

Carrick Knowe Primary School



Returning Safely
in August 2021



We will update this guide as we receive further Government and Council guidance.
The most important aspect of planning to return to school continues to be the safety of everyone - children, staff, parents and carers and all our school partners.

Before Leaving Home

1. If you or anyone in your household has the following symptoms -a new and continuous cough, high temperature or loss of sense of smell/taste, please DO NOT come to school. You must book a Covid test and the whole household must self-isolate until the result of this test is known. If the test is positive, please follow the guidance at <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

Please note - if you or anyone in your household has the above symptoms, you **MUST** undertake a PCR test. **The Lateral Flow Tests you may have at home are NOT sufficient.**

2. Where possible, please walk, cycle or scoot to school. Children should park (AND LOCK) their bikes and scooters in the racks near the entrance gate. For reasons of safety, it is important that bikes and scooters are not ridden within the school playground.

Handwashing

Handwashing continues to be an effective way to help stop the spread of Covid.

All adults and children must wash their hands for at least 20 seconds with soap and water or use hand sanitiser at the following times;

1. Before entering the building
2. Before leaving the building
3. After exercise (e.g. PE, outdoor play)
4. Before using the toilet
5. After using the toilet
6. Before eating
7. After eating

For our younger children, please practice effective handwashing at home.

Handwashing will take place mainly in classrooms and toilets. There are also hand sanitiser units at various locations throughout the school building which can be used as frequently as required.

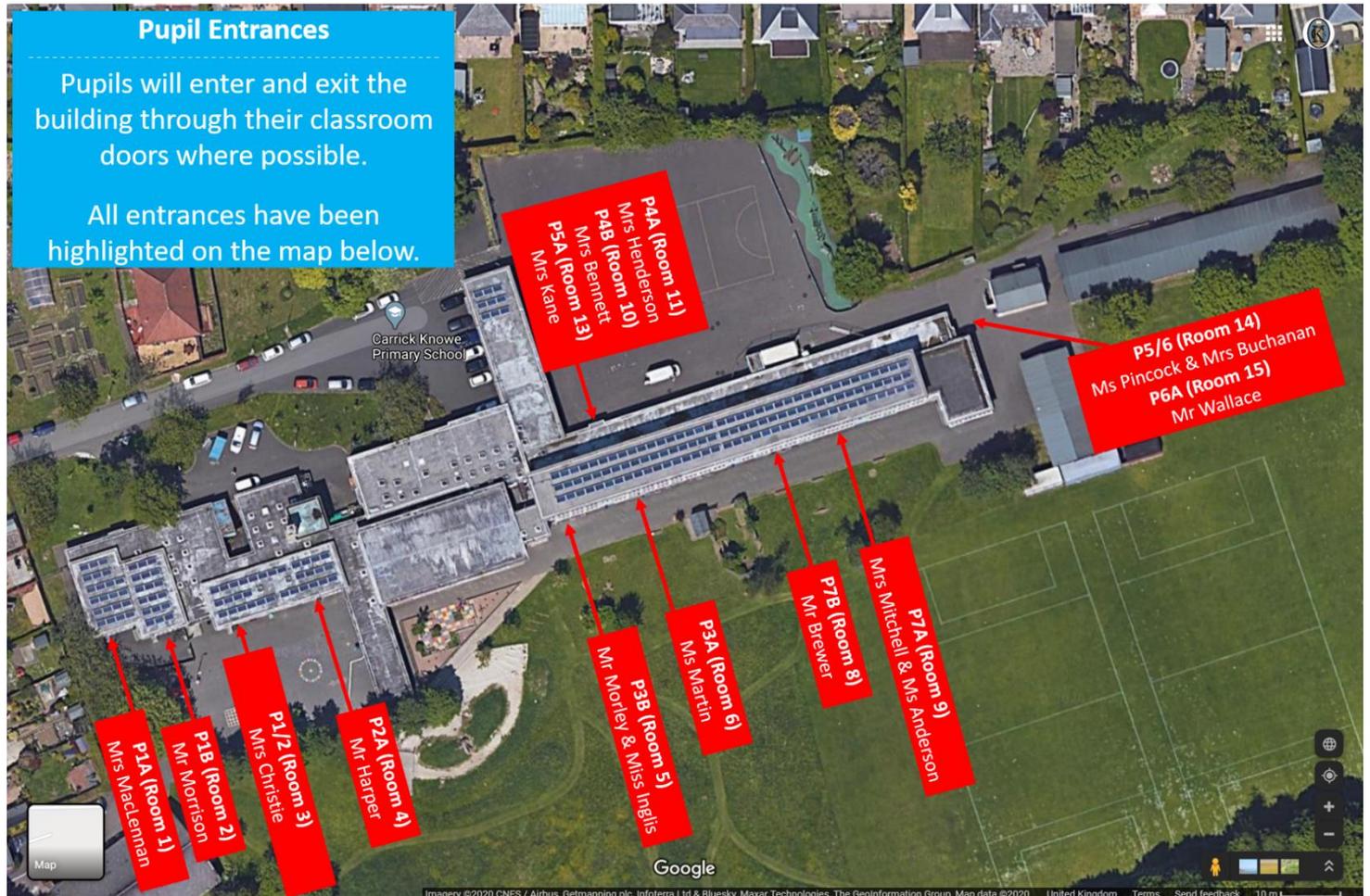
Children can bring their own hand sanitiser and hand cream to school if they wish.



New Classrooms

Last term, before the summer holidays, your child's classroom will have been pointed out to them. Unfortunately, at that time, we were unable to allow children to visit their new classrooms. The map below identifies which room your child will be in and the doors they should use to enter the building.

We will make sure that school staff are on hand to guide children safely to their classrooms.

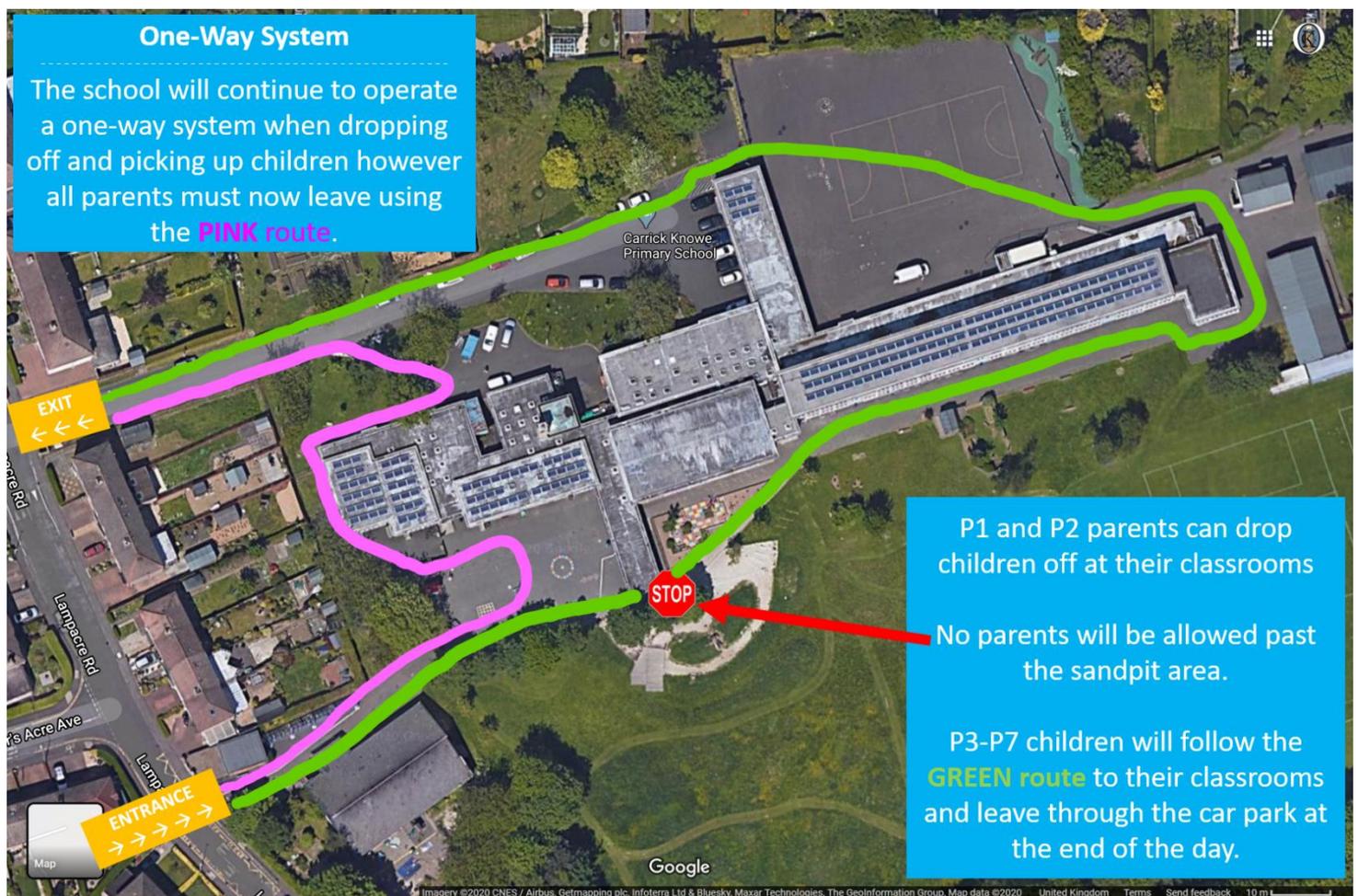


One-Way System

As was the case before the summer holidays, there will be a one-way system in operation. This is slightly different from before, please see the map below and follow the arrows as indicated in the playground.

Where possible we continue to ask parents **not to enter the playground** and instead drop their children off outside the school grounds. We understand this is more difficult with younger children and parents of P1 may want to come into the playground, especially on those first few days. We will make sure that school staff are on hand to guide children safely to their classrooms.

****Please note that from the beginning of term, we will revert to our pre-Covid system of only P3-P7 children being allowed beyond the sandpit as shown on the map.**



- When entering, **EVERYONE MUST** use the pupil entrance gates near the nursery building.
- To exit, **EVERYONE MUST** use the path and gate down the side of the school building which leads to the car park. **This is the route shown in PINK on the map.**



- To exit at the end of the day, Primary 1 and Primary 2 children and parents should exit **via the PINK route shown on the map.**
- To exit at the end of the day, Primary 3 - Primary 7 children will leave **via the GREEN route shown on the map** across the back playground and along the main drive. Parents should wait, as they did last term for children at that point. Cones will be placed on the drive and parents are able to wait up to that point.
- The main gates will be closed to vehicles during these times so there will be no moving traffic.

Arriving At School

- We will continue to operate a 'soft start' in the mornings between 8:50 and 9:10am. This means we will not be ringing the bell at 8.50am. The school gates will open at 8.45am, please do not arrive at school before then. When children arrive, they will go straight into their classrooms where there will be activities for them to do. **Children will not have the opportunity to play outside before school.**
- Adults who do come into the school playground are asked to wear a face covering.
- Please do not arrive before 8.45am.
- Please do not linger in the playground, at entrances or gateways.
- Parents/Carers should not enter the school buildings unless asked to do so by a member of the School Leadership Team.
- If you have to come to the main entrance of the school for any reason, please press the intercom to speak with one of our admin staff. You will then be asked to wait in the foyer outside the automatic doors and a member of school staff will come to speak with you.

What if my child is late between 9:10am and 9:30am?

Up until 9.30am, please continue to enter via the pupil entrance gates near the nursery and in through the door next to Mrs Iley's office. This can be found in between the P1 and P1/2 classrooms in the infant playground.

What if my child arrives at school after 9:30am?

If it is later than 9.30am or you have to collect your child for any reason before the end of the school day, e.g. a medical appointment, please come to the main entrance of the school as normal.

**Please prioritise complying with school management instruction over personal convenience.
The safety and wellbeing of children, parents/carers and staff has to come first.**



End of the School Day

- **The one-way system as indicated above will be in operation.**
- Again, to avoid groups of parents/carers gathering in the playground and it becoming busy, we will implement a 'soft end' to the day. This means that **Primary 1 and 2 children can be collected anytime between 2:45pm and 3pm.** Parents should wait in the playground outside the classrooms and your child will be brought out to you. Please stand well back from the classroom door to ensure school staff can see clearly which parents are there.
On a Friday, Primary 1 and 2 children can be collected anytime between 11.55am and 12.10pm.
- **Primary 3 children** will be brought to the main gate at 3:05pm. Anyone not being picked up will be allowed to walk home alone at 3:15pm.
On a Friday Primary 3 children will be brought to the main gate at 12.15pm with anyone not being picked up allowed to walk home at 12.25pm.
- **Primary 4 children** will be brought to the main gate at 3:10pm. Anyone not being picked up will be allowed to walk home alone at 3:15pm.
On a Friday Primary 4 children will be brought to the main gate at 12.20pm with anyone not being picked up allowed to walk home at 12.25pm.
- **Primary 5-7 children will be released from school at 3:15pm. They will use the GREEN route and leave through the back playground and through the car park.** If there are any P5-P7 parents who usually collect their child, please wait outside the main gate.
- **On a Friday Primary 5-7 children will be released from school at 12.25pm.**

Break and Lunch Times

As we no longer need to keep children in their 'bubbles' and 'zones' (hurray!), we no longer have to stagger breaktimes and lunchtimes. These will revert to pre-Covid times with children being able to mix in the playground.

We are not at the stage however where we can operate the dining room and packed lunch room as normal, therefore children, for the moment will continue to have lunch in their classrooms.



In The Classroom including Learning and Teaching

To continue to minimise the risk of infection, we will maximise use of outdoor spaces for learning and play.

- If possible, we continue to encourage children to bring a schoolbag with their own pencil case, pencils etc. This reduces the need to share equipment. If a child does not have their own stationery, the school will of course provide items which will be left in school.
- Children should bring their own water bottle to school. These can be refilled under supervision.
- Open windows will provide increased ventilation so please ensure your child has enough warm clothes with them.
- The wearing of masks is not mandatory however children may wear them if they wish.
- Currently, children should not bring P.E. kit to school as we will not be changing for P.E. just yet. On P.E. days, children can wear P.E. kit to school.
- At the moment, our assemblies will continue to be virtual and there will be no large gatherings of children or staff.

First Aid and Personal Care

We have a duty of care to provide first aid and comfort to children who are hurt. We will continue to follow guidance on the use of PPE when providing this level of care.

First-aiders will follow guidance and use gloves, an apron, a mask and/or a visor.

What if a child falls ill whilst in school?

If anyone displays symptoms of Covid-19 when in school, they will be taken to our dedicated isolation room in the annexe. This room has an external door to the outside to avoid them having to walk back through the school building. Anyone dealing with someone who has symptoms will make full use of PPE and maintain the 2-metre distance.

The parent/carer of the child will be contacted and asked to collect the child from the external door of the Annexe. Parents/carers will be asked to return home immediately, avoiding other people where possible and telephone for medical advice.



School Calendar 2021-22

In the next few weeks we will issue a school calendar for the year ahead as normal. Currently it is looking a bit bare, however we will add to it as and when we get the 'go-ahead' to do so! We have added some dates for school events, but please note we cannot guarantee that these will take place on those dates, or at all. Please continue to refer to newsletters, the website and other communication from school as we will update and confirm dates and times of events which can go ahead.

To make sure that you receive all communications, please check your email addresses are up to date on both ParentPay and Learning Journals. If you are having any difficulties updating these then please contact Mrs Matear for ParentPay (admin@carrickknowe.edin.sch.uk) or Mr Morley for Learning Journals (Shaun.Morley@carrickknowe.edin.sch.uk).