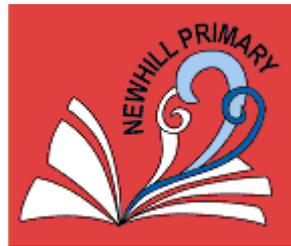


Newhill Primary School



Core Procedures for Staff and Parents/Carers (COVID19)

From 12th August 2020

Newhill Primary School
Core Procedures (COVID19)

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

Our school Ethos

	Our vision of 'Planting Roots to Bear Fruits' is supported by our values of Determination, Achievement, Respect, Responsibility and Self-belief. 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.
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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 access to the school car park, unless you have a disabled badge.• Try to avoid parking at Smithfield Crescent as 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">• P1-7 Newhill children will enter the playground from 8.55am. 1 designated adult to accompany children. To ease congestion, only P1 and P2 parents can enter the playground to drop off children.• Nursery have their separate entrance.• Children will enter the building via their designated door. This will be clearly signed on stairwell windows and classroom doors: P1W will enter through P1A class door at 8.55am P1D will enter through their class door at 9.05am P1A will enter through their class door at 9.05am P2S will enter through P1D class door at 8.55am P2M/P will enter through their class door at 9am P3A will enter through their class door at 9am P3T will enter through their class door at 9am P4W will enter through their class door at 9am P4BB will enter through the Sports Entrance door at 9am P5/6S will enter through the Sports Entrance door at 9am P5P will enter through the door at Stairwell 2 at 9am P5C will enter through the door at Stairwell 2 at 9am P6M will enter through the door at Stairwell 1 at 9am P6/7Y will enter through the door at Stairwell 1 at 9am P7D will enter through the main entrance at 9am P7M will enter through the main entrance at 9am

	<ul style="list-style-type: none"> • Any children travelling by bus or taxi will be collected by a member of staff and accompanied to the playground. • There will be no access to the school by Parents/Carers. • Please be prompt to help manage the number of families entering the school grounds at one time. • A member of staff will welcome the children into school to manage the flow of children entering. <p>There will be no early entry to school due to wet weather so please ensure children have waterproof jackets with hoods.</p> <p>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	<ul style="list-style-type: none"> • Children will exit the building at 3:15pm. • Children will exit the building via their designated door: P1W will exit via the door at Stairwell 2 P1D will exit via their class door P1A will exit via their class door P2S will exit via the door at Stairwell 2 P2M/P will exit via their class door P3A will exit via their class door P3T will exit via their class door P4W will exit via their class door P4BB will exit via the Sports Entrance door P5/6S will exit via the Sports Entrance door P5P will exit via the door at Stairwell 1 P5C will exit via the main entrance P6M will exit via the door at Stairwell 1 P6/7Y will exit via the door at Stairwell 1 P7D will exit via the main entrance P7M will exit via the main entrance • Nursery have their separate exit. • Any children travelling by bus or taxi will be escorted by a member of staff to the bus/taxi bay. • P1 and P2 parents can meet children at the designated collection point opposite their class door. • If collecting your child, please stand 2 metres from other families. • Please leave the playground promptly.
Entrance to the school	<ul style="list-style-type: none"> • On entry to the school children will use hand sanitiser. Parents can provide moisturiser, but these must be named and not shared. • Pupils will leave their belongings in their cloakrooms.

	<ul style="list-style-type: none"> Please encourage your child to be as independent as possible with coats etc.
School dinner choices	<ul style="list-style-type: none"> Children will eat their lunch in their classroom following good hygiene practice until further notice. Any leftovers from packed lunch boxes must be taken home, emptied and cleaned every night.

Bringing things to school

What will your child need?	Packed lunch Suncream/sunhat Waterproof jacket Water bottle – filled every day at home Playpiece – we love it when it is healthy! <u>Everything must be named and children need to be responsible for their own belongings</u>
School uniform	School jumper and a white polo shirt Grey Trousers/leggings/joggers/shorts in the summer/dresses Black shoes Following guidance from the Scottish Government, clothes should be cleaned regularly.
P.E	P.E will begin on Monday 17 th August. Class teachers will contact you to let you know about specific days. Children should wear their P.E kits on P.E days until further notice. The changing rooms will not be used until further notice. If the weather allows, PE will take place outside so children should dress accordingly.
Toys from home	Children cannot bring anything from home unless a transition toy is essential and agreed with SMT.

Health and Safety

Handwashing

Soap and hand sanitiser will be provided by the school

Handwashing	There will be soap and hand sanitiser in every learning space and children will be advised about the best way to wash and dry their hands effectively. Children and staff will wash their hands with soap and water for 20 seconds frequently and: 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 Younger children will be supervised where possible Children can bring in their own moisturiser
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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 plastic 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 until further notice. There will be no Assemblies or Music 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 e.g. starts to cough	<ul style="list-style-type: none"> The person will be isolated in the meeting room next to the office 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. This could be a full or partial closure of the school. Test, Trace, Isolate will then come into play, but the school will not notify parents/carers as this would break GDPR guidance. 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 14 days the person should leave school to self-isolate at home for 14 days.
If your child has symptoms	<ul style="list-style-type: none"> Do not send them to school. Anyone over 5 years old should be tested if they show symptoms. 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.
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	<ul style="list-style-type: none"> 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.
Use of PPE/Face coverings	<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 should 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 be Numeracy, Literacy, Health and Wellbeing and outdoor learning. There will be a whole school Health and Wellbeing context, around the Disney movie 'Inside-Out'. 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. They will have this for the duration of their time in the class. 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 learning/ homework	<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 Seesaw – 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. Achievement of a level will be confirmed to children and parents/carer by the end of November 2020. Reading activities will take place in class but no books will be sent home until further notice

Communication

Communication with class teachers	<ul style="list-style-type: none">• Communication via Seesaw
Communication with school	<ul style="list-style-type: none">• Via the school email newhill@pkc.gov.uk• Via the school phone number 01250 871941
Communication with HT	<ul style="list-style-type: none">• Via the school email newhill@pkc.gov.uk
Communication from school and PKC	<ul style="list-style-type: none">• Please follow us on Twitter @NewhillPrimary to keep up-to-date with current school and information from PKC• Information will also be sent out via Parent Pay

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. Children should not be out of their classes unnecessarily but any movement around the school will be monitored by school staff.
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Playtimes:

P1	<ul style="list-style-type: none">• Children will have a break from 10.00 -10.15am in the area outside their classrooms.• They will wash their hands before and after break.
P2-4	<ul style="list-style-type: none">• Children will have a break from 10.15 -10.30 am in the area outside their classrooms.• They will wash their hands before and after break.
P5-7	<ul style="list-style-type: none">• Children will have a break from 10.40 -10.55am on the concreted area.• 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.
	During wet playtimes children will remain in their classrooms.

Lunchtimes

P1	12:15 –12:45 lunch in the classroom 12:45 –1:15 outside play in the playground Children will wash their hands before and after lunch
P2 - P4	12:15 –12:45 lunch in the classroom 12:45 –1:15 outside play in the playground Children will wash their hands before and after lunch
P5 - P7	12:15 – 12:45 outside play 12:45 – 1:15 lunch in the classrooms Children will wash their hands before and after lunch
	Lunches will be eaten in the classrooms until further notice. During wet lunchtimes children will remain in their classrooms

Toilets

	<p>Communal toilet doors will be wedged open – this will not affect privacy.</p> <p>Number of children accessing the toilet at one time will be reduced.</p> <p>A toilet will be allocated for each learning space.</p> <p>A toilet system will be in place to reduce the number of children accessing the toilet at any given time.</p>
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First Aid

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

	<p>Following new guidance, these services will be available from Monday 17th August.</p>
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