



Castlehill—a community of learners



DIGITAL SCHOOLS
AWARDS SCOTLAND



Castlehill Primary, ELR and EYC Back to School Newsletter, August 2020

Integrity, Respect, Self-worth

We are absolutely delighted that next week we will be seeing all our pupils return to school. I think it's safe to say that everyone, staff pupils and parents, have missed school, and normality very much. Although we are returning to school, you'll appreciate that some things will be very different and I hope this Newsletter gives you some information to help prepare the children.

Our families and staff have been incredibly supportive over the period of this pandemic and I'm confident moving forward, together we will be able to support our children in the best ways that we can. I must thank Mrs McLean especially who has given up almost all of her Summer to help get the school ready for reopening - it has been no easy task.

I really hope that this Newsletter will help to provide you with just some of the information you may want to know prior to the children returning next week. I apologise if the amount of information within it feels overwhelming, but I hope that it reassures you of the measures we have put in place to maintain the Health and Safety of staff and pupils.

We are planning to have a phased start to the day on **Wednesday 12th August** in order to support the children to come in to school safely and minimise overcrowding on that very first day. Details of this are below. Staff will work with the children on Wednesday on preparing them for the following days.

Although many children will be excited about coming back to school, we anticipate that some of may find returning to school very challenging. Any children who are struggling to come in can enter through the main gate where a member of Senior Leadership will be. Please note, however, that parents cannot come into the school unless under extreme circumstances.

Our new P1 pupils will have a phased first week starting at 10am and finishing at 2pm on **Wednesday 12th, Thursday 13th and Friday 14th August**. From Monday 17th August they will be in 9:00-3pm following the procedures detailed below.

My plan is to have a weekly update going out to parents to keep you all informed on how things are going and any changes that make along the way to our risk assessment.

Mandy Thompson

Head teacher
Castlehill Primary, ELR and EYC

Staff

We will be running with 8 classes in mainstream, and 3 in our ELR next session. The following list outlines the accommodation and staffing details:

- Room 7, Primary 1 with Mrs Duffy
- Room 8, Primary 1 with Mrs Cuthbert/Miss MacDonald
- Room 9, Primary 2 with Miss Brownlie
- Room 10, Primary 3 with Mrs McCauley/Mrs Cleland
- Room 11, Primary 7 with Ms McKendrick/Miss Davies
- Room 12, Primary 6 with Mrs Clark/Mrs L Robertson
- Room 13, Primary 5 with Miss Lindsay/Mrs McLaughlin
- Room 14, Primary 4 with Mrs R Robertson
- Room 15, ELR 2 with Miss McNeill
- Room 16, ELR 1 with Ms MacKay
- Room 17, ELR 3 with Mrs Southworth/Mrs Kerr/Mrs Gyan

Parents should note that **we are still working through risk assessments and recruitment process so the above staffing model may change**. Our support staff allocation is still to be finalised.

Access to Outdoor Learning

We need to ensure, where possible, that there is reduced contact across classes in the school. Each classroom will be allocated one of the following zones for break and outdoor learning times. This will rotate on a weekly basis:

- Zone 1 - $\frac{1}{2}$ of pitch
- Zone 2 - $\frac{1}{2}$ of pitch
- Zone 3 - $\frac{1}{2}$ of front playground
- Zone 4 - $\frac{1}{2}$ of front playground
- Zone 5 - outside front entrance
- Zone 6 - outdoor classroom/sensory garden area.

Classrooms

Careful consideration has been taken when setting up our classrooms for the pupils and staff returning.

Windows in all working areas in the school will be open at all times to ensure rooms are ventilated. Children may find that they are feeling cold in class, so please make sure they have a jumper or cardigan.

Each child will have their own desk and 'clean as you go' practices will be planned into the daily routines. School bags will not be allowed on desks, but rather be placed on the floor.

Cloakrooms will not be used at this point. Children will be encouraged to put their jackets on the back of their chairs.

Children will be able to share resources in their own classes, but there should be no sharing of resources between classes. We will also have reduced traffic across the school building.

Generic risk assessments are in place for children with medical conditions, or who are from Black, Asian or Ethnic Minority backgrounds. For those children with medical conditions that require intimate care, we will be calling parents this week to finalise details of individual risk assessments. If you feel your child requires an individual risk assessment, please don't hesitate to call.

Phased Entry and Exit, including points of access/egress for Children

We will be operating a phased entry to school to reduce large gatherings. On a typical day Miss Thompson, Mrs McLean and Mrs Cuthbertson will manage the gates from 08:45am. We ask that children do not come to school before this time. These 3 gates will be the back gate (adjacent to the lunch hall); the front entrance gate, and the gate at the top of the playground. All other gates will be closed.

- P1-3 and ELR children will go straight into class when they arrive at school. Support staff will be in the corridors to support the children.
- P4-7 will enter the playground in the morning and go to one of 4 zoned areas.

Parents will not be allowed to come into the playground in the mornings. One parent for each of our P1-3 children will be allowed in the playground to support a safe handover at the end of the day. Parents must maintain a social distance of 2m from all other adults at all times. We ask that parents of children in P4-7 meet their children outside the school playground area at the end of the day.

On **Wednesday 12th Aug** there will be a phased start to the day for children. This will help us support the children to understand the process planned above.

All children will go straight into school on arrival on this day.

- ALL P1 10am (main entrance area with parents)
- Families 09:00am (children who have siblings in other stages except P1s)
- P2 & P3 09:10am
- P4 & P5 09:20am
- P6 & P7 09:30 am
- ELR 09:00

* For children who have siblings in P1, they will start at 10am.

Each class is assigned their own door to enter and egress:

- Main Entrance: ELR 1, ELR 2, ELR 3 and R14
- Infant Door: R7, R8, R9, R10
- Back Door: Music Room, R11, R12, R13

School Improvement Plan

This year all schools will be having a 'Recovery Plan', instead of the traditional Improvement Plan. Across all schools in EDC, this will focus on 4 key areas:

- Health and Wellbeing, including Nurture
- Family Engagement
- Transitions
- Equity and educational continuity: In-school/Home learning

Over the Summer we have created a draft Recovery Plan, which we will explore with staff on the in-service days. We will then communicate details with our Parent Council and parent body.

Break Times

We will be operating staggered play times and lunches.

Playtime

P1-3 and ELR 1: 10:30 - 10:45

P4-7 and ELR 2&3: 10:50 - 11:05

Lunchtime

P1-3 and ELR 1: 12:00 - 12:45

P4-7 and ELR 2&3: 12:35 - 1:20

Children will have the option of bringing in a packed lunch, or purchasing a 'grab and go' packed lunch from the school canteen. P1-3 will continue to have the right to free school meal. All children will eat in their classrooms to reduce traffic around school and mixing with other stages.

We will be using the music room as a supplementary staffroom with P1-3 and nursery staff using the current staff room and P4-7 and ELR staff using the music room for breaks. This allows us to ensure staff maintain a 2m distance at all times.

Other Hygiene Protocols

- Cleaning and Hygiene materials will be stocked in every classroom and working area, as well as the staff room.
- Children and staff will be encouraged to 'clean as you go' throughout the day.
- Windows should be open in all working areas to ensure ventilation.
- Parents will be encouraged to contact the school via email or phone rather than coming into the school building.
- No staff, other than office members of staff will be permitted in the office area.
- Staff should either wait 24 hours before marking jotters, or adhere to strict handwashing and not touching the face.
- Care should be taken to store porous materials for 72 hours after use, or to clean with detergent or hot soapy water.
- Soft furnishing should be removed from classes and work spaces where possible.
- The Teaching Kitchen will not be in use during the Covid 19 Pandemic.
- Each class will establish a 'Toilet' routine which supports the numbers of children accessing the toilet at any one time and minimises traffic around the school.
- Toothbrushing will not take place during the recovery period because of the risk of cross contamination.

PE

PE will take place

Outdoors. As children will not be able to access our changing rooms, children should come dressed in an outdoor PE kit on the days they have PE. Staff will let parents know the days of PE as soon as they can.

All PE equipment will be cleaned after use in line with infection control.

First Aid

The school's First Aid policy has been updated to reflect safeguarding measures linked to COVID-19. It includes information about how we will respond to and support a child or staff member who becomes symptomatic during the school day.

Each class will be issued with a First Aid Bum Bag, with basic supplies such as plasters, hand gel, wipes, gloves etc.

Administering Medication

The school's procedure for administering medication has been reviewed to ensure that staff are protected in line with authority advice.