



Houston Primary School Return to EL&CC COVID -19 Parents' Guide

REVISED JUNE 2020



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Houston Primary School



Welcome back!



The COVID-19 pandemic has brought unprecedented challenges for people and society. As we look forward to a return to school and Early Learning & Childcare, most of us likely feel a mix of nerves, excitement and relief! We are preparing for a **full return** to education this August. You will have received details of your child's EL&CC allocation at the beginning of June.

Hopefully, you will find the information included in this booklet useful in preparing your family the changes ahead. Our experienced and nurturing staff look forward to welcoming all of our pupils back soon.

Start Dates & Times

Please note amended dates for starting Term 1 in August. Allocations for EL&CC places were posted at the beginning of June. Preschoolers were offered 1140hrs and ante preschoolers were offered 600hrs.

Day 1: Wednesday 12th August

all returning EL&CC children who have been allocated a Wednesday session, including those invited to attend first visit

Day 2: Thursday 13th August

all returning EL&CC children who have been allocated a Thursday session, including those invited to attend first visit

Day 3: Friday 14th August

all returning EL&CC children who have been allocated a Friday session, including those invited to attend first visit

Please note that children will be welcomed by a staff member at the gate to the right hand side of the EL&CC door (beside red fencing). Please arrive promptly for your child's designated start time.





Drop Off and Collection Arrangements



Renfrewshire Council have advised that no adults, other than school staff, should be permitted in the playground. We appreciate that this is likely to cause concern for many. Therefore, we propose parents drop off those returning to our EL&CC **on their first day only** at the nursery gate, to the right of the EL&CC Main Entrance (look for red fencing) where staff will warmly welcome back our friends.

Parents of those attending their first day in our Early Learning & Childcare Class will be allowed to enter the playground, **after 9am**, or a few minutes prior to their scheduled time. Please note that **only one parent** will be permitted into the nursery grounds on your child's first day, via the gate to the right hand side of the EL&CC Entrance (beside the playhouse).

Thereafter, staff from our EL&CC will collect children from parents at the **double playground gates at Dunnett Drive** and take them into the EL&CC at 8.40am. **In order to protect children and staff, visitors are not permitted in the school playground between the hours of 8.30am and 3.30pm (with the exception of first day back and new entry visits).** Those dropping off at 8.00am or 8.15am may come into the playground to drop off, via the gate nearest the staff car park. Please park opposite the cemetery and use the path.

Children can be collected at 1.00pm and 2.50pm from the double gates at Dunnett Drive. Those collecting at 4.10pm and 6.00pm can enter the playground and collect from the nursery garden gate. As entry to our existing building is via the playground, we have had to restrict access to adults, in order to support staff supervising the playgrounds and minimise contact between adults and children. Please note that children will be accessing the playgrounds throughout the day as part of outdoor learning.

We are discouraging, where possible, items from home being brought into the EL&CC. If your child needs a comforter, it will have to be placed in a bag and returned at the end of the session.

Please arrive promptly for drop off times, in order to minimise disruption and maximise staff time with the children.

For children attending 8am-6pm, parents can drop off and collect children at EL&CC garden gate (at red fencing) which will be supervised by a member of the team. The playground will not be used by staff or pupils at these times, therefore access is permitted.

For children attending 8.15am to 1pm, parents can drop children at EL&CC garden gate at 8.15am. Staff will escort children into the EL&CC. At 12.50, children will be taken to the back gate at Dunnett Drive for collection. Unfortunately, we cannot permit access to the playground as this is during the school lunchtime period.

For children attending 8.40am to 11.50am, parents should drop children at the double gate at Dunnett Drive at 8.40am. Staff will welcome children and walk them into the nursery garden. Children should be collected from 11.40am from this gate. Unfortunately, we cannot permit access to the playground. **We advise prompt drop off to avoid congestion as a result of school aged children arriving.**

For children attending 1pm to 6pm, staff will bring children in from the the back double gate at Dunnett Drive at 1.00pm. Unfortunately, we cannot permit access to the playground as this is during the school lunchtime period. Children can be collected from the nursery gate (at red fencing). The playground will not be in use after 3.30pm, so parents can enter the playground.

For children attending 1pm to 4.10pm, staff will bring children in from the the back gate at Dunnett Drive at 1.00pm. Unfortunately, we cannot permit access to the playground as this is during the school lunchtime period. Children can be collected from the nursery gate (at red fencing). The playground will not be in use after 3.30pm, so parents can enter the playground.



The health and safety of our children and staff is paramount. Renfrewshire Council has made the decision to **not** permit adults in the playground during drop off and collection times. Staff will escort children to the designated playground gate during collection and drop off times. Staff will ensure that each child dismissed is paired up with their parent/carer. Please note that it is the responsibility of the adult to ensure that children are collected on time from the gate. Children who are not collected will be taken back to the EL&CC building.

For those wishing to collect early, due to siblings finishing school for the day, staff will take a note on the register and drop off children at 2.50pm.

You are asked to phone the EL&CC if a situation arises which results in a change to collection arrangements.

Safe Routes to School

Where possible, we encourage those who can, to walk to school. There are bike racks for securing bikes and scooters in the playground, however, they are left at owner's risk. We kindly ask that cyclists dismount before entering the playground. **Please note that Renfrewshire Council's guidelines state that parents/careers of school aged children are not permitted in the playground.** Dogs are not permitted in the playground.

The volume of traffic in and around the school car park continues to be an ongoing concern. We ask that everyone accessing the car park (including grandparents, childminders and family friends) are vigilant and considerate. Everyone should use the footpath and **no child should ever walk across the car park.**

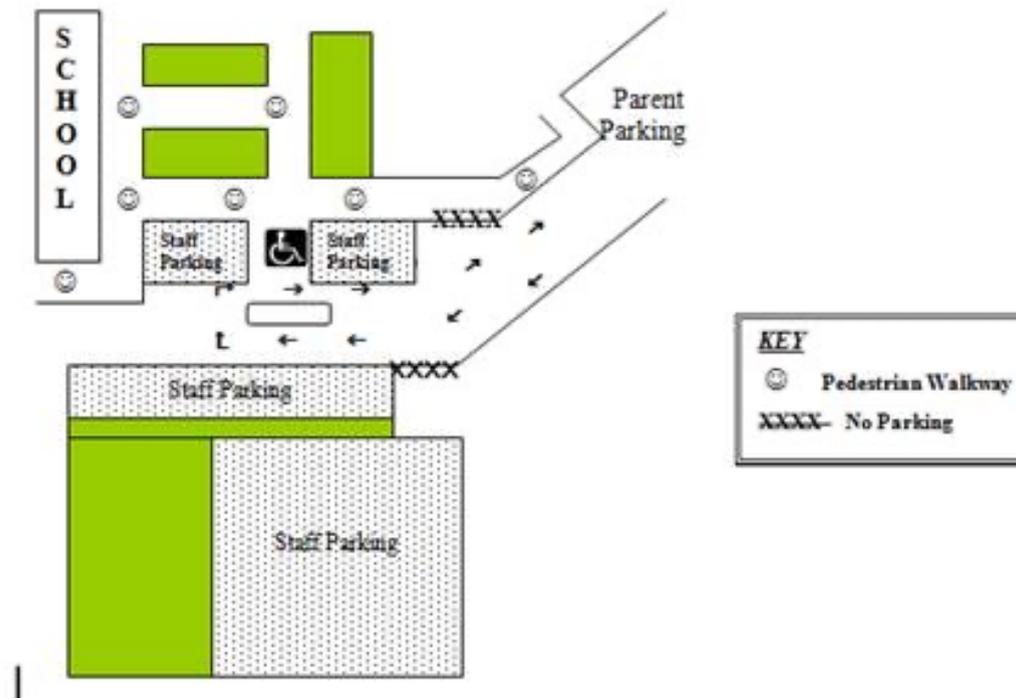


Car Park

In the interest of the children's safety, parents are asked to drop off and collect pupils at the Parent Parking zone and NOT in the staff car park. However, there are two disabled parking spaces for those who hold badge permits to use. When parking, please be considerate of the school bus, leaving it plenty of room to turn and for other road users to pass by safely. If adults are parking near the school, we ask that, where possible, they respect physical distancing advice when walking to and from their vehicle.

Pupils are frequently reminded of the dropping-off places and taught the safest ways in and out of the playground. Please help us by ensuring that you encourage your child to use the safe routes and not across the car parking area – safety is much more important than convenience. Please note that the Car Park is intended for staff use. Parents/carers are asked to park beyond the bus bay, opposite the cemetery.

Please note, local residents whose driveways are obstructed by parked cars have been advised by the community police officer to contact the station directly.



Visitors to the School and EL&CC

In the interest of safety for all our pupils, we ask those with an appointment, arriving at the EL&CC between 8.00am and 6.00pm, enter by the ELCC Main Door. Hand sanitiser is available on direct entry to the building and should be used by everyone. Please note that visitors must remain in the porch area. Those who have an appointment, will be directed as to how they should enter the premises.

Please be advised that Renfrewshire Council's COVID guidelines do not allow visitors to enter the premises without an appointment. If your child has forgotten something e.g. lunchbox, please phone and we will make alternative arrangements. If you wish to speak with a member of staff, please contact the office who will be happy to arrange a mutually convenient time to talk by phone.

If your child is late or has an appointment during EL&CC hours, please enter via the Main EL&CC door and wait in the porch. A staff member will ensure that your child is marked appropriately on the register. It is crucial that we know, at all times, who is in the building.



Book Bag



Children may bring a Bookbag to the EL&CC. This can be used to transport drawings, paintings and crafts home. Please ensure that items are taken out of the folder each day.

The folder available to purchase from the EL&CC is fabric. If you prefer your child to use a plastic one which can be wiped down that's fine.

Please note that our Book Club and Home Learning resources are temporarily suspended.

Children may leave their **drawstring bag** with soft indoor shoes and a spare change of clothing on their peg at nursery on their first day. Please note pegs are not large enough for backpacks.

All personal items should be labelled clearly. Children will not be permitted to share their belongings.

Communication



www.houstonprimaryschool.com

Communications will be sent to you via ParentPay. This online platform allows you to receive communications from the school, give consent for special events etc.

Our school website will also be updated regularly with important information. Photographs and short messages relating to the children's learning will also be communicated through our EL&CC blog which you will find at houstonprimaryschool.com

E-mail and telephone communications between parents and staff may be required if face to face meetings are not permitted in the EL&CC.

We are proud of the positive relationships between pupils, staff, parents and the wider community. If you have a concern or wish to speak with a member of staff, please contact the office who will happily arrange a mutually convenient time to talk by phone.

Our Learning Environments



The Scottish Government will instruct schools and Early Learning & Childcare settings on the model for return to education in August. We have worked hard to complete Risk Assessments and Health & Safety checks that take account of procedures and routines for minimising the risk of infection. Increased cleaning, physical distancing measures and hygiene are amongst many things considered, with the health and wellbeing of children and staff in mind.

Please note that advice regarding physical distancing between young children in the Early Years is different. Up until now, the focus has been on encouraging settings to consider physical distancing between adults. Advice has been on creating groups of children or 'bubbles' with assigned staff and space, who will work and play together, with hygiene and safety measures in place. This includes ample opportunity for outdoor play.

The layout of the EL&CC is likely to look a little different with all soft furnishings removed. Staff are keen to ensure that our playroom and outdoor areas still look familiar and will continue to work hard to create a positive and nurturing ethos that reflects our shared school values: FRIENDSHIP, RESPECT, HONESTY and SUCCESS.

Staff have spent much time planning for opening in August. They have revised procedures and routines, in line with the Scottish Government's '*Coronavirus (COVID-19) Phase 3: guidance on reopening early learning and childcare centres.*

You will soon receive details of your child's group and Key Worker(s).



Children will continue to get the chance to connect with each other and extend their interests and motivation to learn. We will focus on the core areas of literacy, numeracy and health and wellbeing, allowing children to learn new skills and apply them through their play.

Children will only have access to toys and equipment that are easy to clean. Resources such as water, paint and playdough will be used - the nursery will do a risk assessment on the use of such materials with careful consideration of how these will be disposed of and set up for another child or group of children.



Regular hand washing and drying of hands using soft paper towels.

Children may bring their own, labelled, hand cream.



All staff are trained in food hygiene and will prepare and serve snacks to children. All equipment, crockery and cutlery will be washed in the dishwasher. Hard surfaces will be wiped down regularly with blue roll and sanitising spray. Please inform Miss Anderson, Depute of Centre of allergies or food intolerances.



How Do You Feel Today?



Happy



Sad



Angry



Scared



Silly



Excited



Surprised



Shy



Embarrassed

Daily Check In time with staff.

Increased cleaning throughout the school day, with a focus on surfaces that are likely to be touched often, including tables, door handles, switches, keyboards and toilets. Staff will clean play materials throughout the day.



Hygiene & Wellbeing

Here are some of the ways in which we will support hygiene and wellbeing in school...

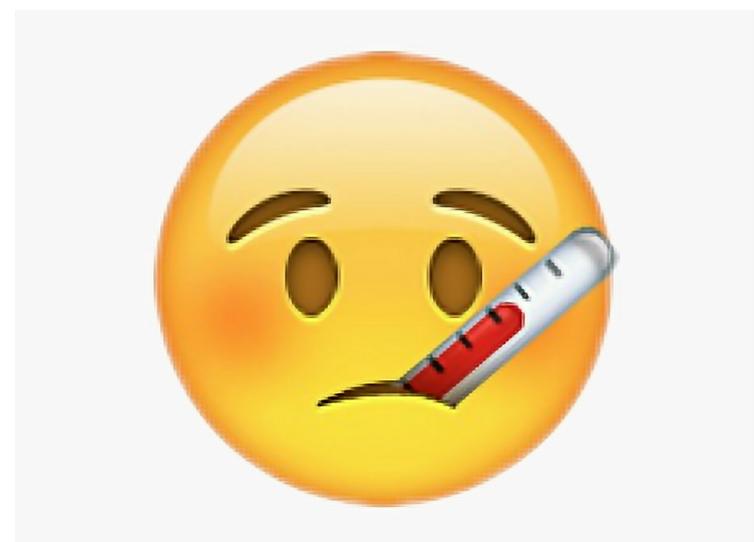
Children will participate in daily outdoor exercise.



What happens if my child becomes unwell or shows symptoms of COVID-19?

We encourage everyone to follow national guidelines regarding self-isolation if a member of your family displays symptoms of COVID-19. Government advice regarding the Test and Protect approach should be adhered to. Scan the QR code with your camera to find out more.

Should a child display symptoms, we will contact the parent or carer and ask them to make arrangements to collect him/her. In the meantime, staff will keep them away from other pupils and face coverings will be worn. Any room used to keep the pupil isolated will be cleaned afterwards. Should children be required to self-isolate, teaching staff will be able to support their learning from home.





TEST & PROTECT

A NEW WAY TO TACKLE CORONAVIRUS

The Test & Protect service from NHS Scotland will help us keep the rate of infection down and stop the spread of coronavirus.

If you have a cough, fever, or loss or change in taste or smell, you need to request a test right away at [NHSinform.scot/test-and-protect](https://nhs.uk/inform/scot/test-and-protect) or call **0800 028 2816** if you can't get online.

Please do not leave your home except to get tested to keep others safe. If symptoms worsen or last for more than seven days, call **111**.

If the test is positive, NHS Scotland will confidentially ask who you've had close contact with recently. This is so we can let those people know they may be at risk, request they do not leave home for 14 days, and offer them a test if appropriate.

Anyone could be asked to stay at home and not go out at all, to keep your community and loved ones safe.

For more information go to [NHSinform.scot/test-and-protect](https://nhs.uk/inform/scot/test-and-protect)



To support schools and nurseries, there will be an enhanced surveillance and testing programme available to staff, children and young people across the country. This will include full application of Test and Protect, outbreak management and rapid testing for all those in schools and nurseries who have symptoms. It will also include close monitoring of the virus in schools and nurseries, and among nursery and school-aged children and young people, and staff.

Proposals are also being developed for a targeted additional surveillance programme, involving testing groups of pupils and staff. This will provide more information on the transmission and prevalence of the virus for older pupils and staff in schools across the country.

Further information will be made available from public health in due course. Once this is available, we will update our parents and carers, young people and our staff as soon as we can.

Snacks and Medical Care

Staff will follow strict hygiene procedures when preparing snacks for children. All equipment, crockery and utensils will be cleaned in the dishwasher after each use. We may have to serve snack to each group or 'bubble', in order to minimise cross contamination.

Children will be encouraged to wash their hands throughout the day, including prior to eating snacks or lunch. They will also wash their hands on re-entering the EL&CC building from playing outdoors.

Children will be able to use the toilet whenever they need. An enhanced cleaning schedule will ensure that the facilities are cleaned regularly, throughout the day. Frequently touched handles, taps, surfaces etc. will also be cleaned frequently. If your child needs help using the toilet, staff will use appropriate PPE. They will follow strict protocol, including suitable disposal of PPE and hand washing. We would encourage children to practise using the toilet independently at home.

Please advise us of anything that may increase your child's risk from COVID-19.

Please note that these arrangements will be reviewed in line with current advice.

Staff will continue to provide TLC and First Aid to injured children. PPE will be used to protect all concerned, as appropriate.



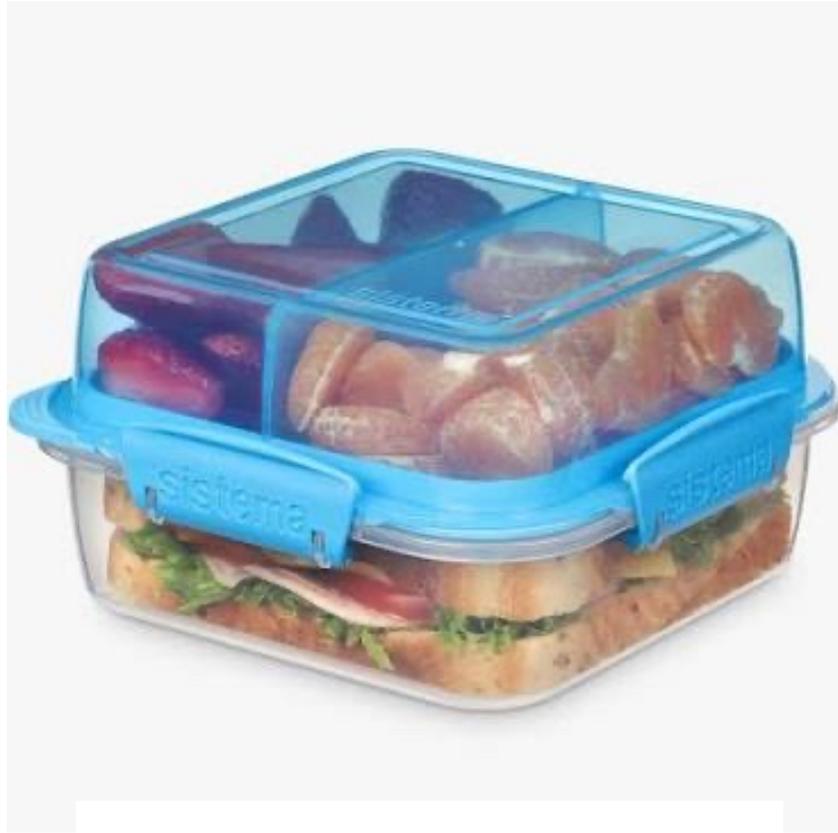
Children will clean their hands prior to eating.

Lunchtime

Children who have been allocated 1140hrs will be provided with a packed lunch.

Should you prefer to provide your child with a packed lunch, we kindly ask you to be mindful of the contents as we have children with allergies. There are lots of ideas online offering suggestions of what to include in your child's packed lunch. A cool pack should be included to keep the contents fresh. It is advisable to store the packed lunch in a labelled plastic container that can be washed thoroughly at home in the evening.

Tables will be cleaned prior to and after eating. Hand washing will also form a crucial part of the hygiene routine.



Blended Placements



Government guidelines advise that the attendance of children at multiple EL&CC settings should be reduced as far as possible. Therefore, 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.

If children are moving between settings on a daily basis, it is important that establishments are aware so that they can carefully manage groupings of children and ensure good hygiene practices.

Please contact the EL&CC if this applies to your child.

Contact Details

If you have a query, please contact us by email from August 10th:

houstonenquiries@renfrewshire.gov.uk