



Lochfield Primary School
Information on Returning to School
7.8.20



Dear Parent / Carer,

Following the First Minister's announcement on Thursday 30th July, I can confirm that pupils will begin to return on **Wednesday 12th August**. We look forward to welcoming all of our young people back to Lochfield Primary school, especially our new P1 pupils! This has been an unprecedented and challenging time for everyone. I would like to express my sincere thanks and appreciation for all you have done to support your child's education over the past four months.

A great deal of planning and preparation has taken place to ensure our school is a safe place for the return of pupils and staff and we are so excited to once again have our school full of children! We have missed them dearly.

The return will be on a phased basis as directed by Renfrewshire Council.

Wednesday 12th August – P1 and P7 pupils return

Thursday 13th August - P2, P3, P4 pupils return as well as P1 and P7

Friday 14th August – P5 and P6 pupils return as well as all other year groups therefore all children at school that day.

Social Distancing

The scientific advice is that physical distancing between young people in primary schools is not required to ensure a safe return to school.

Following current Scottish Government guidelines, it is important for the safety of all that we adhere to social distancing guidelines where possible. We will try to discourage physical contact where possible (hugging, hand-to-hand greetings etc) between pupils.

If your child would like to wear a face covering that is absolutely fine. Face coverings are also optional for staff. Advice is that if staff are working face to face with children for any period of time then it is recommended they wear a face covering.

Social distancing still applies between adults. An extra staffroom has been created to allow for social distancing during breaks.

Classes / Staffing

We are now back to our original 11 classes. We had originally set up for 16 classes and were staffed accordingly. Some of these staff will go back to their original post however we have two teachers surplus at the moment to support us with the pupils return.

The classification of the school is as follows:

P1a and P1b – Mrs Chambers and Miss Porter

P2a and P2b – Mrs Coulter (new teacher for this year only, Mrs McSkimming/Mrs Harris

P3 – Miss Dickson

P4/3 - Mrs Gilday/Mrs Malone

P4 – Miss Knotts (new teacher currently replacing Miss Roughneen)

P5a and P5b – Miss Clark and Miss Neely

P6 – Miss Hughes

P7 – Miss Howie

Mrs Sikora will cover NCCT

Mrs Kinney and Miss Henderson are two new temporary staff who will support health and wellbeing across all classes in the first few weeks.

Mrs Craig, our ASNA, will return on a phased basis as she has been off most of last year.

Hygiene

The school has undergone a deep clean before the return of staff in June and again in August before the return of all pupils

Excellent hygiene is essential. Pupils are encouraged to wash their hands for a minimum of 20 seconds. We ask that all pupils do this before leaving the house. To help prevent infection pupils should avoid touching their face. Please chat to your child about this.

Wipes will be available in all classes. Pupils will be asked to carefully wipe down their desk and any surface they touch at the beginning and end of each lesson.

A day cleaner will be in the school every day all day to ensure hard surfaces are cleaned regularly.

Changes to the school day

Children will continue to have in-school learning experiences and lessons which are age and stage appropriate and meet their individual needs. We are however unable to organise excursions, hold assemblies, host family learning or parent events until further notice. Children will not take part in PE unless it is outside. Music and singing is also not permitted currently inside the building.

What should my child wear to school?

Pupils will continue to wear full school uniform. Guidance has been provided for some high risk environments such as Health and Care settings which indicates a need to change and launder clothing on a daily basis, however, present Scottish Government Guidelines do not extend this advice to schools. Scottish Government guidance to support the reopening of schools does not include advice regarding the removal of school uniform, therefore there is no reason to suggest that uniform would present any risk. As we hope to provide as much normality for children as possible, we would encourage the wearing of school uniform for all pupils. Where children wear school uniform the risk of children feeling under pressure to dress in expensive items is removed, and the cost of this for parents prevented.

We will be doing much more outdoor learning so children will need to have a waterproof jacket with them **every day** please despite what the weather is like in the morning before they leave for school.

Should my child bring a school bag to school?

Children may bring a school bag to school. Bags will not be brought into classrooms – they will be hung up on the coat pegs.

Should my child bring a lunch box/water bottle to school?

If your child is bringing a packed lunch from home each day this may be brought to school in a lunchbox which must be taken home each day to be cleaned.

All children should bring a water bottle to school and take this home each day to be cleaned. This will be kept at your child's own workstation. **Please note we are now allowed to use the water fountains in the school.**

Should my child bring a pencil case to school?

It is fine to bring in a pencil case as your child will only have this at their own desk which will be cleaned throughout the day.

Should my child bring other personal belongings?

We ask that children do not bring any other unnecessary personal items to school. This includes items for Golden Time or toys for use in the playground. This will help support our good hygiene and cleaning protocols.

What are the playtime & lunchtime arrangements?

Intervals will not change. For the foreseeable future there will be no hot lunches. We are expecting the packed lunches to be the same as they have previously been in the hubs. These are sandwiches, yoghurt, water, fruit and crisps. Three choices of sandwiches are available everyday- cheese, tuna and ham. Sandwiches are always very fresh so please do not worry about the lunches they are delicious!

P1 and P2 children will eat in the dining hall and will be supervised by their teachers, our dining hall supervisor Joanne and a member of the senior management team.

P3-7 pupils will have lunches delivered and will eat in the class. They will be supervised by our support staff. They will then go out to play as usual.

Children may continue to bring in a packed lunch from home. **As always, we would request no items of food containing nuts as we have several children with serious nut allergies.**

ALL P1-3 PUPILS ARE ENTITLED TO A FREE SCHOOL MEAL.

PLEASE REMEMBER THAT IF YOUR CHILD IS MOVING INTO P4 THEY ARE NO LONGER ENTITLED TO FREE SCHOOL MEALS. YOU MUST APPLY ONLINE IF YOU FEEL YOU WILL QUALIFY. WE CAN HELP WITH THIS. JUST CONTACT THE SCHOOL OFFICE.

Can Parents still visit the building?

Regrettably no visitors can be received into the school building at present. Please avoid handing in forgotten items at the office such as lunches, snacks, PE kits etc. If you forget your child's lunch or snack call us at the school and we will ensure they get something to eat.

Information can be passed to the school office by telephone (**0300 300 0168**) or emailed to lochfieldenquiries@renfrewshire.gov.uk Please clearly mark correspondence with the staff members name that the information is intended for.

What if I need to speak to a member of Senior Leadership Team?

Should you need to speak to a senior member of staff team this can be done by arrangement by telephone. Please contact the school office by telephone (0300 300 0168) to arrange a suitable time for this to be scheduled.

Will the school operational hours remain the same?

We will start a relaxed entry for P1-3 pupils from 8.45-9am. They will be encouraged to come directly into their classes and not wait in the playground until the bell goes. This should help to ease congestion. **PLEASE** leave as soon as you have dropped your child off as we cannot have parents gathering at the gate due to social distancing rules. Mr Milton and Mrs Breslin will supervise the playground and support staff will monitor the classes until 9am.

As usual P4-7 pupils should arrive between 8.45 and 9. They will be brought into school when the bell goes at 9am. They will be brought in in class order to avoid crowding on the stairwells.

It is important that no adults are in the playground. P1 parents will be allowed in for the first few days if required and until the children settle into their new routine. We respectfully ask that you do not wait at the gate area.

Pick up/Drop off

We ask that you make drop off and pick up as quick as possible to avoid congestion. Please do not wait at any gates for any length of time. Infant parents are permitted to be in the playground to collect your child but please do this as quickly as you can. We appreciate it is nice to chat to other parents but we must have our gates locked and the school secure as soon as possible so please leave the playground as quickly as you can. We respectfully ask that you do not gather at the gate.

We have made some small changes to the end of the school day regarding children exiting the building – this is to ease congestion in the infant playground and try to encourage 2 metre distancing between adults.

Primary 1a – Will exit via the infant entrance at 2.55pm. It is vital parents leave as soon as you have collected your child.

Primary 1b - Will exit via the infant entrance at 2.55pm. It is vital parents leave as soon as you have collected your child.

Primary 2a – Will leave through the stairwell exit in infant corridor and teacher will walk them round to be collected at 3.00pm. We ask these parents to wait near the middle of the playground and not at infant door.

Primary 2b – Will leave through the stairwell exit and walk round to be collected at 3.00pm. We ask these parents to wait near the middle of the playground and not at infant door.

Primary 3 – Will leave through their class door. They will be walked round to meet parents. We ask these parents to wait near the middle of the playground and not at infant door.

Primary 4/3 – P3s will exit via dining hall exit and will be walked round to be picked up with the other P3 class.

P4-7 – no change to where you pick them up but please try to avoid coming into the playground if you can. If you are in the playground it is vital you adhere to the 2 metre distance. It is important that pupils see adults taking responsibility and adhering to the guidelines.

For P4 we understand it is their first time in this playground and you may want to arrange a meeting point in the playground in the first instance.

Primary 4 - P4s will exit via dining hall into the senior playground.

Primary 5 – Will exit from the normal upper school exit.

Primary 6 – Will exit from the normal upper school exit.

Primary 7 – Will exit from the normal upper school exit.

For the upper school classes, P5a will exit first led by their teacher, followed by P5b, then P6, then P7.

Will there be any extra-curricular clubs at the end of the school day?

Unfortunately, there will be no extra-curricular clubs in the school. This will be kept under review and will be re-instated as soon as it is safe to do so. Parents will be advised of this as soon as we know.

Communication

Please ensure you keep us up to date with changes in phone numbers and email addresses. It is vital that ALL parents sign up to Parent Pay as this is the best way of communicating with you. Currently we have a small number of families who have not signed up yet. Please contact the school office and we can help you do this. The school APP is the main form of communication. PLEASE download this free on your APP Store if you have not already done this.

COVID 19 Symptoms

If a pupil is experiencing any symptoms of Covid19 (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) or they are living with someone who is experiencing symptoms, it is essential that they follow NHS guidelines and self-isolate until a test confirms they are safe. Pupils must not attend school until it is safe to do so. If you are in any doubt regarding symptoms, pupils should not attend school.

In the event of a child or member of staff experiencing COVID 19 symptoms when at school, we will follow NHS advice:

- If the affected person over 16 (ie a staff member) has mild symptoms, they should go home as soon as they notice symptoms and follow the guidance for households with possible coronavirus infection including testing and self-isolation.
- If the individual affected is a child or young person below the age of 16, there will be a ventilated room set aside and we will contact parents to come in to collect their child (preferably this will be another adult member of their household and not a grandparent).

Any siblings of the affected pupil in the school would also be sent home at this time. The family will be asked to follow the national guidance for households with possible COVID-19 infection including testing and self-isolation.

There will be a ventilated room set aside and we will contact parents to come in to collect their child.

Test and Protect

The effective application of Test and Protect in the school environment will be an important means of preventing any spread of the virus. All educational establishments are considered complex settings and cases will be prioritised.

The key initial step is the self-isolation and rapid testing of all symptomatic children, young people and staff. Other children, young people and staff members will not be required to self-isolate unless contacted by the contact tracing service. If a child, young person or staff member tests positive, the HPT will assess what action is needed, taking into account the close contacts the person has had within the school and other factors such as the implementation of mitigating measures, eg cleaning, ventilation and PPE.

If a child, young person (or their parent/carer if under 16 years) or staff member is contacted by a contact tracer and told to self-isolate for fourteen days, the person should leave school to self-isolate at home straight away and, if possible, wear a face covering en route and avoid public transport.

Recent Travel Abroad

On returning to the UK there is a requirement to follow the Government guidelines that will be in place at that time. At present there is a requirement to self-isolate for 14 days on return to the UK from some countries. This guidance may change by August and can be accessed here:

<https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/pages/exemptions/>

Regards

Claire Macgregor Duncan

Head Teacher