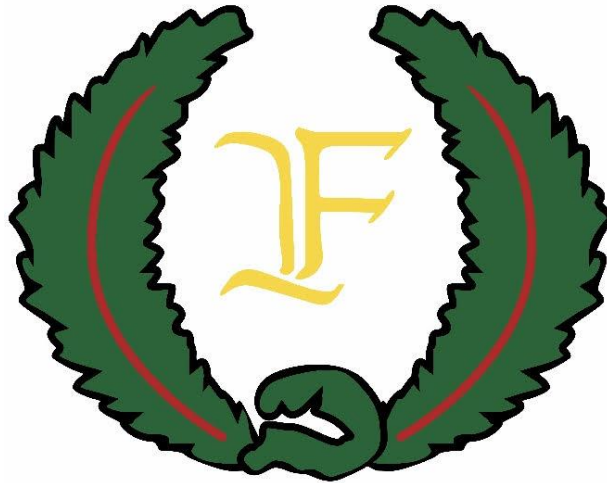


Fernielea School


Return to School Plan (100% ReturnVersion 1)



HAPPY

SAFE

ACHIEVING

<p>National Improvement Framework Priorities</p> <ul style="list-style-type: none"> • Improvement in attainment, particularly in literacy and numeracy • Closing the attainment gap between the most and least disadvantaged children and young people • Improvement in children and young people’s health & wellbeing • Improvement in employability skills and sustained, positive school-leaver destinations for all young people 	<p>Local Outcome Improvement Plan (LOIP) Stretch Outcomes</p> <ul style="list-style-type: none"> • 95% of children (0-5years) will reach their expected developmental milestones by the time of their child health reviews by 2026. • 90% of children and young people will report that they feel mentally well by 2026. • 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. • 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026. • Child Friendly City which supports all children to prosper and engage actively with their communities by 2026. • 25% fewer young people (under 18) charged with an offence by 2026.
<p>School Improvement Priorities 2019 – 2020</p> <ul style="list-style-type: none"> • Improvement in attainment, particularly in literacy and numeracy • Closing the attainment gap between the most and least disadvantaged children / young people • Improvement in children and young people’s health and wellbeing • Improvement in employability skills and sustained, positive school-leaver destinations for all young people 	<p>School Improvement Priorities 2020-2021</p> <ul style="list-style-type: none"> • Improving and developing our approaches to Learning, Teaching & Assessment • Supporting the Wellbeing of all • Physical Return to School buildings
<p>Context of the school:</p> <div style="text-align: center;">  <p>Happy, Safe and Achieving</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 Return Plan, which will act as the School Improvement Plan for the coming session.

The Fernielea Primary School Return 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?

Grouping children

The advisory subgroup on education and children's issues have said that it would be appropriate for children to be managed in groups up to the size encountered in primary school—that is groups of up to 25/30 children. The general approach should be to minimise the size of groups and keep them consistent where possible. Children should not mix with children in other groups, including in open plan settings. For settings with a registered capacity of 20 at any one time or of 30 at any one time, that number of children can be considered to make up one single group. The membership of that group should remain consistent. For example, children attending a morning session of ELC cannot mix with children attending the afternoon session of ELC.

Taking cognisance of the layout of the activity space; use of furniture to assist in dividing areas in the room to help maintain separation between groups and the extended use of outdoor spaces. To maintain separation between groups, settings could consider either timetabling access to outdoors and/or zoning the outdoor area. Key working—staff members should work with the same groups where possible throughout the day, and if cover is required for breaks, toileting etc., this should be managed within the staff working with a particular group. If staff need to work with other groups, this should be for limited periods. Staff will also need to maintain a 2 metre distance from one another, where possible.

How Will This Look at Fernielea?

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:

The staggered times of entry allow accompanying adults to maintain social distancing between adults when on site. SLT will take account of individual circumstances. Each group 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 cohorts of up to 25 children.

The intention of 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 metres 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 cohorts.

Each cohort will have 3 dedicated members of staff working with that group. The staff members will be able to mix freely within their cohort. As much as possible, the same staff member(s) should work/play/nurture within the same cohort. The aim is to keep consistency and reduce the transmission of infection. There will be one cohort in the morning of up to 30 pupils and one cohort in the afternoon of up to 30 pupils.

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 cohort they are placed in.

Social Distancing

It is expected that staff should social distance and remain 2 metres 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 assigned staffroom for breaks. Parents to drop child off at the designated door for a member of staff to collect and sign in/sign out.

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 ready to leave, when the parent arrives, by a member of staff to reduce risk of infection. No visitors, parents, carers beyond nursery door.

Sharing of Resources

Sharing of resources should be minimised. Where resources are used by different groups (e.g. on a rotational basis), consideration should be given to cleaning between uses. This also applies to outdoor equipment which should be cleaned between use by different groups of children. Resources such as sand, water and playdough can be used with regular cleaning of the equipment used. Water and playdough should be replaced on a daily/sessional basis, when groups change.

Settling In

Consideration needs to be given to meeting the individual needs of families where children have complex needs or disabilities. Settling-in –wherever possible when a child is settling into the service, this should be undertaken in an outdoor area with the parent and away from other children. It is important that relationships are developed and the settling in period reflects the needs of the children. Each child will be offered an induction session with their keyworker and a parent/carer. Discussion will take place relating to the care plan for that child and suitable induction period for starting.

Blended Placements

In order to minimise the number of contacts and risk of transmission, attendance at multiple ELC settings should be reduced as far as possible. Parents and carers should be encouraged and supported to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. However, the balance of scientific advice supports the use of more settings where required to ensure high quality childcare is available to children and in support of parents' need. For children who attend multiple settings, either ELC settings or childminders, consideration should be given to how they are supported to ensure good hygiene practices (washing hands, not sharing resources, etc.) when moving between settings, and how their contacts with other groups of children are managed, based on an appropriate risk assessment in each setting.

Provision of Meals and Snacks

Staff should follow usual good hygiene practices when preparing or serving food or assisting children with packed lunches. There is no need for additional PPE at meal and snack times. ELC providers may wish to consider the following potential approaches to managing at dining times and dealing with associated logistical issues. At Fernielea there will be set snack times for groups with a continuing focus on developing independence and improving social skills. We will be maximising the use of the outdoor environment for dining.

Maximising Use of Outdoor Spaces

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. Parents/carers are asked to dress appropriately for the weather.

Evidence suggests that outdoor environments can limit transmission. If outdoor equipment is being used, staff will ensure that multiple groups of children do not use it simultaneously, as well as considering appropriate cleaning between groups of children using it.

Wellbeing, Nurture and Experiences

Settings will be aware that the pandemic will have a unique impact on each child and family, as well as themselves and their colleagues at work. It is important that the child is at the centre of their practice to ensure quality, whilst balancing safety and risk.

During the Covid-19 recovery period settings will require to adjust how they provide high quality provision. Some aspects of practice will need to be delivered in different ways to ensure the safety of all. Further information can be accessed through the 'Realising the Ambition: Being Me' page:

[https://education.gov.scot/improvement/learning-resources/realising-the-ambition/Outdoor / Offsite](https://education.gov.scot/improvement/learning-resources/realising-the-ambition/Outdoor/Offsite)

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 Nursery 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+ and COVID Guard Spray.

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.

Ratios are: 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 cohort 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.

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.

It is proposed that all year groups in primary school return, but in reduced groups for a period of orientation (one day in week 1 of Term 1) to allow for all pupils to become familiar with systems in place to reduce the occurrence of infection. Classes will be divided into 3 groups for orientation days, 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:

Orientation Days – Week 1 P2-7

Date	Group	As normal
Wednesday 12 th August	Group A only	9-3pm
Thursday 13 th August	Group B only	9-3pm
Friday 14 th August	Group C only	9-3pm

Orientation days for P1 pupils

Wednesday 12 th August	GROUP A only 9.15am - 11.15am	Group A's first day
Thursday 13 th August	GROUP B only 9.15am - 11.15am	Group B's first day
Friday 14 th August	GROUP C only 9.15am - 11.15am	Group C's first day
Monday 17 th August	P1 D 9.10-12.10pm P1W 9.15- 12.15pm	Small snack required for playtime
Tuesday 18 th August		
Wednesday 19 th August		
Thursday 20 th August		
Friday 21 st August		
Monday 24 th August	P1 D 9.10-12.10pm P1W 9.15- 12.15pm	Small snack required for playtime
Tuesday 25 th August		
Wednesday 26 th August		
Thursday 27 th August		
Friday 28 th August		
Monday 31 st August	P1D 9.00am -3.00pm P1W 9.05 - 3.05pm	Small snack and packed lunch or school lunch required
Tuesday 1 st September		
Wednesday 2 nd September		
Thursday 3 rd September		
Friday 4 th September		

The relaxation of physical distancing guidance for children enables us to welcome all children and young people back into school with minimal adaptations to classroom spaces. 2m physical distancing is required between staff and pupils, with PPE mitigations required where this cannot be realised.

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 other classes whilst moving through school. Pupils will not be able to move from school to school, or any other setting

Minimising Physical / Social Contact Between Classes in the Playground

National guidance advises that-

Passing briefly in the playground is considered low risk.

Keeping children within consistent groups is not an all-or-nothing approach - there will be benefits even if this can only be implemented partially (e.g. if some limited mixing of groups is permitted).

Suggested approaches for primary schools include:

Mid-morning and lunch break times should be staggered where possible so that there are fewer children using the playground (and dining room) at any one time. The amount of time that children spend in the playground should be no longer than 15 minutes in each break period - either by keeping break times to 15 mins max, or having children spend part of their break / lunch time inside (remaining in their class group), and part outside. This would ensure there is no possibility of children spending more than 15 minutes in close proximity with children from another class group, and therefore the risk is low.

Alternatively if spending longer than 15 minutes in the playground at lunch times, each class group could be asked to stay within one part of the playground space, to avoid prolonged contact with children from another class group.

The size of Fernielea playground has been assessed to determine how many children can safely be in a space whilst maintaining social distancing rules. 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

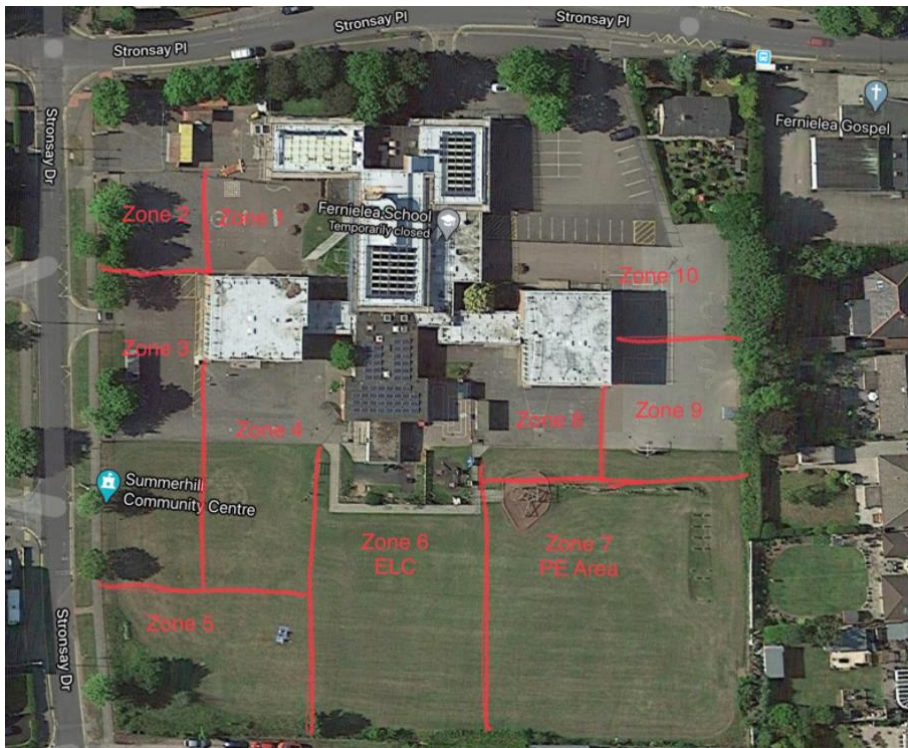
Good ventilation is of critical importance and all measures outlined in the LDPP and associated School Plans apply. Where it is safe to do so, doors and windows should be kept open to increase natural ventilation. This will also help to reduce the need to touch door handles. However internal fire doors should not be permanently held open, unless fitted with automatic hold-open and self-closing devices, which ensure the doors will close when the fire alarm activates. Where these devices are not fitted, internal fire doors in corridors may be temporarily held open during busy periods, such as the start and end of the day when large numbers of pupils are moving through them; in these circumstances an identified member of staff (Class PSA) must be responsible for ensuring the doors are closed again (and any temporary wedges removed) immediately after the busy periods are over, and immediately in the event of a fire alarm activation. Similarly, classroom doors may be wedged open whilst the room is occupied, but they must be closed again whenever the room is left empty (teacher).

The school's fire risk assessment should always be reviewed before any decision is taken to have internal doors held open.

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. Ten 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.

Fernielea Playground Zoning Map



Management of Symptomatic Building Occupants

Symptomatic children, young people and staff

Children waiting to be collected by their parent or carer will be isolated in a private, well ventilated room/area and asked to avoid touching surfaces. Parents and carers will be contacted to collect their child and a face mask will be provided for the journey home.

If settings have two or more confirmed cases of COVID-19 within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, they may have an outbreak. In this situation settings should make prompt contact with their local HPT and local authority. If an outbreak is then confirmed, settings should work with their local HPT to manage it. The HPT will make recommendations to the incident management team on self-isolation and on testing of children and staff and the arrangements for doing this. 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

Track and Trace

All staff require to familiarise themselves with Test and Protect arrangements on either the 10th or 11th August. Staff will be given priority access to testing when requested through Core HR. Tests should only be requested when staff are symptomatic or advised to seek a test through Test and Protect.

Health Surveillance

Public Health Scotland have established surveillance arrangements to monitor rates of infection. These rely on timely recording on SEEMiS. All attendance data must be input in SEEMiS by 10.30am using the COVID-19 codes. The data will be reviewed by the central team and Scottish Government at 11am.

Individual Risk Assessments for Vulnerable Staff

As detailed in school contingency plans, only children, young people and staff with no symptoms of COVID-19 will return to school buildings in August. Almost all staff and children and young people who were previously shielding will have been advised by a Clinician that it is safe to return to school buildings. To plan for the safe return of those who have been shielding, individual risk assessments have been completed where requested. In some cases it may be appropriate to offer further mitigation by the wearing of a face mask. Risk assessments should be completed prior to the individual returning to the school building and may be carried out remotely.

It may be appropriate to revisit individual Risk Assessments for individual members of BAME staff.

There is an expectation that we provide a curriculum for those not medically able to attend school buildings and we need to understand the scale of this to determine next steps. Please advise your QIM of any staff who are medically unable to attend and of any children who will require digital delivery due to the advice of a Clinician. We will take a common sense approach.

Individual Plans for vulnerable children

Schools have been working with parents and carers to plan the return for children and young people who are likely to require sensitive transitioning back into school buildings. Contact should be made with families to sense check the plan in light of any changes that have taken place over the school holiday period. Children with ASD and ADHD are likely to require the most careful consideration.

The use of PPE, including face coverings

Most staff will not require to wear PPE although there will be some exceptions and the PPE guidance continues to apply. Face coverings are not expected, however if individuals (children, young people and adults) choose to wear them then they will be supported.

If a member of staff must work within 2m of a pupil for more than 10 minutes, then a face mask will be required. PPE will also be required for intimate care. Initial stocks of PPE have been delivered to schools. All staff have received training regarding the appropriate and safe use of PPE. PPE is readily available to all staff in a central store and in individual classrooms. The first aid area also stocks PPE items for use.

Restricted activities

Assemblies, singing, any activity that promotes voice projection and the playing of wind and brass instruments is not allowed. National guidance on sport and SERC guidance should be followed.

Use of resources

In keeping with School Plans, children and young people should be discouraged from bringing resources into school from home where possible: personal belongings should not be shared with others. The sharing of school resources should be limited where possible. Toys and equipment used in school should be easy to clean and resources such as sand, water and playdough should only be used by consistent groupings of children. All equipment should be cleaned between use by different cohorts.

Particularly in ELCs and primaries, children should come to school appropriately dressed for learning outdoors. Children should not share outdoor clothes or footwear. Items belonging to settings should be allocated to one child and cleaned before use by another child.

School staff will be given sanitising wipes and Maxam Pura+ disinfectant 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 quarantined for 72 hours (following the guidance from ACC Library Services) prior to being place back in circulation, this will have an impact on the use of reading books. This will take place unless the books are to be made available to individual pupils for their sole personal use.

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.

Movement of Staff

Staff will not be able to move from school to school. Where possible additional city-wide resource will be allocated to schools to provide a level of on-site contingency. Discussions have taken place with key partners such as SDS so that staff are limited to one school only and therefore able to be considered core staffing.

Movement of staff within schools should be limited where possible without restricting access to a full curriculum. This may mean that primary NCCT arrangements require to be reviewed to build longer blocks of Non Class Contact time.

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). Cleaning staff will only work within one location. Wraparound care arrangements (breakfast clubs and after school activities) have highlighted their needs to Corporate Landlord. Wrap around care services will conduct their own risk assessment and meet with the Head Teacher to ensure all arrangements support the work of the school in minimising mixing of groups and movement of children.

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 – 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 **not be in use**. - signage will be in place to indicate this.

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

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.

The promotion of handwashing continues to be critical. All children, young people and staff will wash their hands with soap and water for at least 20 seconds, or use an alcohol hand sanitiser, when:

- entering the building (or returning after lunchtime)
- before eating or handling food
- after blowing the nose
- after sneezing or coughing
- after going to the toilet
- when changing classroom
- prior to entering school transport

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. Stocks of sanitiser have been delivered to schools. The use of posters and reminders about hand hygiene are of critical importance.

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, P2/3, P3, P6, P6/7 and P7 entrances, nursery entrance and main school entrance.
- Stocks will be kept in the end store (stationery cupboard).
- Stock will be monitored by PSA (Mrs A) by Thursday lunchtime and all requirements ordered by School support assistant by lunchtime Friday every four weeks
- 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

The relaxation of the physical distancing requirements for primary school children enable pupil toilets to be managed more easily but toilet allocations to class groupings should proceed where possible to do so.

Pupils' access to toilets will require to be carefully managed in order to minimise close contact between classes. This will be managed by issuing each child with a toilet tag for their use only (laminated token with blu tac). They will stick it to the outer door of the toilet area to indicate that they are in the toilet. Signage will indicate the classes and the number of pupils allowed in toilets at one time. 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. 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 – 4 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.

Safeguards in place:

- Visual prompt reminding number allowed in at one time, designated toilets per class
- Toilet tags to indicate how many are in the toilet area
- 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

Access to Drinking Water

There is a legal requirement for pupils to have access to drinking water whilst at school. Drinking fountains can be used by pupils to fill their own water bottles, provided that measures are in place to regularly clean the touch points on and around the water fountain. Pupils should be required to use hand sanitiser immediately before and after using a water fountain. Pupils should not drink directly from water fountains.

ACC Building Services have confirmed that cold water from sinks within classrooms is suitable for drinking and so this can also be used to fill pupils' water bottles. Sinks and taps should be cleaned regularly, particularly where the sinks are used for other purposes.

The Risk Assessment Process

Discussions around health and safety will feature as part of the daily school routine. School Leaders will ensure staff are fully aware of expectations for all and these will be clearly communicated to children and young people during their first visit to school from Wednesday 12th August. The Health and Safety team will e-mail individual schools to advise of updates required.

The risk assessment process must be dynamic with any identified vulnerabilities identified and mitigated routinely. Every time the risk assessment is updated it must be shared with all staff and Trade Union H&S representatives.

To support social distancing between staff and pupils:

Staff must adhere to the 2m social distancing from pupils and each other. An additional staffroom has been created to support this. Capacity for each staffroom is clearly visible on the door of the room and staff cannot enter if the limit is reached. Breaks have been staggered to allow for this.

- Social distancing in offices between adults and between adults and children:
 - 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

How will we decrease interaction?

Wider Access to schools

As detailed in Fernielea School Contingency Plan, entry to school grounds will be strictly restricted to parents of children attending Early Learning and Childcare and those supporting new pupils. Parents and carers should be discouraged from entering car parks wherever possible. With prior agreement, parents/carers supporting the return of children with complex additional support needs will be permitted to enter school grounds.

School reception areas will not be accessible to parents and carers as we first return and signage will be in place to support this. Enquires should continue to be made either by phone or by e-mail.

Only employees of partner agencies who can be classed as 'core staffing' and are based only in one school will be able to support children face to face in the first instance.

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

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*).

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). School reception area will not be accessible to parents and carers with all enquires made either by phone, e-mail, Google or Microsoft Teams.

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

Where possible, furniture will be laid out to guide effective social distancing between pupils and adults 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. A risk assessment has been completed in partnership between Out of School Care Manager and the Head Teacher.

Seating plans will be created for each class.

Timings of School Day

Group	Session 1	Break 15 min	Session 2	Lunch	Lunch	Session3
P7	8.55-10.10	10.10-10.25	10.25- 11.50am	Play 11.50am- 12.20pm	Eat 12.20 - 12.35pm	12.35-2.55pm
P6/7	9.05 – 10.10	10.10-10.25	10.25- 11.50am	Play 11.50am- 12.20pm	Eat 12.20 - 12.35pm	12.35-3.05pm
P6	9.05 – 10.10	10.10-10.25	10.25- 11.50am	Play 11.50am- 12.20pm	Eat 12.20 - 12.35pm	12.35-3.05pm
P3	9.00 – 10.10	10.10-10.25	10.25- 11.50am	Play 11.50am- 12.20pm	Eat 12.20 - 12.35pm	12.35-3.00pm
P4	9.00-10.25am	10.25-10.40	10.40-12.00pm	Eat 12.00-12.20	Play 12.20 -12.45pm	12.45 – 3.00pm

P5	9.05-10.25	10.25-10.40	10.40-12.00pm	Eat 12.00-12.20	Play 12.20 -12.45pm	12.45 – 3.05pm
P2	9.00 – 10.25	10.25-10.40	10.40-12.00pm	Eat 12.00-12.20	Play 12.20 -12.45pm	12.45 – 3.00pm
P2/3	9.00 – 10.25	10.25-10.40	10.40-12.00pm	Eat 12.00-12.20	Play 12.20 -12.45pm	12.45 – 3.00pm
P4/5	9.00 - 10.40	10.40-10.55	10.55-12.35pm	Eat 12.35-12.50	Play 12.50-1.20pm	1.20 – 3.00pm
P1D	WK 1-3 9.10 –10.40 (Wk 4 9.00 – 10.40)	10.40-10.55	10.55-12.35pm	Eat 12.35-12.50	Play 12.50-1.20pm	1.20 – 3.00pm
P1W	Wk 1-3 9.15 – 10.40 (Wk 4 9.05 – 10.40)	10.40-10.55	10.55-12.35pm	Eat 12.35-12.50	Play 12.50-1.20pm	1.20 – 3.05pm

Dining arrangements

All children will be asked to bring a packed lunch for Week 1 orientation day. 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. For week 2, cold lunches will be offered – ham or cheese sandwiches. Normal school lunches offering hot and cold options will resume from Week 3.

During Week 1 orientation days, children will eat lunch in their classrooms (15 minutes). This reduces groups of children mixing. From Week 2 onwards children will eat lunch in the dinner hall. 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.

Classes will be allocated set seats to ensure 2m distancing between groups is possible. A maximum time of 15 minutes will be allotted for time spent in the dining hall. In and outdoor will be used. All children will be moved as a group.

All pupils must remain on site for 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.

Entry/exit times for all groups and breaks

All classes will have set entrances/exits for the playground and for entry to the building. All classes have separate entrances (except P2/3 and P3) but where 2 classes are entering the same door/gate staggered times are used.

<https://fernielea.aberdeen.sch.uk/wp-content/uploads/2020/08/Fernielea-Entering-School-Safely-Guide-August-2020.pdf>

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.

A fire drill will be carried out within first week of return to school.

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.

Returning to School 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.

The curriculum

In the first few days there will be a focus on ensuring that children and young people are aware of the health and safety measures in place and a need to help learners make sense of recent events. This focus will ensure that children can re-engage positively with 'in school' learning and rebuild relationships with peers and staff.

All children up to early secondary will focus on health and wellbeing, literacy and numeracy for the remainder of the first term; this will help ensure that staff can effectively identify appropriate next steps for individuals. Guidance has been developed to support schools.

The impact of the pandemic on children and young people is most likely to be displayed through the behaviours of children and young people. A range of professional learning is available to support staff (insert link) with TEAMS training available from Education Psychology Service -

<https://www.aberdeencity.gov.uk/services/education-and-childcare/support-young-people>

Digital Support

Schools will be issued with information on devices issued during lockdown and in order to reduce movement across the city devices loaned will now belong to the learner's school.

As part of the government initiative to combat digital poverty all learners in SIMD 1 and 2, who have not already been issued with a device will be allocated one. Devices to be used at school and at home will be delivered directly to school for onward distribution. Connectivity solutions are also available.

Information Sharing

Information for parents to support their child's return to Fernielea has been shared and is readily available at: <https://fernielea.aberdeen.sch.uk/covid-information/>

Any important changes to arrangements will be communicated via Groupcall in the first instance.

Letters will be sent electronically and permission letters will be sent via Google Forms.