



**'Dream, Believe, Achieve'**

<https://westpark.aberdeen.sch.uk/wp/>

[Westpark@aberdeencity.gov.uk](mailto:Westpark@aberdeencity.gov.uk)



## Return to School Handbook for Parents and Learners August 2020



We are delighted to be able to invite all of you back to school this August, albeit a school that will look and feel very different to the one we left in March due to the ongoing COVID-19 pandemic. As we return to school the safety and wellbeing of your children and our community has been the highest priority in developing this booklet, which has been written using plans developed for Westpark in partnership with Aberdeen City Council Education team. In this booklet you will find information about a number of measures introduced to minimise the risk of infection transmission and to safeguard the health and wellbeing of learners and staff.

The reduction of social distancing measures in July 2020 allows for a full return to school, with minimal adjustments to school arrangements to ensure safety of all and minimised transmission of COVID-19.

Please read the following guidance carefully to prepare for the return to school and contact us if you have any questions. This booklet sits alongside our school and early years handbooks, which are available on the school website (see below).

**SCHOOL CONTACT DETAILS**

**Westpark School**

Cruden Crescent

Northfield

Aberdeen AB16 7JD

During Coronavirus crisis please continue to contact us via:

**Telephone: 01224 692323**

**School Mobile: 07741 236501**

**Virtual School Helpline 01224 523322**

**ACC Crisis Support Line 0800 0304 713**

E-Mail: [westpark@aberdeencity.gov.uk](mailto:westpark@aberdeencity.gov.uk)

School Website: [www.westpark.aberdeen.sch.uk](http://www.westpark.aberdeen.sch.uk)

School Information Line: 0870054 1999 Code 011730

## **Essential Safety and Hygiene Rules**

- Do not send your child to school if they or anyone in your household has any symptoms of COVID-19, or has been in close contact with anyone with symptoms:

## Main symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

If your child or anyone in your household has any of these symptoms please click on the link below to find guidance about arranging a test and how to self-isolate.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Please discuss the following with your child:

- Social distancing - staying 2 metres away from all adults at school as much as possible, at all times, and staying within their class group.
- Hand hygiene - washing hands on arrival, before and after break and lunch, after going to the toilet, after coughing or sneezing and after blowing their nose.

- Respiratory hygiene - using a tissue or elbow crook to catch coughs and sneezes. Tissues to go in bin and hands to be washed.

## What should I do to prevent catching and spreading the virus?



**Wash hands frequently** with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



**Throw away used tissues** (then wash hands)



If you don't have a tissue **use your sleeve**



**Avoid touching your eyes, nose and mouth with unwashed hands**



**Avoid close contact with people who are unwell**

## Nursery

All children will be offered either a morning (8:30 - 11:40am) or afternoon (12:40 - 3:50pm) space, 5 days every week.

There will be staggered drop off and collection times, to limit the number of adults gathering at the nursery door.

Nursery Class	Drop off	Collect
Red Morning	8:30 – 8:40	11:20 – 11:30
Blue Morning	8:40 – 8:50	11:30 – 11:40
Red Afternoon	12:40 – 12:50	3:30 – 3:40
Blue Afternoon	12:50 – 1:00	3:40 – 3:50

It is very important that children are at the nursery door to be collected and signed in by nursery staff at the correct time. In order to minimise transmission risk for everyone, late arrivals will need to call the school office and arrange a drop off time, once the rest of the school are safely in their classes and the gates and playground is clear.

Children new to nursery will receive individual letters with their visit and start dates. Due to COVID-19 this will take place in very small groups, which may mean that your child will not start nursery until week 4 of term. Visits will take place in the nursery garden, where possible, as parents are not allowed in school buildings.

The numbers of the nursery sessions are small enough to consider it as a single group (between 25 and 30 children), so children can mix freely within the setting. However, nursery staff must socially distance from each other, from parents and from the children as much as possible.

## **Primary 1**

We look forward to welcoming our new primary one pupils to the school. At the moment only nursery and primary 1 parents are allowed into the playground. Initially a member of school staff will be available at the gate to direct you to where to line up (see diagram and information below). To minimise transmission risk, parents arriving late will need to call the school office and arrange a drop off time once all other children are in their classes and the playground and corridors are clear.

As with the rest of the school, the Primary 1 children will start in small groups from Wednesday 12<sup>th</sup> August until Friday 14<sup>th</sup> August, staying until 12 noon. All children will come in together from Monday 17<sup>th</sup> August.

From Monday 31<sup>st</sup> August the children will stay for the whole day and will need to either bring a packed lunch that they can independently manage (wrappings, packaging, opening boxes, etc) or choose a dinner to be provided by the catering team. Lunches will be eaten in the dinner hall.

Due to social distancing rules, to protect school staff and other children from risk of virus transmission, it is very important that the children can independently manage taking on and off their school shoes (velcro fastenings are ideal), their indoor shoes, as well as jumpers and jackets. Please practice this over the summer holidays.

## Return to school

Due to the reduction in social distancing measures that allows for the full return to school, the following arrangements will exist for the first week of school (starting Monday 10th August)

- Monday 10th and Tuesday 11th August - staff to prepare for the return of all children
- Wednesday 12th to Friday 14th August - Small group inductions to school (parents will be notified of group that their child belongs to):
  - Bubble A will attend school as usual on Wednesday 12th August
  - Bubble B will attend school on Thursday 13th August
  - Bubble C will attend school on Friday 14th August

From Monday 17th August all children will return to school at the same time - school day as usual (8:50am to 3:00pm)

## The School Day - Timings and Entry

Parents and guardians are not permitted to enter the school grounds without a prior appointment. Please encourage children to walk or bike to school and say goodbye outwith the school grounds. Parents who would like to wait with their children should line up socially distanced at the gate nearest the school door where their children go in (marked by red dots in the map below).

School doors will be labelled with the one of the school aims.

- **Nursery Door:** nursery only
- **Independence Door:** Rms 6, 7 & 8 (by staff room/gym hall)
- **Mastery Door:** Rms 3,4 & 9 (corner by ICT suite)

- **Kindness Door:** Rms 1, 2 & 11 (by bike shelter)
- **Belonging Door:** Rm 10, 13, 14 (by nursery fence)



**All children will start and finish school at the same time**

- **8:50am - 3:00pm**

Late arrival is sometimes unavoidable, if you arrive late please call the school office to arrange a drop-off/collection time.

On arrival at school:

- Parents wishing to wait with their children should line up, socially distanced, at the gate nearest to their entrance door.
- A member of staff will initially be present at the gates to take any children who are unsure of the location of their door.
- Children will line up at their doors where they will be met by their class teacher.
- Hand sanitizer must be used immediately on entering the building.
- Children will be asked to walk single file on one side of the corridor to the classroom and wait outside the class before being invited in by the class teacher. They will then line up around the class whilst they take it in turns to wash hands with soap and water for at least 20 seconds before sitting down at their desks. They will also wash hands at regular intervals throughout the day, including before and after breaks after using the toilet, after sneezing/coughing and blowing their noses.

## Break and Lunch Times

To maintain pupil and staff safety, and minimise risk of transmission of COVID 19, break and lunchtimes will be staggered. Please make sure children take only one small snack, and that they can open and eat it independently.

Break Times	Zone 1	Zone 2	Zone 3
10:00 – 10:20	P7 (Rm 11), P5/6 (Rm 9),	P1 (Rm 4)	P4 (Rm 8), P3/4 (Rm 3),

10:20–10:40	P6/7 (Rm 10), P3 (Rm 7),	P1/2 (Rm 1), P2 (Rm 2),	P5 (Rm 6)
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At the swap over between the break and lunchtimes the children coming in will line up at either Independence (Rms 8 and 3) and Kindness (Rms 4, 11 and 9) and will come out by Mastery (Rms 10 and 7) and Belonging (Rms 1, 2 and 6).

**Children must stay in school and cannot go home/to the shops for lunch.** Lunch will be served in 2 sittings, with other classes out in the playground during the sittings:

Lunch sitting	Outdoor play	Classes
12:00 – 12:30	12:30 – 1:00	P7, P5/6, P4, P3/4, P1
12:30 – 1:00	12:00 – 12:30	P6/7, P5, P3, P2, P1/2

## Toilets

- Please encourage your child to use the toilet before leaving for school in the morning (this is to minimise visits during the day).
- The toilets in the main corridor will be used exclusively by children in Rooms 1, 2, 11, 10, 9
- Those in the gym corridor/admin corridor will be for the exclusive use by Rooms 3, 4, 6, 7 and 8.
- On the first day of in-school learning teachers will show children where their allocated toilet can be found.

- Some sinks will be taped off to encourage social distancing whilst washing hands

## **Learning**

### **All children will attend school every day for in-school learning only**

The curriculum has been specially adapted to provide children with the opportunity to consider and discuss the impact of the pandemic and its effects on our lives. This will support children's wellbeing and help build resilience for coping and coming to terms with what is happening, as well as providing them with life skills that will be beneficial in the future. Individual class teachers will provide an overview of the key learning outcomes and activities for their class near the start of each term.

There will be no large group activities in school for the moment, e.g. assembly or drama.

PE will be outside. Please ensure your child comes to school wearing clothes and shoes suitable for doing PE outside, to prevent the need for them to change before PE (except maybe taking off their jumper).

### **Aberdeen City Digital Learning Hub**

Children may get homework through Google Classroom. Guidance for children and parents for using Google Classroom and a wealth of other resources are available on the digital learning hub:

<https://sites.google.com/ab-ed.org/digitallearninghub/home>

## **In The Class**

To minimise the spread of infection, doors and windows will be kept open.

All classes will have regular opportunities for outdoor learning, so please ensure your child has appropriate clothing to keep them warm and dry. They should be able to put on and remove these independently. Staff must physically distance themselves from children within the classroom (2 metres), and wear protective coverings if they are working closely.

## **Equipment - Pencil Cases, Medication and Lunches**

Learners should come to school with their own pencil cases, and will store these in tote trays. They should not share personal equipment with other children.

Digital forms are available on the school website ([here](#)) which must be completed before medication can be administered in school. Parents will be contacted with an appointment time to drop off/collect medication at the school office. Please do not arrive at the school office without a prior appointment. Inhalers may be stored and administered by children if this is what you indicate on the form.

In the first week all children should come to school with packed lunches. In the unlikely event that your child forgets their school lunch, please phone the school office to make an appointment to drop it off. Those entitled to free meals will receive food vouchers which you may apply for here:

<https://www.aberdeencity.gov.uk/services/education-and-childcare/school-life/apply-free-school-meals>

School lunches will be provided in place of a school dinner during week beginning 17<sup>th</sup> August. Hot meals will be available in week beginning 24<sup>th</sup> August. The usual arrangements for ordering and paying for lunches stand.

## **Uniform**

One of our school aims is that of “Belonging” and so we encourage Westpark pupils to take pride in their uniform. However, we also understand that cleanliness is a priority and that children may not be able to wash and wear a clean uniform every day. There is therefore no obligation to wear uniform. We do ask that children come to school wearing clean clothes each day, and that long hair is tied back.

Uniforms can be ordered directly from the supplier using the form emailed to parents on June 22nd. Further information and the forms are available on the school website:

[https://westpark.aberdeen.sch.uk/wp/?page\\_id=11](https://westpark.aberdeen.sch.uk/wp/?page_id=11)

## **Parents and Carers**

To aid social distancing and minimise contacts within the school day, parents will not be permitted to enter the school grounds. If you have a query which you wish to discuss with a member of staff please email or phone requesting a video or phone appointment. If you are late to school, please call the school office from the gate and a member of staff will come into the playground to meet your child.

### **How you can help:**

- Encouraging independence and praising children for leaving you at the gate.
- Practise opening snack and lunch items independently.
- Packing only one snack item.

- Practising thorough hand washing.
- Demonstrating a 2 metre distance using visual cues such as teddies, shoes or toys.
- Practise independent removal and storage of jumpers and jackets in bags.
- Practise changing shoes - including tying and untying shoes, or use velcro shoes if you cannot tie laces.

If you choose for your child to wear a face mask, please make sure they are able to do so safely (following WHO guidance below). Children wearing masks but not adhering to the guidance below will be asked to remove and store them.

### WHO's tips to wearing a face mask

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water. ■

## Symptoms of COVID 19

By sending your child to school, you are confirming that they are not displaying any COVID-19 symptoms. Should they, or anyone in your household be displaying symptoms, then they must stay at home and self-isolate according to NHS guidance. Please phone the school office to inform us of this.

<https://www.gov.scot/coronavirus-covid-19/>

Should your child develop symptoms whilst in school, they will be isolated from other learners and staff until you are able to collect them.

### **Behaviour - COVID amended policy**

Westpark School Relationships and Behaviour Policy is available to read online:

<https://westpark.aberdeen.sch.uk/wp/wp-content/uploads/2020/06/2020-June-Westpark-School-Positive-Relationships-and-Behaviour-Policy-.pdf>

The following amendments take into account the current situation and the importance of following all hygiene and distancing measures, to ensure the safety and wellbeing of all children and staff at the school.

- Parents of children who are unable, or refuse, to follow the strict hygiene and distancing measures in place, will be invited to attend a meeting to discuss changes that can be made to support compliance.
- If, following this, children continue to breach these rules, putting the safety and wellbeing of others at risk, arrangements will be made so they can continue with their learning at home using Google Classroom until they are able to comply with all safety measures.

## **Calendar**

### **Term 1**

#### **10 August 2020 to 9 October 2020**

- **In-service day – Tuesday 11<sup>th</sup> August 2020**
- **Term starts – Wednesday 12<sup>th</sup> August 2020 \*this is subject to change and parents will be informed if so. Please view our [route map page](#) for the latest service updates.**
- **September holiday - Friday 25 September to Monday 28 September 2020**
- **Term ends - Friday 9 October 2020**
- **October holiday - Monday 12 October to Friday 23 October 2020**

### **Term 2**

#### **26 October 2020 to 18 December 2020**

- **Term starts - Monday 26 October 2020**
- **In-service day - Friday 20 November 2020**
- **Term ends - Friday 18 December 2020**
- **Christmas holiday - Monday 21 December 2020 to Monday 4 January 2021**

### **Term 3**

#### **5 January 2021 to 26 March 2021**

- **Term starts - Tuesday 5 January 2021**

- **Mid term holiday - Monday 15 February 2021**
- **In-service day - Tuesday 16 February 2021**
- **In-service day - Wednesday 17 February 2021**
- **Term ends - Friday 26 March 2021**
- **Spring holiday - Monday 29 March to Friday 9 April 2021**

## **Term 4**

### **12 April 2021 to 2 July 2021**

- **Term starts - Monday 12 April 2021**
- **May Day holiday - Monday 3 May 2021**
- **In-service day - Tuesday 4 May 2021**
- **Term ends - Friday 25 June 2021**