



Manor Park School

Returning to School Booklet

August 2020

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Manor Park School Account

The First Week Back

We are looking forward to welcoming everyone back to school after the period of closure. We appreciate that this has been a time which has provided challenges for some families, but also positives for others and we will use the pupils' experiences as a starting point for returning to school.

This booklet will give you all the information you require to support your child returning to school, **although as guidance and risk assessments change we may need to make changes to this information** but this will be communicated to you.

School will return the week beginning Monday 10th August. The week will look like this:

Date	Who is in School?
Monday 10 th August	Staff only
Tuesday 11 th August	Staff only
Wednesday 12 th August	Children in Group 1 will be in school today with staff. Children in Group 2 will be at home.
Thursday 13 th August	Children in Group 2 will be in school today with staff. Children in Group 1 will be at home.
Friday 14 th August	All children will be in school

Groupings:

Primary 1 pupils will be following their own induction days and information will be shared during their visit on Tuesday 11th August.

The classes will be divided in to smaller groups to support children to have orientation days which will allow staff to share the changes being made to the school, and also support them having quality time with individual children to understand their experiences during lockdown. The children will be split into groups. To make this easier we have used registered surnames and have split the classes roughly in half.

Group 1 attending on Wednesday 12th August will be those pupils with their registered surname beginning with A – H.

Group 2 attending on Thursday 13th August will be those pupils with their registered surname beginning with I - Z .

The Government advice has stated that children should be kept in consistent groups of no more than 30 pupils. Therefore, children will spend the day learning and playing with their class group. *It is important children are reminded that this is the case.* In order to support these groups and adults social distancing when around the school gates there will be staggered start and end times in place. This will be in place until the end of Term 1 before being reviewed. These are as follows:

Class	Start Time	End Time
P1/2 Miss Casey/Miss Downie	8.45am (P1s will follow this time after 3 week induction)	2.45pm (P1s will follow this time after 3 week induction)
P1/2 Miss Forbes	9am (P1s will follow this time after 3 week induction)	2.45pm (P1s will follow this time after 3 week induction)
P2/3 Miss Johnstone/Miss Scott	8.45am	2.45pm

P3 Miss Reid/Mrs Banks	9am	3pm
P4 Miss Gunn	8.45am	2.45pm
P4/5 Miss Bradley	9am	3pm
P5/6 Mrs Tidswell	8.45am	2.45pm
P6 Miss Weir	9am	3pm
P7 Miss Kidd	9am	3pm
P7 Mr Murray	9am	3pm

Information for Parents

As adults we will need to follow Scottish Government Guidelines especially advice on social distancing and returning to school will be different. We will need to ensure that we all work together to support our children to return to school and routines.

Access to School and Staff :

Due to current guidance, **parents and visitors will not be allowed in the main school building, the playground and the school reception area is closed.** The car park will be closed and gates will be monitored from 8.30am onwards with only parents who have blue badges and a limited number of spaces for Nursery.

If parents require to speak to staff, or ask questions, they should phone the school office or contact us via email/Facebook. Please understand we may take time to reply during the school day to any digital contact. Please do not come to the office during drop off and pick up times as this may impact on our ability to socially distance.

The School Office will be in operation from 8am – 12 noon and 1.30pm to 3.30pm.

How are we going to share learning and information with parents?

We will continue to use Groupcall and Facebook as the main means of communication. However in order for us to support in school and achievements, from out with school, we will also be using SEESAW as a tool for supporting you to see what your child is learning and how you can help them. Every child will have an account created using their Google Classroom email and this will give access for parents and pupils to the account. This tool can also be used as a way of engaging with staff, although we would ask that should your matter be urgent you phone the school directly.

What will my child's learning look like?

For Term 1 there will be a strong focus on Health and Wellbeing This will support children to re-engage with learning and share their experiences of lockdown and also any concerns or anxieties they may have. Staff will work with children on programmes such as Emotion Works to explore their feelings and address any wellbeing concerns. They will also be undertaking literacy and numeracy tasks.

Supporting all children to transition back to school?

Many of our children will happily walk through our doors and it may appear as if they have never been away. Others will struggle with the return to routine and structure and some will be worried about being away from home and their families. As a staff team we are committed to supporting every child regardless of what their 'normal behaviours' may be. How children react to the return will vary and it is important that we will work closely with individual families and pupils who may require additional support.

What should I do to support the school to return successfully?

- **It would be helpful to start getting in to a routine now.**
- **Talk with your child about the information in this booklet and also about going back to school.**

- **Share with us any concerns your child has so we can address it when they return.**
- **Be vigilant around hygiene and any symptoms that may be displayed.**
- **Please ensure that your child does not come to school early, meet with friends or walks to school in large groups. This is important to reduce social mixing.**
- **The school will work with you to try and return to routine and a new way of working – please be supportive of us and patient as we all work our way through this time.**
- **Please ensure that you keep 2 metres distance from other adults at all times.**

Clothing:

Pupils should try and wear clean clothes every day. These should be practical and appropriate for our weather. Where possible school uniform should be worn and it is suggested that leggings/joggers are worn as part of this. The children will be spending large amounts of time outside and therefore they need to have a warm and waterproof jacket. They will not be changing in to gym kit so please do not send this in.

Items between Home and School:

Where possible items between home and school will be very limited. Children should not bring toys or other personal items (unless listed in the pupil section) to school with them. All stationery will be provided for pupils. Reading books may be sent home, but these will have to be quarantined for 72 hours prior to reuse so we may have to look at digital approaches to reading and other homework activities.

School Lunches :

For the first week back all children will be expected to bring packed lunches to school. As we have children who have nut allergies we would ask that you are careful in the selection of products to support our no nut policy. Those children in receipt of Free School Meal vouchers will have received a voucher to support this. The voucher system will be stopping from Friday 14th August and school dinners will resume in some form from Monday 17th August when all children will be back in school. **We will know more about this at the start of term as Miss Graham has a meeting on Monday 10th to review logistics.**

After School Clubs

As we return our focus will be getting pupils back in to school full time and therefore there will no after school activities initially. This is both for infection rates and also to support pupils and staff to maintain distance and reduce social mixing. We will be looking at how we move forward with this later in the term.

Breakfast Club :

We are awaiting Authority Guidance on this matter as there is a need to discuss how best to manage this. We will know more about this at the start of term as Miss Graham has a meeting on Monday 10th to review logistics. Should you be a critical worker (as defined by the Scottish Government) please contact the school on Monday 10th June if you would require support in the first week (Monday 10th – Friday 14th August). This should only be used if you have no other alternative to childcare.

Pupils Before and After School:

The return to school signals another move out of lockdown, however it also comes with responsibility due to the increase in social mixing of households etc. This may increase the risk around infection rates and it is important that we all look to support the health and safety advice and government guidelines.

As a result we would ask the following :

- **Children should come to school as an household or in very small groups and at the assigned time.**
- **On the Orientation Days when children are not in school then they should not be in or around the school grounds at all.**

- **If you take your child to school please ensure you maintain social distancing measures from all adults and do not come in to the school playground with your child. School staff will support them.**
- **Children, if they finish earlier than a friend in another class, should not wait for their friends and should go straight home.**

Health and Safety for all :

We will be working closely with Robertsons to ensure that health and safety procedures are in place to protect everyone in school. All areas will be aired, cleaned and regularly disinfected. It is essential to ensure the health and safety of all that pupils understand the importance of following instructions given by staff to support everyone to return safely. ***If children struggle to comply with the necessary safety measures (minimal moving around school, following clear instructions, respecting others' personal space or not being able to support Health and Safety guidelines) then we will have to review how we manage their time in school. This will be done in partnership with yourselves.***

Children who have symptoms of COVID 19 (**new continuous cough, high temperature above 37.8 degrees or a change in their taste and smell**) should not be sent to school and arrangements should be made to have them tested with the household isolating until the results of the test are confirmed. **Set procedures will be followed in cases of suspected infection:** The child will be isolated in a designated room, supervised by an adult wearing appropriate PPE. Children who are isolated due to suspected infection should be collected by a member of their household.

Pupil Information

What will my day look like?

Arriving at School	<ul style="list-style-type: none"> • I will arrive at school at the correct start time for my class. • My parent/carer will leave me at the gate and school staff will support me to go to my classroom. • I will enter in my classroom door. • If I am late I will come to the school office window and school staff will help me.
Before I sit at my desk	<ul style="list-style-type: none"> • I will need to wash my hands as soon as I come in to school. • I will then sit at my desk and put my bag under my desk, my jacket on my seat and follow the instructions from the staff in my classroom.
What will I be doing in class?	<ul style="list-style-type: none"> • I will be learning like normal including through play and outdoor learning. • I will be focusing on my wellbeing and the wellbeing of others. • I will be showing what I can do and what I need help with.
Break Time	<ul style="list-style-type: none"> • Playtime will be staggered and I will have our playtime with my class.
Lunch Time	<ul style="list-style-type: none"> • We may have to eat our lunch in our class. • In the first week we will all have pack lunches in our classroom.
The End of the Day	<ul style="list-style-type: none"> • I will wash my hands before leaving school. • I will leave the school by my classroom door and will go straight to the gate I use. • I may meet my parent/carer at the school gate, but I might have to walk home myself. • If I have to walk home myself I will go straight home.
What can I bring to school?	<ul style="list-style-type: none"> • I should bring a bag, a jacket, a water bottle which is filled, a pack of tissues, my snack and my packed lunch. • I should not bring a pencil case, toys or anything from home as school will have all the things I need.
What will my classroom look like?	<ul style="list-style-type: none"> • The classroom won't look much different. We will be sitting beside each other, although the shape of table groups may change depending on how many children are in our class.

Please don't worry about this new way of working – you will still be learning, playing games, talking with your classmates and the staff, just like normal!

Hygiene

To protect you, your families and all the adults who work in school, we have some new rules in place:



- Sometimes, staff may wear face masks;



- Staff need to stay 2 metres apart from you and each other. You can be near your friends from your class, but we must try to not share any of our things;



- We must wash our hands regularly;

- We need to sneeze or cough into a tissue or our elbows and then wash our hands;



- We must try hard not to touch doors, handles, light switches or pegs



Moving Around the School...



- We will have to move around our school carefully and be aware of others.
- We will have to keep 2 metres away from those pupils not in our class and from adults.
- We will keep left and follow the signs and arrows in our school.
- We will make sure that we are not moving around the school without a member of staff.

Playground



- You can still play together, but you must play with friends from your class but without sharing toys or touching each other regularly (i.e. holding hands).
- We need to play in smaller groups.



Washing hands

- For 20 seconds;
- As soon as you come in and before you leave school;
- Before and after going to the toilet;
- Before and after break;
- After coughing, sneezing or blowing your nose;
- Before and after eating
- When we come in from the playground if we have been doing outdoor learning.



COVER YOUR COUGH AND SNEEZE



Stop the spread of germs that make people sick



When you cough or sneeze
cover your nose and mouth
with a tissue



or

Cough or sneeze into your
elbow, not your hands.



Throw away your tissue!

Clean your hands after
coughing or sneezing.

Thanks!



Building a
Better Health
Service

Smiling Starts
Here
NHS Forth
& Partners



