



**Beeslack**  
COMMUNITY HIGH SCHOOL

# Beeslack Community High School

PARENT/CARER INFORMATION

School Information | Re-opening | August 2020

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## Guidance for parents/Carers

This document provides parents/carers and pupils with information on how Beeslack Community High school will operate when we re-open in next week. We have tried to keep all the guidance together and make it as simple and easy to follow as possible. However, there is a lot of information included in this document.

As I am sure you can imagine we have had to rethink all aspects of school life and if you are unsure of any of the information please contact us and we will do our best to answer your query. We appreciate that many of our parents, pupils and staff will feel anxious about returning to school and we will do our very best to support all members of our community.

Our school values and our community ethos has never been more important and we all need to be mindful of each other and ensure that everyone is safe.

Hopefully the information included in this guide will help alleviate any concerns you may have – this is new for us all and we are all learning to adapt to new ways of working.

Our rationale, principles and guidelines are informed by the following documents

- <https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/>
- Operational Guidance for return to Midlothian Schools and Early Learning and Childcare
- <https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/>
- <https://www.gov.scot/publications/excellent-equity-during-covid-19-pandemic-strategic-framework-reopening-schools-early-learning-childcare-provision-scotland/>
- <https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/>
- [Midlothian Promise](#)

## SOCIAL DISTANCING AND HYGEINE

As pupils return to school we must adhere to the public health guidelines to ensure the safety of all members of our community.

There is no social distancing required for pupils in class when they return to school. There is still a requirement for adults to adhere to the two metres social distancing between other adults and between adults and pupils.

Classrooms/labs will be laid out as per government guidance in an 'exam style' to ensure pupils are facing the front and to minimise to face to face interaction between pupils. Given the constraints of our building there will be a marked area at the front of each class which is the designated teacher area. Pupils will not be able to enter this area when the lesson is in progress.

The health advice remains unchanged with regard to the best way to deter the spread of the virus.



The following actions have been taken to ensure the school is a safe environment for all;

- **Wall mounted Hand sanitisers** at all entry and exit points into the school
- Each teaching area will have a **hygiene kit and routine**
- Maintaining 2 metre social distancing for adults and between adults and pupils
- Enhanced and visible cleaning/hygiene routines throughout the school day
- Supporting health and wellbeing of students and staff
- Protocols for dealing with **suspected cases evident in staff and/or students** during the school day including identifying an isolation room
- **Signage, floor markings** and adapting school movement rules to ensure a one-way system, 2m social distancing zones etc
- Adapting our emergency Evacuation procedures
- Training for staff in safe use of **PPE protocols**
- It is strongly recommended that the majority of **Staff will wear a visor and/or a face mask** when teaching directly and when on duty in corridors and social areas.
- **Classroom windows open** where possible to increase ventilation
- **Open classroom door** policy to reduce contact with door handles
- **No non-essential visitors** in school
- Test and protect compliance – attendance monitoring is crucial to ensure we know where students/staff have been and who they have been with
- Removal of excess furniture in rooms to make clear social distancing expectations
- Revised Evacuation Plan with appropriate social distancing at muster points
- No non-essential visitors/meetings, e.g. most parent/carer meetings will be held virtually or by telephone

On entering each new teaching space pupils will follow the routine below to ensure the health and safety of everyone:

1. On entering the teaching space pupils and staff **must** use hand sanitiser
2. At the end of each lesson pupils will be asked to wipe down their desk and any equipment they have been using with sanitising spray/wipes
3. On leaving the teaching space pupils and staff must use hand sanitiser
4. Everyone is expected to wash their hands regularly throughout the day
5. **No HOT DESKING** – teachers will allocate a seating plan for each class and all pupils **MUST** sit at the desk allocated for them.

Some pupils may wish to wear a mask in class to begin with as they settle back in to school. If your child has an underlying health condition that we are unaware of please call the school to make an appointment to discuss. It may be the case that we need to create an individual risk assessment and to make adjustments for your child to return safely to school.

Any pupil who develops any new coronavirus symptoms throughout the school day will be isolated in a separate room until a parent/carer can collect them from school. In line with the test and protect procedure we will identify and contact the parents/carer of any young person who has come in to contact with the pupil who has developed new symptoms.

We have amended our positive relationships policy to take account of the public health guidance and pupils have an important role in adhering to these guidelines – if we feel a pupil is not responding to the guidelines or hygiene requirements or who is behaving in an unsafe manner and placing themselves and others at risk we will have to take action to ensure the health and safety of others and will contact parents/carers immediately.

Our expectations on adhering to these new protocols will be explained to all pupils as part of their one day orientation in August. We would appreciate your support in taking time to go through these with your child/children.

## SCHOOL TRANSPORT AND PICKING UP AND DROPPING OFF AT SCHOOL

### Arriving by School Contract Bus

Contract buses will operate as normal from next Wednesday. It is extremely important that **ALL PUPILS** use hand sanitiser before getting on the school bus.

Midlothian Council strongly recommend face coverings on all school transport to provide a consistent message in line with national guidance for public transport and to minimise any confusion. The exemption rules for face coverings are the same as public transport and an exemption card can be found at <https://disabilityequality.scot/face-covering/>

To support children and young people to continue with good respiratory hygiene practice we will provide your child with a washable face mask on their first day back in school. Any family that is concerned about not having a face covering for their child's first journey to school should contact us directly.

Staff will monitor the arrival and departure to/from school of pupils traveling by a contract bus. Parents/carers will be contacted if there are any issues with behaviour or non-compliance with the hygiene routine on the school buses. Issues which cannot be resolved may result in the pupil's bus pass being removed.

Midlothian is producing letters and passes for all routes and letters detailing the transport for each pupil will be sent out this week. Passes will, as normal, be distributed in school. Parents should contact the operator for information on route pick up and times. The impact on Transport has meant there may be changes from the previous times and locations.

### **Arriving by Public Transport – Lothian Buses**

Pupils traveling on a public service bus **must** adhere to the public health guidance issued by the Scottish Government and wear a face mask on public transport. It remains the responsibility of parent/carers to ensure that their child follows national guidance when using public transport.

### **Arriving by Car**

To manage pupils arriving and departing from school;

- Parents are encouraged to drop off/pick up their child out with school premises and use safe routes to walk to school. Where this is not possible they should adhere to the identified drop off areas
- If dropping off/picking up out with school premises is not possible then the following applies
  - Drop off between 8.10am and 8.20am
  - Please drop off/ pick up in the turning circle heading towards Aaron House. Pick up between 3.20pm and 3.40pm
  - Pick up from the turning circle
  - **Parents should not drive into the school carpark to pick up/drop off**
  - **Access to Aaron House should not be blocked**
- Car-sharing with children of other households to be discouraged.

## **SCHOOL UNIFORM AND EQUIPMENT**

Pupils will be expected to wear uniform, with the exception of blazers which we will take a relaxed approach to till the October break given that there has been no opportunity to purchase these in current circumstances.

For pupils entering S1, ties will be provided on the first day with payment to be collected at a later date. Clothing grants are available and more information on this can be found on both the school and Midlothian Council websites. Please contact the school if you require any assistance with uniform.

### **Physical Education**

Pupils who have PE period one can arrive at school dressed for PE with uniform to change into at the end of the lesson.

Pupils who have PE period 7 can go home in their PE kit if they choose.

**All** PE lessons will be outdoors where possible and weather permitting (with the exception of theory lessons). Pupils should bring appropriate kit to participate outdoors including clothing for inclement weather.

### **School Bags and Equipment**

School bags can be brought to school and we expect pupils to be appropriately equipped with pens/pencils etc. If a pupil does not have a pen or pencil we will provide them with one to use for the day. We need to minimise the sharing of stationary etc. where possible. Personal items in school should be kept to a minimum.

Bags must be kept on the floor under their desk when in class and **must not** be left in school overnight.

There will be no pupil lockers available until further notice.

### **INTERVAL AND LUNCHTIME – SNACKS AND LUNCHES**

**Initially there will be no catering service in school.**

All children and young people should bring a snack for interval and a packed lunch to school with them until Friday 18 September, following which there will be further guidance issued. BACs payments will continue until this time for those entitled to free school meals. Pupils will eat their lunch in identified classrooms or appropriate spaces within the school building to avoid mass gatherings of children in line with national guidance.

If a pupil forgets to bring their lunch we will provide a packed lunch for them.

Pupils will be allocated a base classroom to eat lunch in. In the event of inclement weather pupils will spend morning interval in their base classroom. The strict hygiene protocols we have in place **must be adhered** to and pupils will be expected to clean down their space when leaving the base classroom to ensure it is suitable for learning and teaching.

The water cooler will be out of use and pupils are advised to bring their own water to school to drink throughout the day.

A gentle reminder that we are a **NUT FREE** school and we ask that pupils **do not** bring nuts or nut based products to school as part of their interval snack or lunch.

### **Leaving School at Lunchtime**

We expect **all** new S1 pupils to remain on school premises for intervals and lunch.

If pupils in S2-6 leave the school building at lunchtime Midlothian Council expects that they will wear face coverings when entering local shops and not gather in large groups out in the community in line with national guidance and expectations. It is important that our pupils who

normally leave the school building with their peers to use local services understand the need to adhere to this national guidance to assist with the safety of all when they return to the school building.

If pupils return to school before the bell they must enter through the main school entrance (if arriving back in school prior to the start of the afternoon lessons) and use the hand sanitiser on entry.

Pupils who return for afternoon classes on the bell must enter through the nearest entrance to their class and use the hand sanitiser on entry. This will be monitored by staff and signage in place.

## MOVEMENT AROUND THE SCHOOL

We have had to rethink all of the movement around the school to ensure we have a one way system and minimise cross over in corridors. Similar to the markings use in supermarkets we will indicate movement on the floors and there will be signage on walls to indicate the correct route. The pupils will receive a map of the school with the one way system and we will go over this on the orientation day. Our building is not the easiest to navigate in normal circumstances and we will expect all pupils and staff to adhere to the new movement rules to ensure everyone's safety.

We have also re-evaluated our fire evacuation procedures and pupils will be walked through this to ensure they understand expectations and the need for social distancing at our evacuation muster points.

## VISITING SCHOOL AND PARENT/CARER MEETINGS

There will be no face to face meetings in school until public health guidance changes. Meetings to discuss pupils must be made in advance and by appointment and will be conducted by telephone or virtually. Unfortunately parents will not be allowed access to the building if they arrive unannounced – this is to ensure the safety of everyone.

If you have any concerns at all please email or telephone the school to arrange an appointment.

Please understand that there will be an enhanced staff presence in corridors and during intervals and lunchtimes and there will be less availability for teaching staff and senior leaders to respond to calls during the pupil day. We will endeavor to get back in touch with you within a 48 hour period.

## MOBILE PHONES AND HEADPHONES

Our policy for mobile phones in school remains unchanged. Phones should be off and away in school. Pupils will be asked to turn these off if they are seen using them in school, including intervals and lunchtimes.

If you need to contact your child during the school day please call the school office and we will get a message to your child. **Please refrain** from texting or calling when your child is in classes; this is disruptive to learning and teaching for both the teacher and other members of the class.

Wearing headphones in school is **not allowed**. Headphones/earpods should be removed on entering the school building. The only exception to this is when a teacher deems the use of phones or headphones/earpods acceptable for learning and teaching purposes.

## RETURN TO SCHOOL – PHASING AND FULL RETURN

### Week Beginning 10<sup>th</sup> August

#### IMPORTANT ARRIVAL INFORMATION

**On arrival at school the following procedure will be in place**

- **All pupils arriving by contract bus or car will be met by teaching staff at the bus bay and accompanied to their classroom**
- **All pupils walking/cycling to school should go to the playground area at the main entrance to the school where they will be met by teaching staff and accompanied to their classroom**

#### Return of Text Books/Library Books

**Pupils should return any text books, library books or subject specific materials they have at home on their induction day. These need to be quarantined for 72 hours before we can re-use them. Thank you.**

Monday 10 <sup>th</sup> August	In-service day – staff only
Tuesday 11 <sup>th</sup> August	In-service day – staff only
Wednesday 12 <sup>th</sup> August	S1 and S6 <ul style="list-style-type: none"> <li>• Orientation and induction</li> <li>• Meeting staff including Pupil Support Staff ( key adult)</li> <li>• Guide to on-line learning</li> <li>• Health and Wellbeing</li> <li>• Health and Safety and Hygiene protocols</li> <li>• Fire Evacuation procedures</li> </ul>
Thursday 13 <sup>th</sup> August	S1, S4 and S5 <ul style="list-style-type: none"> <li>• Health and Wellbeing</li> <li>• Health and Safety and Hygiene protocols</li> <li>• Fire Evacuation procedures</li> <li>• New Timetable</li> <li>• Any re-coursing</li> </ul>

Friday 14 <sup>th</sup> August	S1, S2 and S3 <ul style="list-style-type: none"> <li>• Health and Wellbeing</li> <li>• Health and Safety and Hygiene protocols</li> <li>• Fire Evacuation procedures</li> <li>• New Timetable</li> </ul>

S5 and 6 pupils –Re-coursing following the SQA exam results

- Pupils will be asked to complete an online form for any changes they wish to make to their courses. On receipt of the form, appointment times will be allocated to each pupil to allow them complete any changes to their courses. All re-coursing will be completed by the 18<sup>th</sup> August.

### **Week Beginning 17<sup>th</sup> August**

All pupils will return to school.

On arrival at school pupils should not congregate in large groups and should go directly to their first class. The school building will open at 8.20am and on entering the building they **MUST** ensure they use the hand sanitiser available.