



Beckford Primary Recovery Planning

Information for Families



June 2020

RETURNING TO SCHOOL HANDBOOK

This guide is to provide information to our families to allow you to discuss with your child(ren) what school will look when we return in August. As noted last week in family update 3 our return in August will be different from what we are used to and that children will spend some time learning at home, and some time in school when we return. This is being referred to as 'Blended Learning'.

I am aware that this is a lot of information, however it is important to share this information with you. It really is a 'mini-handbook' to guide you on what school will be like when we return.

It should be noted that the guidance is draft and may need to be adapted depending on information updates from the Scottish Government. You will be updated on any changes that need to be made.

School will look very different for our children in many ways and our initial focus in August will be Health and Wellbeing as well as supporting the children to become familiar with the new layout of the school and new routines in place.

These systems have been put in place to reduce as much risk as possible, for all of our children, staff and visitors to the school. Safety is the number one priority for our whole school community as we seek to recover from the school closure and begin to engage our children in learning and teaching.

Whilst we cannot eliminate risk, we can manage it effectively through good practice and healthy, hygienic routines. With the support of South Lanarkshire Council, the school has been developing Risk Assessments and Safe Systems of Work, in line with Scottish Government Guidance, which have been read by all staff and have been implemented while the school has been open in June for Emergency Childcare.

During the month of June, we have been working on the following key areas which we have been asked to consider by the Scottish Government in order to re-open our school to all pupils in August.

- Teaching in smaller groups.
- Where practicable, minimising the mixing of such groups.
- Seating positions being reorganised so that pupils are a safe distance apart (for example, 2m when seated at desks).
- Increased use of outdoor spaces.
- Staggered arrival and departure times and clear guidance to parents to avoid congregating in playground areas.
- Breaks being staggered by class, to avoid pupils from different classes coming into contact where possible.
- How pupils and staff will get to and from school in a safe manner.
- Dining provision.
- Enhanced hygiene practices.

I will now take each of these areas and note how we will implement them in August. I ask that parents read through these areas and discuss them with your children to prepare them for returning to school. I appreciate that it is a lot of information to digest.

TEACHING IN SMALLER GROUPS, MINIMISING THE MIXING OF SUCH GROUPS, SEATING POSITIONS IN PLACE IN CLASS TO ENSURE 2M DISTANCING IN PLACE

SCHOOL BUILDING AUDIT

Our school building capacity has been audited with the support of School Support Services and it has been assessed that to ensure physical distancing of 2 metres apart around the school, the maximum percentage for capacity that the school has is to have 50% of the children in the building at the one time.

Every classroom is different in design and layout at Beckford, therefore we cannot fit the same numbers of children in to every classroom.

There are no composite classes in August. The school will move forward as 7 single stage classes.

For two of our classes (Primary 1 and 4) we cannot fit 50% of the class within the one room, therefore the children will work between the classroom and the open areas beside each classroom. Only Primary 1 and 4 will use these areas until the school returns to normal. All children will be supported by a teacher whether they are in the classroom or open area. We plan to rotate the children between the classroom and open area, to give all children the opportunity to learn in both areas.

Our class numbers at present for August are as follows:

	P1	P2	P3	P4	P5	P6	P7
Class Size	30	26	17	25	17	24	22

BLENDED LEARNING - ATTENDANCE PATTERN

You can see from the numbers above that the children in each class will need to be split into 2 groups, in order to maintain physical distancing measures.

The children have been split into 2 groups per class based overall on our academic learning groups. You will be informed before the end of June as to which 'Attendance Group', (group 1 or group 2) your child is in and on what days your child should attend school.

PLEASE NOTE THAT WE WILL NOT BE ABLE TO CHANGE THE GROUP YOUR CHILD IS ALLOCATED TO.

Siblings within the school will be in school on the same day.

The attendance pattern will be as follows:

Location	Monday	Tuesday	Wednesday	Thursday	Friday
In School	Group 1	Group 1	School closed for cleaning.	Group 2	Group 2
At Home	Group 2	Group 2	School closed for cleaning.	Group 1	Group 1

SEATING ARRANGEMENTS

Each seat within the classroom, including seat(s) for staff members are 2 metres apart from each other. **Every child will be given a number on the first day back in school, this number will correspond to a desk within the classroom.** The children will be asked to line up in this order and enter/leave the classroom in this order too.

When at their desks, the children will not be able to move around freely and they will be expected to remain at their desks and will only be permitted to move around if asked to do so by their teacher or a member of support staff in the classroom.

RESOURCES

Every child will be provided with a folder in August that stays in school. The folder will have the basic stationery the children will need while in school e.g. pencil, rubber, ruler, whiteboard, whiteboard pen. I am NOT suggesting that they do not have their own pencil case, this is something that I know the children enjoy having, but I would ask that initially that this is for use at home for when the children are working on learning activities at home.

The children can continue to bring a water bottle to school, which must go home each night. They can also bring their bag, a packed lunch (if this is what they are having for lunch) and a snack for break. All of the resources that the children come into school with will stay at their desks. We will not be using our coat stand or shoe boxes in August. The children should not touch any other child's personal belongings.

INCREASED USE OF OUTDOOR SPACES

Once the children are more confident with our new routines, we may introduce more learning activities outdoors to allow for learning through play and active learning.

As you are aware from our family update last week, I would ask that the children do attend school in school uniform and that they come to school every day with a jacket.

If required, we will endeavour to inform parents in advance, should the children be required to wear more casual clothing for outdoors e.g. Physical Education at times will be outdoors, therefore we would encourage that the children wear old jogging bottoms/leggings, t-shirt and hoodie for outdoor PE.

Every class is going to be allocated a specific area of the playground for them to play in at break times and to learn in, again this is to minimise mixing. This will be marked out in the playground.

INFANT PLAYGROUND	
PRIMARY 1	PLAYGROUND AREA AT DECKING
PRIMARY 2	PLAYGROUND AREA AT THE FOOTBALL NETS
PRIMARY 3	PLAYGROUND AREA AT GRASSY AREA IN FRONT OF P1 AND ROWAN COTTAGE
SENIOR PLAYGROUND	
PRIMARY 4	PLAYGROUND AREA OUTSIDE OF PRIMARY 6 & 7 CLASSROOMS AT OUTDOOR CLASSROOM
PRIMARY 5	PLAYGROUND AREA AT 'T' SHAPE WHERE OUTDOOR RESOURCE CONTAINERS ARE
PRIMARY 6	PLAYGROUND AREA AT FOOTBALL PITCH (CHILDREN WILL NOT BE ALLOWED TO PLAY PROPER FOOTBALL DURING THIS TIME)
PRIMARY 7	PLAYGROUND AREA AT BASKETBALL NET

STAGGERED ARRIVAL AND DEPARTURE TIMES

At Beckford we are limited as to the entry points for the children to enter the playground. We are also limited to the space we have in school for break times and lunch time and therefore we will have a staggered start and end to our day.

The Gates on Auchinraith Avenue are going to be labelled as Gate A and Gate B.

We would ask that parents and children exit using both gates to avoid congestion while entering and leaving the school grounds, ensuring 2m distance at all times. (Pathways will be marked with 2m guidance to support this). Families can obviously walk in together as they stay within the same household.

Some classes will be asked to begin their day at 8.45 am and finish at 2.45 pm. Some will be asked to begin at 9 am, finishing at 3pm. Again these timings will not be able to change.

We would ask that classes start at the times below.:

Start Time	Classes
8.45 am	Primary 1 Primary 5 Primary 6
9 am	Primary 2 Primary 3 Primary 4 Primary 7

N.B. Primary 4 to line up outside of the building at the window of P6 classroom, which is at the corner of building between the senior and infant playgrounds. Again, this is to maintain physical distancing in the lines.

I am aware that there are a small number of siblings in P2, 3, 4 and 7 who have brothers or sisters in the classes who are beginning their day at 8.45 am.

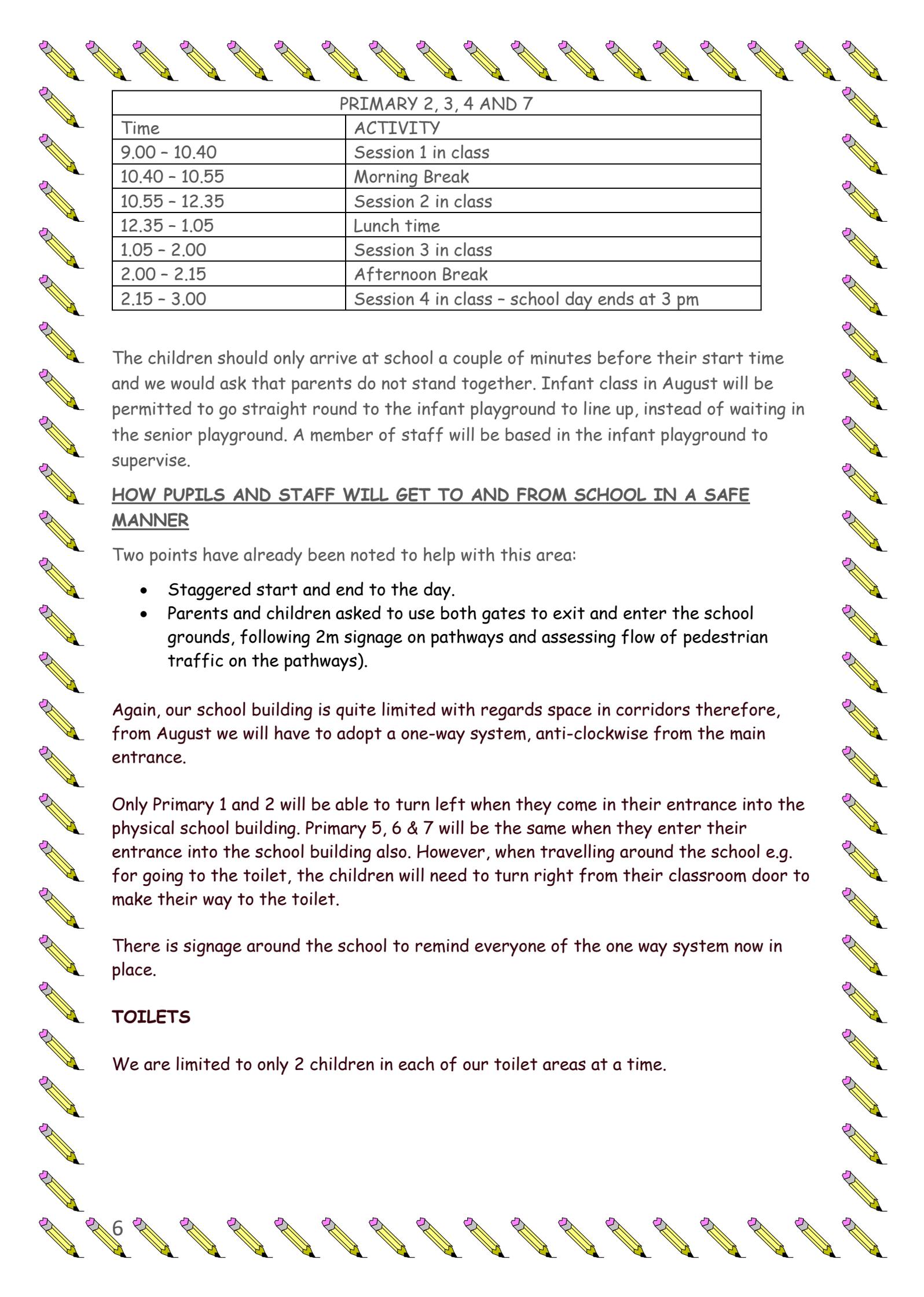
The small number of children in P2, 3, 4 and 7 who have a sibling starting at 8.45 am will be permitted to come to school at 8.45 am, where they will start their day in the gym hall until their class day begins at 9 am. For the siblings in P1, 5 and 6 whose day ends at 2.45 pm, they will be asked to end their day in the gym hall at a short after school club until their sibling finishes at 3 pm.

This means that parents who have children with two different start times will only need to drop off and pick up at the one time.

STAGGERED BREAKS

From August the children's day will be organised differently in order facilitate lunches and physical distancing in the playground. **Lunchtime will now last 30 minutes (instead of 45 minutes) and an afternoon break of 15 minutes will be introduced.**

PRIMARY 1, 5 AND 6	
Time	ACTIVITY
8.45 - 10.15	Session 1 in class
10.15 - 10.30	Morning Break
10.30 - 12.00	Session 2 in class
12.00 - 12.30	Lunch time
12.30 - 1.30	Session 3 in class
1.30 - 1.45	Afternoon Break
1.45 - 2.45	Session 4 in class - school day ends at 2.45 pm



PRIMARY 2, 3, 4 AND 7

Time	ACTIVITY
9.00 - 10.40	Session 1 in class
10.40 - 10.55	Morning Break
10.55 - 12.35	Session 2 in class
12.35 - 1.05	Lunch time
1.05 - 2.00	Session 3 in class
2.00 - 2.15	Afternoon Break
2.15 - 3.00	Session 4 in class - school day ends at 3 pm

The children should only arrive at school a couple of minutes before their start time and we would ask that parents do not stand together. Infant class in August will be permitted to go straight round to the infant playground to line up, instead of waiting in the senior playground. A member of staff will be based in the infant playground to supervise.

HOW PUPILS AND STAFF WILL GET TO AND FROM SCHOOL IN A SAFE MANNER

Two points have already been noted to help with this area:

- Staggered start and end to the day.
- Parents and children asked to use both gates to exit and enter the school grounds, following 2m signage on pathways and assessing flow of pedestrian traffic on the pathways).

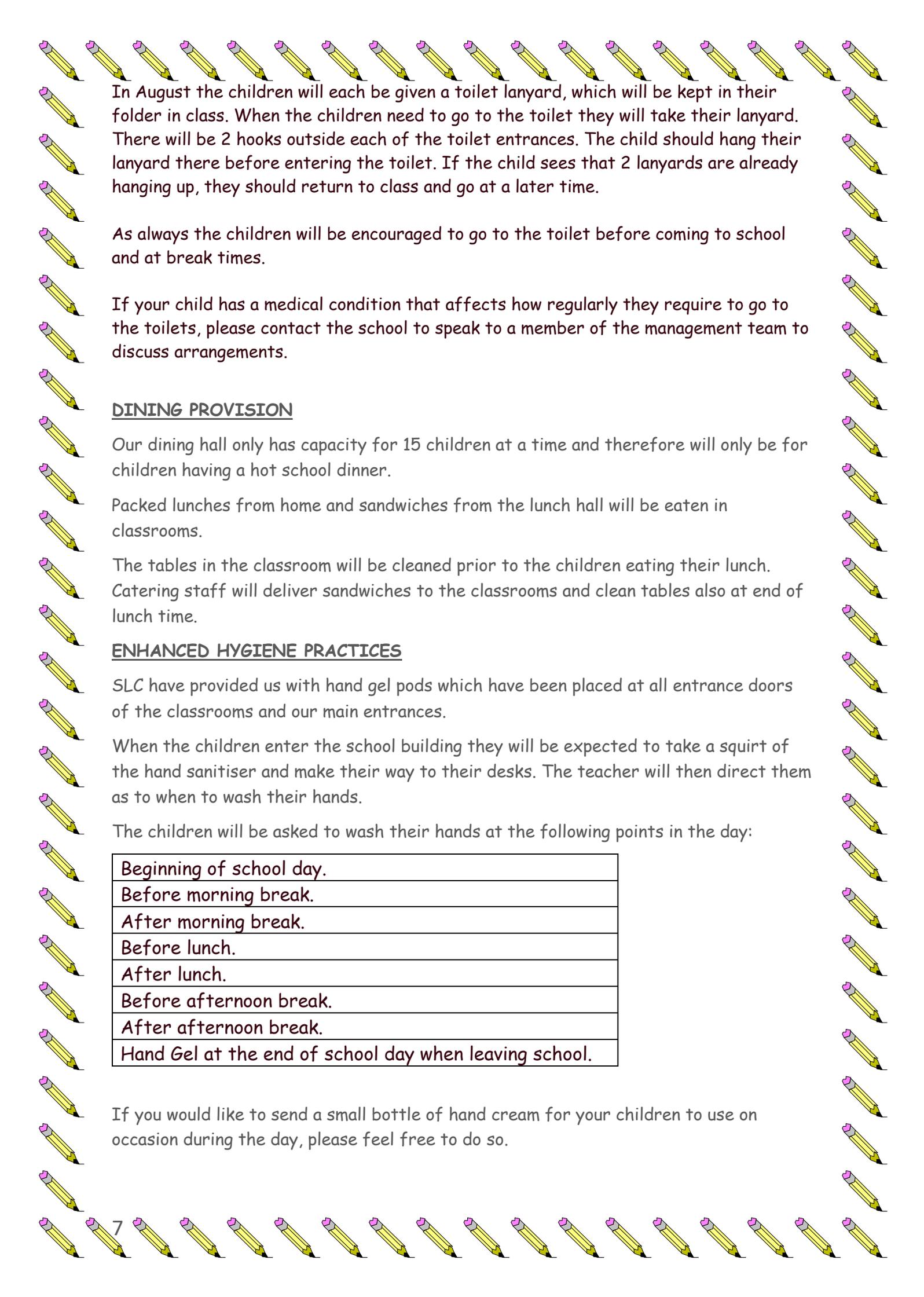
Again, our school building is quite limited with regards space in corridors therefore, from August we will have to adopt a one-way system, anti-clockwise from the main entrance.

Only Primary 1 and 2 will be able to turn left when they come in their entrance into the physical school building. Primary 5, 6 & 7 will be the same when they enter their entrance into the school building also. However, when travelling around the school e.g. for going to the toilet, the children will need to turn right from their classroom door to make their way to the toilet.

There is signage around the school to remind everyone of the one way system now in place.

TOILETS

We are limited to only 2 children in each of our toilet areas at a time.



In August the children will each be given a toilet lanyard, which will be kept in their folder in class. When the children need to go to the toilet they will take their lanyard. There will be 2 hooks outside each of the toilet entrances. The child should hang their lanyard there before entering the toilet. If the child sees that 2 lanyards are already hanging up, they should return to class and go at a later time.

As always the children will be encouraged to go to the toilet before coming to school and at break times.

If your child has a medical condition that affects how regularly they require to go to the toilets, please contact the school to speak to a member of the management team to discuss arrangements.

DINING PROVISION

Our dining hall only has capacity for 15 children at a time and therefore will only be for children having a hot school dinner.

Packed lunches from home and sandwiches from the lunch hall will be eaten in classrooms.

The tables in the classroom will be cleaned prior to the children eating their lunch. Catering staff will deliver sandwiches to the classrooms and clean tables also at end of lunch time.

ENHANCED HYGIENE PRACTICES

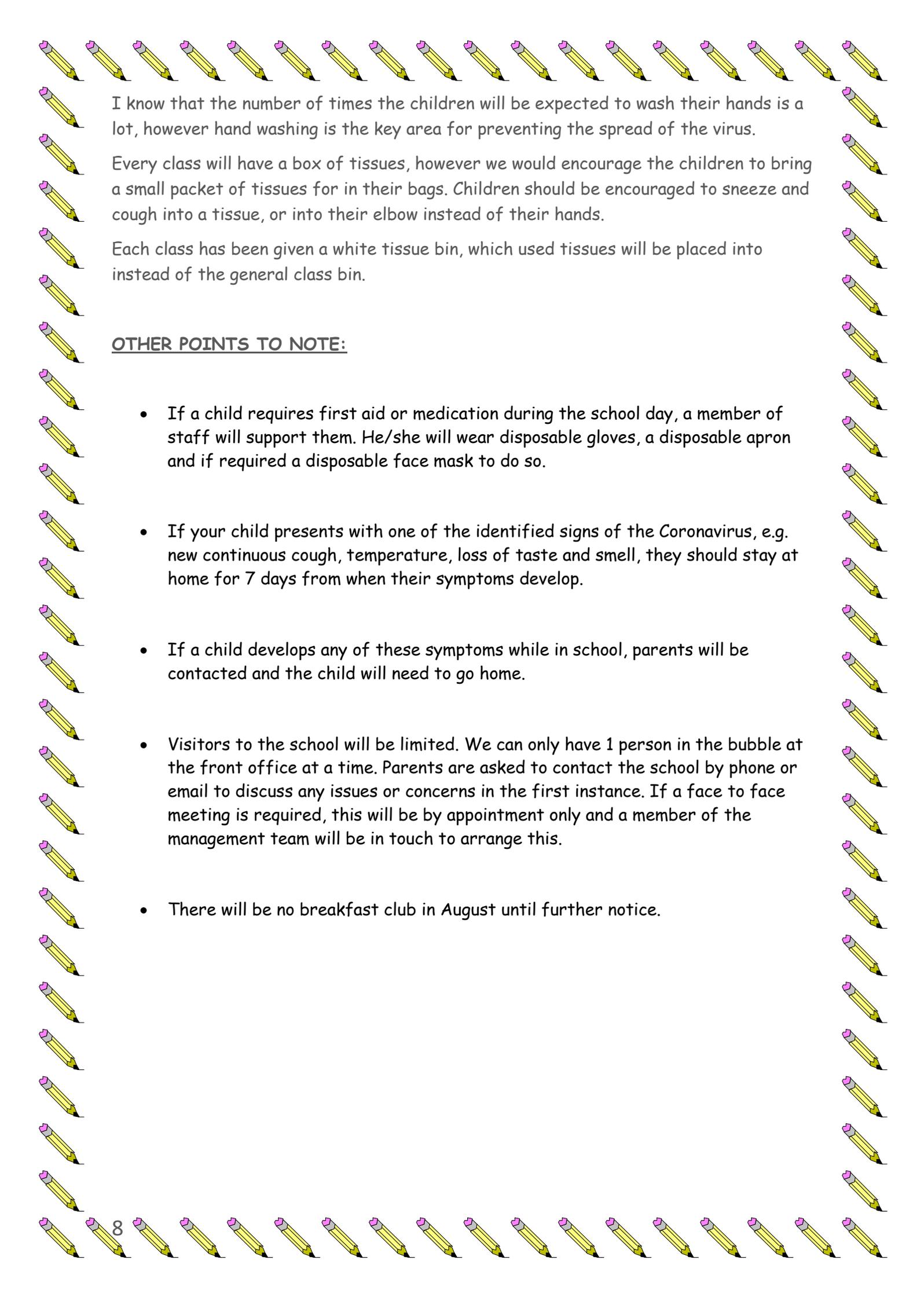
SLC have provided us with hand gel pods which have been placed at all entrance doors of the classrooms and our main entrances.

When the children enter the school building they will be expected to take a squirt of the hand sanitiser and make their way to their desks. The teacher will then direct them as to when to wash their hands.

The children will be asked to wash their hands at the following points in the day:

Beginning of school day.
Before morning break.
After morning break.
Before lunch.
After lunch.
Before afternoon break.
After afternoon break.
Hand Gel at the end of school day when leaving school.

If you would like to send a small bottle of hand cream for your children to use on occasion during the day, please feel free to do so.



I know that the number of times the children will be expected to wash their hands is a lot, however hand washing is the key area for preventing the spread of the virus.

Every class will have a box of tissues, however we would encourage the children to bring a small packet of tissues for in their bags. Children should be encouraged to sneeze and cough into a tissue, or into their elbow instead of their hands.

Each class has been given a white tissue bin, which used tissues will be placed into instead of the general class bin.

OTHER POINTS TO NOTE:

- If a child requires first aid or medication during the school day, a member of staff will support them. He/she will wear disposable gloves, a disposable apron and if required a disposable face mask to do so.
- If your child presents with one of the identified signs of the Coronavirus, e.g. new continuous cough, temperature, loss of taste and smell, they should stay at home for 7 days from when their symptoms develop.
- If a child develops any of these symptoms while in school, parents will be contacted and the child will need to go home.
- Visitors to the school will be limited. We can only have 1 person in the bubble at the front office at a time. Parents are asked to contact the school by phone or email to discuss any issues or concerns in the first instance. If a face to face meeting is required, this will be by appointment only and a member of the management team will be in touch to arrange this.
- There will be no breakfast club in August until further notice.



FINALLY....

I appreciate that this is a tremendous amount of information and until we are up and running, it is difficult to imagine it all working.

Things will adapt as we deem appropriate once the children are in the building and the new systems are in place.

It is very different having plans down on paper, to actually making it work in real life when there are children involved. We as a school are very aware of this.

We will work with the children to introduce these systems in August, but I would ask parents over the summer to discuss the points with your child that you think are important for them to know and that they may find difficult to understand when they come in.

I think the main points to continue to reiterate is that not all of their classmates will be there at the one time, that they will need to wash their hands regularly as directed by the teacher to try to reduce the spreading of germs, they will need to stay at their desks when in the classroom and that they will need to play in their class areas of the playground at break times.

I appreciate how challenging this is for you all and please be assured any decision that is made is in the best interests of keeping your children safe when in school.

I hope that you can all have a restful summer and that your families stay safe during this time.

Kind regards,

Mrs Hogg