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# The Diamond PS Restarting safely

August 2020

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## Re-Opening

We are delighted to be re-opening our doors again and welcoming the children of The Diamond family back to school.

Whilst we wish to get back to a normal routine as soon as possible, we are acutely aware that Covid-19 has not disappeared. In this context, we want to open our school carefully and safely, step by step.

This document sets out our phasing plan to re-open for the new term. There will be lots of new details for us all to contend with, so please bear with us as we make this journey together.



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**“Do not worry about  
tomorrow, for tomorrow  
will worry about itself.”**

**Matthew 6:34**

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## Overview

The Minister for Education has announced that all children should return to school. In doing so, he also relaxed the rules around social distancing. Children are no longer required to remain 1 metre apart at all times, but should still endeavour to keep their distance where possible.

Therefore, we will welcome all children back to school at the end of August/beginning of September, with some changes to the usual routine.

This year, we will have six classes at The Diamond; P1, P2, P3, P4/5, P5/6 and P6/7. You will have received notification of your child's new class and teacher when you came to pick up their resources at the end of June.



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## Overview

This year, we are delighted to have three straight classes at P1, P2 and P3. This change has been made to accommodate the growing numbers of children over the last few years. This change has also proven beneficial as we aim to create some space between children in classes.

- P1 Mrs Henry
- P2 Miss Killlough (in Play Mobile classroom)
- P3 Mrs Davidson (Mr Beattie on Friday)
- P4/5 Mrs Scott and Mrs Houston (Miss Heggarty will cover the remainder of Mrs Houston's maternity leave)
- P5/6 Mrs McKibbin and Mrs Stewart
- P6/7 Mrs Gillespie and Miss Ford



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## Overview

Although all children will return to school, the guidelines make very clear that it is not quite 'business as usual'.

Social distancing between adults and children remains as a key guideline and is set at 2 metres. This will have an impact on how teachers carry out their daily work safely.

Children, although not strictly distanced, must remain in a 'class bubble' - this means our classes will not mix with other classes in school, but remain only with their particular class group.

Hygiene and sanitising will be structured into our routine to a whole new level and this will affect the timetable and the areas of the curriculum that we can safely teach.

We will be very cautious about parents coming into school and visitors from outside. Necessary visitors will have to sign in and provide contact details that will allow us to track and trace if required.

**At The Diamond, we always aim to provide an atmosphere of family and community and we will continue to do everything we can to give our children a safe and happy experience of primary school. It will just look and feel a little bit different for some time.**

**But we'll get there together.**

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# A big impact

So the guidelines will have a significant impact on the usual day to day operation of the school;

- Drop-off and pick-ups must be carefully controlled and sometimes staggered
- Movement around school will be visually guided to ensure social distancing
- Hand-washing and sanitising will be a priority daily
- Resources and equipment must be carefully managed to avoid transfer through touch
- Snack, meals and playtimes must be staggered and controlled
- Remote learning platforms will continue to be utilised for the submission of work
- Admission of parents and other adults to school will be very limited
- Increased cleaning procedures daily

This document aims to explain how we will address many of the obstacles presented.



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# Bubbles

The DE guidance encourages 'increased separation and decreased interaction'. This sounds awful, but in reality Class Bubbles will help to achieve this whilst also providing a sense of normality, friendship and interaction.

'Class Bubbles' simply means that children will remain with their own class throughout each day and we will arrange our routine and timetable to ensure that bubbles do not mix together. Each bubble will work together, eat together and play together.

We will encourage the children to wave and shout 'hello' to their friends in other bubbles and we'll also encourage them to think of their own bubble as a team - a tight group that will work all of this out together.

Within the bubble, children do not need to socially distance themselves from each other but they will be encouraged to be aware of and respect each other's personal space. The teacher for each bubble may relax their distancing within the classroom **where necessary**, but must always remain 2 metres from other bubbles and other adults.



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## Finish time

Due to the impact of the guidelines, teachers will require time for the completion of extra duties;

- Earlier start time to allow for early drop-offs to school and maintain class bubbles
- Daily cleaning and sanitising duties
- Remote learning responsibilities - Seesaw will be used for setting and receiving of much of the classwork and homework to avoid touch and transfer of books between home and school.

As we adapt to this new routine, children will finish school daily at 2.00pm approximately\* (staggered to ease congestion - we will provide more detailed information via Seesaw). This finish time will be reviewed as the term progresses.

\*Skills Club for P7 Transfer pupils will meet after 2.00pm twice weekly.



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## When to stay at home...

**We must take seriously the ongoing threat of Covid-19 and work together to protect the children, families and staff at The Diamond PS.**

It is crucial that you follow the Covid-19 guidelines and do not send your child to school if they, or anyone else in your household, are experiencing symptoms of Coronavirus. The main symptoms 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

**If your child, or anyone in your house or bubble, is experiencing any of these symptoms;**

- Get a test to check if you have coronavirus as soon as possible
- Stay at home and do not have visitors until you get your test result – only leave your home to have a test
- Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result

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## Symptoms in school

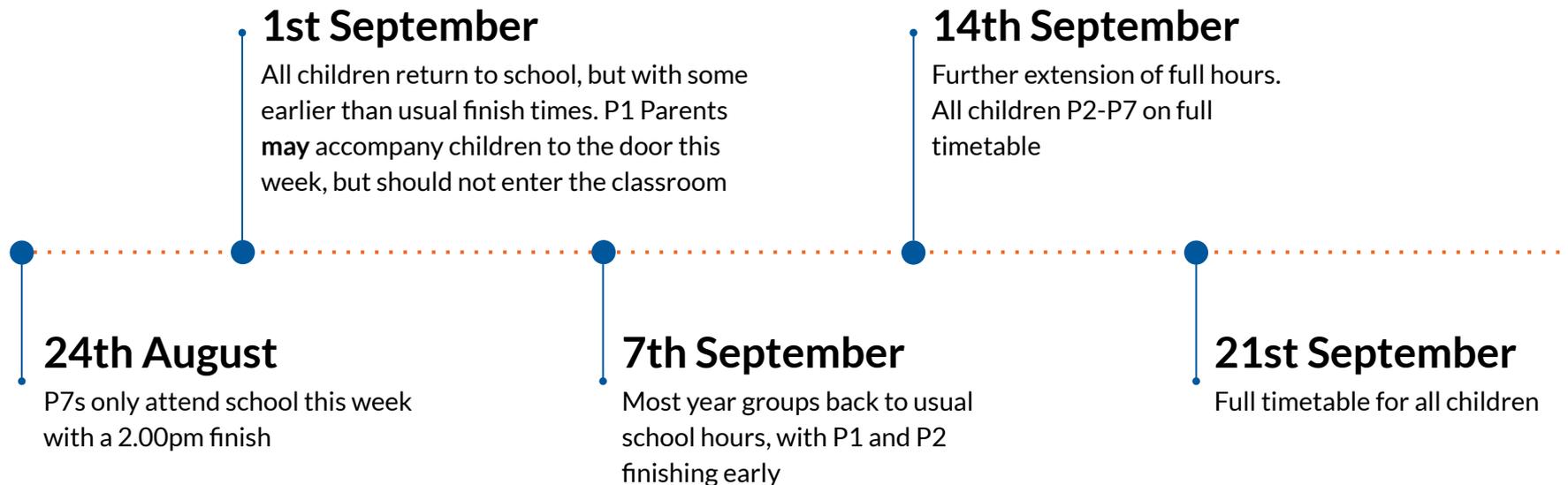
If we become aware of symptoms of Coronavirus during a school day we will;

- Immediately usher the child to an isolated area, well ventilated and supervised by a member of staff with PPE
- Provide a face mask for the child
- Contact parents to arrange immediate collection
- Thoroughly ventilate the classroom
- Thorough clean of all areas

**We will ensure that this process is as calm as it can be - no panicking! This will simply be part and parcel of school life, particularly as we move into the winter months.**

Although we have all been growing in our knowledge of Covid-19 and adjusting to a new way of life, it would be really helpful if you could gently remind your children of the guidelines; have a chat about how school will look and how teachers will look after everyone in the event of a 'new persistent cough!'

# Re-opening plan, week by week...



# School Day

**A phased approach...**

The daily routine will be a little different, particularly as we take small steps during the initial re-opening.

We want to adopt a phased approach to re-opening, making sure to take manageable steps and build confidence over the first few weeks.

For now, the school day will end at 2.00pm.

Parents should not accompany children into the school playground, except Week 1 for P1 parents.

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# August

## Week beginning Monday 24th August

- This week is only for a priority group of P7 pupils. All other pupils will begin school on week 1.
- Induction for new P1s will take place on two mornings, 27th and 28th August, but all children and adults will be kept away from P7 pupils attending.
- ALL P7 pupils should bring a packed lunch to school.
- No bus service this week.

# P7 only

Drop off 8.30-9.00am

School day begins at 9.00am

School day finishes at 2.00pm

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# Week 1

## Week beginning Tuesday 1st September

All children will attend school in week 1, but on a reduced timetable.

- Lunchtime including playtime will be included for Key Stage 2 classes (P5-P7)
- Usual P1 finish time of 12 noon for first 4 weeks
- Early finish for P2-P4.

**Morning drop-off for all children -  
8.30-9.00am**

**School day begins at 9.00am**

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**P1, P2, P3 - School day ends at 12.00 noon**

**P4, P5, P6, P7 - School day ends at 2.00pm**

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# Week 2

## Week beginning Monday 7th September

- P3-P7 will have lunch and play time this week
- P2 remains on an early finish time

Morning drop-off for all children -  
8.30-9.00am

School day begins at 9.00am

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P1 & P2 School day ends at 12.00 noon

P3 - P7 School day ends at 2.00pm

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# Week 3

## Week beginning Monday 14th September

- Lunchtime including playtime for P2 - P7
- Usual finish times for P2-P7
- Last week of 12 noon finish for P1

Morning drop-off for all children -  
8.30-9.00am

School day begins at 9.00am

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P1 School day ends at 12.00 noon

P2 - P7 School day ends at 2.00pm

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# Week 4

## Week beginning Monday 21st September

- Whole school back to normal routine
- P1 now finishing at 2.00pm
- P3 finishing at 2.00pm Mon-Fri this year

**Morning drop-off for all children -  
8.30-9.00am**

**School day begins at 9.00am**

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**P1, P2, P3 - School day ends at 2.00pm**

**P4, P5, P6, P7 - School day ends at 2.00pm**

**Pick-ups will be staggered to ease congestion**

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# Practices & procedures for a safe restart

Social distancing and hygiene practices and procedures will be put into place to ensure safety for all throughout the school day. Certain times of day will be more difficult to manage than others, but a phased return to school will help to build confidence and understanding.

The following pages detail how we will endeavour to adhere to these distancing and hygiene guidelines.

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# Social Distancing

“Increasing separation and decreasing interaction” by creating friendly class bubbles and being aware of space and distancing.

## Key Points

Classes will remain together throughout the day and will not mix with other class bubbles.

Adults should aim to keep a distance of 2 metres from children and other adults.

**Please note the changes for managing end of school pick-ups safely.**

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## Drop-off

Parents/Carers will be responsible for keeping distance between their own children and other families before children enter the playground.

Coloured guide lines on the ground will direct children to classes, creating distance between class bubbles. Children should walk on their line until they reach their entrance.

Earliest drop-off time is 8.30 am.

## Classroom

The classroom is a protected space for one class group or 'bubble'. Children will remain in this class base throughout the day. Although not strictly 1 metre apart, children will be encouraged to stay apart as best they can, and face the front.

If necessary, another member of staff may enter the room but at a strict distance of 2 metres from children.

Classes will have a clearly visible 2 metre area in which the teacher will conduct lessons. Children should not enter this area unless invited to do so.

## Break and Lunch

Children will remain in class to consume snacks and packed lunches. Hot meals will not be provided initially, but lunches will be available for any child receiving free school meals.

Classes will remain in protected bubbles for outside play times and will play within a clearly marked boundary area, distanced from other bubbles.

These play times will be staggered to facilitate class bubbles and spaces.



## Around the School

A one way system marked by guide lines on the floor will ensure that children and adults remain distanced if they should meet.

Children will not line up outside classrooms; they will continue straight into rooms and designated places in class.

Children will not congregate in cloakrooms or any other areas.

Children will not be sent on errands or messages around the school.

When children are standing together, they will be taught to keep arms length from other children.

## Other relevant times

Physical Education will not take place in the hall as per usual. As time progresses, class bubbles may participate in PE lessons outdoors, taking care to distance between individuals.

Assembly - children will not meet in the hall in a whole school capacity. Assembly lessons may be introduced into the class bubble setting.

Afternoon and Extra-Curricular activities - practical afternoon activities where resources are shared and movement around the room is necessary will be put on hold, as will extra-curricular activities.

## Pick-up

P1,2,3 - Parents should come and wait on the guide lines (queues) outside each child's classroom, within the playground. Children will be sent out to each parent as they arrive at the front of the line, then follow the arrow to move away from the line and towards the gate, or another queue if another child is to be collected.

P4/5, P5/6, P6/7 will each have their own collection point/door;

- P4/5 - children's entrance
- P5/6 - Assembly Hall/canopy
- P7 - Main Reception entrance



# Hygiene

Guarding against Covid-19 through individual hygiene practices and maintaining cleanliness throughout the building.

## Key Points

Children and adults will be required to maintain good personal hygiene throughout the day, particularly through regular hand washing and sanitising.

Reduced sharing of individual and school resources to minimise spread of infection.

School premises will be cleaned thoroughly on a daily basis.

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## Hand Washing

Parents should ensure that children wash hands immediately before leaving home.

Children will wash hands with soap and water on entry into class base each morning.

All children will wash hands with soap and water before break time snack and lunch.

Children will be asked to wash hands if they have sneezed, blown nose etc.

## Hand Sanitising

Every classroom will be supplied with hand sanitiser, but all children should bring their own personal hand sanitiser to supplement this. Sanitisers will also be available for any adult entering school.

Children will use hand sanitiser every time they exit and enter their classroom.

Hand sanitiser will be applied at the very end of the day - parents should ensure that children wash hands when they arrive home.

## Resources

Schoolbags should not be brought to school initially, but children will be provided with a plastic wallet folder.

One full set of stationery and colours etc should be provided for each child in a case/container and kept in school.

As things stand currently, children will be restricted from sharing class resources.

Seesaw will continue to be utilised for the submission of homeworks and classwork, to reduce handling of books.

Staff in school will adhere to the same standards of hand-washing and sanitising.

PPE - As things stand, it is not necessary for any child or adult to wear protective equipment such as a face mask in school but, if preferred, anyone is welcome to do so.

Children will be encouraged not to touch surfaces around the school eg walls, window sills etc

Cleaning - Extensive cleaning of surfaces, doors, furniture etc will be carried out daily.

## Bathrooms

Children will be allowed to use bathrooms, but only one child in a bathroom at any time. Where possible, children will be allowed to make use of separate, individual 'class bathrooms'

All bathrooms will be cleaned regularly.

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## Meals

Hot meals will not be available to order initially; all children should bring a packed lunch to school. A sandwich lunch will be available for all children who receive free school meals, if desired (beginning 1st September 2020)

Packed lunches will be consumed in classrooms.

## Transport

The school bus will operate as usual in the morning and afternoon (beginning 1st September 2020). The afternoon collection from school will be at 2.10pm

If your child will be travelling by bus, it is important to note that this is a point of the day when children will not remain in the class bubble and will travel with children from other classrooms. Children will be distanced on the bus if possible but they are strongly advised to wear a face mask for these journeys.

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## Uniform

Within DE guidance, children are encouraged to wear clean, fresh uniform each day if possible. But please do not feel the need to buy extra uniform, that's really not necessary.

Children may be asked to wear PE clothes or trainers on particular days; this means we can avoid complicated changing arrangements within school.

## Resources

You have all received a list of stationery items etc that your child will need for their new class. This should remain in school. Children should not bring a schoolbag, but we will provide them all with a plastic folder for any resources being brought home. Each child should bring this folder each day along with their lunchbag - with a snack, lunch and drink and a small personal hand sanitiser.

It would also be very helpful if each child could bring one bottle of 'pump soap' and a box of tissues to help bulk up our class resources.

# The School Building

Arrival and collection, visiting and effective routes around the school.

## Key Points

Drop-off and collection of children will be carefully managed, using individual class access doors.

Floor markings will indicate the 'one way' walking system in the building.

Parents should not enter the school building.

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# The School Building

In order to maintain distance between all pupils and adults, we must carefully manage/control drop-offs and pick-ups at school.

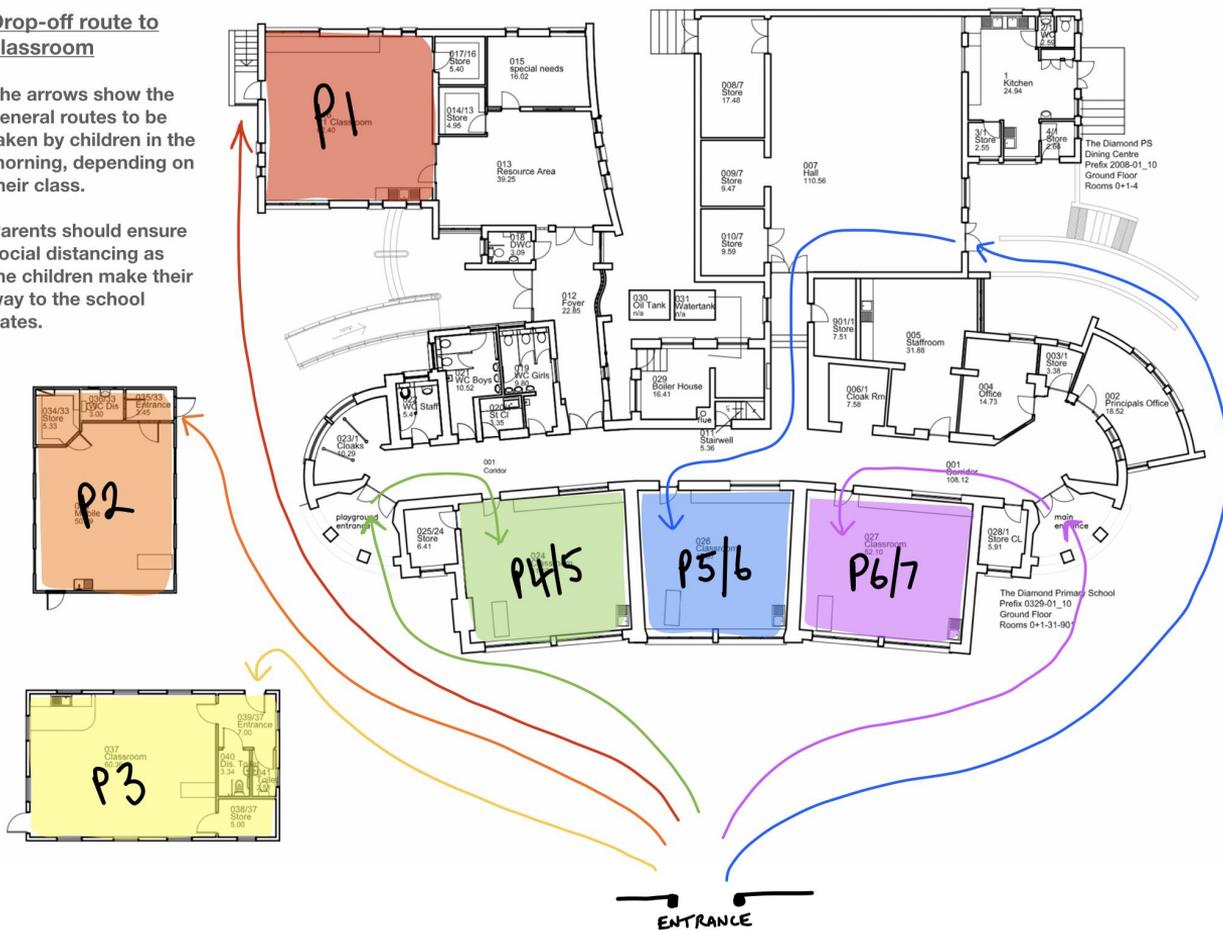
- When dropping children off at school, please walk with your child to the main gate, ensuring social distancing from adults and children. When the child reaches the gate, he/she will follow the coloured dotted line which will lead directly to their entrance, and they should continue to their classroom base. P1 parents may accompany their children to the P1 door during week 1, but may not enter the classroom. If there is any difficulty for any parent in relation to this, we will work with you. Please bring a face mask with you so that it can be worn if this is necessary.
  - Coloured lines - **P1 Red, P2 Orange, P3 Yellow, P4/5 Green, P5/6 Blue, P6/7 Purple.**
  - The 'Morning drop-off' diagram details these routes into school.
- When collecting children from school, parents must enter the playground and queue (socially distant) at the relevant access door using the dotted coloured lines as a guide. The 'Afternoon pick-ups' diagram details this and shows the direction of flow away from the queue and towards the gate. If you have more than one child to collect, please make your way to each queue in turn.
- Within the building, there will be guide lines on the floor to inform children of a one-way system and 'walk on the right' policy. The 'Around the school' diagram details this.
- It would be really helpful if you could talk your children through these diagrams. We will use Seesaw to inform you of staggered times for picking children up, but this will most likely range from 10 minutes before your scheduled time, to ten minutes after.

# Morning drop-off

## Drop-off route to classroom

The arrows show the general routes to be taken by children in the morning, depending on their class.

Parents should ensure social distancing as the children make their way to the school gates.



# Afternoon pick-ups



## Afternoon collection for P1, P2, P3

Black arrows indicate the exit door for the children.  
Coloured dots indicate the queue for parents.  
Coloured arrows indicate the flow once children have joined parents at the exit.

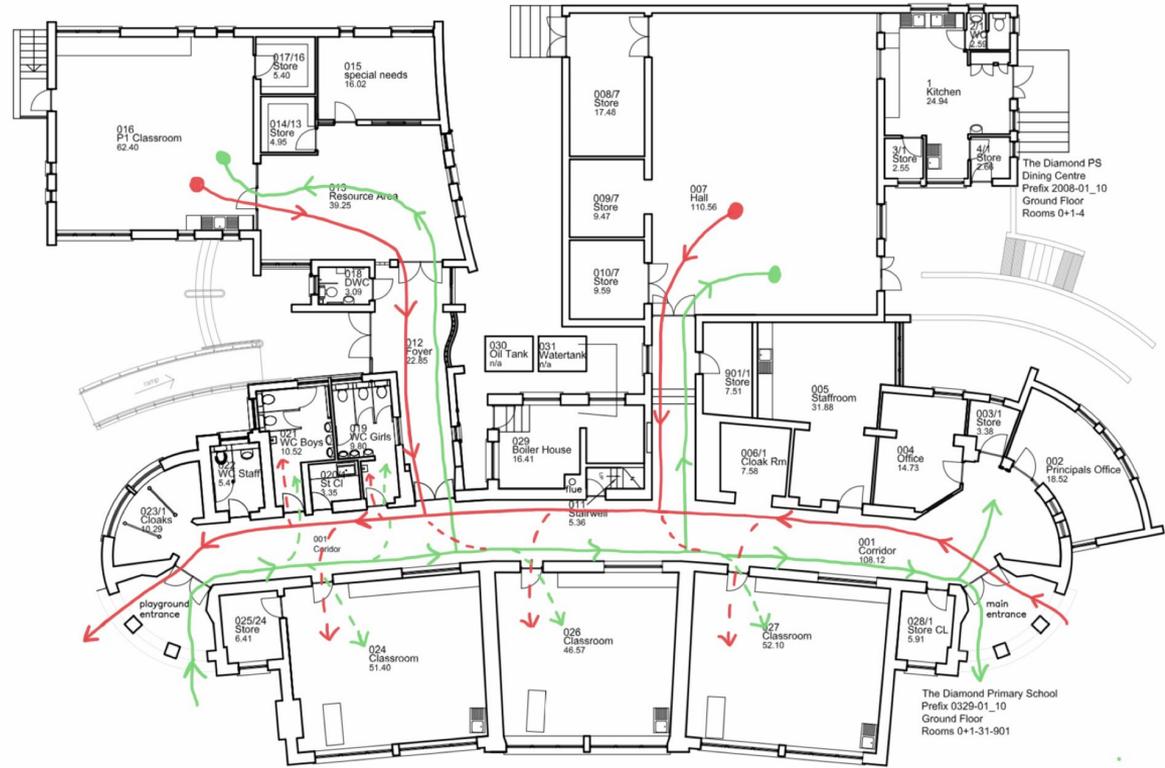
# Afternoon pick-ups



## Afternoon collection for P4 - P7

Black arrows indicate the exit door for the children.  
Coloured dots indicate the queue for parents.  
Coloured arrows indicate the flow once children have joined parents at the exit.

# Around the school



Red and green floor markings will guide the children as to where to walk when they are making their way to classrooms, bathrooms etc. They will be encouraged to walk on the right hand side and follow the markings to remain distanced from others in the corridor.

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## Let's work together...

It will take some time to adapt and get into our new routine, but we will get there step by step. It is my sincere hope that our school community will continue to work together for the wellbeing of our children.

I urge you to take the advice and guidance seriously and to be patient with us as we implement these changes - we are doing this because we care about the children. We have always put their safety first, and that won't change.

I believe we will very quickly find our 'groove' and The Diamond will once again be operating as a happy, fun, exciting and stimulating place for all the children in our care.

**Rest assured, hand sanitising and the occasional face mask won't stop us!**



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**See you all soon!**

**M Beattie**

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