



**Education Resources**  
Executive Director **Tony McDaid**  
Head Teacher **Linda Callender**  
**David Livingstone Memorial Primary School**

*P1 – P7 parents/carers*

**Our ref:** LC  
**Your ref:**  
**If calling ask for:** Linda Callender  
**Phone:** 01698 823680  
**Date:** 5<sup>th</sup> August 2020

Dear Parent/Carer

**Revised School Recovery Plan – August 2020**

I hope that you and your family are keeping safe and well and you have managed to enjoy some time to relax over the summer.

Last week, the Scottish Government confirmed the decision to re-open schools full time in August 2020. Earlier this week, Mr Tony McDaid, the Executive Director of South Lanarkshire Council's Education Resources, issued a letter outlining the local authority's model of recovery for schools which explained the managed re-opening of schools between Wednesday 12<sup>th</sup> and Friday 14<sup>th</sup> August 2020, with all children back at school full-time on Monday 17<sup>th</sup> August 2020.

Schools across Calderside Learning Community have worked together to try to ensure consistency in approach, although please bear in mind that there may be a few differences to suit the context of each individual establishment.

Some of the information that was issued in my letter on 19<sup>th</sup> June 2020 remains the same. Information which is different or has been updated from that letter has been highlighted in red.

I understand that some parents and children may have concerns about schools reopening, but please be reassured that the safety of our pupils and staff is paramount in all of our decision-making and follows the advice that we have received from the Scottish Government and South Lanarkshire Council.

To ensure that we comply with the guidance on social distancing and good hygiene, the following procedures have been put in place at David Livingstone Memorial Primary School:

**Patterns of Attendance for the Managed Return to School for P1-7**

- Tuesday 11<sup>th</sup> August 2020 will be a staff inset day - no children should attend.
- On Wednesday 12<sup>th</sup> August 2020, only pupils in P1 should attend. This includes the P1s in Miss Marshall's P1/2 class.
- On Thursday 13<sup>th</sup> August 2020, only pupils in P1, P1/2, P2, P3 and P3/4 should attend.
- On Friday 14<sup>th</sup> August 2020, only pupils P4, P5, P6, P6/7 and P7 should attend.
- From Monday 17<sup>th</sup> August 2020, all pupils should attend every day.

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## Arrangements for Primary 1 on Wednesday 12<sup>th</sup> August 2020

- The P1 children in Miss Petrie's class should arrive at 9.15am.
- The P1 children in Miss Marshall's class should arrive at 9.30am.
- Only one adult should accompany their child to school/collect their child on the first day.
- This adult should bring their child via the playground to the exterior classroom door where staff will be on hand to greet you. All adults should ensure that they keep 2m apart.
- In line with Scottish Government and SLC guidance, parents/carers will not be permitted to come into the classroom with their child.
- Staff will take some photographs of the P1 children throughout the first day and we will make these available to parents/carers as soon as we can.
- The P1 children in Miss Petrie's class should be collected from their classroom door at 2.15pm.
- The P1 children in Miss Marshall's class should be collected from their classroom door at 2.30pm.
- All P1 children will follow the allocated starting and finishing times as per the table below on Thursday, 13<sup>th</sup> August 2020.

## Traffic Management

- Only staff and people who are visiting the school will be allowed to enter the car parks, along with any authorised vehicles responsible for transporting children to school (such as taxis organised by SLC), **and anyone who displays a blue badge**. The drop-off zone will also be out of use and parents/carers are asked to park in the car park across the road from the school or in the neighbouring streets, remembering not to block anyone's driveway.
- **Scottish Government and SLC advice states that children should not travel to school in cars with other households.**

## Entrance and Exit Gates

- To ensure that entrance and exit to our school grounds can be carefully controlled, the back gate will remain closed. All children must enter the school via the main gate at the front of the school.
- Only one adult should drop off/pick up their child at the end of the day, remembering to keep gates clear and to stay 2m apart from others.
- Only P1 and P2 parents/carers will be allowed in the playground. They should stand 2m apart outside their child's classroom door.
- Starting and finishing times will be staggered to allow children to arrive and leave safely at the end of the day. These are as follows:

Class	Start Time	Finishing Time
P1 (Miss Petrie)	8.45am	2.45pm
P1/2 (Miss Marshall)	8.55am	2.55pm
P2 (Mrs Young & Mrs Bannatyne)	9.05am	3.05pm
P3 (Mrs Jeffrey)	8.45am	2.45pm
P3/4 (Miss Brown)	8.55am	2.55pm
P4 (Miss Sharkey)	9.05am	3.05pm
P5 (Miss Campbell)	8.45am	2.45pm
P6 (Miss Feeney & Miss Smith)	9.05am	3.05pm
P6/7 (Mrs Sommerville)	8.55am	2.55pm
P7 (Mr Burns)	8.45am	2.45pm

- **Children should only arrive at their allocated time.**
- Support staff and members of the school leadership team will be positioned around the playground to direct children to their correct area on arrival at school and to ensure pupil safety on exiting the school. They will not have time to speak to parents/carers at this time.

## Outdoor Space

- Classes will be allocated different areas in the playground and will have staggered breaks and lunchtimes to ensure that not everyone is outside at the same time.
- Each class will line up outside their own classroom door, **apart from P3 (Mrs Jeffrey's class) who will line up along the windows of the dinner hall.**
- Children should not bring in any toys from home to use in the playground.
- First aid boxes will be taken out into the playground to avoid children having to come to the office unless absolutely necessary.

## Access to the Establishment

- Support staff will monitor children going to the toilet at break times, ensuring 'one in/one out' at all times.
- A hand sanitiser will be available at all entrances to the school.
- Parents/carers are asked to phone or email the school, rather than visiting the school office.
- All children will enter and exit the building via their external classroom door that leads into the playground, **apart from P3 (Mrs Jeffrey's class) who will enter and exit via the Open Area doors.**
- All staff will enter and exit the school via the main entrance.
- All visitors are asked to sign in and out the building using their own pen.

## Movement within the School

- All corridors have been split in half using markers. Everyone should keep to the left-hand side of the corridor when moving around the building.
- All corridors have been cleared of any additional furniture.
- 2m distance markers are shown in all corridors through the use of arrows to indicate directional flow.
- All classrooms have had hand sanitisers fitted. They will also have a supply of tissues and a lidded bin.
- Only office staff will be allowed in the school office.
- Where possible, doors will remain open.
- The janitor will undertake regular clearing of contact areas, such as door handles.
- The janitor will regularly replenish soap, paper towels and hand sanitiser in communal areas throughout the day.

## Dining Hall / Lunchtimes

- Classes will have a staggered lunchtime.
- Classes will be given set entry and exit times.
- Children will sit in classes.
- Seats and tables will be sanitised after each class.
- Hand sanitiser will be available at the entry and exit of the dinner hall.
- If children are bringing a packed lunch to school, this should be able to fit inside their schoolbag. Packed lunch boxes should be washed every night.
- Where possible, children should be discouraged from going home for lunch.

## Classrooms

- Children will wash their hands at regular points throughout the day, namely when they enter school, before interval, after interval, before lunch, after lunch and before they go home.
- All children will have their designated desk and chair, **but will no longer be required to remain 2m apart.**
- Windows and doors will remain open, where possible.
- In line with reducing the cost of the school day for all our families, all children will have their own tray containing any materials that they require. These will be labelled and children will not be allowed to share resources. Children should not bring in any stationery or other equipment from home.

- Hand sanitiser dispensing units have been mounted in all classrooms and in public areas.
- Children are not required to bring in a change of shoes at present.
- The janitor will regularly replenish soap, paper towels and hand sanitiser throughout the day.
- All soft toys and soft furnishings (such as cushions) have been removed.
- Children must bring in their own water bottle, clearly labelled with their name. This should remain on their own desk at all times and should last them throughout the day. Should you require support supplying your child's own water bottle, please contact the school to let us know.
- Our cloakrooms will not be used, so children keep their jacket and bag with them at all times. All bags will be kept on the floor underneath your child's desk/chair.
- Children should not bring toys or non-essential items to school.
- Pupil movement around the classroom will be limited and will be at the discretion of the class teacher.

## Learning and Teaching

- For the first few days, the focus for learning will be Health and Wellbeing, with activities designed to help children feel relaxed and comfortable with being back at school. They will have opportunities to rebuild relationships with staff and friends.
- All classes will work on a mini-topic of 'Me and My Wellbeing' for the first few weeks of school, which will focus on emotional wellbeing and attachment.
- Children will be able to use school reading books and these will be sent home, but must not be shared between different households. When returned, they will be quarantined for 72 hours before being used by another pupil.
- Children from all stages will experience a lot more learning outdoors regardless of the weather, so please ensure that they dress appropriately for this and bring a waterproof jacket to school every day.

## Uniform

- Children may wear all items of school uniform as normal, including ties and blazers if you wish.
- Parents are asked to ensure that their child's uniform is washed regularly.
- PE kits are not required for the first two weeks of school. Any PE lessons in the first few weeks will be outdoors and will not require a change of clothes. We will inform you of your child's PE days towards the end of August and suggest they come to school in their polo-shirt that day.
- The school changing rooms will be unavailable at present.

## Nursery Arrangements

- Information about the arrangements for David Livingstone Memorial Nursery Class will be sent home separately to those parents/carers concerned.

## Other

- An isolation room has been set up in the school to be used for anyone (adult or child) who starts to display symptoms of Covid-19. **Parents/carers must contact the school immediately if their child or another family member is displaying symptoms and should not visit the school until the recommended self-isolation period is over.**
- Only one visitor will be allowed in the school at any time.
- If your child has a medical need, we will contact you to discuss arrangements for this, including the possible use of PPE for staff.
- All deliveries will be wiped once they have come into the school.
- Where possible, maintenance work in the building will be completed outwith school hours.
- Our Breakfast Club will not resume at first. An update on their resumption of this service will be sent home as soon as this becomes available.

I hope that this helps to ease any anxieties that you may have had about schools re-opening. If you have any questions or concerns in relation to our phased return in August, please do not hesitate to contact me by either phoning the school (01698 823680) or by emailing the school office ([gw14dlmpsoffice@glow.sch.uk](mailto:gw14dlmpsoffice@glow.sch.uk)).

Thank you for your patience and understanding during this challenging time. I cannot wait to see the children back in school in August! We will continue to post regular updates on our school website, app and Twitter, so remember to look out for these.

Yours sincerely

**Linda Callender**  
**Head Teacher**