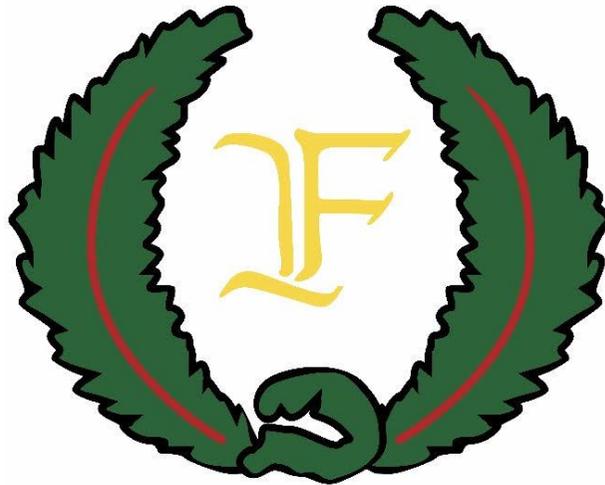


# Fernielea School

## Contingency Plan (50% Version 1)



**HAPPY**

**SAFE**

**ACHIEVING**

<p><b>National Improvement Framework Priorities</b></p> <ul style="list-style-type: none"> <li>• Improvement in attainment, particularly in literacy and numeracy</li> <li>• Closing the attainment gap between the most and least disadvantaged children and young people</li> <li>• Improvement in children and young people’s health &amp; wellbeing</li> <li>• Improvement in employability skills and sustained, positive school-leaver destinations for all young people</li> </ul>	<p><b>Local Outcome Improvement Plan (LOIP) Stretch Outcomes</b></p> <ul style="list-style-type: none"> <li>• 95% of children (0-5years) will reach their expected developmental milestones by the time of their child health reviews by 2026.</li> <li>• 90% of children and young people will report that they feel mentally well by 2026.</li> <li>• 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026.</li> <li>• 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026.</li> <li>• Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.</li> <li>• 25% fewer young people (under 18) charged with an offence by 2026.</li> </ul>
<p><b>School Improvement Priorities 2019 – 2020</b></p> <ul style="list-style-type: none"> <li>• Improvement in attainment, particularly in literacy and numeracy</li> <li>• Closing the attainment gap between the most and least disadvantaged children / young people</li> <li>• Improvement in children and young people’s health and wellbeing</li> <li>• Improvement in employability skills and sustained, positive school-leaver destinations for all young people</li> </ul>	<p><b>School Improvement Priorities 2020-2021</b></p> <ul style="list-style-type: none"> <li>• Improving and developing our approaches to Learning, Teaching &amp; Assessment</li> <li>• Supporting the Wellbeing of all</li> <li>• Physical Return to School buildings</li> </ul>
<p><b>Context of the school:</b></p> <div style="text-align: center;">  <p><b>Happy, Safe and Achieving</b></p> </div> <p>Fernielea Primary is a co-educational, non-denominational school, which was built in 1962. It is situated in the Summerhill area of the city, in an area of mainly council-built housing, (some rented, some now owned by occupants) with a small proportion of private housing. The school roll has increased this session and over the year the average is 265 (P1-7) and 80 nursery, however the predictions for future are for significant growth. There are 11 Primary classes within the school, 2 Early Learning (Nursery) classes and a targeted support area which supports all children with additional support needs. School occupancy is currently at 75%.</p>	

In 2019 , 11% of all P1-7 pupils (including P1-3 eligible during COVID-19) were eligible for Free School Meals; 15.38% of P4-7 pupils were entitled to receive free school meals and most (76%) children across the school live in homes which are in the lowest 4 deciles on the index for multiple deprivation. To support children with additional support needs 15% of our pupils had Individual Education Plans (IEPs) or Child's Plans which clearly defined both long and short term targets.

The focus for the 19/20 session was to improve the quality of teaching and learning for all and ensure that teachers and support staff had the skills and confidence to deliver the highest quality of teaching that the learners require to achieve and progress onto positive destinations.

Areas identified as strengths would be the positive ethos for learning which enables almost all pupils to be successful and the staff confidence in supporting learners with barriers to learning. The pupils are instrumental in the school improvement process and the focus on the school community as a learning context enables strong links with partners.

Due to the global pandemic, the priorities changed very quickly and a robust and relevant response was put in place to address the need for families to support their child's learning and the digital delivery of learning. Engagement with online delivery of learning is high and staff have embraced the opportunity to deliver the curriculum in a new way which not only supports academic learning but also supports the health and wellbeing of our families. This reflects our overarching aim that all of our children are happy, safe and achieving.

## Key Priorities

1

As we return to school buildings there will be significant focus on ensuring the wellbeing of staff, children and families is carefully considered.

1. Improving and developing our approaches to Learning, Teaching & Assessment

2. Supporting the Wellbeing of all

3. Physical Return to School buildings

2

1. Workforce Planning in response to DSM Guidance

2. Developing the curriculum

3. Supporting the Wellbeing of all

4. Planning extended use of the physical buildings

3

## **Section 1 - Key principles**

The Local Delivery Phasing Plan (LDPP) incorporates the principles and expectations set out in national guidance and details a direction of travel for schools in order to realise equity and consistency wherever possible. The approaches agreed in the LDPP has guided the development of this individual School Contingency Plan, which will act as the School Improvement Plan for the coming session.

The Fernielea Primary School Contingency Plan will reflect the key principles as set out in the LDPP and in national guidance:

- Implementation will take full account of scientific and medical advice that it is safe to proceed
- The wellbeing of all pupils and staff will be carefully considered when determining the approach to reopening school buildings
- Risk assessments will be used to support planning and ensure that health and safety legislation and guidance is fully adhered to
- Public health measures will be taken fully into account
- Careful consideration will be given to the balance of in-school and at home remote learning to provide maximum benefit to children and young people
- Planning will build on the experience of delivering Hub and Emergency Childcare provision
- Planning will enable movement up and down the phases of the Route map
- Clear and effective communication with all stakeholders will be paramount

### **What Will This Mean for Early Learning and Childcare?**

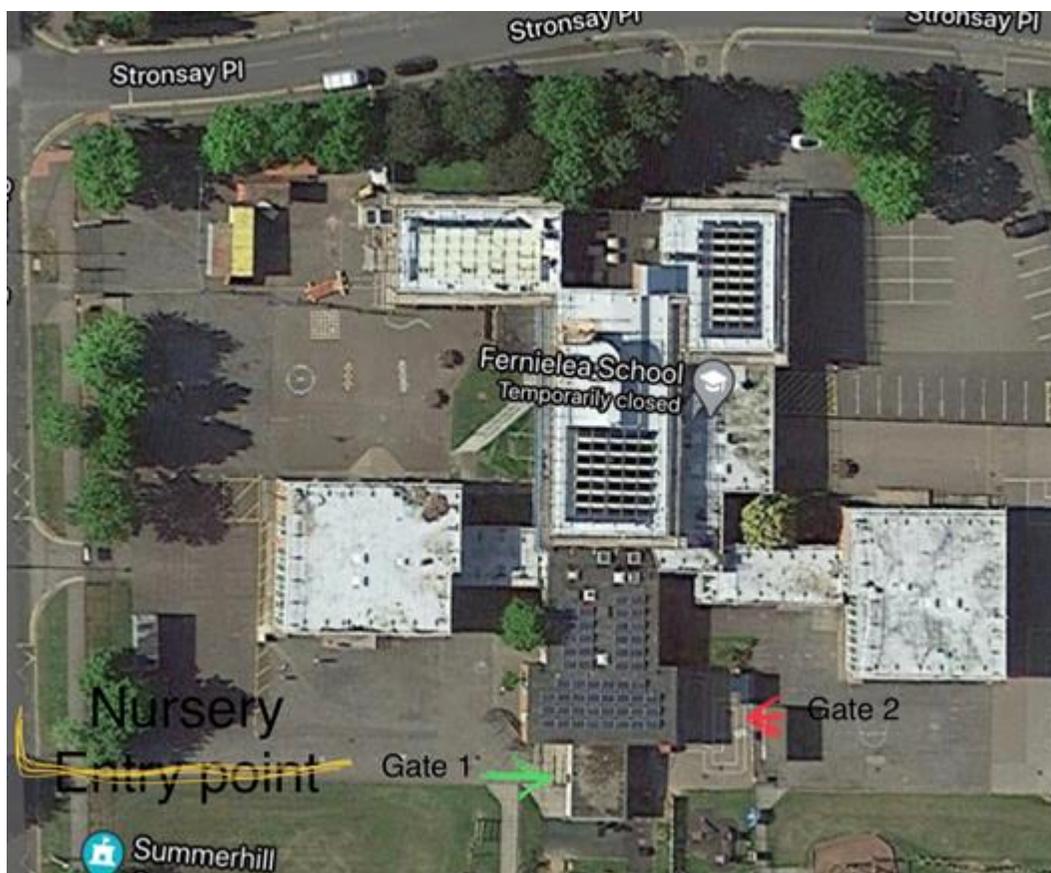
The use of outdoor space at Fernielea will play a key part in how we deliver ELC. We will be able to increase the number of children attending by making routine and extended use of the outdoor environment.

Children will enter the Early Learning and Childcare setting directly via the pedestrian gate on Stronsay Drive and not through another part of the school. The organisation of drop off and pick up will be as follows:

<b>Class</b>	<b>Group A</b>	<b>Time of Drop off /Pick up</b>	<b>Group B</b>	<b>Time of Drop off /Pick up</b>
<b>Red Nursery AM</b>	Gate 2 and Red Nursery Emergency Exit Door	Drop Off 8.30am Pick Up 11.30am	Gate 2 and Red Nursery Emergency Exit	Drop Off 8.40am Pick Up 11.40am
<b>Green Nursery AM</b>	Gate 1 and Main Door	Drop Off 8.30am Pick Up 11.30am	Gate 1 and Main Door	Drop Off 8.40am Pick Up 11.40am

<b>Red Nursery PM</b>	Gate 2 and Red Nursery Emergency Exit Door	Drop Off 12.20pm  Pick Up 3.20pm	Gate 2 and Red Nursery Emergency Exit	Drop Off 12.30pm  Pick Up 3.30pm
<b>Green Nursery PM</b>	Gate 1 and Main Door	Drop Off 12.20pm  Pick Up 3.20pm	Gate 1 and Main Door	Drop Off 12.30pm  Pick Up 3.30pm

### Nursery Entry Map



The staggered times of entry allow accompanying adults to maintain social distancing when on site. SLT will take account of individual circumstances. Each bubble will be given a 10 minute slot to arrive at school.

It is acknowledged that it is not appropriate for young children to maintain the models of physical distancing that would be suitable for older children, either practically or in terms of child development. To this end, the approach taken to the reopening of ELC settings reflects the needs of early years children.

In recognition of the impact of coronavirus (Covid-19) on the ELC expansion programme, the Scottish Government has temporarily removed the statutory duty on local authorities to deliver 1140 hours of ELC. Against the current context, it is our aspiration to deliver the current commitment of 600 hours of ELC. To deliver this equitably, we are proposing morning and afternoon sessions of ELC with regular and extended use of outdoor environments.

It is acknowledged that maintaining social distancing with children aged 5 and under is challenging and not favourable in terms of child development. It is more appropriate for children to be grouped together to form small cohorts of up to 8 children.

These small cohorts of up to 8 children can be thought of as a 'bubble'.

The intention of small cohort working is to limit the number of close contacts for each child and member of staff. This will reduce the spread of infection in settings. Therefore, cohorts of children should not be in close contact with other cohorts, and cohorts should not mix freely. Cohorts of children should be supported to stay 2 meters apart wherever practicable and appropriate. Implementing physical distance between cohorts will reduce risks further.

The layout of the room in both Red and Green Nurseries and the use of furniture can assist in dividing areas to help maintain separation between bubbles.

Each bubble will have a dedicated member of staff working with that group. The staff member will be able to mix freely within their bubble. As much as possible, the same staff member(s) should work/play/nurture within the same bubble. The aim is to keep consistency and reduce the transmission of infection.

Children who require additional support should be cared for in line with their personal plan. If needs be this may have to include thinking about the bubble they are placed in.

### **Social Distancing**

It expected that staff should social distance and remain 2 meters apart, whilst ensuring children are kept safe and well cared for within their settings.

To implement social distancing between staff members ensure sufficient equipment is available in each space/area. Staff to use the staffroom for breaks. Parents to drop child off at the designated door for a member of staff to collect.

Pick up and drop off times are staggered to discourage parents and carers from gathering outside the setting. Where there is a number of parents waiting then social distancing markers will assist in maintaining required distance.

At pick up time children should be brought to the entrance when the parent arrives, by a member of staff to reduce risk of infection. No visitors, parents, carers beyond nursery door.

## **Capacity**

### Indoor

It is proposed that a metric of **18m<sup>2</sup>** be applied to each bubble. This metric accounts for a bubble of 8 children and 1 member of staff assigned to said bubble.

This metric has been calculated by taking account of the floor area of the indoor activity space and the need for circulation space (approximately 20% of the floor area).

The registered Care Inspectorate capacity and the environment of each setting has also been taken into account.

Fernielea School Nursery will operate 4 bubbles.

To help keep children in their respective bubbles the layout of the activity space will contribute to helping control how many children are together at any given time. Practitioners have considered the room layout and the use of free-standing furniture/equipment, where appropriate to divide and create manageable spaces.

### Outdoor / Offsite

To increase capacity, Fernielea Nursery will make extended and routine use of the outdoor space.

Children and staff when spending time outdoors should be dressed in weather appropriate clothing. Parenta/carers are asked to dress appropriately for the weather.

## **Cleaning and Hygiene**

All staff should be practising good hand hygiene and respiratory hygiene as outlined in the LDPP.

Risk assessments are reviewed and implemented on a weekly basis and as guidance changes.

Staff should follow good infection control guidance ([Infection Prevention and Control in Childcare Settings \(Day Care and Childminding Settings\)](#)) and put in place the guidance from Health Protection Scotland.

The recommended control to prevent infection is hand hygiene.

If staff are using hand sanitiser gel they should not touch anything until their hands are dry after applying the gel.

PPE is only recommended when dealing with people who have symptoms. Further detail on PPE can be found in the risk assessment(s).

Fernielea Nuresry has a cleaning rota in place to maintain cleanliness and hygiene of their setting.

Practitioners should implement good practice and ensure regular and routine cleaning of all surfaces, frequently touched objects, taps, toilets and sinks throughout the session and between sessions.

Toys and equipment that children access should be cleaned each day; between sessions and at the end of the day or in the morning before the session begins using standard detergent and disinfectant that are active against viruses and bacteria.

The disinfectant available to staff to use is Maxam Pura+.

Cleaning Services colleagues will clean the nursery as usual but using the Maxam Pura+ disinfectant.

### **Quality and Curriculum**

‘Realising the Ambition’ should be referred to when planning to meet the ever-changing individual needs of children to ensure continuity of high quality ELC.

Consideration will be given to the use of a range of materials, tools and equipment in order to reduce spread of infection and some items will be stored appropriately while not being used.

There should be one dedicated member of staff assigned to each bubble of up to 8 children in line with ELC staff ratios.

1 to 8 for children over three years old and 1 to 5 for children aged 2-3 years old.

It is recognised that a staff member may need to step away from their bubble to either take a break, go the toilet or help a child go to the toilet etc. In said instances it is acceptable for another colleague to step in to briefly cover them.

The staffing allocation for each setting operating in a Covid-19 context is still be confirmed.

We are committed to providing high quality ELC and supporting and nurturing our children and families. The offer of PEEP training and enhanced Child Protection training will support staff in this commitment and develop staff confidence as we adapt to the post pandemic needs of children and families.

### **What Will This Mean for Primary Schools?**

At Fernielea, we have 263 primary pupils at time of writing. Our school comprises of 14 closed classrooms with a range of capacities averaging at 11 or 12 people per room; 2 nursery classes, a hall, a gym, a library and a music/GP room. We also have a dedicated space on the stage area of the hall which is used as a childcare provision. Whilst keeping primary aged children 2m apart is very difficult, altering the number of pupils in a class and changing the setup of the classroom will support social distancing.

It is proposed that all year groups in primary school return, but in reduced groups with a regular rota system in place so that parents and children have a consistent routine. Classes will be divided into groups with children attending in blocks of days. In most cases year groups will be split into 4 groups, some of which may be of different sizes so that additional supports and staffing can be allocated to some groups.

In Fernielea it looks like this:

### Fortnightly Model

*\*Wednesdays are dependent on staffing availability.*

	Monday	Tuesday	Wednesday AM*		Thursday	Friday
			Week 1 AM A&B	Week 2 AM C&D		
% of children in school	51.1%	51.1%	51.5%	49.6%	49.6%	49.6%

### Overview of Groups in school per day over a fortnight

Year Group	Monday	Tuesday	Wed AM Week 1	Wed AM Week 2	Thursday	Friday	Total
<b>P1M</b>							<b>22</b>
A	11	11	11				
C				11	11	11	
<b>P1D</b>							<b>23</b>
A	12	12	12				
C				12	12	12	

P2							40
A	9	9	9				
B	10	10	10				
C				10	10	10	
D				11	11	11	
P3							28
A	8	8	8				
B	9	9	9				
C				9	9	9	
D ASN	1	1	2	2	2	2	
P4							42
A	10	10	10				
B	11	11	11				
C				11	11	11	
D				10	10	10	
P5							33
A	16	16	16				
C				17	17	17	
P6							39

A	11	11	11				
B	11	11	11				
C				11	11	11	
D Support Class				6	6	6	
<b>P7</b>							<b>35</b>
A	15	15	15				
C				15	15	15	
D Support Class				5	5	5	
Total (263)	134	134	135	130	130	130	262
Percentage	51.1%	51.1%	51.5%	49.6%	49.6%	49.6%	

Using this model, over 2 weeks the learner receives 4.5 x face-to-face days and 5.5 days digital delivery over a fortnight. All available teaching staff are class committed, including the DHT.

Due to all available teaching staff being assigned to teaching groups and also to limited contact with adults/children, days in school will have 4.5 hours of face to face time to allow for the statutory 30 minutes non-contact time for teachers daily (2.5 hours weekly). Wednesdays will be half days with Week 1 Groups A & B having 2 hours 15 minutes of activities/face to face in the morning with the option of staying to eat lunch (15 minutes) and Week 2 C & D groups having the same option of an AM session. Wellbeing Wednesdays (PM) will continue to ensure that time is given to focus on the Health and Wellbeing of our families and staff. During this time children and families will engage in Health & wellbeing activities – supported online by staff.

Movement through the school will be limited and most children will spend their time in the one classroom or one of the outdoor classrooms in the school grounds. Where possible, children will directly enter through an external classroom door to limit interactions with others whilst moving through school.

Where capacity allows, we have increased contact time for ‘vulnerable children’ working in partnership with vulnerable hubs and third party providers if restrictions allow eg. Adventure Aberdeen, Sport Aberdeen, Outdoor Learning providers, Aberlour Inclusion Service, Barnardos.

Local Authorities have been asked to prioritise childcare provision for key workers. It is unlikely that standard breakfast and afterschool provision will be available for all families whilst this expectation is in place. Our Out of School Club may be able to support this before and after school. Discussions at authority level are continuing.

#### Avoiding Physical / Social Contact Within The Playground

The size of the playground has been assessed to determine how many children can safely be in a space whilst maintaining social distancing rules. This is shown on the plan below. No use of fixed outdoor equipment will be permitted at this time it will be taped off with signage visible. A limited supply of playground equipment (which allows for social distancing) will be sanitised after each play session by PSAs and risk assessed appropriately by Head Teacher.

We have arranged to stagger breaks to reduce the number of children accessing shared spaces at one time to ensure numbers remain within safe limits (see table in 'How will we decrease interaction?') and consider wet weather alternatives – remaining in assigned class with a selection of wet weather activities.

#### Ventilation in Buildings And The Use Of Outdoor Space

Staff will be asked to ensure good ventilation by keeping windows open and where possible not closing the doors of small rooms (unless these are fire doors). Children, young people and staff at Fernielea will spend more time outdoors, with weather appropriate clothing, keeping at least two metres from others. Use of the local environment (The Burnie) will be included.

Effective outdoor learning can be delivered across many subject areas and the 3-18 learner journey. Six informal outdoor classrooms set within the natural environment will be used as spaces for learning where possible. Care will be taken to ensure that outdoor contexts for learning are fully accessible by risk assessing daily (PSAs) and timetabling each area. The outdoor area will also be zoned to provide areas for Physical Education.

#### Management of Symptomatic Building Occupants

If a child or young person attends the setting with symptoms of cough and/or high temperature, they should go home immediately. If a child / young person is waiting to be collected by their parent or carer, they should be isolated in a private well-ventilated room/area and avoid touching surfaces. At Fernielea the isolation area will be the Girls' Changing rooms in the gym. Isolation rooms will be cleaned after use in keeping with national guidance.

At Fernielea the Head Teacher will contact Facilities and ensure appropriate cleaning takes place. Senior management and staff will keep up to date with current guidelines: <https://www.hps.scot.nhs.uk/web-resources-container/COVID-19-guidance-for-non-healthcare-settings/>

## Section 2 – Hygiene and health and safety practice

### Cleaning routine

Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings). Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day.

All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day by PSAs (Primary) and EYPs (ELC).

Particular consideration will be required when children and young people will require access to sensory spaces to ensure that an appropriate cleaning routine is in place between uses. Cleaning arrangements for Room 14 (ASN provision/support), ELC and isolation area will be focus areas as identified as part of the risk assessment process.

Gym hall changing rooms will not be used during phase 1-3 of the contingency plan – the Girls' changing rooms are now assigned as the isolation area. Pupils will be asked to bring their own filled water bottle to school and fountains will **only** be used for refilling if required. This will be supervised by an adult.

Sanitising wipes will be provided to school staff to clean telephones, laptops/desktop computers and associated peripherals and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses. Learners will also be provided wipes for devices etc if multi use is required.

Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings.

Points to note:

- Isolation space (girls' changing rooms in gym) and ASN provision will require focused cleaning

### Use of Learning Resources

School staff will be given sanitising wipes for school staff to undertake cleaning of resources, toys and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses. Some resources, such as fabric resources which cannot be easily cleaned between uses, will not be used for in school learning. Resources which are not being used will be removed from class bases to aid this process. Staff will be guided to carefully consider an appropriate provision of resources for 'in school' learning.

Books and related resources within libraries will be put out of use, unless they are to be made available to individual pupils for their sole personal use. Library space in Fernielea will be used as a staff base.

Points to note:

- Resources will be wiped/cleaned on an ongoing basis by the staff in each room
- Focused cleaning of items will be done by room staff after each daily section and at the end of each day. Some items may require cleaned after each use.
- Individual resources for each child will be used where possible ie ipad, pencil, ruler etc. Items will be stored in individual trays for each child which will be on their desk beside them to limit movement.
- Cleaning rota will be in place for ensuring routine cleaning of resources is taking place in adherence to guidance.

## Hand washing

Health Protection Scotland advise that soap and water should be used for hand washing where this is available. Alcohol based hand gels / sanitiser will be used where there is no access to soap and water. Stocks of soap will be checked, and replenished, before the start of every day by facilities staff.

Hand sanitiser will be available at each usable entrance point to the building, unless there is immediate access to soap and water in these areas. Stocks will be checked every day by the Supplies PSA and replenishment will be ordered by the School Support Assistant.

Children, young people and staff will be reminded to wash their hands with soap and water for at least 20 seconds, or use an alcohol hand sanitiser, when entering the building, before eating or handling food, after blowing their nose, sneezing or coughing, and after going to the toilet. Children, young people and staff will be reminded to avoid touching their eyes, nose or mouth, especially with unwashed hands. Posters have been displayed around the school to remind everyone of the need for regular handwashing.

Points to note:

- All rooms 1-14 and nursery rooms have a sink in them for handwashing.
- Staff have access to the staff washrooms/toilet (next to staff room) on entering school.
- The Girls' changing rooms (Isolation room) has a sink.
- The stage area has a dedicated handwashing sink.
- The music room (P7) does not have a sink but a sink at the bottom of the stairs in the boys' changing rooms can be used alongside sanitizing gel.

Children, young people and staff will be reminded to cover their nose and mouth when coughing or sneezing with disposable tissues and dispose of them in the nearest waste bin after use and wash hands - this will be reinforced through activities in the first week of attending. Tissues will be available in each classroom, and pupils should be reminded to use the crook of their elbow if no tissue is immediately available.

Points to note:

- The entrances requiring sanitizer stations will be the P2, P3, P6, and P7 entrances, nursery entrance and main school entrance.
- Stocks will be kept in Storage room 1 (Room 1)

- Stock will be monitored by PSA (by Thursday lunchtime) and all requirements ordered by School support assistant by lunchtime Friday each week.
- Purchase of additional bins to ensure all areas have a bin for disposal of tissues and wipes including classes, office and toilet areas.

## Access to Toilets

Pupils' access to toilets will require to be carefully managed in order to maintain social distancing within the toilet areas. This will be managed by issuing each child with a toilet tag for their use only (laminated disc with hole punched). They will hang it on the hook outside the door to indicate that they are in the toilet. Number of hooks and signage indicate number allowed in toilets. Staggering break times will assist with this. Limits will be placed on the number of pupils accessing a toilet at any one time, depending on the size of the toilet area. Each pupil bubble will have a cartoon character decal on the toilet they are permitted to use and the sink they are permitted to use. There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children. The maximum allowed in the toilet area will be:

Pupil Toilet 1	Gender Neutral toilets on upper floor Block C - 1 child per group P2	Pupil Toilet 2	Boys' toilets downstairs Block C – 3 boys P1M, P1D & P3
Pupil Toilet 3	Girls' toilets downstairs Block C - 3 girls - P1 and P3 groups only	Pupil Toilet 4	Girls Toilets Block B – 4 girls only – P4, P5, & P7 only
Pupil Toilet 5	Boys' Toilets Downstairs Opposite Janitor Office – 2 boys- P5	Pupil Toilet 6	Boys' Toilets Downstairs Block D – 4 children – P4 & P6
Pupil Toilet 7	Gender neutral Toilet Upstairs Block – D 1 child only – P6 girls and ASN/Support class	Pupil Toilet 8	Gym Toilet (boys' changing room) Block A – 1 child only P7 or Hub
Pupil Toilet 9	Gym Toilet (Girls' changing room) Block A – not in use – isolation area	Staff Toilet 1	Staff Toilet Male Block B – 1 person only
Staff Toilet 2	Female Staff Toilets Block B – 2 people only	Staff Toilet 3	Female Staff Toilets Block C – 3 people only
Staff Toilet 4	Gym Instructor Toilet Block A – 1 person only	Disabled Toilet	Disabled Toilet Block C – 1 person only
PT Office Toilet	closed		

It is recognised that staff toilets can be limited in some school buildings. Staff toilets in Fernielea will be limited to a set number of staff relative to the size and protection within the toilet area. A visual mechanism (token) will used to show when the toilet area is occupied.

Safeguards in place:

- Visual prompt reminding number allowed in at one time, designated toilets and sinks
- Hook (s) at appropriate height for toilet tags to be placed
- PSA will supervise handwashing when there –handwashing/sanitizer will be repeated on re-entering into the class also
- Staggered breaks will ensure less demand for toilets at one specific time.
- Signage will be in place to advise on correct handwashing techniques and remind pupils and staff to wash hands frequently.
- Children will be shown how to use toilets safely with minimal touching of surfaces
- Cubicles and sinks will be labelled for each class's use

### **Section 3 – Practical measures to support social distancing in our school**

#### **How will we increase separation?**

The agreed metric of 5 sq.m has been used to help determine the maximum capacity of all spaces in school to help determine which spaces may be most suitable for the provision of 'in school' learning. This metric allows for circulation space in addition to the need to adhere to the 2m social distancing rules.

The spaces used for 'in school' learning will be prepared to clarify boundaries. This may include closing off some areas (storage areas ie Room 1). It will be important to ensure that all staff and pupils are aware of the changes in the use of the building. Staff spaces such as school staffrooms, kitchens and break out spaces will also be subject to social distancing arrangements.

Groups of pupils have been planned and membership of groups is static (*see previous table in 'What will this mean for Primary Schools?'*). This will help restrict the number of different interactions each pupil has. Reconfiguration of furniture in these spaces be required to support this with items not in use being stored.

Spaces will be identified for the storage of excess furniture and resources from classrooms, and for use as isolation spaces for any pupils or staff who develop symptoms, whilst they wait to return home (Girls' Changing Rooms ). Isolation spaces will be well ventilated at all times and will not be used for any other purpose, as they will require to be intensively cleaned after being used by any symptomatic individuals.

The sharing of resources between children and young people during a learning activity will be avoided in order to limit the potential for transmission. Personal belongings will be taken home at the end of any 'in school' learning.

Points to note:

- Pupil groups are organised into smaller groups allowing for 2 m distancing, space available and staff available.
- Groups are: A (siblings & non-siblings), B (mostly siblings), C (non-siblings) D– including some pupils who require additional support

#### **Fortnightly Model**

*\*Wednesdays are dependent on staffing availability.*

	Monday	Tuesday	Wednesday *		Thursday	Friday
			Week 1 AM A&B	Week 2 PM C&D		
% of children in school	51.1%	51.1%	51.1%	49.6%	49.6%	49.6%

- Family groupings have been facilitated for P1-7 for all families. Nursery family groupings will be accommodated when pupils are known.
- Wednesday half days are subject to adequate staff being available to implement face to face contact
- Wellbeing Wednesdays will continue on Wednesday afternoons – children engage in new pursuits and energetic tasks with their families.
- (ELC) 4 groups (bubbles) at a time can be accommodated in the nursery at one time using the outdoor space and indoor spaces with zoned areas.
- Rooms 2 to 7 in Block C will be used for teaching spaces; Rooms 8 to 14 in Block will be used as teaching spaces; Music Room and Library will also be used; Nursery Red and Green will be used as teaching spaces
- Storage will be in Room 1 – resources; ½ Gym – furniture
- Girls Changing Room will be used as isolation area - another area is to be identified
- Stage area is to be used by hub for keyworker children and ½ gym
- Outdoor learning will be timetabled and playground zoned into 10 outdoor classes that can be used daily to support social distancing and enhance learning (see map below)
- Resources required to facilitate outdoor learning: Timetables for each zone; all pupils and staff encouraged to wear suitable clothing for outdoors (existing stock can be used but time for cleaning will be required after each use – washing machine would be required to wash items)
- Social distancing in offices:
  - HT office – no changes – only 2 other people allowed in with HT at any one time
  - Main office – no changes – no visitors/staff/children allowed into office – signage required
  - DHT office – no changes – only 1 other person allowed in with DHT
- PT office – desks need to be rearranged to allow for correct social distancing, facing away, seating area removed – 3 people max in office at one time

## Fernielea Playground Zoning Map



### How will we decrease interaction?

Currently one-way systems are not necessary, due to ample passing points and wide corridors of 2 m or more.

Approaches to implementing systems will be finalised when staff return in June to ensure arrangements are sensible and understandable for pupils. Limiting the numbers of staff who initially return will enable staff to comply with agreed expectations around social distancing.

Groups of children arriving and departing at the same time will be avoided and year groups and classes will have staggered start and finish times to reduce the number of children and young people together at one time. (*see table below*). Plans will be agreed between the Head Teacher and the school Quality Improvement Manager and shared with parents.

Fernielea will adopt an agreed protocol for drop off and pick up. Parents and carers will refrain from entering school playground to further reduce numbers. Parents and carers will make use of locations nearby that can be used to support a Park and Stride approach to limit traffic near site – these include 2 local church car parks (Summerhill Parish Church & Fernielea Gospel Hall). Restrictions will be put on entering the school car park(s) where only parents of children with additional

support needs, who had previous arrangements, being permitted access, to ensure that groups do not congregate. School reception area will not be accessible to parents and carers during Phases 1-3 of the return with all enquires made either by phone, e-mail, Google or Microsoft Teams.

Playgrounds will only be accessed by children for the purpose of attending in-school learning and only an emergency will trigger a need for anyone else on site so that carefully calculated capacities can be maintained. Access to the building will be strictly controlled.

Groups of primary children will be taught by a limited number of staff.

Where possible, furniture will be laid out to guide effective social distancing with surplus furniture cleaned and stored in any spaces not being used. Clear signage will indicate any items of furniture which will not be used where full removal is not possible.

In some circumstances (including where the 2m rule will be difficult to apply) a risk mitigation approach will be followed in keeping with Scottish Government guidance. In these circumstances, a group or 'bubble' of set members will be established. This applies to our ELC classes and P1 classes and for some with additional support needs subject to risk assessment.

Where children attend childcare within school, movement between areas and groups will be risk assessed and managed to limit contact as much as possible. Points to note:

- Due to wide corridors and ample passing places within the corridor structure, a one way system is not required. If one group is using the stairs then another group would have to wait at stop sign to allow ample space .
- All pupils and staff will walk on left hand side of corridors and Stop signs will be in place prior to designated passing places
- Entry/exit doors – all marked with social distance marking either on the ground or in the windows leading to doors.
  - P1 (Rooms 5 & 7) , P2 & P3 (Room 6) , P4, (Rooms 8 & 9) and P5 will use the exits in their own classrooms, supervised by staff at all times
  - P2 (Room 2) & P3 (Room 4) Front playground entrance Block C
  - P2 (Room 3) Back playground entrance Block C
  - P7 (Music Room )-and ASN/Support pupils (front exit Block D)
  - P6/7 (Room 13) & P6 (Room 12) Senior end rear exit – Block D
  - ELC Nursery entrance Block B
- Entry to grounds - social distance queues will be used for waiting to enter – signage on fence marking 2m distances – staff will manage the entry to allow for 2 m distancing
  - P4-7 - Stronsay Place entrance will be used with 2 year groups entering within each time slot
  - P2 & P3 will enter in 2 slots via North Gate (Near Pedestrian Crossing)
  - P1 classes will enter by decommissioned carpark gates on Stronsay Drive
  - ELC will enter via the pedestrian gate on Stronsay Drive in 2 time slots – 1 accompanying person

- Late pupils will be asked to report to main front entrance for managed entry by PSA who will be informed of late arrival and will collect child – child will wait at social distance markers until PSA arrives
- Pattern is 10 minute slots before and after school.

### Timings of School Day

Group Entry Point		Session 1	Session 2	Session3	Total
<b>P7</b> Pedestrian gate Stronsay Place <b>P3</b> North Gate Stronsay Drive <b>P5</b> North Gate Stronsay Drive		9.00-10.10  1h 10	10.25- 11.50am  1h 25	12.35 - 2.30pm  1 h 55	4.5 hours
<b>P4 &amp; ASN/Support</b> - Pedestrian gate Stronsay Place <b>P1D</b> Old Car Park Gates Stronsay Drive <b>P2/3</b> North Gate Stronsay Drive		9.10-10.25am  1h 15	10.40-12.00  1 h 20	12.45-2.40pm  1 h 55	4.5 hours
<b>P6</b> - Pedestrian gate Stronsay Place <b>P2</b> - North Gate Stronsay Drive & <b>P1W</b> - Old Car Park Gates Stronsay Drive		9.20 - 10.40  1 h 20	10.55-12.25  1 h 30	1.10pm-2.50pm  1h 40	4.5hours
Wednesday					
AM GROUPS A & B Week 1					
P5, P7 & P3	9.00-11.15am  2h 15	Lunch if required			2 hours 15

P4, P1D ASN/Support	9.10-11.25am 2h 15	Lunch if required		2 hours 15
P6 P2 & P1W	9.20 - 11.35am 2h 15	Lunch if required		2 hours 15
Wednesday AM GROUPS C & D Week 2				
P5 & P7 & P3	9.00-11.15am 2h 15	Lunch if required		2 hours 15
P4 & P1D	9.10am - 11.25am 2h 15	Lunch if required		2 hours 15
P6 P2 & P1W	9.20am- 11.35am 2h15	Lunch if required		2 hours 15

### **Dining arrangements**

All children will be asked to bring a packed lunch and the provision of free school meal vouchers will continue. Children will be asked to take any uneaten food / waste wrappers etc home with them, to help reduce the risk of infection spread. Their own cutlery for yogurts must also be taken. There will be a small supply of disposable spoons in the event that a child doesn't have one.

In most cases, and to reduce the requirement for cleaning between sittings, children will eat lunch in their classrooms (15 minutes). This reduces groups of children mixing. Timings of staggered lunch breaks will ease gathering of groups and demand on toilets. Timings will enable smaller groups to access the playground at one time and smaller numbers of staff accessing staffrooms at one time.

All pupils must remain on site for lunch (except on a Wednesday where children will go home for lunch unless they are a vulnerable pupil and the parent wishes them to stay to eat lunch) in order to limit their contact with others out with the school. These arrangements will be reviewed as restrictions are reviewed.

Early Years snacks will be within the setting area to ensure that children can remain within the space. It is expected that due to the reduced numbers of children attending, the organisation of space will accommodate a rolling snack. The social distance practice within the kitchens will also need to be considered. Specific risk assessment on both kitchens in the ELC will be required once recent guidance is addressed.

Points to note:

- All pupils will eat in their classrooms supervised by support staff. All rooms are suitable for this purpose.
- A timetable of staggered breaks has been created so that there are 2 year groups playing in the playground at any one time – this ranges from 2 to 4 groups in each end the playground at one time.
- Vulnerable pupils will be given the option to eat lunch onsite on a Wednesday ½ day

### Entry/exit times for all groups and breaks

Group	Session 1	Break	Session 2	Lunch	Lunch	Session3
East End P5 (1 group) P7 (1 group) West End P3 (2 groups)	9.00-10.10 1h 10	10.10-10.25	10.25- 11.50am 1h 25	<b>Play</b> 11.50am- 12.20pm	<b>Eat</b> 12.20pm- 12.35pm	12.35 - 2.30pm 1 h 55
East End P4 (2 groups) West End P1D (1 group) ASN/Support (1 group)	9.10-10.25am 1h 15	10.25-10.40	10.40-12.00 1 h 20	<b>Eat</b> 12.00-12.20	<b>Play</b> 12.20 -12.45	12.45-2.40pm 1 h 55
East End P6 ( 1 group) West End	9.20 - 10.40 1 h 20	10.40-10.55	10.55-12.25 1 h 30	<b>Eat</b> 12.25-12.45	<b>Play</b> 12.45-1.10pm	1.10pm-2.50pm 1h 40

P2 (2 groups) P1M (1 group)						
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## **Evacuation procedures**

Circulation routes and entry/ exit points have been altered and evacuation processes have been amended to reflect this. Muster points have been spaced further apart to allow for social distancing. The Fire Evacuation Plan has been amended in response to this School Contingency Plan and shared with all stakeholders.

## **Orientation**

The Senior Leadership Team will brief staff on circulation patterns and revised school layouts to ensure that all staff are aware of new restrictions. A map will be displayed and signage used as appropriate to act as an aide memoir. All children will be advised of arrangements prior to their return, through virtual tours and Google Meets, with health and safety a key focus when groups first join ‘in school’ learning in August.

A Returning to School booklet with all relevant information for returning will be shared with families. This will be tailored to support children and families with additional support needs to ensure that the information is clear and accessible.

## **School Transport**

Children will be encouraged to avoid travelling to school on either public transport with walking being promoted where safe to do so. Where walking is not appropriate and where parents/carers transport by private car, careful consideration will be given to travel plans with sites identified for “Park and Stride” routes identified out with the school site wherever possible and parents/carers encouraged to use these points to minimise activity around the school gates.

In situations where children become symptomatic of COVID-19 ‘in-school’, parents/carers will be required to provide transport home. Transport providers will not be able to transport symptomatic children.

Bike racks will be out of use in order to limit contact and to maintain social distancing protocols. For children coming to school on bikes or scooters, these must be left with parents before entering the school grounds.

Points to note:

- The school travel plan will be updated to reflect the new designated use of the various entrances, closure of bike and scooter racks, park and stride requirements
- Use of the local church car parks will be encouraged for parents who live outwith walking distance for the school and require to drive.

## **Managing Visitors / Managing Reception**

External visitors to Fernielea school building will generally not be permitted. The only exceptions to this will be for:

- Local authority officers required to visit the school to provide essential support to pupils or staff (by pre-arranged appointment only)
- Contractors required to access the main building or grounds to undertake essential planned maintenance or repairs (by pre-arranged appointment only)
- Contractors working on a closed construction site within the school building or grounds, where appropriate measures have been taken to entirely separate the construction site and contractor personnel from the rest of the school, and the work has been approved to go ahead by Corporate Landlord officers
- Any other visitors required to enter the building for emergency purposes, including emergency repairs

**Parents will not be permitted to visit school to speak to teachers about their children.** This will be communicated clearly to all parents. Where parents require to contact a teacher, they should be asked to make contact initially by email, and by booking an appointment in advance.

Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and will provide a telephone number for visitors to contact an appropriate member of staff within the building, should they wish to speak with someone or if they have an appointment to attend the school.

If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying any COVID-19 symptoms. Those displaying symptoms will not be permitted access.

Where possible visitors permitted access, will remain within the reception area of the school and speak with the relevant member(s) of staff via the Reception desk window / hatch.

The name and contact telephone numbers of all visitors entering the building will be recorded by the school administrator, along with the date and times of their attendance, in order to support the national Test and Protect Strategy.

Points to note:

- School administrator will be responsible for revising visitor sign in sheets to include contact information

- Parents will be informed of the need to avoid visiting the school / make appointments to speak to staff via newsletters, specific letter at start of session and through the use of signage indicating who to contact and how.
- DHT will manage the allocation of appointments for parents speaking to staff.