

# Cults Academy



## Parent / Carer & Pupil Guide to School Re-opening

YOUNG PEOPLE AT THE  
**HEART**   
OF ALL THAT WE DO

### April 2021

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## 1. Context

The Scottish Government anticipates that all schools will reopen for all pupils following the Easter break. In Aberdeen City, this means that all schools will open to all pupils on Monday 12<sup>th</sup> April 2021. This will be subject to a 'checkpoint' during the Easter break, when the Scottish Government will confirm whether or not this planned return will go ahead. This return will involve the removal of strict 2m physical distancing between pupils in secondary schools.

Ahead of the Easter break, all pupils have had the opportunity to attend the school building for sessions which have allowed for reconnection with peers, friends and staff. Alongside this, senior phase pupils have been accessing the building for practical activities which need to be undertaken for SQA certification purposes. Other senior phase groups have been targeted for attendance in the building, whilst the provision for children of key workers and other identified young people has continued throughout the lockdown period. The remote learning offer has continued for all year groups until the end of term.

This guide explains how the school will operate from 12 April 2021, taking into account the updated Scottish Government guidance, issued on Wednesday 24<sup>th</sup> March 2021: "Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools".

This document will remain 'live' and will be regularly reviewed. 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 10 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.**

All pupils have the entitlement to undertake self-testing at home, using lateral flow tests provided by the NHS, and distributed via the school. These tests are undertaken twice weekly. If such a test is positive, the young person should remain at home and arrange a PCR test at a testing centre.

If pupils have symptoms of COVID-19, they must not come into school, and a PCR test should be arranged.

PCR tests can be arranged via <https://www.nhsinform.scot/test-and-protect> .

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

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 from 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. Pupils should also avoid touching their face.

### **3. Testing**

Twice-weekly at-home symptomatic testing is available for all secondary school pupils, using lateral flow devices (LFDs). Ways to register for this have been shared. All young people are encouraged to participate in this. If a pupil tests positive using an LFD, they should organise a PCR test at a testing centre. If a pupil is symptomatic, the LFD should not be used, and a test should be booked at a testing centre. The pupil must not attend school.

It is important to stress that asymptomatic testing is an additional measure and does not replace the other mitigations outlined in this guide and in the school's risk assessment. Additionally, any individual who receives a negative LFD test result must not regard themselves or behave as if they are free from infection.

### **4. 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."

When close contacts of any confirmed COVID case are identified through Test and Protect, they are now asked to get tested as soon as possible. Close contacts will be asked to book a PCR test.

### **5. Shielding**

The Chief Medical Officer's advice for children and young people on the shielding list at levels 3 and 4 and during lockdown is that children and young people who are on the shielding list should not attend school in areas at level 4 or under lockdown. However, parents can consult with their child's

secondary care (hospital) clinical team who may advise that an individual risk assessment could be undertaken with the school and arrangements put in place which may allow your child to attend when the school reopens.

Children and young people who live with a person that is on the shielding list should attend school in line with arrangements for return. Parents / carers may wish to have a discussion with their child's healthcare team if they are unsure or have queries about returning to or attending school because of their own health condition.

## 6. 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 again face-to-face for some pupils. More details will be confirmed in due course.

## 7. Face Coverings

Scottish Government guidance on the use of face coverings now indicates that face coverings should be worn at all times by staff and children and young people in school, including S1-S3 learners (not just the senior phase) in classrooms, in communal areas and when moving about the school.

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.

If a parent believes that there is a reason their child should be exempt from wearing a face covering, they should contact the school (there is no need for parents who have already let us know to contact us again).

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."

## 8. 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 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.

## 9. 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:

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

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 8 of this guide.

## 10. Moving around the school building

To avoid the potential for different year groups to gather together inadvertently, we will continue to operate a one-way system across the school.

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.

## 11. 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 continue to 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

## **12. 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 queuing. 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 queuing within the school.

This can be done by going through these steps:

- 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, 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 queuing.

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), or to the courtyard area, 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.

### 13.Transport

Dedicated school transport is to be regarded as an extension of the school estate and it is not necessary to maintain distance between children and young people.

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, although it will be supplied on each bus.
- Pupils should fill up from the back
- Pupils must respect social distancing requirements for all adults i.e. 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.
- Transport operators will be asked to keep windows open on dedicated school transport where possible.



Children and young people must not board dedicated school or public transport if they, or a member of their household, have symptoms of COVID-19.

Pupils are asked to record their seat using the QR code which is displayed on the bus and also in the school.

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.

## **14. 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 lend 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.

## **15. 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.

## **16. Ventilation**

Appropriate ventilation remains a key mitigation. Staff will be following guidelines which ensure that windows are regularly opened to provide appropriate ventilation.

## **17. Toilets**

During class time, pupils, as usual, should try to avoid going to 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.

## **18. 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.

## **19. 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](mailto:cultsacademy@aberdeencity.gov.uk)