

2021



Parent Handbook Jun 2021

A DOCUMENT TO SUPPORT PUPILS RETURN TO SCHOOL WITHIN THE COVID-19 GUIDANCE

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WENDY S BOWEN

PAPDALE PRIMARY SCHOOL | Willow Road Kirkwall

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August 2021

As we begin a new academic year we hope that the disruptions of the past two school sessions are behind us. However, as we re-open after the summer we continue to follow the guidance given to us in May 2021. Should changes in the guidance occur we will adapt the rules to suit. This document is designed to help you know all about the systems in our school which are there to keep you and your child safe.

Should you at any time need support or help with learning in school or online please do not hesitate to contact the school directly. We are here to help you.

Yours sincerely

Wendy S Bowen

Head Teacher

Risk Assessment

As part of the return to school we have had to undertake a significant piece of work in regards to the process of Risk Assessment.

Essential public health measures include:

- Enhanced hygiene and environmental cleaning arrangements
- Minimising contact with others (groupings, and physical distancing for adults)
- Wearing appropriate PPE where necessary
- A requirement to people who are ill to stay at home
- Active engagement with Test and Protect.

We have additional cleaning routines throughout the day in place, which will include a wipe down of door handles and hard surfaces.

Older children will be involved in wiping of desks at regular intervals.

This handbook will detail the ways in which we intend to reduce the levels of risk for the children, families and all our staff.

School Equipment

Children are being encouraged to take as few items to school as is possible. The children will continue to keep their bags and coats on their own dedicated coat pegs outside their classrooms. Where children take things to school there will be a strictly observed, “NO SHARING” policy.

Please discourage your child from bringing in toys from home.

However, children should bring the following:

- Younger children: change of clothes
- Younger children: art apron
- PE kit
- Playtime snack
- Packed lunch (If not having a school lunch)
- Water Bottle
- Children may bring their own handwash and sanitiser if the child needs this.
- Children may bring their own pencil case for their own use.

Reading and Library Books

Children may be given books to enjoy at home and these will be borrowed from the school library. When books come back to school, they will be quarantined for 72 hours before going back into service.

Reading books and some textbooks will be used in class, but children will have their own individual copies, and these will be quarantined once they are finished with them.

Arrival at school

Transport to school

We encourage where possible for the children to walk or cycle to school as this is the safest way of avoiding congestion.

Arriving by car

Parents are discouraged from gathering outside the schools and should maintain distancing of 2m as far as is practicable. For those arriving by car, you should park at KGS and always avoid the Primary School car park. The Papdale car parking area is a STAFF ONLY area.

Car sharing with children and young people of other households is discouraged.

Gathering of parents

We are a large school family and the government are clear that there should **NOT be gatherings** outside of the school gate. Parents should **NOT enter** the school buildings. Only one parent should come to school to collect your child.

To encourage children not to arrive all at once we suggest that as pupils are dropped off at school, they make their way to their entrance point at school and go directly to the classroom.

Parents who have to pick up/drop off children into the playground must wear a face covering and keep 2 metre social distancing. We have tried to avoid congestion by having no more than 3 classes exit one door way. Please do adhere to this guidance.

Time of arrival to school

Children should not arrive earlier than 8.45. School will start at 9.00am.

Early Bird Bar

There will be no early bird bar.

Access point

The link door from the main car park into the playground will **not** be open and children **will not** be able use the main entrance at the start or end of the day.

Walkways with access points into our rear playground can be accessed from

- Willowburn Road (at the front of the Infant Hall)
- Thoms Street
- The KGS Car Park
- Willow Road (next to the 4G pitch)

Entrance and Exit Doors for each class

Classes will be using designed doors to access and exit school at the beginning and end of each day. Notices at each door indicated which year group should use each door.

Parents should keep physical distancing rules at all times and wear a face covering when taking their child to the entrance point. Please stand away from the door and away from each other.

- 3M, 4E, 5/6S & 6M: Exit 4
- 2E, 2M, 5E & 5M: Exit 3
- 2/3S & 3E: Exit 23
- 4M, 6E, 7E & 7M ; Exit 21
- P1: Exit 7

Children entering the school building

When children enter the building, they must sanitise their hands, take off their coats, put their bags on the pegs and enter their classroom. There they will be given a designated workspace. Children are discouraged from moving around the classroom freely.

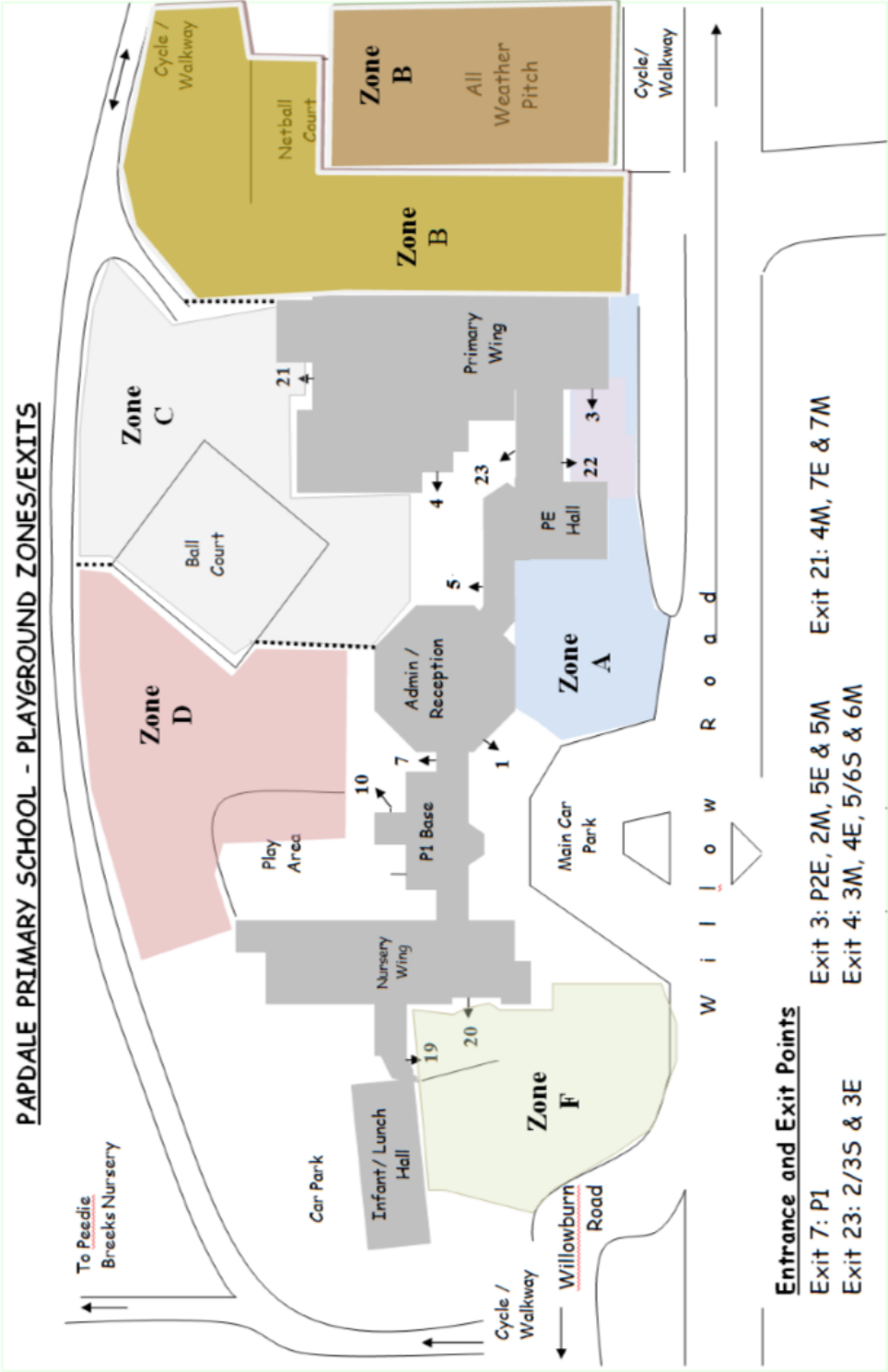
Leaving School

We need to ensure that we do not congregate at the end of the school day. Staff have been asked to be ready promptly at the end of the day.

Parents should not gather outside the school, they should keep 2m distant from the other parents, and park away from the school.

For older children (P3 –P7) being picked up by car please park at KGS car park and instruct your child will walk up to the carpark to meet you.

Map of the entrances and exits



Ill Health

You **MUST NOT** send your child to school if they are experiencing any of the symptoms of COVID-19,

- A continuous new cough which means coughing for longer than an hour or three or more coughing episodes in 24 of if you normally have a cough it may be worse than normal.
- Fever/ High Temperature
- Loss/change in sense of smell or taste

For more information on the symptoms use the NHS inform site. <https://www.nhsinform.scot/self-help-guides/self-help-guide-coronavirus-covid-19>

You and the whole family must book a test and self-isolate. By sending your child to school you are telling us that your child is well. If your child is absent from school, please contact the school in the morning. If you believe your child has symptoms of COVID-19, you **MUST** let the school know by 9.30 am.

If your child develops symptoms whilst at school your child will be put in a dedicated isolation bay and you will be contacted. We would expect you to collect your child immediately. You should not send a grandparent to collect your child unless they are a member of your household.

If you are contacted by a contact tracer and told to self-isolate for 14 days the person should leave school and self-isolate at home straight away. (If possible wear a face covering en-route home and avoid public transport.)

Physical Distancing and minimising contact with others

The children are not required to participate in physical distancing, but children will be discouraged from crowding together or touching their friends. Sadly, no hugs or shaking of hands as greetings please.

Children will be kept within their year groups to minimise contact with others. We will have staggered break times and pupils will be required to stay in their designated part of the playground.

Staff must physically distance themselves from each other. They may wear a face covering if the 2m distance cannot be adhered to.

Buddy Scheme

We will not be able to run the Buddy Scheme for the younger pupils this year either. P7 children are very welcome to wear the special red jumpers reserved for them.

School Assemblies or gatherings

There will be NO large gatherings such as Assembly. All assemblies will be held on Teams.

Break Time

Children should bring their own play piece to school with them. There will be no tuck shop running at present. We shall be running split break times over the morning to ensure that the playground does not become too crowded or that too many staff will be trying to access the staff room. Children will go outside to play in their designated play area the playground area which has been split into zones. There a member of the playground team will supervise the children. Contact with other children from out with the children's year will be discouraged.

Lunch Time

To maintain year bubbles lunch times will be staggered. All classes will have lunch in the dinner hall.

Children will have the choice between Hot school lunches, School packed lunch or taking their own packed lunch to school. The school packed lunches are made up of sandwiches, a piece of fruit, a choice of yoghurt or fruit and milk.

The universal provision of free school meals to all children in P1- P3 will continue. The cost for school lunch for those not in receipt of Free school meals is £2.60 per day.

Lunch times are staggered to ensure class bubbles do not mix during lunch service or in the playground. Children will be expected to keep within their designated areas of the playground.

A lunch club will run for some pupils who find this a challenging time. Parents will be informed if their child will be attending this.

Break and Lunch Time Staggered Rota

Class	Break Time	Lunch Time
P1	10.20-10.40	11.45-12.40
2E, 2M	10.20-10.40	11.50-12.45
2/3S, 3E	10.20-10.40	11.55-12.50
3M	10.20-10.40	12-12.55
5/6S	10.45-11.05	12.45-1.40
5E, 5M	10.45-11.05	12.50-1.45
6E, 6M	10.45-11.05	12.55-1.50
4E, 4M	10.45-11.05	1.00-1.55
7E, 7M	10.45-11.05	1.05-2.00

Outdoor play equipment

Play equipment will not be shared between different bubbles

Playground Zones

To ensure class bubbles maintain distance playground zones have been created:

	Playground Zones
A	Trees at Front, Stage and Patio
B	Free Running, Netball Court and Grassy Area beside court, All Weather Pitch*
C	Ballcourt, Trees to the side of the ballcourt, Mickey Mouse Maze

D	Adventure Playground, Hoppy Trackj and Trees behind Scrapstore
*	All Weatyher Pitch only available when not needed for PE

Toilets

Each class will have their own designated toilets for use. Once the children have returned to the class they will be asked to wash their hands once more to ensure that correct handwashing has occurred. The class teacher will show the children where their toilet is located.

Handwashing

We promote good hand hygiene. We ask that staff and pupils wash their hands, using soap and water for at least 20 seconds, at the following times **as a minimum**:

- On arrival in school
- Before and after break and lunch times
- After using the toilet
- Prior to leaving school to go home

Different soaps have been procured by the OIC but if your child needs a different kind of soap they can bring this into school. Please have their name clearly marked so that no one else will use the soap by the classroom sink.

It is also important to avoid touching your face with your hands, in particular your eyes, nose and mouth.

Catch It – Bin It – Kill It

It is important that staff and pupils follow the recommended 'Catch It – Bin It – Kill It' when coughing or sneezing.



Medical Procedures

If a child becomes unwell and/or requires medical assistance then the class teacher will notify the Auxiliary team. If the child is in the playground, the playground auxiliary team will send the child to the medical room. There we will treat minor cuts/ grazes and bumps. If your child needs to go home because they are unwell your child will be at the medical room and you should collect your child from the Pitstop door Exit 22 on the map. You will not be allowed into the school. Please ring the doorbell on your arrival and a member of staff will take your child out to you.

Isolation Room

The isolation room is located beside the Medical room. **The Isolation Room should be used for anybody who is experiencing or has symptoms of COVID-19 (cough/fever).**

What happens if a child shows any symptoms of COVID-19

If a child shows symptoms of COVID-19, they will be escorted to the Isolation bay immediately. Parents and the Head Teacher will be notified immediately.

The child should remain in the Isolation Bay until their parent/carer collects them. The child will be asked to undertake a COVID-19 test. Should parents not wish their child to take a test then the child and members of their household should then enter self-isolation, as per national guidance.

You will be asked to collect your child from the door indicated on the following map. Please note that you or another member of your household should collect your child – not a grandparent. You should make your way directly there, ring the doorbell and a member of staff will meet you with your child.

Use of Face coverings and PPE

Staff will wear face coverings in school when moving around the school, when working with a child on a one to one situation and where physical distancing cannot take place. Only staff who have been medically certified will not wear a face covering. Parents entering the building should wear a face covering.

There is no requirement for pupils to wear face coverings. We would prefer that whilst in school your child does not wear a face covering due to the issue of children being able to manage the cleanliness of coverings. However, should you wish your child to wear a face covering we will support you in your decision.

Staff will be supporting children with the correct way to wear and manage face-coverings during their Health and Wellbeing lessons.

Should a member of staff need to deal with a child who is has a suspected case of COVID-19, vomiting, or unwell, they will wear a face covering, gloves and apron.

Staff who are undertaking intimate personal hands-on care, will also wear a face covering, gloves and apron.

Walking in the corridors

The amount of movement between classes will be kept to a minimum. Children should only be walking as a class in the corridor when going outside for break or lunch times.

They may also walk to the gym hall to participate in PE, Art and Music.

Classrooms

P2- P7 classes will be set up in rows facing the front of the room to see the teacher, who will be at the front and move around the children. Children will not sit in groups across from each other. You will be asked to take minimal things into the classroom - one small pencil case and your water bottle. You will be allocated a tray which will contain your textbooks, reading books and jotters. You will be encouraged to use your own dedicated pots of pencils and pens and you should not share with others. When using the school laptops you will be allocated a laptop that you will use and it will be wiped between uses as you will share this with other children.

Reading books and textbooks once used by a child will be quarantined for 72 hours after their use before being put back into circulation.

Class teachers will be encouraged to have windows and doors open for good ventilation in the classrooms. This may mean that classes are not as warm as they normally are! You might wish to ensure that your child is wearing a warm jumper as coat wearing in the classroom will be discouraged.

Expressive Arts – Art, Music and PE

At present classes have 50 minutes per week of Art, Music and PE.

Instrumental tuition will continue, though staff will keep a 2m physical distance between pupils.

PE is an important part of Health and Wellbeing and careful planning of activities which children can undertake is being done. The children will not be asked to change for PE and cold PE days it is worth ensuring they are warmly dressed. We will continue to participate in our Mile a Day programme with teachers.

Curriculum

This year we will resume teaching the full curriculum subjects, with a focus on Covid Recovery in Literacy and maths. We will continue to have a renewed focus on Health and Wellbeing. Children's abilities will be informally observed and assessed to support the children in their learning in the best way that the staff can.

Children with additional support needs

The support team will be in touch with families of children who have had additional support needs. The school will create a plan with you to meet the needs of your child.

Seesaw

Class teachers will use this a platform to share the children's learning in school with you. You should have at least weekly posts within this forum.

Fire evacuation

Normally at the start of every term we have a fire drill to ensure that everyone knows where they should go in event of fire. This is the one occasion that as a school we will be together. However, we have adjusted our muster stations to take account of 2m distancing and to keep class groups separate from each other.

Behaviour at school

We will continue to work with our Promoting Positive Relationships Policy with the children. (See the school website for a copy of the policy). However, if we have concerns about a child behaving or acting in a way which doesn't align with this policy or our procedures, we will be in contact with you, the parents, in order to resolve the concerns as quickly as possible. This may include undertaking a full risk assessment of the child's behaviour and putting in actions to lower the risk for those affected by the pupil's behaviour. At this moment, we will all need to work together with our school family, and the safety of every member of the school family is paramount.