

## Hawthornden Primary School

### **Key Points from Midlothian and National Guidance for Re-Opening Schools:-**

- Parents should not enter school buildings unless required – where possible, meetings will take place virtually or via the phone / telephone conference. If a face to face meeting is essential then social distancing rules will apply and parents/ carers will be required to wear a face mask.
- Communication to teachers / school should be via email / phone call or a note sent in your child's school bag. You can contact teachers directly via email or through the school email address or a member of the Senior team.
- Staggered drop off/pick up times will be in place so that not all children arrive onsite at one time.
- School grounds will be closed until 15 minutes before school start times to avoid crowds of people gathering.
- Additional access and exit points including classroom doors will be in use.
- When children arrive in the school they will go directly to their classrooms through classroom external doors. Parents may bring them to the classroom door to drop off but cannot enter the classroom.
- If you are dropping off younger children, you are discouraged from gathering outside the school and in the playground. You should maintain distancing of 2m, as far as practicable, when dropping off your child/children
- Only one parent/carer should enter the school playground with their child to minimise the number of adults in the vicinity of the school.
- For those arriving by car, we are encouraging you to park further away from the school and then walk with children to avoid congestion - Car-sharing with children of other households is discouraged

- Children and young people will be required to **bring a packed lunch** with them to school **until 18<sup>th</sup> September**. More details of this will follow. This is for **ALL** children including those in receipt of FSM
- Lunches will be eaten in the classrooms.
- Handwashing/ sanitising is available to everyone entering and leaving the school
- Careful timetabling will be used to minimise movement around the school building.
- Toilet areas will be carefully controlled to ensure that they do not ever become crowded and that they remain clean
- All changes to movement around the school, including entrance and exit arrangements will be clearly communicated to staff, children and young people and parents and carers.
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- Doors, **except fire doors**, will be propped open where possible to minimise touching of door handles and bottlenecks of pupils
- We will be considering the increased use of outdoor spaces when we reopen
- Adult visitors to schools will be strictly limited only to those that are necessary to support children and young people or the running of the school.
- We will be maintaining 2m distancing between adults and children whenever possible to help mitigate risk, but it has been acknowledged that this is not always possible or desirable, particularly when working with younger primary school children or children with additional support needs who may require personal or intimate care. Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (eg for 15 minutes or more), face visors will be worn or additional PPE where individual risk assessments have been undertaken.

- There will be more frequent cleaning of rooms/areas that are used by different groups (e.g. classrooms, toilet blocks and staff areas).
- Local infection control procedures that outline safety and protocols will be stringently followed. This includes procedures for the disposal of soiled items; laundering of any clothes, towels or linen; and cleaning equipment for children and young people.
- Careful consideration will be given to the cleaning regime for specialist equipment (e.g. in practical subjects or for children with additional support needs), sensory rooms etc. to ensure safe use.
- We are taking a positive and solution-focused approach to supporting the mental health of children and young people, recognising that this is a time of emotional challenge for many. The underlying principles for promoting the Health and Wellbeing of staff and pupils on return to schools are Resilience and Nurture. We will be using a range of practical resources to support in these areas
- The key personal hygiene measures that all children, young people and staff will follow are:
  - frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet
  - hand towels are to be used for drying hands.
  - children, young people and staff will be encouraged to avoid touching their faces including mouth, eyes and nose
  - using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste
- Hygiene plans will be regularly and clearly communicated.

- Signage has been put up, including in toilets.
- Adequate facilities have been made available for hand hygiene, including handwashing facilities in every classroom .
- Help will be given to those children and young people who struggle to wash their hands independently.
- Over time it is possible that children and young people will become complacent about hand hygiene. Schools will involve them in making plans to ensure that this continues to happen. **This will be reinforced regularly.**
- Wherever it is safe to do so, doors and windows will be kept open to increase natural ventilation (this advice will be reviewed as we head into the winter months). This will also help to reduce contact with door handles. However, internal fire doors will never be held open.
- The whole school community should be vigilant for the symptoms of COVID-19, and to understand what actions they should take if someone develops them, either onsite or offsite. The most common symptoms are:
  - new continuous cough
  - fever/high temperature
  - loss of, or change in, sense of smell or taste (anosmia).
- We will also maintain an accurate register of absences of children, young people and staff and whether these are due to possible or confirmed COVID-19
- If a member of staff or a child develops symptoms we have a designated isolation room where they will be asked to remain until contact has been made with their emergency contact . They will be collected directly from the isolation room. For this reason **it is vital that we have current up to date emergency contact information**
- Children will only access toys and equipment that are easy to clean. Resources such as sand, water and playdough will be used only by consistent groupings of children and will form part of relevant risk assessments.

- Children are discouraged from bringing their own personal toys/devices to school. If mobile phones are brought into school, they must remain switched off and kept in school bags. School bags will be kept in classrooms beside or under children's desks. Please note that these are brought into school at your own risk.
- As far as it is safe to do so, the use of active travel routes by parents, carers, staff and children and young people is encouraged eg walking and cycling, scooting, wheeling etc is strongly encouraged. Bike and scooter racks will be cleaned regularly
- We are currently working on a contingency plan that will include on our website and Google Classroom at least 1 week's worth of work for all children and access to the digital platforms they used during school closure. This will ensure that remote learning can commence at very short notice in the event of a school closure.