



Parent Handbook for Return to Orphir Community School

A DOCUMENT TO SUPPORT THE RETURN OF PUPILS
TO ORPHIR COMMUNITY SCHOOL FOLLOWING
COVID -19

Welcome back!

It is with great pleasure that we are able to utter the words, “Welcome back to Orphir Community School!” for those of you just joining the school we “Welcome you to our school community!”

Since school closed on the 20 March we have met as classes virtually but now, as per Scottish Government guidance, we can reopen. However, with this reopening there will be many questions and, no doubt, some nervous feeling. This is a big change for us all. Our school will be back but this will not be exactly the same school which we closed in March.

This handbook aims to reassure you all of the steps which we have taken in light of the COVID-19 outbreak. We also have new procedures which we will all have to follow and we require your support and co-operation on this matter. As the First Minister suggested in her briefing on the 30 July, this is not the time to become complacent.

The information in this document is written in line with the Scottish Government Publication, “Coronavirus (COVID-19) Guidance on preparing for the start of the new school term in August 2020. This is a link to the guidance:

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/>

This is a pretty wordy document. However, there are short Frequently Asked Questions pages at the back which may help you. You can then refer to the document in more detail. However, please make sure that you are aware of the content of this document before your child comes to school.

There is a phased return to school this first week. Details are:

Wednesday 12th P1 (in Nursery class base), P2-3 and P7

Thursday 13th P1 (in Nursery class base), P2-3 and P4, 5-6

Friday 14th P1 (in Nursery class base), P2-7 all in

Nursery children will return on Monday 17 August and all children will be in school from this date.

If you need to speak to a member of staff about any concerns about returning to school, staff will be available from 11 August to do so.

Yours sincerely

Bruce Pilkington

Head Teacher

Risk Assessment

As part of the return to school we have had to undertake a significant piece of work in regards to the process of Risk Assessment. Should you wish to take time to read this Risk Assessment please contact us and we will email you a copy.

Essential public health measures include:

- Enhanced hygiene and environmental cleaning arrangements
- Minimising contact with others (groupings, and physical distancing for adults)
- Wearing appropriate PPE where necessary
- A requirement to people who are ill to stay at home
- Active engagement with Test and Protect.

We have additional cleaning routines throughout the day in place, which will include a wipe down of door handles and hard surfaces.

Older children may be involved in wiping of desks at regular intervals.

This handbook will detail the ways in which we intend to reduce the levels of risk for the children, families and all our staff.

School Equipment

Children are being encouraged to take as few items to school as is possible. The children will continue to keep their bags and coats on their own dedicated coat pegs outside their classrooms. Where children take things to school there will be a strictly observed, "NO SHARING" policy.

Please discourage your child from bringing in toys from home.

However, children should bring the following:

- Younger children: change of clothes (P1-3)
- Younger children: art apron (P1-3)
- PE kit
- Playtime snack
- Packed lunch (If not having a school lunch)
- Water Bottle (which MUST be taken home and washed each day and contain only water)
- Children P5 and upwards MUST have their own bottles of hand sanitiser and, if they wish, hand cream. Orkney Islands Council will be sending £5 per family in receipt of free school meals to assist in the payment of this for families.
- Children may bring their own pencil case for their own use, however, we will supply one along with basic equipment.

Reading and Library Books

Children will be given books to enjoy at home and these will be borrowed from the school library. When books come back to school, they will be quarantined for 72 hours before going back into service.

Reading books and some textbooks will be used in class, but children will have their own individual copies, and these will be quarantined once they are finished with them.

Arrival at school

Transport to school

The school bus will be operating for those pupils on the list. We encourage where possible for the children who live near to the school to walk or cycle to school as this is the safest way of avoiding congestion in the carpark.

Arriving by car

Parents are discouraged from gathering outside the schools and should maintain distancing of 2m as far as is practicable. If you cannot keep this distancing you will be required to wear a face covering.

Car sharing with children and young people of other households is discouraged.

Gathering of parents

The government is clear that there should **NOT be gatherings** outside of the school gate. Parents should **NOT enter** the school grounds or building.

To encourage children not to arrive all at once we suggest that as pupils are dropped off at school, they make their way to their entrance point at school and go directly to the playground supervisor who will provide sanitiser for them to sanitise their hands.

Time of arrival to school

Children should not arrive earlier than 9.00am, however, we ask that you do not drop your child/ children any earlier than is necessary. On the first day back they will be directed to line up in their new lines by a member of staff.

Access point

Primary children will enter and exit the grounds through the usual gate.

Nursery children (and P1s during the first week back (12-14 August)) should be brought to and picked up from the Nursery outside door.

Children entering the school building

When children enter the building, they must sanitise or wash their hands, take off their coats, put their bags on the pegs and enter their classroom. There they will be given a designated workspace. Children are discouraged from moving around the classroom freely.

Leaving School

We need to ensure that we do not congregate at the end of the school day. Staff have been asked to be ready promptly at the end of the day.

Children will meet you at the gate coming into the side of the playground as the bus will be at the main gate.

Ill Health

You **MUST NOT** send your child to school if they are experiencing any of the symptoms of COVID-19,

- A continuous new cough which means coughing for longer than an hour or three or more coughing episodes in 24 of if you normally have a cough it may be worse than normal.
- Fever/ High Temperature
- Loss/change in sense of smell or taste

For more information on the symptoms use the NHS inform site. <https://www.nhsinform.scot/self-help-guides/self-help-guide-coronavirus-covid-19>

You and the whole family must book a test and self-isolate. By sending your child to school you are telling us that your child is well. If your child is absent from school, please contact the school in the morning. If you believe your child has symptoms of COVID-19, you **MUST** let the school know by 10.00 am by telephoning 01856 811265.

If your child develops symptoms whilst at school your child will be put in a dedicated isolation bay and you will be contacted. We would expect you to collect your child immediately. You should not send a grandparent to collect your child unless they are a member of your household.

If you are contacted by a contact tracer and told to self-isolate for 14 days the person should leave school and self-isolate at home straight away. (If possible wear a face covering en-route home and avoid public transport.)

Physical Distancing and Minimising Contact with Others

The children are not required to participate in physical distancing, but children will be discouraged from crowding together or touching their friends. Sadly, no hugs or shaking of hands as greetings please.

Staff must physically distance themselves from each other. They may wear a face covering if the 2m distance cannot be adhered to.

School Assemblies or Gatherings

There will be NO large gatherings such as Assembly at this time.

Break Time

Children should bring their own play piece to school with them. Fruit will still be provided for P1-2 children on Tuesdays, Wednesdays and Thursdays just before breaktime.

Lunch Time

Lunches will be provided as normal.

The universal provision of free school meals to all children in P1- P3 will continue. The cost for school lunch for those not in receipt of free school meals is £2.50 per day (increase from April 2020).

Handwashing

We promote good hand hygiene. We ask that staff and pupils wash their hands, using soap and water for at least 20 seconds, at the following times **as a minimum**:

- On entering the school building
- Before and after break and lunch times
- After using the toilet
- Prior to leaving school to go home

Soaps have been procured by the OIC but if your child needs a different kind of soap they can bring this into school. Please have their name clearly marked so that no one else will use the soap by the classroom sink.

It is also important to avoid touching your face with your hands, in particular your eyes, nose and mouth.

Catch It – Bin It – Kill It

It is important that staff and pupils follow the recommended 'Catch It – Bin It – Kill It' when coughing or sneezing.



Medical Procedures

If a child becomes unwell and/or requires medical assistance then the class teacher will notify the janitor/office staff.

Isolation Room (Community Room 2)

The Isolation Room should be used for anybody who is experiencing or has symptoms of COVID-19 (cough/fever).

What happens if a child shows any symptoms of COVID-19

If a child shows symptoms of COVID-19, they will be escorted to the isolation room immediately. Parents and the Head Teacher will be notified immediately.

The child should remain in the Isolation Room until their parent/carer collects them. The parents will be asked to organise a COVID-19 test for the child asap (01856 888211). Should parents not wish their child to take a test then the child and members of their household should then enter self-isolation, as per national guidance.

You will be asked to collect your child from the main entrance. Please note that you or another member of your household should collect your child – not a grandparent.

Use of PPE

Staff may choose to wear face coverings in school as a matter of personal preference. However, the Scottish Government has indicated that staff do not need to wear coverings as many language clues are shown in our faces.

Staff working with a child on a one-to-one situation for more than 15 minutes, however, are encouraged to wear a mask. Staff will be wearing masks if having to be in a situation where physical distancing cannot take place.

Should a member of staff need to deal with a child who is has a suspected case of COVID-19, vomiting, or unwell, they will wear a face covering, gloves and apron.

Staff who are undertaking intimate personal hands-on care, will also wear a face covering, gloves and apron.

There is no requirement for pupils to wear face coverings at this time. However, if you wish your child to wear a face covering we will support you in your decision. Staff will be supporting children with the correct way to wear and manage face-coverings during their Health and Wellbeing lessons.

Classrooms

Children, on arrival in class, you will see that our classrooms are slightly different. You will be sitting in rows facing the front of the room to see the teacher, who will be at the front and move around the children. You will not be sitting in groups across from each other. You will be asked to take minimal things into the classroom - one small pencil case and your water bottle. You will be allocated a tray which will contain your textbooks, reading books and jotters. You will be encouraged to use your own pencils and pens and you should not share with others. When using the school laptops, you will be allocated a laptop that you will use and it will be wiped between uses as you will share this with other children.

Reading books and textbooks once used by a child will be quarantined for 72hours after their use before being put back into circulation.

Class teachers will be encouraged to have all windows and doors open for good ventilation in the classrooms. This may mean that classes are not as warm as they normally are! Please ensure that your child is wearing a warm jumper or several layers of clothing.

As there will be increased use of the outdoor space for learning it is vital that your child/children come to school with a coat and, if necessary, a hat.

Expressive Arts – Art, Music and PE

At present classes have 50 minutes per week of Art, Music and PE. Normally the classes would attend the music room or middle area. This year, this may occur in the children's classrooms and children will be required to work at their own work station.

At this time the scientific and medical advice round singing or playing wind/brass instruments in school tells us that we should avoid these activities. The Music Teacher will develop other learning opportunities for the children.

PE is an important part of Health and Wellbeing and careful planning of activities which children can undertake is being done. Initially we will use the outdoor spaces as much as we can. We will continue to participate in our Daily Mile programme with teachers.

Curriculum

Staff will be spending a considerable amount of time this term focusing on Health and Wellbeing, Literacy and Numeracy skills with all the children. Children's abilities will be informally observed and assessed to support the children in their learning in the best way that the staff can.

Remote Learning (if needed)

We need to at all times be prepared for an unexpected school closure. If this happens, we will revert back to the same online learning platforms that we used during Term 4. This will be important in the continuance of learning. We will also use this area for posting weekly school homework. If you are having difficulties with this contact your child's teacher or the school office.

If you are having issues with lack of devices or connectivity please contact the class teacher.

Behaviour at school

If we have concerns about a child behaving or acting in a way which doesn't align with our procedures, we will be in contact with you, the parents, in order to resolve the concerns as quickly as possible. This may include undertaking a full risk assessment of the child's behaviour and putting in actions to lower the risk for those affected by the pupil's behaviour. At this moment, we will all need to work together with our school family, and the safety of every member of the school family is paramount.

Frequently asked Questions

Appendix One

These questions have been put together by Orkney Islands Council. Many of the questions have been answered in this handbook but this gives further details.

Is it safe to reopen schools in August?

It is recognised that some parents and carers may be concerned about their child returning to school. However, in Scotland less than 1% of positive cases of COVID-19 have been among people aged under 15. This is a rate of less than 20 per 100,000 of the population in that age group. There have been no deaths among people under 16 years of age. The Scottish Government considers that the balance of risk is now strongly in favour of children and young people returning to school full-time. This is a positive development that will help address the wider impacts of the virus on the health and wellbeing, educational progress and attainment of our children and young people.

Despite this, we do not expect the return to school in August to be a complete return to normality. We must all remain vigilant and continue to manage the risks of COVID-19. This FAQ has been designed to help you, and the Council, to do so, and ensure the safety of children, young people and staff.

Is it necessary for my child to attend when schools reopen?

Parents are required by law, under the Education (Scotland) Act 1980, to provide education for their child. With the exception of those children who are being home schooled, it is the Scottish Government's intention that all children and young people, in all year groups, will return to school full-time from the autumn term in August so as to benefit once again from all that school brings to their lives. There is increasing concern around the negative impact of school closures on children and young people's wellbeing – the wellbeing of all children, young people and staff has been the central focus when preparing for the reopening of schools.

Does this apply to all children, including those with underlying health conditions or other factors that may increase vulnerability to COVID-19?

All schools will follow the latest guidance on attendance for children, young people and staff who have underlying health conditions, or live with individuals with underlying conditions or other factors, such as ethnicity, which increase their vulnerability to COVID-19. Parents and carers may wish to have a discussion with their child's healthcare team if they are unsure or have queries about returning to school because of their health condition.

School staff will work with parents and carers to update personal or health care plans for children and young people who already have them or who need them. More children and young people may need an individual/care plan than previously so if you think your child would benefit from this approach, please contact your child's school.

In addition, local monitoring arrangements will be in place to give early warning of any local increase in infections in the future which could lead to people in the higher-risk categories being advised to stay away from schools again for their safety.

What social distancing rules will apply in school settings?

On the basis of the scientific advice, and subject to all risk mitigation measures being appropriately implemented, Scottish Government has advised local authorities that there is no requirement for physical distancing between children in schools.

Two metre physical distancing between adults, and between adults and children and young people who are not from the same household will continue to be maintained wherever possible. Where this is not possible, and face-to-face interactions extend to 15 minutes or more, face coverings will be worn.

We must ask that parents do not enter school buildings unless formally invited. Arrangements for parents/carers to drop off and collect children and young people will be managed by each school, to

ensure that large gatherings of people can be avoided and physical distancing between adults and children of different groupings is maintained. Parents are encouraged to assist school staff in this by seeking to maintain social distance from other parents and children at all times.

Will there be any attention paid to social distancing during the school day?

Schools will actively discourage physical contact between pupils and will continue to encourage children and young people to maintain a degree of distance where possible, recognising differences in ages and stages of children's development. Parents are encouraged to reinforce these messages.

What additional measures will be in place to combat the spread of COVID-19?

It is a legal requirement that local authorities and headteachers ensure that risk assessments are conducted or updated to reflect the revised planning assumption of a full return to school. Implementation of the mitigations identified in these assessments will help manage risks effectively for children, young people and staff returning to full-time learning. Each school will adopt core public health measures in a way that is appropriate to their setting, these include:

- Enhancing hygiene and cleaning arrangements;
- Minimising unnecessary contact with others, and/or large gatherings of pupils;
- Wearing appropriate personal protective equipment where necessary;
- Requiring that people who are ill stay at home; and
- Actively engaging with Test and Protect.
- Each school will:
 - Introduce hand sanitizer stations;
 - Increase ventilation and the frequency of cleaning;
 - Promote frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet;
 - Encourage children, young people and staff to avoid touching their faces including mouth, eyes and nose; and
 - Promote the use of a tissue or elbow to cough or sneeze, and ensure bins are emptied regularly for tissue waste.

It will continue to be the responsibility of every individual in society to promote and observe good hygiene practice. Schools will provide handwashing facilities and ensure that hand-sanitizer is available in key locations. It will, however, be necessary for parents to ensure that children aged P5 and above carry their own supply of hand sanitizer at all times. This will minimize any requirement for queueing to use school facilities, and thereby maximise time spent learning. The Local Authority will make an additional

payment, to families entitled to benefits-related free school meals, of £5 per pupil (P5 and above), per term to support the purchase of hand sanitizer.

Should face coverings be worn in school settings?

Scottish Government advises that there will be no requirement for additional Personal Protective Equipment (PPE) to be worn by staff when schools reopen, and face coverings will only be required where the specific circumstances described above apply. Individuals are, however, welcome to wear a face covering should they choose to.

What do I need to know about school transport?

Firstly, no child, young person or adult should travel to school if they, or a member of their household, have symptoms of COVID-19. Where pupils are fit for school, parents and carers are encouraged to consider the use of active travel routes where possible.

All passengers and staff must sanitise their hands prior to joining any form of transport. Dedicated school bus transport will be regarded as an extension of the school and, as such, there will be no requirement for social distancing between children and young people, nor will there be a requirement to wear a face covering. Where taxis are used solely for the purpose of transporting children and young people to school, as with dedicated school bus and coach services, physical distancing requirements are not necessary. Unless a section is set aside solely for pupils, children and young people using public transport, including buses, ferries and aircraft, for any element of their journey will be required to conform with the prevailing Scottish Government and Transport Scotland guidance. As the time of writing this includes social distancing and the wearing of face coverings.

What can my child bring with them to school?

Parents are strongly encouraged to prevent their children from bringing any unnecessary items to school. Exceptions for this may be agreed through communication between families and professionals. School bags must not be placed on desks. Schools will manage their own arrangements and communicate them to parents.

Will it be possible to borrow school library books?

Yes, in principle, children, young people and staff may be able to take books and other resources home. All items will be quarantined for 72 hours upon return. The amount of infectious virus on any contaminated surface is likely to have decreased significantly after this time. Again, schools will manage these arrangements and communicate them to parents.

What should I do if my child is unwell?

- No child, young person or adult should attend school if they have symptoms of COVID-19. The most common symptoms are:
- new continuous cough
- fever/high temperature
- loss of, or change in, sense of smell or taste (anosmia).

What will happen if my child develops COVID-19 symptoms while at school?

All children, young people and staff will know that they must inform a member of staff or responsible person if they feel unwell with symptoms of COVID-19. Staff will also be vigilant for the symptoms of COVID-19 and will understand what actions they should take if someone develops them, either onsite or offsite.

If a child or young person is identified to be symptomatic then parents/carers will be contacted and asked to make arrangements to pick the child or young person from school immediately and follow the national guidance for households with possible COVID-19 infection including testing and self-isolation. The Education Service is in the process of working with Development and Infrastructure, Environmental Health and NHS Orkney to establish a specific plan for Mainland based pupils from the outer isles.

The effective application of Test and Protect in the school environment will be an important means of preventing any spread of the virus. The key initial step will be the self-isolation and rapid testing of all symptomatic children, young people and staff. Other children, young people and staff members in the school will not be required to self-isolate unless contacted by the contact tracing service. If a child, young person or staff member tests positive, Orkney's Health Protection Team will assess what action is needed, taking into account the close contacts the person has had within the school and other factors such as the implementation of mitigating measures, eg cleaning, ventilation and PPE.

If a child, young person (or their parent/carer if under 16 years) or staff member is contacted by a contact tracer and told to self-isolate for fourteen days, the person should leave school to self-isolate at home straight away and, if possible, wear a face covering and avoid public transport. The Scottish Government has published advice for employers on how to support people who are asked to self-isolate.

Please note that Head Teachers and Orkney Islands Council will take very seriously any activity that feigns COVID-19 symptoms and is used in a threatening manner. Parents have a strong role here to support their children in understanding the possible implications of this action.

What are the Local Authority's contingency plans should there be a need to reintroduce social distancing in schools?

Education Scotland has formally approved Orkney Islands Council's Local Delivery Phasing Plan. This Plan sets out what the Council will do should it become necessary to reduce the time spent in school for children and young people. In such circumstances the Council will pursue a blended-learning model of delivery. As circumstances and guidance changes, it may be necessary to amend any plans that are in place. Orkney Islands Council and/or Head Teachers will continue to communicate with parents and carers any changes that may be required. These changes may apply to only some schools and not others as it is difficult to apply generalised expectations to the variety of settings we have in Orkney.

Will there be a school catering service?

Yes, although there may be some temporary changes to provision in some schools which will be communicated to you by the head teacher.

Will there be extra-curricular activities before and/or after school?

No, these activities will not be possible in the first instance. The situation will be kept under regular review.

Will there be more detail provided to parents/carers?

Yes. This FAQ sets out the essential facts for families. Every school is different, however, and each head teacher will understand best how this guidance can be applied in their settings. They will do so in a way that prioritises the health, safety and wellbeing of children, young people and staff, and ensure that the risk mitigation measures set out in this guidance are implemented effectively. Head Teachers will share specific arrangements for their school with parents and carers.