

Cults Academy



Parent / Carer & Pupil Guide to School Re-opening

YOUNG PEOPLE AT THE
HEART 
OF ALL THAT WE DO

September 2020

Updated and published 4 September 2020

Contents

1	Context
2	Hygiene and Health
3	What happens if there is a positive case in school?
4	Pupil Groups
5	Face Coverings
6	School Uniform
7	Designated Entrances for Year Groups
8	Moving around the school building
9	The School Day
10	Breaks and Lunchtimes
11	Transport
12	In class
13	Behaviour
14	Toilets
15	Leaving the School
16	Parent/Carer Access to School Buildings

1. Context

On Thursday 30th July, the First Minister announced that all Scottish schools would reopen to all pupils in August 2020.

A 'phasing in' arrangement (to allow for induction and orientation) took place during week commencing Monday 10th August. All pupils returned full time on Monday 17th August, and this guide explains how the school will continue to operate.

Also on 30 July, the Scottish Government published its guidance "Coronavirus (COVID-19): guidance on preparing for the start of the new school term in August 2020":

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/>.

This guide details the actions being taken in school to address the requirements of the Scottish Government's guidance.

This document will remain 'live' and will be regularly reviewed. This is the first update (4 September) since the original publication. It will continue to be subject to change, in response to any changes expected from local or national guidance. We will continue to issue updates as and when appropriate.

2. Hygiene and Health

It is crucially important that pupils must not attend school if:

- **They are displaying any of the symptoms of COVID-19 – high temperature, a new continuous cough or a change in sense of smell or taste**
- **A member of the household has tested positive or is displaying symptoms – the pupil should self-isolate for 14 days.**
- **They have been contacted as part of the Test and Protect programme**
- **If a GP or medical professional advises that they do not attend school.**

If pupils have symptoms of COVID-19, they should not come into school, and a test should be arranged. This can be done at <https://www.nhsinform.scot/test-and-protect> or by telephoning 0800 028 2816.

Parents must inform the school of all reasons by telephoning (01224 868801) or emailing the school - cultsacademy@aberdeencity.gov.uk . Please keep us informed.

Parents were sent a copy of a letter from Professor Jason Leitch, National Clinical Director, on Monday 31 August 2020, outlining issues around testing and the common cold.

Hand sanitiser is available at school entrances and must be used by all pupils on every entry and every exit. Hand sanitiser or hand washing facilities are available in every classroom. All pupils will be expected to use these each time they enter or exit a classroom.

If a pupil becomes unwell and has symptoms of COVID-19 the pupil will be isolated in school and we will ask a parent to come and collect them from school. Any such pupil should wear a face mask on

the way home. We ask that all parents/ carers are available for contact at all times when pupils are in school. As a precaution, siblings will also be sent home in these circumstances.

Water fountains are in use. There is clear signage at each water fountain indicating the need for the use of sanitiser before and after filling a water bottle from the fountain. Pupils must not drink directly for the fountains.

Pupils must use tissues if coughing or sneezing and then put them in the bin once used. Tissues will be available in all classrooms, but pupils should cough or sneeze into the crook of their elbow if they do not have tissues to hand.

3. What happens if there is a positive case in school?

If a pupil tests positive for COVID-19, there are clear guidelines in place.

The Scottish Government guidance states: “If a young person or member of staff tests positive, the Health Protection team will assess what action is needed, taking into account the close contacts the person has had within the school and other factors such as the implementation of other measures eg cleaning, ventilation, PPE.”

“If schools have two or more confirmed cases of COVID-19 within 14 days, or an increase in the background rate of absence due to suspected or confirmed cases of COVID-19, they may have an outbreak. In this situation, schools should make prompt contact with their local Health Protection Team.”

4. Pupil Groups

Pupils are kept in year groupings wherever possible, in order to minimise the risk of the spread of infection.

In S1, S2 and S3, pupils will follow their full timetable to ensure a broad, meaningful curriculum. At break and lunchtime, they will be given a section of the school grounds to go to so that they are not in any extended contact with any other year group. They will have a different break and lunchtime to S4-S6 pupils. (These details are outlined in section 10 of this guide). This will support the Test and Protect scheme.

Senior Phase (S4-S6) pupils will follow their timetable, with different arrangements from S1-S3 for break and lunch. College courses will begin in September online. City Campus courses will be organised on a digital basis initially – at this time, pupils cannot move between school buildings.

5. Face Coverings

Updated guidance from the Scottish Government on the use of face coverings was implemented from Monday 31 August 2020:

- All adults and pupils in secondary schools must wear a face covering (unless exemptions apply) when moving around the school, such as in corridors and communal areas, where physical distancing is difficult to maintain.
- All children aged 5 and over must wear a face covering on dedicated school transport. This is in line with the guidance for public transport.

Anyone (pupils or staff) wishing to wear a face covering in class are allowed to so.

Pupils should be aware of the need to safely use face covering: “Every time you apply or remove a covering, it is important that you wash or sanitise your hands first and avoid touching your face. When temporarily storing a face covering, such as in a pocket when moving between spaces, it should be placed in a washable bag or container and you should avoid placing it on surfaces, due to the possibility of contamination. After each use, you must wash the face covering at 60 degrees centigrade or in boiling water, or dispose of it safely.”

A Powerpoint presentation on the safe use of face coverings was shown to all pupils on the morning of Monday 31st August, and this was shared with all parents and carers.

6. School Uniform

Pupils are expected to wear school uniform as normal. Scottish Government guidelines indicate: “School uniforms/clothing and staff clothing should be washed/cleaned as normal.” If you are concerned about blazer washing, then it will be acceptable for a blazer not to be worn; a v-necked school jumper would suffice.

If a pupil has PE in their timetable for the day, they should come to school in their PE kit. There will not be access to changing rooms.

7. Designated Entrances for Year Groups

For the foreseeable future, pupils should enter the school by the entrance which has been designated for their year group:

S1	-	Enter by the front door
S2	-	Enter by Police Station doors
S3	-	Enter by “The Street” doors (top of Spanish Steps)
S4	-	Enter by dining room doors
S5 and S6 pupils	-	Enter by D & T Doors leading to bus bay

This applies in the morning, after breaks and lunchtimes.

Pupils must not arrive in school before 8.15am. When they enter the building they should go directly to their period 1 class. A warning bell will ring at 8.25am every day. At the end of the school day, all pupils must leave the building straight away – there will be no facility for pupils to wait indoors to be picked up.

Pupils can exit the building by the nearest available exit, following the one-way system outlined in section 9 of this guide.

8. Moving around the school building

To avoid the potential for different year groups to gather together inadvertently, we are operating a one-way system across the school. Each pupil has been given a paper copy of this plan, and an electronic copy was sent to all parents and carers.

Stairwells will be marked 'Up' or 'Down'. At the end of the day or during a fire evacuation, all stairwells can be used to go down to exit the building.

9. The School Day

The school day will begin as usual at 8.30am (with a warning bell at 8.25am) and will end at 3.08pm. To increase separation of year groups, there will be 'staggered' breaks and lunchtimes.

S1-S3 School Day

08:30 – 09:33 Period 1

09:33 – 10:46 Period 2

Pupils will leave their period 2 class at 1005 for interval and return to their period 2 class at 1020

10:46 – 11:39 Period 3

11:39 – 12:29 Lunchtime

12:29 – 13:22 Period 4

13:22 – 14:15 Period 5

14:15 – 15:08 Period 6

S4 – S6 School Day

08:30 – 09:33 Period 1

09:33 – 10:26 Period 2

10:26 – 10:46 Interval

10:46 – 11:39 Period 3

11:39 – 12:35 Period 4

12:35 – 13:22 Lunch

13:22 – 14:15 Period 5

14:15 – 15:08 Period 6

10. Breaks and Lunchtimes

For morning interval, all pupils are strongly encouraged to bring their own snack. This is in order to cut down on potential queueing. If pupils do bring their own snack, they should go outside immediately to their designated area. If they need to buy something, they should go to the canteen or snack bar (as allocated), purchase their snack and then go out to their designated area.

If pupils wish to use the Accord Card System to purchase food, we ask that Parents/Carers to Top up cards online to prevent queueing within the school.

This can be done by:-

- Search 'pay for school meals' on the ACC website
- Click on Top-up Payment for secondary school meals
- Click Top-up online
- Follow the online instructions
- You will need the Accord Card number and correct issue number which is the last 2 digits i.e. 01 of number of the pupil and a payment card
- At this time new S1 pupils will be unable to load money online until they receive their personal card during their Induction Day.

Whilst outside, pupils should maintain social distancing with each other, and avoid any physical contact.

For lunch, all S1-S3 pupils are expected to remain on school grounds. Packed lunches are encouraged, again to cut down on potential queueing.

S4 -S6 pupils will be permitted to leave the school grounds at lunchtime. However, if accessing local shops, they must observe the rules in place at the time i.e. using hand sanitiser, wearing a face covering and observing 2m distancing.

Designated food purchasing in school and outdoor areas for break and lunchtime are as follows:

- S1 – if they need to purchase something, S1 pupils should use the snack bar, and then go out to the Community Wing car park (it will be closed to cars), and then re-enter via their designated entrance – the front door.
- S2 - if they need to purchase something, S2 pupils should use the dining room, and then go out to the playing fields, and then re-enter via their designated entrance – the Police Station doors.
- S3 - if they need to purchase something, S3 pupils should use the dining room, and then go out to the basketball court area, and then re-enter via their designated entrance – “The Street” doors.
- S4 - if they need to purchase something, S4 pupils should use the dining room, and then go out to the playing field, and then re-enter via their designated entrance - the door adjacent to the dining room doors.

- S5 - if they need to purchase something, S5 pupils should use the snack bar, and then go out to the basketball court area and then re-enter via their designated entrance – the Design & Technologies door via the bus bay.
- S6 - if they need to purchase something, S6 pupils should use the snack bar, and then go out to the basketball court area, and then re-enter via their designated entrance - the Design & Technologies door via the bus bay.

However, if any pupil wishes to purchase a hot main meal they should queue at the dining room but exit to their designated area as soon as possible. For hot meals, there are designated tables for different year groups, and different queuing points for different year groups.

Pupils should be prepared to go out even if there is some rain. We will ask pupils to remain indoors only if the weather is very inclement.

11. Transport

The Transport Unit is providing more information for all parents, carers and young people around the expectations for school transport. In summary:

- Pupils must clean their hands before entering and leaving the bus - we would encourage all pupils to have their own sanitiser for this purpose.
- Pupils should fill up from the back
- Pupils must respect social distancing requirement for all adults ie the driver and the escort.
- Pupils must wear face coverings on both school and public transport
- Escorts may wear PPE, including face coverings.
- No food or drinks can be consumed on school transport.

For pupils who access public transport, they must follow the requirements at the time - i.e. social distancing and the wearing of a face covering. Due to the uncertainty of being able to get on a public bus, pupils and parents may wish to consider an alternative way of getting to school.

For pupils arriving by car - no cars can enter the school car park (unless a pupil has a disability which requires closer access). We encourage those dropping off to adopt a 'Park and Stride' approach, dropping off in nearby streets to avoid congestion.

12. In class

Hand sanitiser or hand washing facilities are available in every classroom and pupils are required to use this when they enter and exit the room.

Pupils are expected to clean their work area on arrival to reduce the possible risk of infection. Materials are given to pupils for this purpose and it is a firm expectation that they do so. Disposable materials are then placed in the bin.

The sharing of resources is not permitted, except where specific mitigations have been put in place around cleaning regimes. Pupils should take all resources they require with them. We are not in a position to give out pens, pencils etc.

Lockers are not available to use at the moment. Pupils should bring a bag to put jotters etc in as these will not be able to be stored in school. All bags should be placed on the floor in classes – only water bottles and equipment required for class should be on the desk.

Guidelines indicate that what can be offered in certain subject areas will be restricted.

13. Behaviour

Expectations around following social distancing rules are being strictly enforced on public health grounds and we ask that all parents make sure that young people understand these rules before coming to school.

Pupils must avoid physical contact – no hugging, ‘high fives’ or ‘elbow bumps’ etc.

Pupils must remain 2m from staff at all times and must follow instructions immediately if a member of staff asks a pupil to distance themselves from them. Pupils must also ensure that they do not display any behaviours that could endanger others e.g. coughing or sneezing without covering their mouths. Any deliberate coughing or sneezing etc at other pupils or staff will not be tolerated.

14. Toilets

During class time, pupils, as usual, should try to avoid going the toilet. However, if they need to, they should access one of the ‘single-user’ accessible toilets. At break and lunchtime, pupils in S1-S3 can access multi-user toilets on the second and third floors, whilst pupils in S4-S6 can access multi-user toilets on the first floor.

15. Leaving the school

Pupils should leave the school as soon as they are dismissed by their teacher at the end of the school day. They can exit the building by the nearest exit, following the one-way system. They should not arrange to meet anyone else inside the school building. Pupils should then leave for home immediately and not gather in groups.

16. Parent / Carer Access to School Buildings

Parents and carers will not be able to access the school. If a parent / carer wishes to talk to a member of staff, they should telephone the school office – 01224 868801 or email cultsacademy@aberdeencity.gov.uk