



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: 18th February 2021

Dear Parent/Carer

Phased Return – 22nd February 2021

I hope that you and your family are keeping safe and well. As you probably already know, the First Minister confirmed yesterday that schools will re-open full-time for nursery and P1-3 children on Monday, 22nd February as part of a phased return. This will then be reviewed before a decision is made on the return to face-to-face teaching for children in P4-7 who will continue to engage in online learning at present.

As of Monday, we are being asked to manage a full-time return for all our nursery and P1-3 children, whilst still continuing to plan and deliver online remote learning for all of our P4-7 children, as well as run our school hub for P4-7 children who are either vulnerable or whose parents are key workers. In addition, I have also to consider staff who are shielding and who are required to work from home at the present time. As a consequence of all of this, I have had to make a few changes to our staffing provision in order to be able to manage things across the whole school. Please also be aware that all arrangements have to remain flexible at this moment in time and that everything is subject to change. However, we will keep you fully informed throughout and give you as much notice as we possibly can should any changes be necessary.

Our school hub for families of key workers who require emergency childcare to allow them to attend work will still continue to operate for our P4-7 children whilst the P1-3s return to their classes. If you wish to apply for a place, please access the link below or look at the link that has been posted on our school app.

<https://forms.gle/UUVSfWQKHdyKtk46>

Please remember that this provision is only available if both parents are key workers (or one parent if you are part of a single parent family) and there are no other childcare options available to you.

In preparation for our phased return, 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.

Most of the information that was issued in my letter at the start of session in August 2020 still applies, with a few amendments in light of updated mitigations. Please ensure that you read this letter in its entirety to ensure that everyone has a shared understanding of the procedures and protocols that we have in place.

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I understand that some parents/carers 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. We also have a robust risk assessment in place and have published this on our school website should you wish to access it.

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:

P4-7 Emergency Childcare Hubs

- All P4-7 children currently accessing our emergency childcare hub can continue to do so on the dates requested on the Google Form return.
- All children accessing this resource will continue to enter and exit the school via the main entrance and will attend during the hours of 9.00am and 3.00pm.
- Children should arrive as close to 9.00am as possible to allow us to ensure the safe entry of our P1-3 children without the crossing of 'bubbles'.
- Children attending our hub will be split into 2 'bubbles': P4/5 and P6/7.
- All children attending the hub will have their interval at 11.00am and their lunch at 12.50pm.
- All children attending the hub will play in identified areas in the playground and will sit in designated seats in the lunch hall.
- All children attending the hub will continue to be supported to attend 'live' Google Meets and access their Google Classroom activities and tasks.

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.
- All adults are required to wear a face covering unless exempt.
- Only P1 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. Unfortunately, they will not have time to speak to parents/carers at this time and ask that you make an appointment at the school office if there is anything that you want to discuss.

Outdoor Space

- As before, 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, where essential, are asked to sign in and out the building using their own pen.

Movement within the School

- 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.
- All classrooms have had hand sanitisers fitted. They will also have a supply of tissues and a lidded bin for the disposal of these.
- Only office staff will be allowed in the school office.
- Where possible, doors will remain open.
- The janitor/day cleaner 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 for the dining hall.
- Children will sit in classes and will have a designated seat.
- 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.
- Windows and doors will remain open, where possible. Good ventilation continues to be one of the mitigating factors which stops the spread of the virus. Please ensure that your child comes dressed appropriately for the weather with layers that can be removed if they feel too warm
- 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.
- Children are asked to ensure that they have a pair of soft indoor shoes. These will remain in school in a labelled shoe box in their class cloakroom area.
- 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 be clearly labelled with each child's name.
- 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

- In line with the previous return to school, the focus for learning for the first few days 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.
- Teachers will determine where children are in their learning through observation, discussion and informal ongoing assessment over the next couple of weeks, revising the concepts taught through remote learning to ensure children's understanding.
- All areas of the curriculum will be covered, although Health and Wellbeing, alongside Literacy and Numeracy will be prioritised.
- 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/PE Clothing

- School uniform is expected, apart from on PE days when children can come to school in casual clothes that are suitable for exercising.
- Parents are asked to ensure that their child's uniform is washed regularly, including their school tie if this is worn.
- All PE lessons will be outdoors and children will not require a change of clothes. Over the next few weeks, your child's PE day will be as follows:

P1 = Tuesdays and Fridays

P1/2 = Mondays and Tuesdays

P2 = Tuesdays and Thursdays

P3 = Tuesdays and Wednesdays

P3/4 = Mondays and Fridays

It is worth noting that there have been a few changes in our PE timetable since before Christmas, so please ensure that you are aware of the days for your own child. This timetable will change again when the P4-7 children return to school, but we will inform you

- about this at the appropriate time.
- 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.

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- All children attending the hub will continue to be supported to attend 'live' Google Meets and access their Google Classroom activities and tasks.

P4-7 Home Learning

- Children will continue to receive daily tasks on their Google Classroom. These will be posted up at 9.00pm the previous evening and will consist of 2 Literacy tasks (one of which will be spelling), 2 Numeracy tasks (one of which will be mental maths) and one interdisciplinary task linked to either a class topic or a special focus day/week.
- Each class will continue to have 2 'live' Google Meets each week with their class teacher.
- Class teachers will continue to be on the live stream on Google Classroom to answer any questions and to give feedback to children for 2 separate hours per day: one hour in the morning and one hour in the afternoon. These will vary from class to class so please look on Google Classroom every day to find out when these will be for your own child.
- If you have any problems accessing Google Classroom from home, please email or phone Miss Lattimer (Acting Depute Head Teacher) and she will do her best to help (gw07lattimerjennifer@glow.sch.uk).
- We still have a small number of devices that we are able to loan out to families to support them with learning at home should you not have anything of your own. Please contact Miss Lattimer if this is something that you require.
- Stationery items (such as pencils, paper, jotter, etc) to support with home learning are available on request from the school. Please contact the school office if there is anything that you need.

Other

- All school staff, including Facilities and Catering staff, have been invited to take part in the Lateral Flow testing programme in order to identify and isolate asymptomatic sufferers of COVID-19. This programme will run twice weekly in line with Scottish Government and South Lanarkshire Council guidance.
- 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 this time.

I hope that this detailed information helps to ease any anxieties that you may have had about schools re-opening for our P1-3 children. We hope to make the return so school as fun and as normal as we can, and we are very excited to see everyone again as we have really missed you! We also look forward to the time when we can welcome back the rest of our pupils. Hopefully this time will not be too far away.

I would personally like to thank you for your patience and understanding during this unprecedented time. The support for our remote learning on Google Classroom has been incredible and we have been so impressed with the levels of engagement and participation in the tasks and activities undertaken. You should all feel very proud of everything that you have managed to achieve as we most certainly are!

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).

In the meantime, please continue to look after yourselves and your families. We will continue to post regular updates on our school website, app and Twitter, so remember to look out for these.

Thank you for your continued support.

Yours sincerely

Linda Callender
Head Teacher