

Stonelaw  
High  
School

## Parent/Carer Information for pupils returning to school

Commitment Ambition Respect Trust Loyalty

## Welcome Back to School

We are looking forward to welcoming our pupils returning to school next week.

The following information is to help and support parents, carers and pupils with the return to school.

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## **Cleaning, Hygiene and Physical Distancing**

### **Cleaning and Hygiene**

- All cleaning will be carried out in accordance with COVID-19 guidance
- The school is currently being deep cleaned in preparation for staff and pupils returning
- To support personal hygiene, as pupils and staff enter and exit the school, there will be hand sanitising dispensers on the wall/stations at designated points which everyone must use
- Tissues and anti-viral wipes will be available in class
- At the end of each teaching session, pupils in preparation for the next teaching session will wipe down equipment that they have used. Pupils arriving will also have the opportunity to wipe down equipment before they use it
- Whilst areas and equipment used in each session will vary examples of what will required to be cleaned include - desk/chair/surfaces/equipment
- Anti-viral wipes will be disposed of in normal bins immediately after use
- Tissues will be disposed of in a lidded bin immediately after use
- Signs will be displayed around the school as a reminder to wash or sanitise hands
- Handles and common points of contact will be cleaned by cleaners regularly throughout the school day
- The school will be cleaned at the end of each day
- There will be cleaning of frequently touched objects and surfaces (e.g. telephones, keyboards, door handles, desks and tables) throughout the day
- As far as possible, pupils will be asked by staff to sit at the same seat for each lesson.

## Physical Distancing

- 2 metre distancing should be maintained where possible for adult to adult and adult to pupil
- Face coverings for both staff and pupils are optional at all times
- Staff should wear face coverings when they cannot maintain 2 metre distancing and are interacting face to face for 15 minutes or more



## Transport

- Where possible we would ask that individuals walk to school
- For those cycling, the cycle stands will be cleaned each day and there will only be one bike per stand. A bike stand is available at the front of the school
- School Bus/Minibuses/Taxis – There will be no physical distancing on school transport
- Where a pupil is being dropped off by car we would ask that this is done at a safe distance from all school entrances
- Parents/carers will not have access to the school car park as the pedestrian walkways will be used by pupils and this will help reduce risk of crowding
- School transport arrangements remain the same as before lockdown (pick up locations/pick up times) unless you have been contacted with an update from SPT. Any queries in relation to school transport should be directed to SPT on 0141 333 3360

## Entering and Exiting the School for Pupils

**We will go over this information with pupils on the first day back**

We have identified three main entry points to the school

- Main Gate/Ramp at the front of the school (S1 and S3)
- Gate at Community Entrance (canteen and PE) (S5 and S6)
- Gate beyond the community entrance back of PE (S2 and S4)

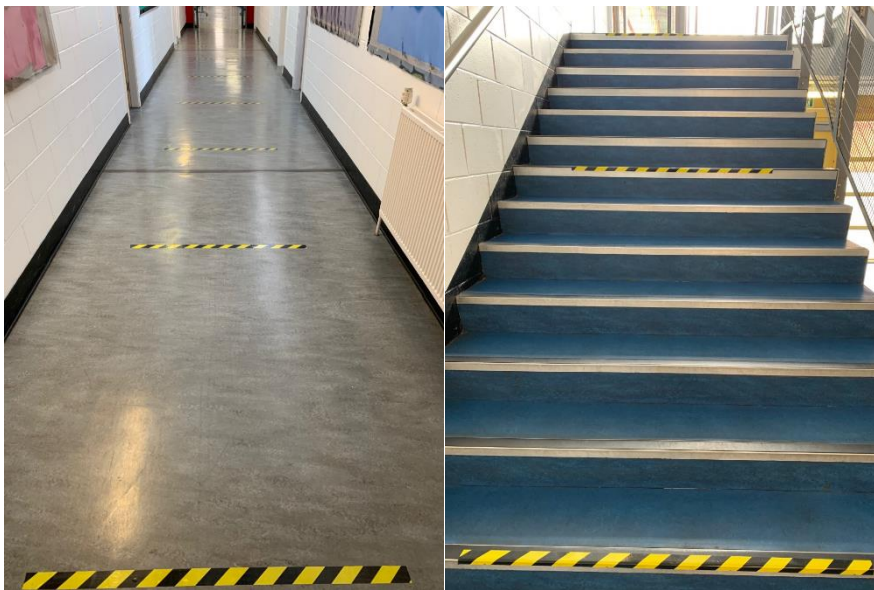
Year groups have been allocated an entrance outlined below:-

- Main Gate/Ramp at the front of the school should be used by S1 and S3
  - S1 should remain in the front playground
  - S3 should enter at the door next to the stage entrance and proceed to the S3 playground (between Technical and PE)
- Gate at Community Entrance (Canteen and PE) should be used by S5 and S6
  - S5/S6 should enter at the Community Entrance at the canteen/PE
- Gate beyond the PE/Community Entrance should be used by S2 and S4
  - S2 and S4 should remain in the playground at the back of the school (playground visible from the street)



## Our Corridors

- During the school day there will be a one-way system in operation to ensure the safe flow of pupils and staff throughout the school
- Wall signage will state clearly the direction of travel in each corridor and stairwell
- 2 metre markings on the floor and the stairs will demonstrate the appropriate distancing
- When arriving at class pupils should not line up outside classrooms. They will enter the class on arrival
- Pupil Support Teachers will guide S1 Pupils through the school on their first day (Wednesday 12 August). We will use support staff on their second day (14 August) to support S1 to navigate our building.



## Emergency Evacuation Procedures

In the event of an emergency, normal evacuation procedures will be followed. Pupils and staff will be reminded of these procedures on return to school.

## Classrooms

- Hand sanitiser dispensers are positioned inside each classroom
- Everyone entering and exiting classrooms should use the hand sanitiser. Where hand washing in sinks is available these should be used instead

## The School Day

- The school day will run as normal except for arrangements for interval
- All pupils will move from period 2 to period 3
- During period 3, pupils will have a staggered Interval
- S1 and S5/S6 will have their interval between 10.45am and 11am. They will then return to their period 3 class
- S2 and S4 will start their period 3 lesson and their interval will be between 11.05am and 11.20am. They will then return to period 3 to continue with their learning
- S3 will start their period 3 lesson and their interval will be between 11.25am and 11.40am. They will then return to period 3 to complete the lesson
- We will rotate the interval periods weekly

## Arrangements for Interval and Lunch

- Pupils will be encouraged where possible to bring a packed lunch
- It would be helpful if pupils pre-ordered their food for interval and lunch
- S1 and S2 pupils and all pre-orders will be served in the first ten minutes and S3-S6 of the school thereafter
- If the weather is appropriate, pupils will be encouraged to use our outdoor spaces for lunch
- Food purchased from outside the school should not be consumed within the school

## Pupils who feel unwell during the school day

If a pupil feels unwell or develops a high temperature, a persistent cough, a loss of, or a change in, normal sense of smell or taste (anosmia):

- The Class teacher should phone the school office
- A member of staff will collect the pupil from class and take them to an isolation area (Interview Room 1) and will remain with them (DHT, Pupil Support, Classroom assistant, School Office Staff)
- The School Office will contact parent/carer to request child is collected
- The pupil will be encouraged to avoid touching anything
- The pupil will be instructed to cough or sneeze into a tissue and put it in a lidded bin
- Should pupils require physical support staff will have to wear PPE whilst supporting them to a safe place or until emergency services arrive
- PPE will be placed in each staff base.



### **Attendance and Late coming**

- If a pupil is unable to attend school due to illness the school office should be contacted before the start of the school day indicating how long the pupil is likely to be absent from school
- This information will be passed to the Pupil Support Teacher
- On return to school, pupils should provide an absence note to their Register teacher explaining the absence
- All pupils who are late for school should report through the main entrance to the school.

### **Pupil Behaviour**

- Our values of Commitment, Ambition, Respect, Trust and Loyalty will still apply in these new circumstances.
- The expectations of pupil behaviour remain unchanged
- Pupils should be mindful when they are out in the local community about keeping themselves and others safe
- It is vital that pupils follow instructions that specifically relate to changes that have been put in place to keep school community as safe as possible  
(For example – Physical distancing being observed, cleaning procedures being adhered to and hand hygiene being a key part of their daily routine)

### **Visitors to the School**

- At this time, parents/carers will be asked to contact Pupil Support Staff and SMT by phone or email. They will not be able to meet face to face with staff
- If they are collecting a pupil who has become ill, they will be asked by the Office Staff to wait in the school foyer maintaining 2m social distancing



### Lockers

- To reduce further points of contact and interaction, lockers will not be issued to S1 pupils at present and will not be used by pupils who currently have a locker

### Toilets

- Access to toilets will operate as normal



### Home Learning

- Where a pupil is required to self-isolate learning will need to be delivered through work being issued for completion at home and on our digital platforms (Show My Homework and/or Google Classroom)

## Uniform

Pupils should be in uniform as normal. We will put in place arrangements for pupils in PE, these will be shared with pupils and parents during the phased return. **However, on the first week back (12 -14 August,) all pupils should be in full school uniform.** Our uniform is as follows:



**Plain Black Jumper**  
**Plain Black Jacket**  
**Plain Black Skirt**  
**Plain Black Trousers**

White Shirt  
**School Tie**  
**Black Shoes**