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| GCCLogo_Small | **Bankhead Primary School**66 Caldwell AvenueKnightswoodGlasgow G13 3AS**Phone 0141 959 3531**E-mail headteacher@bankhead-pri.glasgow.sch.uk**Head Teacher**Mrs Celine McKinlay **Depute Head Teacher**Mrs Lesley Clark**Depute Head Teacher**Mrs Elaine Hamilton  |

5 August 2020

Frequently Asked Questions about the Return to School

Will children be in schools for 5 days each week in August?

**Yes**

Children will return full time to school from Wednesday 12th August 2020.

Between Wednesday 12th –Friday 14th August, parents can choose whether their child attends school for full days or part days. You can choose if your child will stay in school until 10am or 1.30pm or 3pm.

If your child will be leaving school early, you can collect your child from:

* P1-P3 – The school gates in the P1-P3 playground
* P4-P7 – The main school entrance

This might make it easier to help your child settle back into school routines. Please call the office on Monday 10th or Tuesday 11th August to arrange for an early finish during the first week of school, or speak to a member of the Leadership Team at the gates on any of the above dates. No child will be able to leave the school at 10.00 and 1.30pm unless collected by an adult. Pupils will return full time all day by the 18th August.

When can I collect the school uniforms I’ve ordered, or how can I order a uniform?

School uniforms can be collected between on **Monday 10th August or Tuesday 11th August** between **1pm & 3pm**. Parents can enter by the main entrance on Caldwell Ave, and we request that you please respect social distancing measures. We appreciate your patience during this unusual time. If you have not paid for your order, please bring **cash** or **cheque payable** to Bankhead Primary School, as **we are unable to accept card payment.**

If you would like to place a uniform order, please call the school office and place your order over the phone. Payment will be collected when the order comes in.

What class changes have been made since in June 2020?

We have reduced the number of classes from 18 to 15.

The following classes are being merged with other classes:

* P3/2
* P5/4
* P7/6

If your child was in one of these classes, you will receive a text message before the start of school informing you of your child’s new class and teacher. If your child was designated to any other class, their class and teacher will remain the same. The class stages and teachers’ names are provided on the table below.

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| **Stage** | **Teacher’s Name** | **Stage** | **Teacher’s Name** |
| P1a | Miss Boyd | P4b | Miss Alexander |
| P1b | Miss McKinstray | P5a | Miss Verrecchia  |
| P2/1 | Miss Burrell | P5b | Mrs Johnston |
| P2a | Mrs Moore | P6a | Miss Lindores |
| P2b | Miss Kelly/Mrs Watson | P6b | Miss Bone/Ms Butterworth |
| P3a | Mrs Barker (nee McLarty)  | P7a | Miss Matheson |
| P3b | Mr Grove | P7b | Mrs MacGregor |
| P4a | Miss Wakefield/Miss Gourlay |  |  |

Class sizes remain within the Scottish Government Guidelines:

Primary 1: 25 pupils

Primary 2 & Primary 3: 30 pupils

Primary 4-Primary 7: 33 pupils

Composite classes: 25 pupils

Will school start time be staggered as informed in June 2020? Will pupils still enter / exit by the designated door as informed in June 2020?

Start and end times are staggered in the morning and the end of the day as outlined below. We know that this might make things a wee bit difficult if you have more than one child in Bankhead, but we have tried to plan to keep this as simple and safe as possible.

All children should be dropped off at the school gates and a member of the Leadership Team will be able to answer any questions and to help you with your child/children.

At the end of the day, if your child is in P1-P3 there will be a designated area in the playgrounds for you to wait for your child. If your child is in P4-P7 they will meet you at their designated gate. Unfortunately **no parents of P4-P7 children are allowed in the school playground to mitigate risks.** When a class is dismissed from school the older pupils will be encouraged to leave the school grounds through their exit and not hang around outside. We encourage all of our families to walk to school where possible and remember to park your car and walk to the Car Free Zone times between 8.30am-9.15am and 2.15pm-3.15pm

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| Time  | Class & Room  | Gate  | Fire Exit/ Exit the children will enter by  |
| 8.45am & 2.45pm | P1a Room 1  | Gate 1 Broadlie Drive  | P1a door  |
| 9.00- 3pm  | P1b Room 2  | Gate 1 Broadlie Drive | Fire Exit 1  |
| 8.45am-2.45pm | P2/1 Room 3  | Gate 2 Caldwell Avenue | Fire Exit 2  |
| 8.45am-2.45pm | P2a Room 5 | Gate 2 Caldwell Avenue  | Fire Exit 11 |
| 9.00 - 3pm  | P2b Room 4 | Gate 1 Broadlie Drive  | Fire Exit 2  |
| 8.45am-2.45pm | P3a Room 6  | Gate 3 Broadlie Drive  | Fire Exit 3 |
| 9.00-3pm  | P3b Room 7  | Gate 4 Caldwell Avenue  | Fire Exit 3 |
| 8.45am-2.45pm | P4a Room 9 | Gate 3 Broadlie Drive | Fire Exit 4 |
| 8.45am-2.45pm | P4b Room 12 | Gate 4 Caldwell Avenue | Fire Exit 5 |
| 8.45am-2.45pm | P5a Room 18/Arran | Gate 1 Broadlie Drive | P5a Door/Arran |
| 9.00-3pm | P5b Room 8 | Gate 4 Caldwell Avenue | Fire Exit 4  |
| 9.00-3pm  | P6a Room 15 | Gate 4 Caldwell Avenue | Fire Exit 5 |
| 8.45am-2.45pm | P6b Room 13 | Gate 3 Broadlie Drive | Fire Exit 9  |
| 8.45am-2.45pm | P7a Room 14 | Gate 2 Caldwell Avenue | Fire Exit 7 |
| 9.00-3pm | P7b Room 16 | Gate 2 Caldwell Avenue | Fire Exit 8 |

What can pupils bring to school?

Children **CAN** bring the following items:

* School bags – **YES**

Children can bring school bags which will hang outside their classroom. We will provide a clear, washable folder for work to be sent home in.

* Lunch bags/Packed Lunch - **YES**
* Water bottle – **YES**

In accordance with the Glasgow City Council risk assessment, the water fountains will be switched off to allow us to control the risk of infection and ensure consistent hygiene approaches. This is subject to change as new information is released and risk assessments are updated.

To ensure that your child has access to drinking water during the school day, please send them to school with a bottle filled with water. A sports drinking bottle has the best stopper cap. Your child can bring more than one bottle of water to school if required. There will be no provision to fill this up during the day, however, we will have emergency supplies should your child forget or run out.

* Gym kit - **YES**

Your child’s class teacher will inform you when your child will have PE. You will receive a letter with more information when PE kits are required.

Children **CANNOT** bring the following items:

* Pencil cases – **NO**, as stationary will be provided
* Toys - **NO**

Is a clean uniform needed every day?

**Yes**

Please send your child wearing a clean uniform every day. This does not need to be a full uniform; a polo shirt or sweatshirt is fine. PE kits and coats left in lost property in March have been passed onto new classes and will be returned to children next week.

Will children bring their coats into class as informed in June 2020?

 **No**

Coats will be hung outside the classrooms.

Will the school offer hot lunches?

**Yes**

Menus will be available on the school website’s [School Meals page](http://www.bankhead-pri.glasgow.sch.uk/PlainText/PlainText.aspx?SectionId=28e2c57c-daf4-4c8f-8b2f-81454c18234d). Children have the option to bring a packed lunch and they will continue to eat their packed lunch in the dinner school with their friends. More information about how to pay for school dinners will be available on our website. Lunch in Skye will be available for those children who require it.

Where will children eat their lunches?

All the children will eat their lunch in the dining hall. Breaks and Lunches will be staggered to reduce the number of children in the playgrounds and the number of children in the dinner school.

Can parents come into school?

 **No**

Scottish Government recommends that parents do not enter school. Mrs. McKinlay, Mrs. Clark, Mrs. Hamilton and Mrs. Napier will be at a gate each at the start and the end of each day for any parents who require information, or you can contact the school office on 0141 959 3531 and arrange for a member of the leadership team to give you a call.

What will your child be taught?

In August learning across Literacy, Numeracy and Health and Wellbeing will be the initial priority, with increasing learning experiences across all four contexts of learning. We will be supporting children through a variety of approaches to demonstrate their learning skills, knowledge and understanding across the curriculum e.g. through discussions, writing, observations and practical activities.

Will there still be class groups / bubbles?

 **Yes**

Class groups will be kept apart as much as possible. We will use staggered break times and lunch times to reduce the number of children in the playground at the one time, which will allow children to play, supervised, with their classmates.

Will there still be large gatherings, like assemblies?

**Yes**

In time we will have small group assemblies, but we will avoid large (more than 50) gatherings until the advice from Glasgow City Council changes.

How we will support mental health & wellbeing when back in school?

Scottish Government recommends that when schools return the central focus should be the wellbeing of all children. It has been a very challenging sand difficult time for our children and many will have had varied experiences during the past few months. We recognise that good health and wellbeing is fundamental to ensuring that children can engage effectively in their learning. When the children return to school we will prioritise the physical, mental and emotional wellbeing of children, school staff and families. We will be ensuring regular contact for children with a key adult to talk about their wellbeing, to share experiences during lockdown, including successes and challenges. To offer compassion and individual support as required, and to support engagement with learning. Staff have had training on Mindfulness during the holidays and the school has a strong health and wellbeing programme in place, which includes [Emotions Works](https://www.emotionworks.org.uk/).

Will children bring home books, homework and homework bags from school?

**Yes**

A system will be put in place to allow children to do homework on paper which will be quarantined for 72 hours / 3 days before the teacher will mark it.

Will there be more outdoor learning? Do children need to bring in wellies, coats, etc for outdoor learning?

The class teacher will inform parents of their plans for outdoor learning and appropriate clothing, but there will be no sharing of resources.

Will Google classroom continue this year?

If there is a localised or national lockdown online learning will continue. At the moment we expect to use Google Classrooms but this may change. This decision will be dependent on when a potential lockdown takes place, training for staff and staff confidence in using other online platforms as suggested by Glasgow City Council.

How will we support future online / digital learning to ensure a consistent approach across the school?

Staff will have the opportunity to reflect and evaluate the 6 weeks of online learning they prepared and create an action plan to further support online learning in the future.

We are aware that not all families can access online learning so we will do our very best to make sure children have access to their learning resources. During the lockdown we provided paper copies of school work to over 100 families each week, including delivering to families who were unable to collect if from school. Thirty four families have received tablets gifted from GHA to support their children’s on-line learning.

What extra support will be in place for ASN families or families with English as an Additional Language?

Teaching and specialised staff will provide support to these families as they did during the first lockdown.

**How can parents support us during this time of re-connection?**

* Parents are encouraged to talk positively with their families about returning to school.
* Parents will drop off their children outside the school grounds.
* Parents will pick up their children at assigned places.
* Ensure your child arrives at school at their assigned time either 8.45am or 9.00am. Our Leadership Team will be on hand at the gates until 9.15am to support any pupils arriving late. If a child arrives after 9.15am, they will need to follow the procedures already set in place and enter the school via our main entrance on Caldwell Avenue and go to the office. No parent will be allowed past the front door. If necessary, a member of the school office team will escort the pupil to their assigned classroom.
* **Parents cannot enter the school building.** If you have an urgent matter which cannot be discussed over the phone, or with a member if the Leadership Team at the school gate then please contact the school 0141 959 3531 to arrange an appointment. Parents without an appointment will not have access to the school building.

If you need to ‘drop off’ something in school for your child there will be a drop off ‘zone box’ at the front door. On arrival, ring the buzzer and leave the item in the drop off ‘zone box’, where it will be collected by a staff member once you have left the area and delivered to your child. Please call the office staff to let them know that you will be dropping an item off.

**Communication**

How will we communicate with you to offer help, advice and reassurance?

We will communicate with parents via the Groupcall Xpressions app, text message and through information on the [Bankhead School Website](http://www.bankhead-pri.glasgow.sch.uk/).

We require an up-to-date email address, as this is the best way for the school to keep you informed. Please contact the school office to update your email address.

How will we consult with you?

You will be able to speak to senior staff at the school gates, by calling the school office or via e-mail at headteacher@bankhead-pri.glasgow.sch.uk.

The Parent Council will consult with parents about how things are going early in the new term.

How will we consult with pupils?

We will consult with children by talking to them and through consultations, e.g. questionnaires.

How often will we contact you about how things are going and what is happening?

We will be in contact with you regularly and promptly if there is any critical information regarding your child or the whole school community using the Groupcall Xpressions app, text message, Twitter and the [Bankhead School Website](http://www.bankhead-pri.glasgow.sch.uk/).

How will we inform you if there is a new lockdown at Bankhead?

We will inform you through the Groupcall Xpressions app, text message, Twitter and the [Bankhead School Website](http://www.bankhead-pri.glasgow.sch.uk/).

## Information is also available on the Glasgow City Council website at [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

## **Health and safety**

What will pupils be expected to do to stop Covid-19 spread?

* Stay 2m apart from teachers and staff members
* Sneeze and cough into a tissue or their elbow
* Avoid touching their face or the faces of other people
* Face coverings will be optional, but not required. We will support any pupils who wish to wear a face covering.
* Pupils **do not** have to stay 2m apart from each other.

What will teachers be expected to do to stop Covid-19 spread?

* Stay 2m apart from the children and other members of staff
* Wear a face coveringif in close contact with your child for more than 15 minutes.

Will we have an increased cleaning schedule / regular deep cleaning?

 **Yes**

More information will be available soon, as cleaning supervisors are meeting to discuss their plans.

What will be the hand washing schedule at the school?

Children will wash their hands when:

* they come into school in the morning
* at the start and end of break
* at the start and end of lunch
* after using the toilet
* before leaving school at the end of the day

Will there be hand washing / sanitiser available in every room?

**Yes**

Cleaning will take place throughout the school day, particularly around door handles, sinks, toilets, switches, desks, handrails etc.

## **Covid-19 symptoms**

What are the covid-19 symptoms you should look out for?

Covid-19 symptoms are:

* new continuous cough
* high temperature
* loss of or change in sense of smell or taste

What happens if your child becomes ill with Covid-19 symptoms at school?

If your child becomes ill with Covid-19 symptoms in school we will contact you immediately and ask you to collect your child from school. Your child will be looked after by a member of staff until you arrive.

Once you have collected your child it is recommended that you go home at once. If possible, do not use public transport, like buses or trains and encourage your child to wear a face covering.

What should you do if your child / a member of your family has Covid-19 symptoms?

The [NHS UK Coronavirus website](https://www.nhs.uk/conditions/coronavirus-covid-19/) makes the following recommendations:

You should and [arrange to be tested](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-testing/). Do not go to your GP, pharmacy or hospital and

self-isolate (do not come to school) for at least 10 days if:

* you have symptoms of coronavirus and you tested positive, had an unclear result or did not have a test
* you tested positive but have not had symptoms

If you have symptoms, the 10 days starts from when they started.

If you have not had symptoms, the 10 days starts from when you had the test. But if you get symptoms while you're self-isolating, the 10 days restarts from when your symptoms started.

You and your child should self-isolate (do not come to school) for 14 days if you live with (or are in a support bubble with) someone who:

* has symptoms of coronavirus and tested positive, had an unclear result or did not have a test
* tested positive but has not had symptoms

The 14 days starts from:

* when the first person in your home or support bubble started having symptoms
* the day they were tested, if they have not had symptoms
* This is because it can take 14 days for symptoms to appear.

Phone the coronavirus helpline (0800 028 2816) if you can’t access the test form online or need help to complete it.