



11 March 2021

Dear Parent/Carer

### **Phase Two Return for Secondary Pupils – Monday 15 March – S4-S6 Pupils**

I am writing to update you on our plans for the phase two return to school for pupils in all year groups following the announcement from the First Minister on Tuesday 2 March. This will involve some in-school teaching for all pupils with priority given to those students in the Senior Phase (S4 – S6) who are taking national qualifications this session. This will result in a blended learning approach with some learning taking place in school and some learning taking place at home.

The aim of the phase two return is to help young people re-connect with school, support their health and wellbeing and transition back to full time schooling after the Easter break.

As part of the mitigations set out by the Scottish Government, everyone in the school building will be required to ensure that 2 metre physical distancing is maintained at all times. This limits the total number of pupils that we can have in school. In addition, it will also be a requirement to wear a face covering inside the building. This applies to all pupils from S1 to S6 and includes corridors, social spaces and in all classrooms and teaching spaces. We would encourage your child to bring their own face covering to school, however, we do have a supply of face coverings which will be issued on arrival if necessary.

For the last three weeks of this term (from Monday 15 March to Thursday 1 April), our school day will be separated into a morning opening and an afternoon opening and each of the openings will consist of two lessons (or subjects). The timings of these lessons can be found on the page following this letter and apply for both learning in school and learning at home. Pupils in all year groups will be split into three different groups (Group A, Group B and Group C) and each of the groups will attend school for half day openings on specified dates. Your child will follow their two week timetable (either in school or at home) and should attend the classes which they would normally have on their timetable (either for week A or week B). You will receive information about which group (A, B or C) your child has been allocated to in a separate personalised e-mail.

When learning at home, Teams will continue to be the platform teachers use to communicate with their classes. However, as a result of the provision for in-school learning set out below, the learning activities at home may be different as teachers are working with pupils who are in school.

For pupils in S4 to S6, the table directly following this letter outlines when each group should be in school and the three separate weekly timetables show which subjects they will have from their timetable when they are in school. Pupils should come ready to learn, and this will mean that they should bring the relevant learning materials (jotters, stationery, specialised equipment) that they would normally use in that lesson. Pupils will also be expected to wear their normal school uniform unless they have PE as part of their timetable in school, in which case they should come in appropriate PE kit.

Pupils should arrive no earlier than 5 minutes prior to the scheduled start time of their first lesson and should enter the building using the rear entrance of the school and make their way directly to their first class following the one-way system. We will be following our normal attendance procedures for all pupils in the building and the absence line will operate as normal. We would request that if your child is not able to attend school on any of their assigned days that you call to inform us of the reason for their absence.

Please note that there are no catering facilities for pupils who are attending school and they should therefore make arrangements for lunch either before coming to school or once they return home. However, separate arrangements will be sent to any pupils who receive free school meals.

A reminder of the health and safety routines which should be followed while in school are detailed at the end of this letter and we would appreciate if you would take the time to discuss these with your child prior to their first time returning to school. It goes without saying that anyone displaying any COVID-19 symptoms should not attend school.

If your child has a study class as part of their timetable then we would suggest that this continues to take place at home and not in school.

For all pupils in the Senior Phase, lateral flow tests should be carried out twice a week. Pupils will have the opportunity to collect these the first day they attend school and replacement kits can be collected from the school office. The official documents relating to these tests have already been shared. After reading these documents, we require your child's consent (or your consent if your child is not yet 16 years old) before we can issue them with a testing kit. You can fill in the electronic consent form using the link below:

<https://forms.office.com/Pages/ResponsePage.aspx?id=af6sSGo3tUKfacnke7-5xOPeWFy-ixxHtS70S5unRi1URVJWVFowSkI4QzQxVEo2RIIWQ1daRkVnQSQIQCNO0PWcu>

The mini-school will continue to operate on a daily basis for the children of key workers and identified pupils who require to attend school but some of the arrangements will change. We will contact home for anyone who has had access to the mini-school with more information.

The First Minister announced that the Scottish Government hopes that all pupils will be able to return to school full time following the Easter holiday. We will send you more information regarding this return before the holiday.

I would like to thank you for your continued support during this term as we navigate these challenging times. If you have any questions about the phased return then please do not hesitate to contact the school.

Yours sincerely



Colin Meikle  
Headteacher

## New Timings of the School Day (Monday 15 March – Thursday 1 April)

### Morning Opening

Lesson 1: 8.30am – 10.00am

Lesson 2: 10.00am – 11.30am

### Afternoon Opening

Lesson 3: 12.30pm – 2.00pm

Lesson 4: 2.00pm – 3.30pm

## S4 – S6 Attendance Overview

Group A	Group B	Group C
Tuesday 16 March (Morning Opening)	Monday 15 March (Morning Opening)	Monday 15 March (Afternoon Opening)
Wednesday 17 March (Afternoon Opening)	Tuesday 16 March (Afternoon Opening)	Wednesday 17 March (Morning Opening)
Friday 19 March (Morning Opening)	Thursday 18 March (Morning Opening)	Thursday 18 March (Afternoon Opening)
Monday 22 March (Afternoon Opening)	Tuesday 23 March (Morning Opening)	Monday 22 March (Morning Opening)
Wednesday 24 March (Morning Opening)	Wednesday 24 March (Afternoon Opening)	Tuesday 23 March (Afternoon Opening)
Thursday 25 March (Afternoon Opening)	Friday 26 March (Morning Opening)	Thursday 25 March (Morning Opening)
Monday 29 March (Morning Opening)	Monday 29 March (Afternoon Opening)	Tuesday 30 March (Morning Opening)
Tuesday 30 March (Afternoon Opening)	Wednesday 31 March (Morning Opening)	Wednesday 31 April (Afternoon Opening)
Thursday 1 April (Morning Opening)	Thursday 1 April (Afternoon Opening)	

See the week-by-week timetable on the next page. The colour coding in the timetables relates to the colours assigned to each group in the header of this table.

## S4 – S6 Lesson Overview

See the week-by-week timetable below. The colour coding in the timetables relates to the colours assigned to each group in the header of the table on the previous page.

### Week 1 – Monday 15 March (Week A)

	Monday 15 March	Tuesday 16 March	Wednesday 17 March	Thursday 18 March	Friday 19 March
<b>Lesson 1</b> 8.30am – 10.00am	Group B Mon P1	Group A Tue P1	Group C Wed P1	Group B Thu P1	Group A Fri P1
<b>Lesson 2</b> 10.00am – 11.30am	Group B Mon P3	Group A Tue P3	Group C Wed P3	Group B Thu P3	Group A Fri P3
<b>Lesson 3</b> 12.30pm – 2.00pm	Group C Mon P5	Group B Tue P5	Group A Wed P5	Group C Thu P5	
<b>Lesson 4</b> 2.00pm – 3.30pm	Group C Mon P6	Group B Tue P6	Group A Wed P6	Group C Thu P6	

### Week 2 – Monday 22 March (Week B)

	Monday 22 March	Tuesday 23 March	Wednesday 24 March	Thursday 25 March	Friday 26 March
<b>Lesson 1</b> 8.30am – 10.00am	Group C Mon P2	Group B Tue P2	Group A Wed P2	Group C Thu P2	Group B Fri P2
<b>Lesson 2</b> 10.00am – 11.30am	Group C Mon P4	Group B Tue P4	Group A Wed P4	Group C Thu P4	Group B Fri P4
<b>Lesson 3</b> 12.30pm – 2.00pm	Group A Mon P5	Group C Tue P5	Group B Wed P5	Group A Thu P5	
<b>Lesson 4</b> 2.00pm – 3.30pm	Group A Mon P7	Group C Tue P7	Group B Wed P7	Group A Thu P7	

### Week 3 – Monday 29 March (Week A)

	Monday 29 March	Tuesday 30 March	Wednesday 31 March	Thursday 1 April	Friday 2 April
<b>Lesson 1</b> 8.30am – 10.00am	Group A Mon P1	Group C Tue P1	Group B Wed P1	Group A Thu P1	
<b>Lesson 2</b> 10.00am – 11.30am	Group A Mon P3	Group C Mon P6	Group B Tue P6	Group A Thu P3	
<b>Lesson 3</b> 12.30pm – 2.00pm	Group B Mon P5	Group A Tue P5	Group C Wed P5	Group B Thu P5	
<b>Lesson 4</b> 2.00pm – 3.30pm	Group B Tue P3	Group A Wed P3	Group C Wed P6	Group B Thu P6	

**Note:** The lessons in the table above shaded in red show a change to the normal two week timetable structure.

# Health and Safety Routines for Pupils

All members of the school community will be expected to maintain the health and safety routines. This includes:

- frequent washing of hands for 20 seconds and drying thoroughly/sanitising of hands, particularly when entering/leaving the building, before/after eating and after using the toilets.
- avoiding touching your own face including mouth, eyes and nose.
- using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste.
- maintaining 2m physical distancing at all times in the building.

There will be regular tannoy announcements to remind you of these expectations.

## Start of the Opening (Morning or Afternoon)

- Pupils in S1 to S3 should enter the building using the main entrance and pupils in S4 to S6 should enter the building using the rear entrance no more than 5 minutes prior to the allocated start time. You should sanitise your hands on entry to the building.
- You should proceed directly to the classroom/learning space for their first lesson. You should enter the room as soon as you arrive.
- You should go directly to your allocated workspace in the classroom.
- You should wipe your desk using the white roll provided.

## Each period

- Desks and chairs will be wiped down with cleaning products as instructed by your teacher at the start of each new lesson. If you are in a computer suite, the keyboard, mouse and workspace will be wiped down prior to use as instructed by the teacher.
- Bags should not be placed on tables or chairs. Please place bags on the floor.

## Class Transitions

- You will change class once when you are in the school indicated by the bell – this will help minimise movement.
- You should follow the one-way system to minimise unnecessary contact during transition between classes. Arrows in the corridor clearly show the one-way system for corridors and stairs.
- You will be allowed to enter classrooms or teaching spaces as soon as you arrive.

## End of the Opening (Morning or Afternoon)

- You should leave the building by the nearest exit at the end of the morning or afternoon opening. You should not make your way to exit via reception.