart.
 - Seating arrangements in classes change from time to time through the session.



Primary 2/1



Primary 3/2



Primary 4/3



Primary 6/5



Primary 7/6

- Children will be required to stay in their seats, with class teachers managing movement around the class and keeping this to a minimum.
- The traditional 'classroom helpers' jobs look different this is to limit the number of people moving around the school e.g. registers will be collected from classes rather than a 'messenger' taking this to the office.
- Each child has a personal tray, which he/she will collect from a unit each morning. This will contain all the materials they need e.g. whiteboard, number fan times table square etc.
 - This is where he/she will keep their pencil case and water bottle (during the day).
 - Your child will put his/her tray into a unit at the end of each day to facilitate the cleaning programme.
- Classes will have all of the usual teaching aids children are used to.
 - Additional considerations will be given to ensuring these resources are sanitised and ready to use for the next person.
- Every class has been provided with a supply of tissues, antibacterial wipes and anti-bacterial spray. This will allow the teacher to clean surfaces or equipment throughout the day as and when required.



- Classroom and internal doors (excluding toilets) will be wedged open to limit the use of 'touch points' e.g. door handles/door plates.
- Windows and external doors (except fire exits) will be kept open where possible. The fresh air circulation system will be on to increase ventilation.
 - For this reason, children may need a jumper or cardigan as classes will be cooler than usual

The current situation will impact on many of the routines and experiences we provide, including assemblies, Pupil Voice Groups, coffee morning, P.7 Buddies and many more. We are considering how we can provide these rich experiences for pupil and parents, utilising digital technology effectively to provide opportunities for children and families to interact and stay connected.

Further information about class routines, approaches to learning and teaching and home work will be shared during our digital 'meet the teacher' in September. We are making plans for what blended learning will look like should there be any local lockdown or where children are required to self-isolate.

School Uniform and School Bags

Uniform

- Children should wear full school uniform.
 - Ties can be worn.
 - As outlined above, physical activity and outdoor learning will be an integral part of your child's education. Considering this, you may decide on your child wearing polo shirts instead of a shirt and tie.
 - Blazers can be worn this is a matter of parental choice/preference.
- Children can wear a jacket, but this should be appropriate for the weather.
- Hoodies, leggings and trainers are not part of our school uniform.
- On PE days, the tie should only be worn if your child can take this off and put it on without adult help.
- Your child can bring a school bag to school as they normally would. This will allow them to bring the things they need.
- As children will be outside everyday with the exception of the most extreme weather, we ask that you send your child with appropriate outdoor clothing and footwear each day.
- We ask parents to regularly wash all items, including the tie.

School Shoes

- Yes, all children should wear school shoes.
- We ask parents to ensure children can take off and put on their shoes independently, please consider whether or not your child can fasten buckles and tie shoe laces without adult assistance.
- Your child should bring a pair of indoor shoes to school.
 - Other than for PE, children will not be changing into gym shoes indoors, so it is important his/her shoes are comfortable.
 - This change was being made regardless of COVID-10 as we find that it disrupts learning time. Children change shoes 6 times a day, at the infant stages and where children find this tricky it can use almost an hour of learning time each day.
- Trainers and canvas shoes such as Converse are not part of the uniform.
- In exceptional circumstances such as shoes/socks becoming wet children will be able to change into gym shoes indoors.
- These shoes will be kept in school.

School Bags

- Yes, we feel that a school bag is part of a child's identify, choosing a school bag is often an exciting thing for children.
- We encourage parents to help children choose a bag that is not overly big. An A4 jotter/book is likely to be the largest things your child would carry to and from school which might help when making choices.

Pencil Cases

- We know that choosing a pencil case is often very important to children and the style/design they choose often represents their interests and are happy for children bring a pencil case to school.

- Pencil cases remain in school to reduce the number of items being carried from home to school and vice-versa. Please keep a few items of stationery at home for any blended learning (learning at home) and for any homework.
- We are providing all the materials/resources your child will need in school so please do not worry if he/she does not have a pencil case.
- Please contact the school office if you require support with accessing stationery items for home use.

Packed Lunch Boxes

- While we are keen to reduce the number of items being brought to school, we are happy for children to bring a packed lunch box.
- We ask that the box including any drink can fit inside your child's school bag to help reduce the number of items lying loose around school.
- A paper bag or carrier bag can also be used as an alternative as this will enable packed lunches to fit in school bags.

Water Bottles

- It is essential for good health that children continue to have free access to drinking water throughout the school day.
- The water fountain will be cleaned during the day as part of enhanced cleaning routines implemented by South Lanarkshire Facilities Department.
- Children should bring a filled water bottle to school each day, this will reduce the number of trips out of class to re-fill. Please ensure this, and all other items, are labelled with your child's name.
- Water bottles should be taken home at the end of the day where they are washed. These should be re-filled the next morning before children come to school.

Storage of Above Items

- Your child's jacket and school bag (with any packed lunch inside) will be hung on your child's peg in the cloakroom.
- Packed lunches will be taken out of bags when your child is going for lunch and empty bags/boxes will be placed back in school bags when your child finishes his/her lunch.
- Gym shoes will be stored in your child's shoes box, this will be for their use only. This is where school shoes will be stored during PE times

Curriculum

- Taking into consideration the needs of our young people and current best advice from South Lanarkshire Council and Education Scotland, High Mill Primary have prioritised the following curricular areas that will be focussed on while your child is in school.
 - Literacy
 - Numeracy
 - Health & Wellbeing
- We know that parents are concerned about children's progress and how it may have been impacted by the school closure.
- Having this clear focus initially, on the 3 curricular areas outlined above will ensure we are able to ensure your child makes the best possible progress.
 - During class teacher's CCC, Mrs Cairns and Mrs Naismith will offer subjects from across the curriculum, initially RME, Music and Social Studies.
 - For term 1, coverage of other curricular areas will be minimal.
- It is likely that teachers will need to use more 'traditional' approaches to learning and teaching e.g. those that you as parents may be more familiar with from your own school days. Careful consideration will need to be given to:
 - Aspects of active learning which can/cannot take place

- use of technology and any cleaning required between uses
 - implementation of more 'chalk and talk' lessons
- To support this, teachers are working collaboratively to plan a consistent approach to home work across the school. This planning and preparation are likely to take a few weeks. We appreciate parental support and patience with this.
 - Meantime, your child's teacher may choose to provide a few tasks which consolidate prior learning. Examples of this may include spelling words from during the closure period or using familiar (previously read) texts to help develop fluency and expression in reading.
 - Mrs Wilson who is leading part of our COVID Recovery Plan will be seeking parental views on this and will be in touch with those parents who expressed an interest in joining a recovery focus group.
 - Once the home learning approach is set, we seek parental support in ensuring pupils complete tasks – this will help children make the best possible progress.
 - Children will be issued reading books that can be taken home. A literacy rich environment is one that supports a child's development and we believe that a parent sharing reading with their child is something which should not be lost during these challenging times.
 - Your child's reading book will provide a context for the Literacy homework and will ensure they continue to develop tools for reading, and an ability to understand, evaluate and analyse a text.

Reading books will be quarantined for 72 hours once your child has finished with it. This may mean there is a gap between a new book being issued so we encourage parents to read with children at home using their own books/books from school and class libraries. Please support us in returning these when they are due.

Cleaning

- An enhanced cleaning programme has been developed by South Lanarkshire Council Facilities department.
- In addition to the daily cleaning, there is periodic cleaning of key areas throughout the pupil day.
- Weekly an electrostatic spray and cleaning product which kills COVID-19 within 5 minutes, leaving a lasting protective coating on surface is deployed.
- Touchpoints such as door handles, light switches, push plates are cleaned periodically throughout the day by the janitor.
- Each class teacher has been issued with an approved sanitising spray for any incidental cleaning such as should a child sneeze.

Handwashing/Hand Sanitising

Children will wash hands at the following times:

- entering and leaving the building e.g. morning, play time, lunch time and end of day
 - before and after eating
 - before and after using the toilet
 - times when entering/leaving the class
 - after coughing/sneezing - new lidded bins have been supplied for disposing tissues
- As previously mentioned, hand sanitising stations have been placed around the school as an additional measure.
 - Staff and visitors/contractors sanitise their hands when entering and leaving the building.

Toothbrushing

- There will be no toothbrushing in school until further notice.

Communication, Visitors and Meetings

- We will be issuing letters, newsletters etc. through email and the school app.
- Parents who do not have an email address will be able to request paper-based communication
- Only documents requiring completion e.g. medical information, parental consent will be issued in paper format.

The Scottish Government guidance set out strict arrangements which apply to parents, carers and peripatetic staff and other visitors. Parents/carers should not enter the school building except in an emergency and must contact the school in advance.

- **We will not be accepting visitors.**
- Do not come into the school building, (including the foyer) unless this has been arranged in advance.
- Any requests for meetings will be passed to the Head Teacher.
- Meetings will be held online using Google Meet.
- Please phone or email the school office (the Head Teacher is often out of school and emailing the office ensures your emails can be responded to as soon as possible and by the appropriate person).

Someone Presenting as Unwell and First Aid

- Do not send your child to school if they are unwell or if someone in the household displays symptoms of COVID-19.
 - New continuous cough
 - Fever/high temperature
 - Loss of, or change in, sense of smell or taste
- The usual arrangements for children requiring First Aid or who feel unwell remain in place.
 - Staff providing First Aid or supporting an unwell child will wear PPE.
- If during the school day a child becomes ill, they will be moved to a room with a member of staff and you will be asked to collect them.
- They will not be allowed to travel home on school transport (where relevant).
- Staff will use face masks/appropriate PPE.
- The room will be closed until cleaned, and refuse will be disposed of in a bin with a lid.
 - The shared meeting room in the foyer has been set aside as an isolation room for anyone showing symptoms of COVID-19. Children will remain there until they can be collected.

Further Information

https://www.southlanarkshire.gov.uk/info/200228/health_and_medical_information/1863/coronavirus_covid-19_advice

<https://www.nhsinform.scot/>