



Charleston School, Aberdeen

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Standards, Quality, Return to School & Improvement Plan



PROUDLY WORKING TOGETHER AS ONE TEAM TO KEEP

CHILDREN, YOUNG PEOPLE AND COMMUNITIES SAFE, HEALTHY AND THRIVING

<p>National Improvement Framework Priorities</p> <ul style="list-style-type: none"> • Improvement in attainment, particularly in literacy and numeracy • Closing the attainment gap between the most and least disadvantaged children and young people • Improvement in children and young people's health & wellbeing • Improvement in employability skills and sustained, positive school-leaver destinations for all young people 	<p>Local Outcome Improvement Plan (LOIP) Stretch Outcomes</p> <ul style="list-style-type: none"> • 95% of children (0-5years) will reach their expected developmental milestones by the time of their child health reviews by 2026. • 90% of children and young people will report that they feel mentally well by 2026. • 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026. • 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026. • Child Friendly City which supports all children to prosper and engage actively with their communities by 2026. • 25% fewer young people (under 18) charged with an offence by 2026.
<p>School Improvement Priorities 2019 – 2020</p> <p>Priority 1 – Improvement in outcomes for pupils, through ongoing development of learning and teaching and assessment, particularly in literacy and numeracy.</p> <p>Priority 2 – Closing the attainment gap between the most and least disadvantaged children / young people.</p> <p>Priority 3 – Continued development of curriculum rationale with a focus on progressive planning for pupil leadership and skills development.</p> <ul style="list-style-type: none"> • Development of relevant, engaging learning contexts which support pupils to develop skills linked to DYW. • Development of approaches to pupil profiling and reflection to ensure they understand/lead their next steps in learning. <p>Priority 4 – Further development of the approaches to enhance parental engagement with school which meet the needs of Charleston community.</p>	<p>School Improvement Priorities 2020-2021</p> <p>Priority 1- To ensure that the wellbeing of all learners is priority and continually assessed and supported.</p> <p>Priority 2- To develop Learning, Teaching and Assessment approaches and ensure digital learning is embedded to support the process.</p> <p>Priority 3- Continue the development of pupil leadership and skills development linked to DYW standards in light of the current situation, with focus given to using pupil profiles to record and track the development of skills.</p> <p>Priority 4- Continue to develop the approaches to enhance parental engagement.</p>
<p>Context of the school:</p> <p>Charleston School is located in the community of Cove, an area to the south of Aberdeen city. The school is situated in the private, residential area of Charleston. Charleston School is a co-educational, non-denominational school. Future housing developments will lead to further expansion of the school roll which is currently standing at 246 including 60 nursery pupils. In addition to the main school building, which opened in 1999, there are three temporary classrooms which were put on site in 2002. This year the school is configured at 10 classes. The nursery currently runs a morning session of up to 30 pupils and an afternoon session of 30.</p> <p>Charleston School is part of the Lochside Associated Schools Group (ASG), comprising five primary schools and Lochside Secondary School. We have close links with all of the schools in the ASG. Our aim is to work together to ensure our pupils have consistent learning experiences and opportunities for partnership events.</p> <p>The full time teaching staff equivalent (FTE) of 14.28 includes the senior leadership team (SLT), the Acting Head Teacher (covering maternity leave), a Depute Head Teacher and a Principal Teacher, 8 full time, 2 of which are probationer teachers, and 5 part-time class teachers, including specialist visiting teachers for Music (0.2 fte).</p> <p>The Early Years (Nursery) team includes a Senior Early Years Practitioner who was appointed in January 2019 (currently on Maternity leave), 1 full time teacher, and 4 Early Years Practitioners, 3 of which are part time. There is also a trainee EYP through the council secondment/Great Western training partnership. The nursery is currently supported by a Pupil Support Assistant for a child with additional support needs. During session 2019-20 a Permanent Head Teacher, Depute and Principal Teacher were appointed. A further 1 new class teacher started in December.</p>	

The Head Teacher is currently on maternity leave and an Acting Head Teacher has been appointed.

As well as classes having weekly music sessions, pupils have the opportunity to apply for individual and group lessons for guitar, brass, woodwind and violin. The Primary 1-7 pupils are supported by around 6 Pupil Support Assistants who work part time. There are currently 1.76 FTE vacancies in the PSA team.

Parental engagement is a key feature in our school and parents are encouraged to be fully involved in the life and work of the school and their child's learning. The school is supported by the Parent Council. The group works with and alongside the school staff and pupils in leading school improvements and raising funds to support school developments, such as increasing access to ICT devices such as Chromebooks and iPads, and subsidising transport costs to allow classes to go on visits and trips which enable children to explore their learning in real life contexts.

Pupil participation is a key priority in our school and pupils have many opportunities to be involved in the work, life and improvement of the school through pupil participation groups, the Young Leaders of Learning programme and ongoing use of HGIOURS within classes. Pupils have a sense of pride in their school and are keen and motivated learners. The school is actively looking to develop closer links with the community and agencies in the community to support learning and teaching opportunities beyond the school gates. Staff are committed to working together and reflecting on practice to provide a high quality experience for our pupils.

Achievements within the school include

- Being awarded the Bailie John Porter Cup for raising attainment consecutively over two years.
- Gaining our level 1 Unicef UK Rights Respecting School Award.
- The Pupil Council securing support from Conoco Phillips to clear and develop the wooded area in the playground

Covid-19

The Scottish Government closed all schools on Friday 20th March due to an attempt to stop the spread of the Corona Virus. The school remained closed for the rest of the school session and 'home learning' was a term that was used to describe the education given to our children. At Charleston, 'home learning' evolved over time to meet the needs of the learners. Typically it consisted of a daily Numeracy and Literacy task and a fortnightly 'Learning Across the Curriculum Grid' which contained a range of Health and Wellbeing tasks mixed with other curricular areas to ensure there was breath and relevance to learning.

'Wellbeing Wednesday' was introduced in line with the other schools in the ASG to ensure that learners and their families were taking time to focus on their mental wellbeing during this time. After an in-service day training session from Juliet Robertson of Creative Star, outdoor family Numeracy sessions were introduced on Fridays. This meant that Numeracy tasks sent home to children on Friday were linked so that families could take part together and work collaboratively to achieve these.

Many school events continued to take place virtually including assemblies, Sports Day, Nursery and P1 induction, P7 transition, P7 Leavers' Assembly and Nursery Graduation.

When term finished on July 3rd, schools were awaiting an announcement from the Deputy First Minister to confirm how schools would return in August 2020. The announcement was made to return to school 100% in August. The SLT and staff then started to plan for our return to school with the advice given from the government.

High Level Plan

1

As we return to school buildings there will be significant focus on ensuring the wellbeing of staff, children and families is carefully considered.

1. Improving and developing our approaches to Learning, Teaching & Assessment

2. Supporting the Wellbeing of all

3. Physical Return to School buildings

2

1. Workforce Planning in response to DSM Guidance

2. Developing the curriculum

3. Supporting the Wellbeing of all

4. Planning extended use of the physical buildings

3

Section 1 - Key principles

The Local Delivery Phasing Plan (LDPP) incorporates the principles and expectations set out in national guidance and details a direction of travel for Charleston school. The approaches agreed in the LDPP has guided the development of this individual Return to School Plan, which will act as the School Improvement Plan for the coming session.

The School Return to School Plan will reflect the key principles as set out in the LDPP and in national guidance:

- Implementation will take full account of scientific and medical advice that it is safe to proceed
- The wellbeing of all pupils and staff will be carefully considered when determining the approach to reopening school buildings
- Risk assessments will be used to support planning and ensure that health and safety legislation and guidance is fully adhered to
- Public health measures will be taken fully into account
- Careful consideration will be given to the balance of in-school and at home remote learning to provide maximum benefit to children and young people
- Planning will build on the experience of delivering Hub and Emergency Childcare provision
- Planning will enable movement up and down the phases of the Route map
- Clear and effective communication with all stakeholders will be paramount

What will this mean for Early Learning and Childcare?

Our ELC pupils will return to nursery in full. Due to change of guidance throughout summer, the nursery places were later allocated than normal. The final nursery places were allocated to pupils during the week beginning 3rd August.

Our 'returning' children will return to Nursery on Thursday 13th August. Nursery sessions will be at the following times;

Morning- 8.30am- 11.40am

Afternoon- 12.40pm- 3.50pm

Our 'new starts' will start to settle in from WB 17th August. Parents will be contacted with individual details. All children will be in Nursery by Friday 11th September.

When arriving at Nursery, parents should escort their child(ren) to the specified Nursery door. Staff will coordinate families so that children can enter and leave the Nursery building through either the main entrance or the garden entrance. The organisation of drop off and pick up will be carefully coordinated to maintain social distancing when parents are on site.

During their time in Nursery, children will not need to social distance from each other however staff will need to ensure that they remain 2m from other members of staff at all times. The use of outdoor space will play a key part in how we deliver ELC with our nursery and the children will have access to the outdoor space regularly throughout the session.

Further details of how the nursery will run can be found under the specific headings.

What will this mean for Charleston school?

Charleston School is made up of 10 open plan classrooms. During week 1, the children will return to school in small groups for an induction day on Wednesday 12th, Thursday 13th or Friday 14th August. Their induction day will allow the children a chance to get to know the new procedures, focus on the importance of hand washing and start to develop relationships with their peers and also the adults in the school.

On Monday 17th August, the children will return to school in full with all pupils in. Staggered start and finish times will be introduced with shorter breaks.

Movement through the school will be limited and most children will spend their time in the one classroom or outdoors. The children will enter the school through one of 5 entry points, detailed in the plan below. Their entrance point will be close to their classroom area to limit interactions with others whilst moving through school.

A Nurture Room will be set up in a separate space by Support for Learning Staff to accommodate vulnerable learners and support them with settling back into school. The space will allow these children to have access for increased time, should it be required.

Avoiding physical / social contact within the playground

The playground will be split into 4 sections. Initially, each class area will use the same section of the playground when they are outside. A limited supply of playground equipment such as hula hoops, balls and skipping ropes will be available for use and will be sanitised after each play session and risk assessed appropriately.

Breaks will be staggered over 2 sessions to reduce the number of children accessing shared spaces at one time to ensure numbers remain within safe limits. Children will be encouraged to come to school in appropriate outdoor clothing for wet break and lunch times. .

Ventilation in buildings and the use of outdoor space

Staff will be asked to ensure good ventilation by keeping windows open and where possible not closing the doors of small rooms (unless these are fire doors). Children, young people and staff should spend time outdoors, daily. Effective outdoor learning will be delivered across many subject areas and the 3-18 learner journey. The 'Woodies' out the back of the school will be used as informal outdoor classrooms set within the natural environment. Care will be taken to ensure that outdoor contexts for learning are fully accessible

Management of symptomatic building occupants

If a child or young person attends the setting with symptoms of cough and/or high temperature, they should go home immediately. If a child / young person is waiting to be collected by their parent or carer, they will be isolated in a private well ventilated room/area (details of this are below) and avoid touching surfaces. Isolation rooms will be cleaned after use in keeping with national guidance.

The HT will then contact Facilities and ensure appropriate cleaning takes place. Please keep up to date with current guidelines:

<https://www.hps.scot.nhs.uk/web-resources-container/COVID-19-guidance-for-non-healthcare-settings/>

Section 2 – Hygiene and health and safety practice

Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings). Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day.

All other areas will be cleaned by cleaning staff before the start of every day. Janitorial staff will pay special attention to door handles, and other areas touched regularly by staff and children, with additional cleaning during the day. Classroom table/counter tops will be cleaned twice throughout the day by staff.



Particular attention will be given to the cleaning of the Isolation Room which will be used to accommodate children that present any symptoms of Covid-19 until their parent/carer can collect them from school. Two classrooms in the huts will be named as the 'Isolation Rooms' and will not be used for any other purpose at this time. If a child displays any symptoms, they should be escorted straight to one of the Isolation Rooms with a member of staff until their parent/carer arrives. The child will be supervised until they leave the school building. Once the child has been handed over to the parent at the front door, the member of staff will return to the Isolation Room and wipe down all surfaces, chairs and door handles. The cleaners will be notified by the record on the door and the room will be cleaned in accordance with current guidance which can be found at <https://www.hps.scot.nhs.uk/web-resources-container/COVID-19-guidance-for-non-healthcare-settings/>.

First Aid- The children will only enter the First aid Room with a member of staff if first aid is required. The staff member will follow the guidance stated in the ACC PPE guidance in relation to wearing PPE. Once the pupil has been treated, the adult must remove all PPE in line with the regulations and the pupil be escorted back to the area that they left. The staff member dealing with the pupil should then return to the First Aid Room and wipe down all surfaces, chairs, bed, door handles, cabinets, sink and toilet.

In both situations (Isolation Room and First Aid Room), all used wipes/ cloths should be disposed of in the lidded bin and the bin liner removed, double bagged with a note on the bag marking the date and time that the rubbish was added. The rubbish will be placed in the boiler room and should be cleared after 72 hours, by cleaning staff. A record will be secured on the outside of the doors (Isolation Room and First Aid Room). This should be completed by the staff member as they enter the room, and will indicate that the room is busy. There will also be blank records on the inside of the doors. Staff are expected to note the initials of the child, date and time that the Isolation Room/ First Aid Room was used. Once the room has been cleaned, the staff member should further complete and sign the cleaning record, also on the outside of the room. Records on the doors will be removed at the end of each week and new records secured in place by PSA staff.

Classroom table tops and surfaces will be wiped down twice a day (break and lunchtime) by staff. Then the rooms will be cleaned at the end of the day by cleaning staff, in line with regulations. All plastic resources used at the end of the day, such as Lego, should be put through the dishwasher at a high temperature to ensure that they are clean for the next day.

It may not be possible to ensure adequate cleaning of some areas of the school, in which case these facilities should be put out of use. Gym hall changing rooms will not be used during phase 1-3 of the recovery plan. Pupils will be asked to bring their own filled water bottle to school and water fountains will be marked '**not in use**'.

Sanitising wipes will be provided to school staff to clean telephones, laptops/desktop computers and associated peripherals and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses.

Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings.

Track and Trace

All staff are required to familiarise themselves with [Test and Protect](#) arrangements. Staff will be given priority access to testing when requested through Core HR. Tests will only be requested when staff are symptomatic or advised to seek a test through Test and Protect.

Use of Learning Resources

Children will be discouraged to bring resources or items from home, to school. School staff will be given sanitising wipes for school staff to undertake cleaning of resources, toys and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses. Some resources, such as fabric resources which cannot be easily cleaned between uses, will not be used for in school learning. Resources which are not being used will be removed from class bases to aid this process. Staff will be guided to carefully consider an appropriate provision of resources.

All books in the Library will be marked 'out of use' at this current time. The Library will be named as the 'Isolation Room' and be used for no other purpose.

Classroom Settings

Within each classroom area, children will have a plastic resources tray a piece, containing a range of resources that may be used during the school day. Typically, this will include jotter(s), writing utensils, counting resources, letter line, scissor, glue stick, rulers, whiteboard, whiteboard pen, and magnetic letters (for younger children). The box/ tray will be stored in safe place, with easy access for the children.

Reading books may be used by children during their time in school, however, on their return to school, all books will lay in quarantine for 72 hours. Children will be reminded to return their books to the quarantine box at the front of the class once they are no longer needed. The books should remain there for 72 hours, untouched. After 72 hours, all books will be wiped down by staff and returned to the reading cupboards.

Only resources that can be wiped or added to the dishwasher such as Lego will be out for children to use/ explore. Personal belongings should not be shared with others. The sharing of school resources should be limited where possible. All equipment/ resources should be cleaned between use by different cohorts (Nursery sessions).

Assemblies and Singing

Assemblies, singing, any activity that promotes voice projection and the playing of wind and brass instruments is not allowed.

Playground Equipment

Skipping ropes, hoops and balls will be available for children to play with during playtimes and lunchtime. The equipment will be shared out fairly between classes. Children should only use one piece of equipment per session. At the end of each session the equipment should be wiped down by staff before the children enter the building.

Hand washing

Health Protection Scotland advise that soap and water should be used for hand washing where this is available. Alcohol based hand sanitiser will be used where there is no access to soap and water. Stocks of soap will be checked, and replenished, before the start of every day by facilities staff.

Hand sanitiser will be available at each entrance point to the building. The following doors will have hand sanitiser stations set up for children and staff as they pass.

- The Main Entrance
- Senior Door (Next to P7 classroom, Area 10)
- Middle Stages Door (Next to Areas 6 & 7)
- Early Stages Door (Next to Areas 2 & 3)
- Nursery Entrance
- Door providing access to the Nursery garden (Fire Exit)

The Janitor will be responsible for checking the sanitisers are replenished at the end of each day. The administrator will be informed if the stocks are running low and order what is required. Stock will be kept in the cleaner's cupboard. Each classroom will also have a bottle of hand sanitiser and a box of tissues. Teachers should replenish their bottle from the stock when it has ran out.

Children, young people and staff will sanitise their hands with the hand santiser before entering and leaving the building. For pupils, once their belongings are placed in the cloakroom and their trays, they will be asked to go straight to the wet area and wash their hands. Everyone be reminded to wash their hands with soap and water for at least 20 seconds, before eating or handling food, after blowing their nose, sneezing or coughing, when moving to another area of the school and after going to the toilet. Children, young people and staff will be reminded to avoid touching their eyes, nose or mouth, especially with unwashed hands. Several posters have been displayed around the school to remind everyone of the need for regular hand washing.

Children, young people and staff will be reminded to cover their nose and mouth when coughing or sneezing with disposable tissues and dispose of them in the nearest waste bin after use and wash hands. Each classroom area will have a bin available to dispose tissues in. Bins will also be available around the school (all offices, reception area, gym hall, first aid room (with lid) and isolation room (with lid)). Tissues will be available in each classroom, and pupils should be reminded to use the crook of their elbow if no tissue is immediately available.

Staff will work with children to ensure that there is a clear understanding of these principles during the first few weeks of term in August. The children will then be reminded of good practice, on a regular bases as the term goes on.

Access to Toilets

Pupil Toilets

Pupils' access to toilets will be carefully managed by the class teacher when the children are in class and the PSAs during break time and lunchtime. Where possible, the maximum number in each toilet area will be limited to 2 pupils, with the middle cubicle and sink in each toilet being blocked off. Out of use signs will be visible.

During class time, teachers will ensure that only 1 boy and 1 girl from each pod will use the toilet at one time. This will ensure that there will never be more than 2 children in each of the toilets at the same time. Where possible, this will be supervised by support staff.

During playtimes and lunch times, the children will inform a PSA if they need to use the toilet. There will be one PSA on 'toilet duty' each day. They will remain by the entrance to the school building. Staggered break times and lunch times will assist with this.

There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children. Once the children return to their classroom area, after a toilet visit, they should go straight to the wet area and wash their hands once more where the teacher will supervise that this has been done. Posters should be used within toilet blocks to remind pupils of the need to wash their hands, and how to do so effectively, and stocks of soap and paper towels will need to be maintained at all times.

Touching the door handle to do this presents a risk of infection spread. Pupil toilet doors will be propped open to reduce the areas of possible contamination. The boy's toilets will still have an appropriate level of privacy maintained.

Staff Toilets

Only 2 staff members can be in the toilets at one time, safely socially distanced. The outer door of the toilets will be pinned open to reduce the amount of handles that need to be touched. The middle toilet will be marked 'out of use' and the door will remain locked. After staff use a cubicle, they should endeavour to leave the cubicle door open to show that the toilet is empty, this will make it clear which toilets are free and which are not before staff enter the areas as well as ensuring reduced contact of surfaces.

To help further reduce the risk of spread of infection, toilet blocks will be kept well ventilated at all times, through having windows open during the school day, and ensuring mechanical extraction systems are working and switched on.

Section 3 – Practical measures to support social distancing in our school.

The relaxation of the need to social distance for children enables us to welcome all children and young people back into school with minimal adaptations to classroom spaces.

A 'return to school' booklet will be emailed home to parents and shared with all pupils during the first week of the new term. This will contain the relevant information that they need to know for returning to school. Regular updates will also be posted on the school Twitter page.

Staff are still required to social distance therefore, spaces such as school staffrooms, kitchens and break out spaces will also be subject to social distancing arrangements. The school staffroom can hold 5 adults at one time, following social distancing rules. The chairs have been spaced accordingly. If staff members open the door and there are already 5 persons in the room, they should make their way to the- from classroom in the Huts, where they can safely social distance. Wipes will be available for staff to wipe the chairs before they leave.

The Gym Hall will be used as a learning space as required.

At this moment in time, there will be a staggered start/finish to school the school day, with staggered break and lunch times. This will aim to both reduce the traffic at the school gate in the morning, as well as reduce the amount of children in the playground at one time during breaks. Details of these can be seen below.

Group 1		Classes	Classroom Area	Entrance Gate	Entrance Door
Arrive	9am	Pod 2- Primary 2 & Primary 2/3	Classroom Area 3 & 4	P2- Gate A P2/3- Gate B	Early Stage Door (P1-3)
Break	10.20- 10.35am	Pod 3- Primary 3/4 & Primary 4	Classroom Area 5 & 6	P 3/4 & P4- Gate C	Middle Stage Door (P3-5)
Lunch	11.45- 12.30pm	Pod 5- Primary 6	Classroom Area 9	P6- Gate D	Senior Door (P6)
Leave	3pm				

Group 2		Classes	Classroom Area	Entrance Gate	Entrance Door
Arrive	9.10am	Pod 1- Primary 1A & Primary 1B	Classroom Area 1 & 2	P1A- Gate A P1B- Gate B	Early Stage Door (P1-3)
Break	10.40- 10.55am	Pod 4- Primary 5 & Primary 5/6	Classroom Area 7 & 8	P5- Gate C P5/6- Gate C	Middle Stage Door (P3-5)
Lunch	12.15- 1pm	Primary 7	Classroom Area 10	P7- Gate D	Senior Door (P6)
Leave	3.10pm				

Children should not arrive at school until the arrival time for their allocated group. A bell will signal that it is time for the children to line up, one at 9am and one at 9.10am. All children, except Primary 1, should be dropped off at the gates and then make their way round to their allocated entry door. PSA staff will be available to assist the children to their entrance. Once arriving at their entry door, they should stand in line at the cone marked with their class name.

When children enter the school building, they will walk straight to their cloakroom area to remove their jacket, bag and change their shoes. Pupils will be supported by their teacher to enter the classroom and wash their hands at the beginning of each learning day.

Primary 1 Pupils

As a transition, Primary 1 children will start with half days (9.15-11.50am) for the first 3 weeks. Parents should arrive in the school playground no sooner than 9.15am. Pupils should be walked safely round to their entry door and parents should support their child to stand in their class line. The children will be taken from their line, into the classroom area by their teacher. No parents will be allowed in the school building. PSA staff will be available to support where needed.

Nursery

Parents will arrive at staggered times, using the main entrance and the garden entrance. The children will rotate, which entrance they come in each week. Parents should escort their child to the nursery door but are not permitted to enter the building at this time. Due to the relaxed guidance, children will be able to free flow around the nursery and to the nursery garden. The following steps will be followed to ensure the environment is safe for the nursery learners-

- Enhanced hygiene and cleaning practice
- Limiting children's contacts with different groups of children
- Maximising the use of outdoor spaces
- Physical distancing between adults in the setting including parents at drop-off and pick-up times
- Active engagement with Test and Protect.
- Nursery snack will be within the nursery kitchen to ensure that children can remain within the space

Nursery staff will ensure that groups of children also use the playground area at the front of the school for allowing more children an outdoor experience. Nursery staff should always follow the 2m social distancing guidelines at all times.

Outdoor Learning

While children are in school, classes will spend increased time learning outdoors. Each pod will have a designated area of the playground that they can use as an outdoor space on a daily basis. Classes will be encouraged to spend an increased amount of time outside with an expectation of at least once a day. Outdoor spaces will be timetabled between groups. Outdoor resources such as foil seats, clip boards, outdoor chalk etc have been ordered to support this. It will be communicated to parents regularly, through newsletters that children should come to school with appropriate clothing for all weathers.

The sharing of resources between children and young people during a learning will be limited. Any resource that cannot be easily cleaned/wiped has been stored away in one of the listed storage areas below. Items such as cushions, curtains, teddy's, material drapes, rugs, dress up clothes will be removed from classroom areas to be stored. Personal belongings of the children, will be taken home at the end of the day.

IT equipment such as computers, laptops and iPads will be wiped down with the provided wipes before use again. As much as possible, devices will remain in classroom spaces to avoid sharing.

No Parents will be allowed to enter the school or have access to the school office. If parents wish to contact the school, they should call or email the administrator who will then pass on to the relevant party. SLT and PSA staff will be in the school grounds each morning to ensure that no parents enter the playground. Staff should not enter the school office either, they should contact the administrator by email or telephone.

If children arrive late to school and miss the opportunity to stand in line at their allocated door, they must wait outside the main entrance. A member of staff will be at the door to escort them in. If pupils arrive later than 9.30am, parents must call the school to inform the administrator of their expected arrival time. A member of staff will then be at the door waiting for them to arrive and escort them to their class.

NCCT and Staffing

As much as possible, the children will remain with the same member of staff. Teaching staff will receive 'non class contact time' in blocks of time weekly, which will be covered by another member of staff. In the event of absence of teaching staff, as far as possible, it will be covered internally.

How will we decrease interaction?

A strict 'stick to the left' policy will be in place, when staff or pupils are travelling from one area of the school to the next. There will be signs on the walls to mark support pupils with this.



Approaches to implementing 'Stick to the Left' will be shared with pupils when they return in August. Staggered start and finish times have been arranged to reduce the number of children and young people together at one time, these will be reviewed as the weeks go on.

Signs will be placed on doors to remind pupils and staff of the procedures. Regular newsletters will remind parents of procedures and keep them up to date with changes to guidance from the authority and government. These details will also be available on the school website and sent home through Seesaw/ Google Classroom. All plans will be agreed between the Head Teacher and the school Quality Improvement Manager and then shared with parents.

Playgrounds will only be accessed by children for the purpose of attending in-school learning and only an emergency will trigger a need for anyone else on site so that carefully calculated capacities can be maintained. Access to the building will be strictly controlled.

Parents' will be advised to drop children at the allocated time for their group. Children should not arrive early. Parents and carers will drop their child(ren) off at the school gate and refrain from entering school playground to further reduce numbers. Parents and carers will make use of locations nearby that can be used to support a Park and Stride approach to limit traffic near site. The school car park will be open for staff to use and be closed at 8.30am. The 'u' parking section in front of the school will only be available for parents of children in Early Learning & Childcare and those with additional support needs who had previous arrangements will be permitted access to ensure that groups do not congregate. School reception area will not be accessible to parents and carers. All enquires, as mentioned above, made either by phone or e-mail.

Dining Arrangements

Pupils

All children will be asked to bring a packed lunch when they attend their orientation session on either Wednesday 12th, Thursday 13th or Friday 14th August. During these days, children will eat their lunch in their classroom. Children will be asked to take any uneaten food / waste wrappers etc home with them, to help reduce the risk of infection spread.

The provision of supermarket vouchers for those in receipt of free school meals will continue until Friday 14th August.

Arrangements are being made to extend the length of the school meals service to support delivery when they resume on Monday 17th August. Lunches for P1-7 will be staggered to ensure smaller numbers of children are in the lunch hall at one time.

Lunch breaks will be reduced to 45 minutes for all pupils and class lunch times will be staggered. The first group will start lunch at 11.45am and the second at 12.15pm. Timings will enable smaller groups to access the playground at one time and smaller numbers of staff accessing staffrooms at one time. The school meals service will resume in full on Monday 24th August).

Early Years (Nursery) dining will be within the setting area to ensure that children can remain within the space. Social distance practice within the nursery kitchen will need to be considered and a risk assessment in place.

Staff

5 staff members can be in the staffroom at one time. If there is no space left for staff in the staffroom, the first classroom in the Huts can be used.

All pupils and staff will be encouraged to remain on site for lunch in order to limit their contact with others out with the school. If they need to leave the school for any reason, they should social distance at all times.

Evacuation procedures

Circulation routes and entry/ exit points have been altered and evacuation processes have been amended to reflect this. Muster points have been spaced further apart to allow for social distancing. The Fire Evacuation Plan has been amended in response to this Return to School Plan and shared with all stakeholders. This can be seen in Appendix 1.

Orientation

The Senior Leadership Team will brief staff on circulation patterns and revised school layouts to ensure that all staff are aware of new restrictions. A map will be displayed and signage used as appropriate to act as an aide memoir.

School transport

Children will be encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so. Where walking is not appropriate and where parents/carers transport by private car, careful consideration will be given to travel plans with sites identified for "Park and Stride" routes identified out with the school site wherever possible and parents/carers encouraged to use these points to minimise activity around the school gates. A Travel Plan is currently being created by the Primary 4 children and will be available on our website once complete. For those parents with 2 children attending at different times, we ask that you drop the first child off at the gate then find a safe space to wait away from the school gates before dropping off your second child.

Bike racks may continue to be used. Pupils should maintain social distancing protocols when using the racks.

Managing Visitors / Managing Reception

External visitors to the school building will generally not be permitted. The only exceptions to this will be for:

- Local authority officers required to visit the school to provide essential support to pupils or staff (by pre-arranged appointment only)
- Contractors required to access the main building or grounds to undertake essential planned maintenance or repairs (by pre-arranged appointment only)
- Contractors working on a closed construction site within the school building or grounds, where appropriate measures have been taken to entirely separate the construction site and contractor personnel from the rest of the school, and the work has been approved to go ahead by Corporate Landlord officers
- Any other visitors required to enter the building for emergency purposes, including emergency repairs

Parents will not be permitted to visit the school to speak to teachers about their children. This will be communicated clearly to all parents. A 'Return to School' handbook will be emailed to all families containing the relevant information for next session. The booklet will highlight to parents' that they must not enter the school building. The fortnightly newsletter will contain reminders of this information too. Where parents require to contact a teacher, they should be asked to make contact initially by email, and by booking an appointment in advance. Staff members will inform parents of the details of their appointment. Appointments may take place over phone call or video message depending on the enquiry.

Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and will provide a telephone number for visitors to contact an appropriate member of staff within the building, should they wish to speak with someone or if they have an appointment to attend the school. The school administrator will be responsible for revising the sign in sheets and ensuring they are accurate.

If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying any COVID-19 symptoms. Those displaying symptoms will not be permitted access.

Where possible visitors permitted access, will remain within the reception area of the school and speak with the relevant member(s) of staff via the Reception desk window / hatch.

The name and contact details of all visitors entering the building will be recorded, along with the date and times of their attendance, in order to support the national Test and Protect Strategy.

Appendix 1

Evacuation Plan

On Discovery of a fire, the nearest alarm point must be rung

- Staff must headcount before exiting the building
- Staff and pupils should evacuate the building by the closest fire exit.
- Social distancing should be maintained if practicable inside but once outside social distancing must be observed.
- Staff will lead pupils to the muster point on the basketball court and playing fields adjacent to the school.
- Staff must ensure pupils maintain social distancing at all times whilst waiting for the all clear.

<u>Area of School</u>	<u>Nearest School Exit</u>	<u>Playground Exit</u>
Pod 1	Pupil entrance 1. known as Infant door	Front of school gates
Pod 2		
Library		
DHT office		
Office	Main Entrance	
HT Office		
Pod 3	Middle stages door	
Pod 4		
GP Room		

Staffroom		Side exit to playground beside football pitches
Pod 5	Fire exit at end of corridor adjacent to pod 5	
GP room opposite pod 5		
Nursery	Nursery fire exit	
Gym Hall	Fire Exits in Gym Hall	
All Huts Classrooms.	Exit at rear of class	

If the designated exit is blocked the next nearest available exit should be used.



