



Kelvindale Primary School

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Head Teacher

Mrs Barbara Matheson

6th August 2020

Dear Parent/Carer,

I am writing to inform you of the arrangements for Kelvindale pupils returning to school on Wednesday 12th August 2020. Please be assured that at Kelvindale Primary, we are following Glasgow City Council and Scottish Government guidelines to keep all our pupils and staff safe. Thank you to our Parent Council and our parents and carers for completing the digital survey. I hope the following will provide you with the reassurance and key information you require.

Our school will be vigilant for the symptoms of COVID-19. Arrangements are in place to monitor developments and allow for rapid response to any cases of COVID-19. This includes enhanced surveillance arrangements, test and protect and outbreak management.

Cleaning

There is a specific cleaning regime in place and we will clean surfaces/shared equipment as required throughout the school day.

Hand washing

It is recommended that regular hand washing with soap and water is the best preventative method for COVID-19. We will re-establish regular hand washing routines for pupils as a normal part of the school day, as was the case prior to the closure in March. This will be on arrival at school, after using the toilet, before and after breaks and PE, before and after lunch and before leaving school premises. Younger pupils will be supervised when washing their hands and will be supported if required.

Good respiratory hygiene is also very important. Pupils and staff will be encouraged to catch coughs/sneezes with tissues or their elbow and avoid touching their faces.

Physical Distancing

Classrooms will be well ventilated and pupils will be provided with more opportunities for learning outdoors. The advice from the COVID-19 Advisory Sub Group on Education and Children's Issues is that, subject to other risk mitigations being in place, there is no requirement for physical distancing between children and young people of any age in schools however we will endeavour to promote physical distancing as much as we can. We will do this by considering how furniture is set up in classes (children will not be facing each other), markers on the ground and corridors, one way system in each building, limited sharing of resources, staggered entry and departure times for the school day, and shortened lunch breaks. We will maintain children and young people in consistent groups throughout the school day wherever possible and each class will only have 2 teachers teaching them in a week. We will endeavour to encourage 2m physical distancing between adults and children who are not from the same household, wherever possible.

Back to School

All pupils will return to school on Wednesday 12th August 2020.

In order to increase physical distancing at the school entrance and in the school building, the start and end times for year groups, breaks and lunches will be staggered, as shown below. This timetable will stay in place until further notice.

Stage	Start Time	Break	Lunch	Break	End Time
*P1-P3	8.45 am	10am - 10.15am	12pm-12.30 pm	1.30pm- 1.45pm	2.45pm
P4-P7	9am	10.30am - 10.45am	12.30pm-1pm	1.45pm- 2pm	3pm

***Please see below specific arrangements for P1 pupils only for week 1**

Wednesday 12th August

- **P1a** 9.30am-11.30am
- **P1b** 9.45am-11.45am
- **P1** pupils from **P2/1** 10am-12 pm

Thursday 13th August

- **All P1 pupils** will be in school 9.15am-12pm

Friday 14th August

- **All P1 pupils** will be in school 9.15am- 2.45pm

From Monday 17th August

- **All P1 pupils** will be in school 8.45am-2.45pm

Entering and Exiting School/ School Grounds

- Parents on school premises and immediate surrounding areas should wear a face mask.
- Children should enter the school playground through the double gates at Dorchester Place or the side gate at the Weymouth Drive entrance.
- To decrease physical interactions, on arrival at the school gate, parents/carers should **NOT** enter the school grounds. A member of the Senior Leadership Team will welcome the children as they arrive.
- Please be punctual and patient.
- Only one adult should accompany their child to the school gate in the morning.
- Parents should not congregate around the gate areas.
- There will be no bells and no lining up. Children should aim to arrive at a suitable time to enter the building and most should not be playing in the playground before entering school.
- Parents with a child in Infants and Upper School can drop their children off at 8.45am. The older child can wait in the playground until 9am.
- Please try to drop your child/children off or collect them and move away to support social distancing between adults. Ideally, especially if your children are a little older, arrange to meet them away from the school gates.
- Parents will be permitted to wait in school for Infant Pupils (P1-P3) at end of the school day but must adhere to physical distancing, wear a mask and stick to the allocated Zone for their child's year group.

Zone 1 - Pitch (P1 Parents)

Zone 2 - Infant Playground (P2 Parents)

Zone 3 - Upper School Playground (P3 Parents)

At the end of the school day, Infant Parents **must** enter school at the driveway in Dorchester Place. They can exit by the back stairs to Weymouth Drive or the driveway into Dorchester Place.

- Infant Parents should leave school premises as soon as they have collected their child.
- P1 Parents may enter the playground in the morning for the first week only.
- Parents should ensure that their child has all of his/her belongings when they come to school as Office Staff will be unable to receive and deliver items to classrooms.
- Should you need to speak with a member of school staff, please telephone the School Office or e-mail the Head Teacher. At the present time and for the foreseeable future, there will be no face to face meetings with school staff and you will not be permitted to come into the school building unless it is an emergency.

Breakfast Provision

This will start on Wednesday 12th August from 8am-8.45am

Children should enter the school via the main entrance, where they will be welcomed by a member of staff. Only one adult, if required, should accompany their child to the main entrance.

Payment continues to be £2 for eldest child, and £1 for each other sibling unless your child is in receipt of Free School Meals. In this case, breakfast is free. Further advice will be issued soon regarding payment for Breakfast Club to reduce cash handling.

School Lunches

A new approach has been developed where children will select their choice first thing in the morning and then wear a sticker to enable catering staff to easily identify the choice. There will be 2 menu choices, plus vegetarian option, for the first few weeks. Further advice will be issued soon regarding payment for school meals to reduce cash handling. An appendix detailing the choices available is attached to this letter.

Parents have the option of providing their child with a packed lunch from home.

***Please note that school lunches remain free for all P1-P4 pupils.**

School Clubs

There will be no school clubs until further notice.

School Uniform

- Please wash school uniform daily.
- Children should change their uniforms as soon they arrive home.
- Please ensure your child's name is displayed prominently on their uniform and outerwear to avoid other children touching or taking home the wrong uniform. If this happens, please place the wrong uniform in a plastic bag, seal and tie it, and return it to school.
- PE days will be communicated to parents shortly. On PE days, children should bring their PE Kit in their school bag so that it can be taken home and laundered after each use.
- In addition, classes will enjoy time in woodland, pitch and playground as part of their health and well-being programme.
- Please provide your child with a waterproof jacket and wellington boots if you can. We are able to store labelled wellington boots for individual pupils on school premises.

School Bags and Stationery

- Individual sets of stationery will be issued to each child.
- Children should not bring pencil cases and other personal belongings, including toys to school.
- School bags should be cleaned regularly at home especially handles and shoulder straps.
- Due to hygiene measures, the water cooler will not be operational; therefore children should bring their own named and filled water bottle to school every day.
- Lunch boxes and water bottles should be emptied and washed every day.
- Please display your child's name prominently on their lunch box to avoid other children touching or taking home the wrong lunch box. If this happens, please place the wrong lunch box in a plastic bag, seal and tie it, and return it to school.
- Please ensure that your child has his/her own tissues.

Mobile Phones

- We ask that children do not bring mobile phones to school during this period, as the former measure of handing phones in to the school office does not adhere to current hygiene advice.

Reconnecting with School/Curriculum

For many of our pupils, a return to the routine of coming back to school will be welcome and they will settle down and recover from lockdown quickly. However, we recognise that some pupils may find this challenging. As a school, we are looking at how all of our pupils can best be supported both emotionally and educationally in returning to school and we will be adapting our Health and Well-being approaches and Curriculum accordingly. Our School Improvement Plan (SIP) for the coming session will reflect this. There will be further communication with parents on this shortly.

If you have individual circumstances you wish to discuss, please contact the School Office when it re-opens on Monday 10th August.

We are very much looking forward to welcoming everyone back on the 12th August.

Kind regards

Barbara Matheson

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Head Teacher