

Measures to combat COVID-19
Term 3 2020-21

Milne's High School



Guidance for Pupils
March 2021

Background

This updated version has been completed with the government announcement that all S1-6 must have increased time in school from 15 March 2021. This booklet contains information already shared this week as well as further guidance received.

The following restrictions limit the number of pupils able to attend school from 15 March until 26 March 2021:

- the requirement for all pupils to observe 2m social distancing significantly constrains the number of pupils in the school building
- the design of our school does not facilitate many pupils being in the building at one time due to the need to maintain 2m distancing and controlled movement around the building

The majority of our pupils use school transport and the following restrictions therefore have a major impact on our offer:

- there are limits to the number of pupils buses can carry, given the 1m restrictions
- buses operating at the start and end of each school day mean that pupils have to attend school for the whole day

The Scottish Government is clear that priority to attend school should be given to senior phase pupils; however, we have created a plan which allows all students some contact in school before the holiday period. This increased offer is in addition to pupils who have been attending school since January for the childcare hub and additional support. These groups can continue to attend as before.

Overall timetable for pupil return from 15 March 2021

<i>Phased return from 15 March 2021 – 26 March 2021</i>		
Day of the week	Pupils in school	Notes
Monday	All S4-6	Timetables will be released
Tuesday	All S4-6	
Wednesday	All S3	
Thursday	Week 1 – All S1 only Week 2 – All S2 only	Pupils in S4-6 already attending for practical subjects may be included - information on timetable to be issued
Friday	Some S4-S6	Pupils in S4-6 already attending for practical subjects may be included - information on timetable to be issued

We will treat the final two weeks of term as one school week in that work will be uploaded on Monday 15 March due for completion by 26 March. The time that pupils spend in school will replace staff availability on Teams as pupils will be able to benefit from face-to-face learning once again.

School transport will operate as normal and pupils can order a break or in-school lunch provision on the morning of their attendance. The school start and finish time will be as normal, however, to comply with directives to minimise movement, pupils will remain in subject areas for blocks of time. Pupils will be expected to wear school uniform, as is currently the case for those already attending school.

In effect, pupils can return to school with the following measures in place:

- Pupils report straight to agreed classroom maintain 2m distancing from other pupils and staff
- **All pupils to wear a face covering at all times, including when using transport** unless we have been notified of an exemption
- Pupils to stay in their timetabled areas, including during breaks and lunchtime
- Pupils to follow the hand-washing and sanitising routines
- Senior phase pupils will continue to be offered testing

The most important message continues to be that if you have any of the symptoms of COVID-19, you must stay at home and book a test. Do not attend school, even if your symptoms are very mild.

Communication

- The HT will provide a weekly letter to parents and a briefing for pupils. Assemblies will be produced in video form for pupils. An assembly video will be made for Monday 15 March and to be shown throughout that week.

The rationale for education

Logistics

- Minimise the interaction between groups of students
- Reduce the amount of furniture and fittings in each room and resources that need to be handled
- Ensure handwashing is frequent using running water and soap or sanitiser
- Ensure surfaces and equipment are regularly cleaned
- Identify a ventilated room for anyone symptomatic to wait collection
- Ensure PPE is worn by supervising adults where risk assessment identify requirement for PPE if learners become symptomatic
- Limit staff movement between locations and within establishments
- Have clear procedures in place for fire evacuation and safety
- Ensure signage to support movement and social distancing is in place
- Ensure a model which is unique to the staffing available, bus reliance, cleaning schedules, canteen provision and building capacity of each school, recognising that all schools are different
- Implement all other appropriate risk assessments, protocols and procedures

Access to the building

- Parents have no access to the building. Only those caring for a pupil with a disability are permitted to be on the premises as approved and agreed by senior staff
- Pupils must remain in the building throughout their time in school. If leaving the building, then they cannot return that same day

Phased return to school overall plan

These are the updates/new considerations/reminders of measures which must be in place to ensure a safe school community for everyone.

Information

- A pack has been posted to pupils on Thursday 11 March 2021 which will include detailed information about the rules; this will be posted on the MHS pupil info on Friday.
- We will continue with a daily briefing on Teams for staff and a weekly briefing on a Friday for pupils on the Team 'MHS Pupil Info'. A weekly parental letter will be sent on Fridays. In addition, updates will be shared where necessary out with these periods

Travel to school

- School transport will operate as normal with all pupils required to maintain 1m distancing, in line with public transport regulations and unless exempt, always wear a facemask
- Pupils can cycle and are reminded to maintain 2m distancing when storing and locking their bikes in the appropriate storage facility
- Pupils who walk to school must proceed to their class by the nearest link door to that class
- To minimise gatherings at the front of the school, parents are asked not to use the car park

Learning and teaching

- We will continue to use Teams to upload work. All staff have been asked to use 11.59 pm for all deadlines for work or for whole school forms to streamline.
- To help everyone manage workload, we will treat the final two weeks as one in that work will be uploaded on Monday 15 March for completion by 26 March
- Staff in school will replace the availability for that year group on teams but will still set work and offer feedback where appropriate

Restricted movement in the building

- There must be restricted movement around the building by all – only essential travel
- Pupils cannot wander and must not routinely go to offices, unless agreed for those who require regular medication. A first aider will attend class, or items required will be delivered to your area. Please do not visit offices, teachers will phone instead
- Moving round rooms has been minimised by timetabling in longer blocks and using the larger areas as many of our classrooms not suitable for social distancing
- Staggered release– staff have been asked to release you by closest to the link door first in a corridor and try to stem the flow of traffic
- SLT will be available to welcome pupils and assist throughout the day
- Markers and signs will be in place and everyone must follow the direction of signage
- The one way system is in place. Pupils must not congregate and enter their first block by the nearest link door. There will always be people who miss out or are extra inconvenienced, but everyone must comply with the one-way system, unless authorised
- As Moray Council continue to invest in essential maintenance of our school, our roof is being replaced. There will be further restrictions on pupil movement in the building

Logistics/organisation

Registration

- Pupils do not need to sign in and out and a register will be taken by your teacher
- Pupils who are late must go to the office and will be escorted to class, once signed in. Please note that late-coming increases traffic in our office and therefore will be challenged
- Staff are asked to write a seating plan so you must remain in your allocated seat

Lunch

- Lunch will be delivered to the zones or pupils can bring their own and this will be eaten in your classroom
- Breaks and lunchtime. Pupils must remain in their area and staff will kindly supervise. If you forget money or lunch, you will be provided with a school lunch – **parents cannot attend school with any forgotten items**

Emergency evacuation

- Emergency evacuation procedures. Leave by the nearest exit as directed by a member of staff, line up in your current class in the usual place at the back of the school and await further directions. Make sure you follow the directions of staff and line up with 2m distancing

Measures and logistics in classes

- All staff and pupils, unless exempt, must always wear a facemask in the building. Masks will be provided by the office
- Desks will need to be wiped at the end of the session
- We have ordered a solution for the exit doors where mud has been an issue.
- We will need to manage pupils going to the toilet – one at a time only (no passes at this point) – we ask you to be sensible and wait outside if occupied and we will monitor any issues
- Canteen will trial use of forms for capturing lunch
- Ventilation. All rooms in use must have a window open and classrooms must also have the door open if a class is present. We will allow you to keep outdoor clothing on during colder periods
- Our wonderful day cleaner will prioritise toilets, changing areas (very few pupils are doing actual PE) as well as frequently sanitise points of contact throughout the school
- Pupils entering the GP hall or Games hall will go in the fire doors/back doors - e.g. not from the corridor. Staff will be on hand to direct you as appropriate
- Pupils need to maintain 2m distancing from everyone else in school is new and everyone must comply
- Full school uniform to be worn by pupils
- Hand sanitisers to be used every time entering a corridor or room
- Regular messages will be issued and it is important that pupils continue to check the Team 'MHS Pupil Info' and their GLOW email
- Pupils can only attend school on their allocated days– you cannot attend at any other time
- Testing for S4-6 pupils will continue, and these kits will be issued every Thursday to pupils who have completed the necessary consents
- The final two weeks will be in effect one school week in terms of work set and deadlines.
- In school time replace live learning or staff availability on Teams

Additional information – reiteration of expectations

It is important to remember that whether we are working in school or at home, our expectations, vision, purpose and values are the same. Everyone must try their very best every day. The school, in return, recognises that some of our young people have been adversely affected at this time by bereavement, poverty, anxiety or other challenges.

All students are expected to:

- follow instructions of staff without question
- always use hand sanitiser at any entry/exit point to the building
- regularly wash hands and adhere to good hygiene – coughing and sneezing must be covered with a tissue or into the elbow
- wear a face covering at all times in the building, unless exempt. Face coverings should be at least a double layered fabric or a fluid resistant disposable mask
- follow the one-way system and all signage and do not enter any room or door that has a no entry sign – even if others are doing so
- not congregate or be in groups in the corridors - proceed straight to first class and wait outside observing 2m distance
- respect 2m social distancing with others and members of staff. All areas of the school will be organised, where possible, to reduce face to face contact.
- be aware that some pupils and staff suffer from underlying health conditions and pupils not respecting social distancing may place them at extra risk. As we cannot and would not inform anyone about the medical situation of another as this is highly confidential, all members of the community must assume that everyone is vulnerable and that is why we will all respect distancing
- avoid physical contact and direct, face-to-face contact with others as much as possible. Pupils should avoid hugging or shaking hands (we know this will be hard for some of our pupils but needs must!)
- always use the door handles and correct points of contact. The school has been deep cleaned and there will be daytime cleaning in place so that points of contact and surfaces are kept clean
- not use mobile phones in the corridor or classes (unless advised by the class teacher)
- bring all their own equipment to school. This includes pencil cases, water to last the session and any snacks required. A limited provision will be available from the canteen
- stay on the school grounds until further notice.
- not attend school if you have any of the symptoms of COVID-19 and report to the nearest member of staff should these develop while at school
- not speculate or spread gossip about the medical situation of a fellow student or member of staff. Do not make assumptions about other students or members of staff wearing facemasks or visors or other protective equipment
- continue to work hard and ask for help when required
- continue to check Teams each week for work and briefings will be posted on the MHS pupil info channel and check GLOW emails each day

- follow the one-way system unless directed otherwise by a member of staff or in an emergency situation such as a fire evacuation
- ensure you can carry your equipment for the day ahead. Lockers are out of bounds and cannot be used.

Travel to school

- Pupils should walk or cycle where appropriate
- Pupils travelling by bus must sanitise their hands when leaving home or prior to boarding. Must follow the instructions of the driver and only use the seat allocated by the driver. When the bus stops, pupils must remain in their seat until directed to leave by the driver. Pupils must line up for the bus 2m from other users. No food or drink should be consumed on the bus
- Parents dropping off pupils at school are requested to park at a distance from school, to avoid congestion outside school, allowing pupils to walk the remaining short distance. Where this is not possible then parents should drop off their child at the roundabout and not enter the school car park

Arrival at school

- Pupils must enter via the link corridor or door near to their first class and sanitise their hands prior to heading directly to class following our clearly signposted one-way system. You will receive further instructions during the week about what doors to use when in school

Toilets

- Toilets will be open and cleaned throughout the day and you will be informed by staff of the toilets you can use each day. There will be regular checks on soap and paper towels. Any issues must be reported to the office or janitor without delay
- Pupils must wait outside if someone is in the toilet. Pupils are required to sanitise on entry, wash hands and sanitise before returning to class

The corridors

- There will be a one-in/ one-out system in place in rooms where possible such as the canteen and certain large areas like the GP hall
- There is a one-way system to reduce face to face contact. We will have signage up all around the school to help remind pupils of this

In class

- Pupils will be allocated a seat in each classroom and must minimise movement as far as possible. All pupils must remain seated in class unless directed otherwise by the teacher
- No resources can be shared, and we ask that all pupils bring their own equipment. Should this pose a problem then please let your teacher know and we will try to help
- Pupils must place their bags on the floor and jackets over their chair
- Windows will be open, and doors open in order to ensure good ventilation is in place
- All classrooms (and offices) will have suitable cleaning materials and pupils/staff will be expected to wipe-down their own workstation after each lesson

First aid and safety

- Medicines held in school are up to date
- First Aid staff may attend a pupil in class and may be wearing a face covering, visor, gloves or apron. This may be strange to pupils but should not be a cause of alarm
- Any pupil feeling unwell or displaying COVID-19 symptoms should report this immediately to their teacher or the first member of school staff they encounter. Pupils will report to a safe area directed by the First Aider until they can be sent home
- Pupils who feel unwell during break and lunchtime should report to it to the supervising member of staff
- Do not attend school with any of the NHS symptoms of COVID-19
- Any pupil be unwilling to follow advice or expectations to ensure the safety of themselves and others is likely to be sent home

Forgotten items

- Visitors to school must be kept to a minimum and by appointment only. Items cannot be dropped off at the school office and should you require an item then ask your teacher- and we will endeavour to assist.

Pupils who have additional support needs will receive additional communication.

Thank you for your attention to these key points. We can all make this work if everyone follows the measures in place.

Mrs Cameron
Head Teacher