



# **Strathaven Academy Return to School Guide**

**Full Time Learning  
August 2020  
Version 1  
(10-08-2020)**



Dear parent/carer and young person,

I hope you are enjoying the summer and that you and your family continue to be safe and well.

We welcome the announcement that all young people will return to school full time in August and look forward to our students returning to Strathaven Academy. Please be assured that as a contingency, our blended learning model is ready to be implemented if required.

This guide has been produced to support our young people returning on a full-time basis. We do not however expect the return to school in August to be a return to normality. We must remain vigilant and continue to manage the risks of COVID-19 and I would ask that you please take some time to read this information carefully with your child.

The aim of this information guide is to:

- Provide information about the school day structure, expectations, plans and measures we have put in place prior to our return to school
- Explain what young people will need to do to ensure everyone can learn in a safe and effective environment
- Explain how you can support with preparing your child for returning to school

Aspects of this guide relating to school day arrangements, health, hygiene and physical distancing practices must be adhered to without any deviation. It should also be noted that our planning will be subject to ongoing review and may be subject to further change.

As we look ahead to the reopening of Strathaven Academy, our key principles remain:

- To establish effective hygiene practices and routines to keep everyone as safe as possible and minimise the potential spread of COVID-19
- To support the wellbeing of all young people and staff
- To provide a consistent, quality learning experience for all young people

Our school values of Responsible, Respectful and Resilient are key as we all work together to help keep us all safe and support the successful reopening of Strathaven Academy.

We are very much looking forward to welcoming our young people back to Strathaven Academy and continuing to work in close partnership with all members of our school community.

Kevin Boyd  
Head Teacher

## Induction Days



Induction days are planned in order to ensure appropriate time to share information on our new measures and establish these with our young people. During each day, students will attend planned lessons as part of their normal timetable. Induction Days will be held on Wednesday 12, Thursday 13 and Friday 14 August. S2-S6 will attend for **one** induction day as outlined below. S1 will attend for **two** induction days:

Wednesday 12<sup>th</sup> August - S1, S5 and S6

Thursday 13<sup>th</sup> August - S1 and S3

Friday 14<sup>th</sup> August - S2 and S4

**All young people will attend and commence their full timetable from Monday 17<sup>th</sup> August.**

On the induction days, S2 - 6 pupils should report to their registration class for 8.50am. Pupils should enter the building as directed by staff at one of the three main entrances: main entrance, courtyard entrance and S6 Social Area entrance. S1 pupils should report to the front playground and will be escorted to class by their Register Teacher. There will be no entry to the school building until 8.40am and pupils should remain outside in the school grounds. The main entrance should only be used if a pupil has to sign in late.

Pupils should arrive in full school uniform and bring PE kit suitable for outdoor activities.

During an extended registration, young people will be introduced to new daily routines. This will include hygiene practice of washing or sanitising hands, arrangements for entering/exiting, movement around the school and interval/lunch breaks. A range of safety measures are in place, in line with Scottish Government guidance, to support our return to the school building and these will be shared with our school community in due course. Following this extended registration, pupils will follow their new timetable for the remainder of the day.

## School Day (From Monday 17 August)



All young people will return to school full time from **Monday 17<sup>th</sup> August** and students will follow their individual school timetable. Some changes have been made to start/end and lunch times to reduce congestion at entrances/exits and minimise mixing of year groups.

To reduce the number of pupils congregating and accessing facilities during interval and lunchtime, it is necessary to split pupils into two groups: Group 1 (S1, S3 and S4) and Group 2 (S2, S5 and S6). Split intervals and lunchtime also mean that there should be more space in staff bases at interval/lunch to ensure staff can maintain physical distancing.

Registration has been renamed Tutor Time and has been moved from first thing until after interval (Group 1) or after period 2 (Group 2). It has also been extended to 15 minutes. To accommodate this additional time, the last period of each day has been reduced to 45 minutes. There will be a staggered start each morning to ease congestion and to ensure pupils can enter the building and sanitise their hands in an orderly manner. S4/S5/S6 classes will begin at 8.50 and S1/S2/S3 classes at 9.00. The structure of the day is detailed below and will be displayed in every classroom.

GROUP 1 (S1/S3/S4)									
Monday/Tuesday									
Period 1	Period 2	Interval	Tutor Time	Period 3	Period 4	Lunch	Period 5	Period 6	Period 7
(S4) 8.50- 9.40	9.40- 10.30	10.30- 10.45	10.45- 11.00	11.00- 11.50	11.50- 12.40	12.40- 1.30	1.30- 2.20	2.20- 3.10	3.10- 3.55
(S1/S3) 9.00- 9.40									
Wednesday/Thursday/Friday									
Period 1	Period 2	Interval	Tutor Time	Period 3	Lunch	Period 4	Period 5	Period 6	
(S4) 8.50- 9.40	9.40- 10.30	10.30- 10.45	10.45- 11.00	11.00- 11.50	11.50- 12.40	12.40- 1.30	1.30- 2.20	2.20- 3.05	
(S1/S3) 9.00- 9.40									

GROUP 2 (S2/S5/S6)									
Monday/Tuesday									
Period 1	Period 2	Tutor Time	Interval	Period 3	Period 4	Period 5	Lunch	Period 6	Period 7
(S5/6) 8.50- 9.40	9.40- 10.30	10.30- 10.45	10.45- 11.00	11.00- 11.50	11.50- 12.40	12.40- 1.30	1.30- 2.20	2.20- 3.10	3.10- 3.55
(S2) 9.00- 9.40									
Wednesday/Thursday/Friday									
Period 1	Period 2	Tutor Time	Interval	Period 3	Period 4	Lunch	Period 5	Period 6	
(S5/6) 8.50- 9.40	9.40- 10.30	10.30- 10.45	10.45- 11.00	11.00- 11.50	11.50- 12.40	12.40- 1.30	1.30- 2.20	2.20- 3.05	
(S2) 9.00- 9.40									

## Interval/Lunch Arrangements



As much as possible, year groups should be kept separate during interval and lunchtime by allocating different indoor and outdoor spaces. Where possible, young people will spend most of their break and lunchtime outdoors and should bring an appropriate outdoor jacket to school. Groups, timings and locations are detailed below.

### Group 1 (S1/S3/S4)

	Time	Indoor Location		Outdoor Location	
Interval	10:30-10:45	S1	Office end of Street	S1	Main entrance
		S3	Stage end of Street	S3	Courtyard
		S4	Gym	S4	Cage / PE area
Tutor Time	10:45-11:00	Timetabled classrooms			
Lunchtime	Mon/Tue (12.40-1.30)	S1	Office end of Street	S1	Main entrance
		S3	Stage end of Street	S3	Courtyard
	Wed/Thurs/Fri (11.50-12.40)	S4	Gym	S4	Cage / PE area

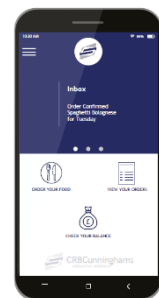
### Group 2 (S2/S5/S6)

	Time	Indoor Location		Outdoor Location	
Tutor Time	10:30-10:45	Timetabled classrooms			
Interval	10.45-1.00	S2	Office end of street	S2	Main entrance
		S5	Stage end of street	S5	Courtyard
		S6	S6 area / Gym	S6	Cage / PE area
Lunchtime	Mon/Tue (1.30-2.20)	S2	Office end of street	S2	Main entrance
		S5	Stage end of street	S5	Courtyard
	Wed/Thurs/Fri (12.40-1.30)	S6	S6 area / Gym	S6	Cage / PE area

School lunches will be available and menus published. In addition, a new App will be introduced that will enable pupils to pre-order and collect food. The Mobile Fusion App is an easy to use gateway to pre-ordering lunches within minutes. This will help reduce long queues for food. Further information will be issues to pupils via their GLOW email account.

Young people can bring their own packed lunch. As is normal practice, S1 pupils are not permitted to leave the school premises at lunchtime for the first few weeks.

Young people who choose to leave the school grounds during interval and/or lunchtime must adhere to the Scottish Government guidelines to help protect our wider community, including wearing face coverings in shops/food outlets. The local food suppliers and shops have implemented strategies which allow them to safely serve Strathaven Academy pupils. We expect all of our young people to follow these measures and behave in a responsible manner. **Food purchased outside of the school cannot be brought back into the school building.**





We are introducing a new movement system this session to support physical distancing and help with the flow of pupils and staff across the school. The new system will allocate entry and exit doors for identified groups of pupils. Further information regarding this system will be shared with all learners during their induction day and documentation will be shared on our school website in due course. Staff will enter and leave the building using the main entrance (Door C) or the doors to the staff car park at the Leisure Centre (Door B).



The Scottish Government has advised that there will be no requirement for young people to physically distance in school when they return in August. However, we have taken practical steps to ensure physical distancing where possible. There remains a need for young people to stay 2m away from teachers and staff in school. The following measures should be taken to help maintain physical distancing between young people and adults:

- Encourage young people to maintain distance where possible, particularly indoors, and not to crowd together or touch their peer
- Discourage social physical contact (hand to hand greeting/hugs)
- It is recommended that young people remain outside the building before school and during break/lunch. In the event of inclement weather, alternative areas have been identified for each year group and will be supervised appropriately
- Staggered start and end times are in place for students. Interval/Lunchtime has also been staggered to ensure young people can safely collect their pre-ordered lunch and to minimise mixing of year groups.
- Classrooms and working areas have been re-organised in line with current safe distancing advice. Staff have planned seating areas to ensure that where practical, young people are a safe distance apart and for the majority of time, students will remain in their seats. Teacher desks are located at least 2m from the nearest student desk
- Young people will be seated side by side and facing forwards, rather than face to face
- Resources that are difficult to clean will be removed and stored, together with unnecessary classroom clutter
- Signage and floor markings are in place to reinforce safe distancing advice
- Appropriate corridor monitoring between lessons by teaching staff at classroom entrances, School Assistants, Pupil Support staff, Guidance staff and the SLT
- A movement system will be implemented to support physical distancing and help with the flow of young people across the school.
- Lifts in school are now out of bounds for everyone unless required following appropriate individual risk assessment
- Staff members have been instructed to adhere to physical distancing during breaks and must ensure that they are taking appropriate precautions to do so
- Meetings and training sessions for staff will be minimised and where necessary, will follow current safe distancing advice or will be arranged remotely
- In line with local and national guidance, parents/carers and visitors will not be able to enter the building. Essential visits may take place out with school hours. Telephone appointments will be our preferred method of communication and can be arranged by phoning the school office (01357 524040) or emailing [office@strathaven.s-lanark.sch.uk](mailto:office@strathaven.s-lanark.sch.uk)

All of these new measures will be reinforced with students during their induction day and on an ongoing basis. It will be important to establish good routines as quickly as possible and we would appreciate the support of parents and carers in ensuring their child/children understand the importance of adhering to these measures before returning to school.

**Any repeated or intentional breaches of physical distancing measures will be robustly dealt with.** This is important to ensure the safety and wellbeing of all students and staff. If required, individual risk assessments will be produced and a decision taken on whether a young person can continue accessing learning in school.



Handwashing and sanitising remain a key tool in the fight to reduce the risk of infection. All adults and young people will sanitise hands on entry to the school and classrooms. Breaks will allow time for handwashing with soap and water. This should be done regularly and after using the toilet, re-entering the building etc. Paper towels will be available in all toilets to ensure all school users can dry their hands thoroughly. In classrooms that have a sink, students will be able to wash hands. Entry points and all classrooms/working areas have been provided with hand sanitiser and stations are also in place at entry/exit doors and in common areas, for example the Street area.

Anyone who experiences dry or uncomfortable hands as a result of frequent hand washing or sanitising is advised to seek medical guidance and we will support them if alternatives require to be used. Young people may wish to use their own hand sanitiser but should not share this with others.

Routinely throughout the day, young people will wipe down their desk and chair with anti-viral wipes provided by the teacher. Cleaning and janitorial staff will take responsibility for wiping down frequently touched areas in the class (light switches, door handles etc.) and any other equipment. In some cases, young people will also be asked to wipe down or clean resources, e.g. musical instruments, keyboards/mice, paintbrushes etc. Bins are located in all classrooms for the safe disposal of wipes, tissues, paper towels etc.

Signage will be displayed throughout the school to remind everyone of the importance of effective handwashing and sanitising. We would be grateful if parents/carers could reinforce these important messages at home.

Young people and staff can take books and other resources home, although unnecessary resource sharing including textbooks should be avoided, especially where this does not contribute to education. Library books will be quarantined for a 72 hour period before they can be borrowed again.

The “Catch It, Bin It, Kill It” motto will remain a key hygiene message in school and additional tissues and pedal bins will be provided in each classroom. Young people and adults are encouraged to keep their hands away from their face.

Self-clean stations, with instructions, will be located in each classroom to support cleaning and hygiene routines. In addition, relevant PPE will be used where appropriate to support learning.

### **Toilets**

Toilets will be monitored by staff to support physical distancing. In addition, every second sink will be taped off. If a young person needs to leave the class to visit the toilet, they should ensure appropriate handwashing is undertaken and signage is in place to reinforce this. When returning to class, young people will be required to use sanitising gel.

Toilets will be sanitised by Facilities Management staff regularly throughout the school day.





Young people should continue to wear school uniform as it gives them a sense of pride and belonging. This includes:

Blazer, school tie, black trousers or skirt, white shirt, plain black jumper/cardigan and appropriate black footwear.

Current government guidance is that school uniform and staff clothing should be washed as normal. Any uniform concerns should be discussed with the appropriate Pupil Support Teacher.

PE lessons will be outdoors until government guidance permits the use of indoor facilities. It is, therefore, essential that students have appropriate clothing (hoodie/sweatshirt/waterproof jacket/change of shoes). Young people attending practical PE activities period 1 may wear appropriate kit (including black Strathaven Academy PE t-shirt) to minimise the need to use changing rooms. If PE is timetabled for the last period of the school day, young people do not need to change and should leave in their sportswear. PE staff have plans in place to maximise the spaces available for students to change and leave their belongings. These areas will also be cleaned regularly.

Students may bring a bag to school and are encouraged to ensure they have all the necessary school equipment they require. For the time being, pupil lockers will not be in use. Young people will have the opportunity to empty their lockers during the induction days. **Pupil's bags should be placed on the floor, not on desks, in classrooms. It is important that young people do not share their own resources with others.** If required, a stock of pens, pencils, erasers and sharpeners will be available in each classroom. Departments will also provide any specialist resources only if they can be appropriately sanitised before and after use. Teachers have implemented systems for the safe management of school resources (textbooks etc.). Arrangements are also in place for the safe issue and return of library books.

In the initial stages, there may be limited practical work in Home Economics, Design and Technology and Science. Practical activities will resume once we can be sure that it is safe to do so.

## Facilities Management Cleaning Regimes



Effective cleaning regimes are crucial within school to keep young people and staff safe and well.

Cleaning regimes have been developed in line with Health Protection Scotland: Core COVID-19 Information and Guidance for General (Non-Healthcare) Settings (Version 4.3 Publication date: 26 June 2020) and Scottish Government: Coronavirus (COVID-19): re-opening schools guide (28 May 2020).

Facilities Management staff (Janitors and Cleaners) will provide additional cleaning throughout the school day. There will be an increase in the number of day cleaners within the school. Cleaning will continue to be provided before the start of the school day and at the end of the school day and normal service provision will be amended to concentrate on disinfection control.

Wherever it is safe to do so, doors and windows will be kept open to increase natural ventilation (this advice will be reviewed as we head into the winter months). This will also help to reduce contact with door handles.

Facilities Management staff will replenish hand soap, paper towels, disinfectant spray / wipes and hand sanitiser as necessary throughout the day. Facilities Management staff will also clean touch points hourly throughout the day. Toilets will be cleaned regularly and have a full sanitising clean every day.

## School Transport



School buses and taxis have been deemed part of the school estate by Scottish Government and as such it is not necessary to maintain distance between young people (subject to continued low levels of infection within Scotland).

Young people and adults must not board dedicated school or public transport if they, or a member of their household, have symptoms of COVID-19. Bus operators are not required to provide hand sanitiser on vehicles and therefore young people should carry their own supply of hand sanitiser or make sure they have washed hands thoroughly before boarding the bus. Hands should be cleaned again before boarding the bus at the end of the school day. There is no requirement to wear face coverings on dedicated school transport, however, should someone choose to do so that is at their discretion. Young people should use the same seat travelling to and from school and not move from this seat throughout the journey. No food or drink should be consumed while travelling and young people should avoid touching surfaces, seats, windows, handles as much as possible.

Bus operators are required to carry out regular cleaning and sanitising of their vehicles.

Where children travel on public service buses the Scottish Government Guidance with regard to physical distancing and use of face coverings must be followed.

Where possible, students should walk or cycle to school. There is secure bike storage at the front entrance. For those who need to travel by car, parents/carers are asked to avoid entering Bowling Green Road to minimise traffic congestion. Parents/carers are encouraged to park further away from the school and use the drop-off / pick-up points detailed below:

- Station Road
- Common Green
- Woodhill Road

Parents/carers should avoid entering the school car parks.

Parents/carers should not provide transport for young people from another household. Students should aim to arrive at school for their staggered start time as there will be no access to the building before this time.

## Personal Protective Equipment (PPE)



Following government guidance with regards to PPE, staff will not typically wear PPE during the course of their normal duties in school. Some staff may wish to wear a face covering when they are in busy areas and unable to maintain a 2m distance from young people. Staff who work closely with young people for more than 15 minutes should wear a face covering. Young people are not required to wear a face covering in school or on school contract buses but may choose to do so. However, young people **must** wear an appropriate face covering if using public transport to journey to and from school and when using any of the local shops.

PPE (apron, gloves, and face mask/visor) will be worn by First Aid staff who are responding to a young person or member of staff who is displaying any medical symptoms, including COVID-19. We have designated trained First Aiders at Strathaven Academy. Should more significant first aid be required, a suitably qualified first aider will come to the classroom to collect the young person and take them to the First Aid room. PPE will be available for first aiders should they need it. First aiders will be mindful of the need to minimise physical contact but this may be an inevitable part of care and treatment.

We will continue our policy of contacting parents/carers where we have given a young person first aid and we feel a parent should be aware of this.

## COVID-19 Symptoms



The whole school community should be vigilant for the symptoms of COVID-19, and to understand what actions should be taken if someone develops them, either onsite or offsite. All young people and staff must inform a member of staff or responsible person if they feel unwell with symptoms of COVID-19. Guidance on this is available from [NHS Inform](#).

If a young person begins displaying a continuous cough or a high temperature, they will be sent home to isolate as per the guidelines. If the affected person has mild symptoms, and is over the age of 16, they are permitted to go home themselves once they have notified the office and a parent/carer has been informed. A young person awaiting collection (preferably this should be by an adult from the same household) will be moved to a designated room with ventilation where they can be isolated behind a closed door with access to a toilet. Once collected, the area will be sealed off and undertake a deep clean from a team of staff. Families should then follow the national guidance for households with possible COVID-19 infection including testing and self-isolation.

### Testing

Testing is available for anyone in line with government guidelines. An appointment should be made immediately by visiting NHS inform or calling 0800 028 2816. All young people, staff and parents who are tested must alert the school if the result is positive. Staff and young people will only be allowed to return to school after a negative test result or appropriate isolation has finished.

If clinical advice is needed, information is available online at NHS 111 (or call 111 if no internet access).

Following current guidance, there is no requirement for staff or young people to self-isolate if they have been in a class with someone who is displaying symptoms as long as they have maintained appropriate distancing. Further information on Test and Protect can be found on the NHS website.

## Attendance



We will continue to register students when they are in school and it will be important for us to accurately record the reason for absence if a young person is not at school. The local authority will provide schools with relevant attendance codes for when students are learning at home or absence is related to COVID-19, shielding or self-isolating.

**Parents/carers must contact the school by telephone or email before 9am to inform us of their child's absence** – indicating the reason for absence. If the length of absence is known e.g. a period of isolation, the office staff should be informed of the expected date of return to school. If not, contact should be made again the following day.

In a change to procedures, students will not be required to provide their registration teacher with a written note when they return to school following an absence. All communication must be via phone or email ([office@strathaven.s-lanark.sch.uk](mailto:office@strathaven.s-lanark.sch.uk)). The office should also be informed by parents if students require to leave school to attend an appointment etc. Where no information is provided, absences will be considered to be unexplained and therefore recorded as unauthorised.

Sixth year pupils who are not timetabled for class during periods 1 and 2 should remain at home, if possible, until Tutor Time at 10.45am.

We expect that young people and staff who are clinically vulnerable will be able to return to school in August, unless given advice from a GP or healthcare provider not to. Families who have household members that are at very high risk of serious illness should let us know prior to their child's return so that we can take appropriate action.

## Supporting Wellbeing



We recognise that it has been almost 5 months since the beginning of lockdown and when school reopens in August, we need to prioritise support for our mental health and emotional wellbeing as well as physical wellbeing. We all need to be aware that adults and young people alike will be dealing with a range of issues that many of us will find challenging:

- Anxiety over becoming ill (self and others)
- Impact of job losses
- Getting used to a different kind of school experience
- Getting used to a new set of routines and guidelines
- Working and learning in unfamiliar ways
- Potentially dealing with bereavement

Young people and parents are encouraged to contact Guidance or Support for Learning staff to discuss any concerns.

Health and Wellbeing (HWB) will be at the core of our return to school approaches. As we know, positive and supportive relationships are key and in these difficult times, it is even more important that we continue to keep looking out for and looking after one another.

### **Bereavement**

We are very aware that many families and friends may have been directly or indirectly affected by bereavement during this period. Where a young person has been affected by bereavement, we would ask parents and carers to please let us know so that we can put in the necessary support.

## Useful Links



South Lanarkshire Council:

[https://www.southlanarkshire.gov.uk/info/200228/health\\_and\\_medical\\_information/1863/coronavirus\\_covid-19\\_advice](https://www.southlanarkshire.gov.uk/info/200228/health_and_medical_information/1863/coronavirus_covid-19_advice)

Scottish Government:

<https://www.gov.scot/coronavirus-covid-19/>

NHS Lanarkshire:

<https://www.nhslanarkshire.scot.nhs.uk/novel-corona-virus-covid-19/>

Education Scotland:

<https://education.gov.scot/improvement/scotland-learns/>