



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: 12th August 2021

Dear Parent/Carer

Return to School – August 2021

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. Overall, the weather has been fantastic!

On Tuesday 3rd August, the First Minister laid out plans for the return of schools and nurseries in August 2021. Whilst a number of restrictions have been removed in society, schools and nurseries have been asked to continue with a number of the same mitigations that were in place at the end of June, with a view to these being reviewed after a 6-week period once children and staff have had the chance to settle in to their new class or setting. This is further explained in the letter that you have been sent from Tony McDaid, the Executive Director of Education Resources.

I understand that some parents and children may have concerns about Covid-19, 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 current guidance, the following procedures have been put in place at David Livingstone Memorial Primary School:

Arrangements for Primary 1 on Monday, 16th August 2021

- The P1 children in Miss Brown's class should arrive at **9.15am**.
- The P1 children in Miss Marshall's class should arrive at **9.30am**.
- A maximum of **2** adults may see their child into school on the first day, with only **one** adult collecting them from their class at the end of the day.
- Parents/carers are required to wear a face covering (unless exempt) when entering the playground with their child.
- Accompanying adults 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 socially distant from class teachers and other members of staff.
- 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 Brown'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

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2.30pm.

- The early start and finishing times for P1 will continue throughout **week beginning 16th August**.
- All P1 children will then follow the allocated starting and finishing times as per the table below on **Monday, 23rd August 2021**.

Entrance and Exit Gates

- To ensure that entrance and exit to our school grounds can be carefully controlled whilst we continue to have staggered starts and finishes, 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 (apart from the start on the first day for P1 children), remembering to keep gates and pathways clear.
- Parents/carers are required to wear a face covering (unless exempt) whilst dropping off/waiting to collect their child.
- Only P1 and P2 parents/carers will be allowed in the playground during week beginning 16th August. They should stand outside their child's classroom door. As of Monday, 23rd August, **only** P1 parents/carers will be allowed in the playground and P2 children will be escorted to the school gate by their class teacher, the same as all the other classes in the school.
- 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	Starting Time	Finishing Time
P1 (Miss Brown)	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 (Mrs Daly and Miss Smith)	8.55am	2.55pm
P4 (Miss Sharkey)	9.05am	3.05pm
P5 (Miss Campbell)	8.45am	2.45pm
P5/6 (Miss Feeney)	9.05am	3.05pm
P6/7 (Mrs Sommerville)	8.55am	2.55pm
P7 (Mr Burns)	8.45am	2.45pm

- Children should arrive for their allocated time as they will not be allowed to enter the playground until 5 minutes before this 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.

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.

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/the school janitor will monitor children going to the toilet at break 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.
- Where possible, all visitors are asked to sign in and out the building using their own pen.
- 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.

Movement within the School

- Everyone should keep to the left-hand side of the corridor when moving around the building.
- All classrooms have 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.
- There will be regular clearing of contact areas, such as door handles and light switches, during the day.
- 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.
- 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. 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 should bring in a change of shoes so that they are not wearing outdoor shoes in the carpeted areas in our classrooms.
- The janitor will regularly replenish soap, paper towels and hand sanitiser throughout the day.
- Children should 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.
- Children should not bring toys or non-essential items to school.

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, as well as to get to know new children who may be in their class.
- 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 should 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.
- We have a 'recycling rail' containing new and almost new items of school uniform, including shirts, sweatshirts, trousers, skirts, blazers and jackets. This will be placed outside our school office every Monday morning, so please come along and help yourself to anything that you need. Our recycling rail will also be available on Friday, 13th August should your child require anything before school re-starts.
- On PE days, children should come to school dressed in their PE kit (t-shirt/polo shirt and joggers/leggings). Many PE lessons will be outdoors, so please ensure that your child also has a jumper and a waterproof jacket. PE days for each class will be sent home shortly. and will not require a change of clothes.

Nursery Arrangements

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

Breakfast Club

- Our Breakfast Club will resume as of **Monday, 23rd August**. There is no charge for this and children will be offered the choice of Weetabix/toast/fresh fruit and a cup of water/milk.
- Children coming to Breakfast Club should enter the school via the main door **between 8.25am and 8.40am**. Unfortunately, we will be unable to accept any children outwith these times.
- Each class will be allocated their own table in the dining hall and children will be dismissed into the playground 5 minutes before their staggered start time.
- Children will be supervised by 2 support assistants and they are expected to show responsible and safe behaviour at all times, following the same rules that apply in our dining hall at lunchtime.

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.**
- 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.

I hope that this helps to ease any anxieties that you may have had about schools returning at the session. If you have any questions or concerns in relation to our return, please do not hesitate to contact me by either phoning the school (01698 823680) or by emailing the school office (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! 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