



## Covid-19 Guidelines

*These guidelines are in place to keep everyone in the school community safe. They are subject to change as we respond to changing information from the Department of Education in relation to Covid-19. You will continue to be updated throughout this academic year.*

### Illness

If your child is unwell (especially if they display any of the symptoms of Covid-19) *you should not send them to school under any circumstances.*

Symptoms of Covid-19 include:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature), or;
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual), or;
- **anosmia** - the loss or a change in your normal sense of smell (it can also affect your sense of taste)
- **If a pupil becomes unwell during the school day**, PHA advice will be followed. Parents will be notified immediately and the child will be supervised in an isolated area until collected. We have a contactless thermometer for use in school.
- PHA advice will be followed regarding anyone getting Covid-19 in the school community.

### Uniform

- All uniform should be worn as usual.
- PE KIT – At present a PE Kit is not needed in school. Children should still bring a pair of trainers to change into for outdoor PE or Plimsols (Velcro fastening for younger children who cannot tie their own laces please).
- Pupils should bring a waterproof coat to school each day, as we will be going outside as often as possible. Please ensure all items of uniform are named.

### School Routines

- The school day times will run as normal apart from there being a split break: 10:25 am - 10:40 am and 10.45 am - 11:00 am and a split lunch: 12:10 pm - 1:10pm pm and 12.25 pm - 1:15 pm.
- Children will go outside during break and lunch as much as possible – each class will play in a designated zone to ensure that ‘protective bubbles’ are maintained.
- If the weather is bad, pupils will stay in their classroom.
- We will stagger collection times for P4-7 children(See below).

### Social Distancing

- We ask that everyone adheres to social distancing in school as outlined below:  
**1m between pupils**  
**2m between pupils and adults**  
**2m between adults and adults**
- Each classroom will have tape around each member of staff’s desk to ensure 2m distance between pupils and staff. NO PUPIL IS ALLOWED TO ENTER THIS AREA AT ANY TIME. When outside of the classroom pupils must respect the 2m distance between them and their teacher and the 1m distance between peers.
- Each class will operate as part of a protective class bubble. Each pupil will be assigned a desk and chair within that room to use throughout the day, every day.
- We will have a routine for everyone in place for safe arrival to class and dismissal at the end of the day.

### Personal Hygiene

- Pupils must wash their hands before coming to school and use the toilet. They will be asked to wash their hands on arrival in the classroom, or for P5 children use the sanitiser provided. Pupils will be asked to wash hands frequently during the day. If your child has sensitivity to particular handwash or sanitiser, please do send in a suitable soap or sanitiser for their personal use and inform the class teacher in writing if you prefer they do not use the school soaps.
- Pupils should avoid touching their faces including mouth, eyes and nose as much as possible when in school.
- Hand sanitiser has been provided at the main entrance and exit points and in every classroom.
- Pupils should carry their own personal tissues. There are designated tissue bins in each classroom which MUST be used for all tissues.
- Pupils MUST bring their own personal hand sanitiser to school in their school bag.

### Cleaning Routines

- There will be cleaning materials in each classroom and a cleaning routine will take place twice a day. All pupils P4-7 will be responsible for cleaning their table at lunchtime after eating. The cleaning procedure will be explained to those pupils on their return.
- There will be additional cleaners employed to clean the school and equipment throughout the day.

### Dropping off and times to collect your child from school are as follows: -

- P1 will enter school through the MAIN entrance but be collected from the fire exit door of the P1 classroom. On the first day they should not arrive until 9.10-9.20am.
- P2 will be dropped off at the P2 Door entrance (at the covered area in the playground) between 8.45-9.10am and collected at the same point at 2pm.
- P3 will enter school through the door beside their classroom at the back of the school between 8.45am and 9.10am. P3 will exit through this door also at 2pm each day.
- P5 will enter through the MAIN entrance between 8.45-9.10am and go into their classroom which will be the school hall. They will exit through the MAIN door at 3pm daily.
- P4 will enter through the Main entrance between 8.45-9.10am and exit through the MAIN entrance at 2.55pm.
- P7 and P6 should enter through the KS2 Playground door between 8.45-9.10am and go straight to their classrooms. They will also exit at 3.05pm through these doors.

### Parent/Guardians/Adults Visiting the School

- At the end of the day Parents will be invited to collect their child in the areas noted above. All parents MUST adhere to social distancing while waiting to collect their child and walk them safely to their car.
- Access to the school buildings will not be permitted unless with prior permission and appointment only.
- **Please respect social distancing otherwise we will have to stagger drop off and pick up times for each class, which we know will not be as convenient for everyone.**  
Parents/Guardians must not gather at the gates, school doors or enter the school building unless they have a pre-arranged appointment.
- If Parents/Guardians have an appointment they must wear a face mask, use sanitiser on arrival and respect social distancing procedures at all times.

### Equipment

- Pupils are required to have their own equipment – for example: pens, pencils, rulers, calculators – and should not share with others. Class lists are published on our school website or sent via SEESAW. **These resources will remain in school to help to reduce the transfer of germs.**
- Pupils are encouraged to have their own clearly named water bottle which is cleaned every day.
- **School bags and lunch boxes are permitted but they must be wiped down each morning before being brought to school.**

### Lunchtime Arrangements

- The school kitchen will offer a menu at lunchtime. However, there will be fewer choices due to having to serve meals in classrooms. Once pupils have eaten their lunch they will be asked to tidy their table and then go outside to the allocated area of the playground. There will be a playground rota and the zoned area for each class will be rotated to allow children access to all areas over a week.

### Extra-curricular Clubs/Activities

- Naturally our priority will be getting the school routine up and running in as safe a way as possible, ensuring all children settle in quickly into the new routine. However, I know many parents will be keen for after school clubs to commence again. When they do they will have to be run in year group bubbles (e.g. P4 Art, P5 ICT etc).
- The plan is to start after school clubs for P7 initially from Monday 7th September- Monday will be Maths Club and Thursday will be Literacy Club both 3-4pm at a cost of £20 a session for 10 weeks. If your child signs up for both clubs you should pay £40.
- The 123 Club will be available for those who need it. However, its format will be more restricted due to social distancing and hygiene requirements. I know many of our parents depend on 123 Club for childcare so we will continue to run it as best we can. A booking form will be sent to parents ASAP at the beginning of term and must be completed and returned to school with payment before Monday 14 September. Preferably by cheque or correct cash.

### Refunds owing from last term

We would ask that you pay for all items as normal (correct money please to each class teacher) and give us a few weeks to sort refunds from last term. We haven't forgotten about them and will send home refunds as soon as possible.

### Medical Needs/Allergies

If your child has an allergy or medical need you must speak to the classroom teacher or Principal to ensure that school staff are aware of your child's needs. Paperwork must be completed and in place **before your child re-commences school** to ensure that a safe provision can be provided. Please contact school next week to make arrangements.

### Curriculum

In this first phase of pupils returning to school after the summer break, each day will have a strong emphasis on emotional wellbeing, social and physical activity sessions throughout the day. Alongside this we will continue to deliver the normal curriculum with an emphasis on literacy and numeracy.

The plan is for lessons to be taught as normal as possible, as per the government guidance. Once children are settled they will be assessed to see where they are with their learning. This will be done when their teacher feels they are ready. Each P4-P7 child will be required to have a personal set of headphones for computer activities/assessments therefore we are asking parents for a **contribution of £3 per child to cover this cost**. These headphones will then remain in your child's school bag and will be for their personal use in school and at home.

### Pastoral matters

Returning to school will be exciting but also potentially challenging for the children, with some having been away for nearly six months. They will be coming into a school environment that will be a little different to what they have been used to in the past. However, we are committed to supporting each child's academic, social and emotional wellbeing.

During the lockdown some children will have, in different ways, experienced a form of loss. They have been away from their friends, teachers and people they had become accustomed to. Their sense of school based routines and structure will have disappeared, to be replaced by restrictions alien to all. Freedoms and opportunities they have been used to, such as playing or going to the park with friends, have been reduced. Some children may well have experienced the loss of a family member during this time.

If your home circumstances have changed or there is anything you feel school would benefit from knowing, please contact Mrs White (kwhite377@c2kni.net).

We trust the return to school will run smoothly for your child and your family.

K. White