



SCIENNES PRIMARY SCHOOL
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 ANDREW M HUNTER, Headteacher

RESPECT INCLUSION TEAMWORK EFFORT

August 7 2020

Dear Families

Returning to Sciennes Primary in August 2020

As you will be aware, the First Minister on 30th July announced the re-opening of schools for all children. The 2020-2021 school session will start on Monday 10th August for staff and we will be preparing to welcome our children back **from** Wednesday 12th August 2020. Further to the [communication sent by Alastair Gaw](#) (Executive Director for Communities and Families) on Wednesday 5th August, I am pleased to be able to share our plans for re-opening Sciennes.

Over the summer, extensive planning has taken place to ensure we have a safe and supportive return to school. We are delighted to be able to welcome our children back to school and want to make sure they feel safe and secure with the changes that will be in place to reduce the transmission of COVID 19. Therefore, the return to school will be **phased over three days from Wednesday 12th August** to allow our children, parents and staff to become familiar with the changes at school. This means that not all our children will return on the same day. To support the management of the phased return and enable our families to plan around the start of the school session The City of Edinburgh Council decided to group the children **according to their surname**. Please note carefully the **staggered start and finish** times we are introducing to support physical distancing between parents. Please see the following for details of your child's return to school at Sciennes:

Child's surname begins	Wednesday 12 August	Thursday 13 August	Friday 14 August
A - L	<i>Start back and attend full day</i>	Do not attend	<i>All Attend</i> <i>Fridays are half days</i>
M-Z	Do not attend	<i>Start back and attend full day</i>	<i>All Attend</i> <i>Fridays are half days</i>

Physical distancing - Physical distancing between adults and between adults and children from different families must be observed. This means normal access into the school for parent and carers will be **severely restricted** to maintain the safety of everyone. We greatly appreciate your assistance and cooperation in strictly adhering to the procedures below and will inform you if these change. Parents should maintain 2 metre distancing when dropping children off **outside the school gates** (except for P1). Please note that parents may only enter the school building by pre-arranging an appointment through the school office admin@sciennes.edin.sch.uk or telephoning 0131 667 1243 and we would advise parents to adhere to current Scottish Government guidelines. Ideally, meetings will predominantly be conducted via telephone or online.

MONDAY to THURSDAY Adjustments to normal 8.50am-2.50pm/3.20pm hours

ONLY P1 and P2 Parents should enter the playground at MORNING DROP OFF

Year Group	Start Time	Finish Time	ENTRANCE/EXIT *N.B. PUPILS SHOULD ONLY USE THE ENTRANCE/EXIT STIPULATED BELOW
* P1 Wed 12th and Thurs 13th AUG ONLY	9.15am	2.40pm	WEST DOOR (Sick Kids Hospital side) Parents wait in playground in West zone
* P1 FROM Mon 17th AUGUST	9.00am	2.50pm	WEST DOOR (Sick Kids Hospital side) Parents wait in playground in West zone
FROM 12th AUG ON			
P2A and P2B	9.00am	2.50pm	EAST DOOR (Main Entrance)
P2C	9.00am	2.50pm	Classroom Entrance/Exit from Playground
P3	8.50am	3.20pm	WEST DOOR
P4	8.50am	3.20pm	EAST DOOR
P5	8.40am	3.10pm	WEST DOOR
P6	8.40am	3.10pm	EAST DOOR
P7	8.40am	3.10pm	EAST DOOR
* NEW PUPILS P2-P7 pupils starting at Sciennes for the first time by surname A-L (Wed) or M-Z (Thurs)	9.45am	As above	<i>EAST DOOR ENTRANCE ON ARRIVAL Parents may accompany pupils to the Gym Hall where they will then be met by members of staff and escorted to classrooms. We would advise parents to adhere to current Scottish Government guidelines.</i>

FRIDAY – adjustments to normal 8.50am to 12.05pm hours

ONLY P1 and P2 Parents should enter the playground at MORNING DROP OFF

Year Group	Start Time	Finish Time	ENTRANCE/EXIT *N.B. PUPILS SHOULD ONLY USE THE ENTRANCE/EXIT STIPULATED BELOW
* P1 Fri 14th AUGUST ONLY	9.15am	12.00pm	WEST DOOR (Sick Kids Hospital side) Parents wait in playground in West zone
* P1 FROM 21st AUGUST	9.00am	12.15pm	WEST DOOR Parents wait in playground in West zone
P2A and P2B	9.00am	12.15pm	EAST DOOR (Main Entrance)
P2C	9.00am	12.15pm	Classroom Entrance/Exit from Playground
P3	8.50am	12.05pm	WEST DOOR
P4	8.50am	12.05pm	EAST DOOR
P5	8.40am	11.55am	WEST DOOR
P6	8.40am	11.55am	EAST DOOR
P7	8.40am	11.55am	EAST DOOR

MORNING DROP OFF

Wherever possible we would appreciate if children arrive at school just before their designated entry time and parents are strongly advised to vacate the area immediately afterwards to avoid congregating. **It is imperative that all children arrive at school on time.** Please help us by being punctual and keeping to allotted times to help everyone in the community stay as safe as possible.

Staff will man the school gates **from 8.40am** to ensure pupils remain within the playground once dropped off. There is no adult supervision before 8.40am.

Please note that children will be required to line up in the playground on Wednesday 12th and Thursday 13th August. Staff will show pupils to their lines.

In the first week, **P2 parents** may enter the East playground from **9.00am for drop off only.** **P1 parents** may enter the West playground **from 9.15am** to a designated P1 Parent Wait Area. From 17th August onwards, **P1 pupils will continue to line up from 9.00am** and all other pupils will be able to come into school directly without lining up **BUT ONLY USING THEIR CORRECT ENTRANCE AT THEIR PARTICULAR ENTRY TIME.**

END OF THE DAY PICK UP

We need to balance the safe collection of pupils at the end of the day with avoiding large numbers of adults congregating. Therefore, P6 and P7 pupils may only be collected from **outside the school gates**. See below for Wait Zones in the playground for parents collecting P1-P5 pupils at staggered times. Please **only enter the playground just before your designated pick up time**, ensure 2m distancing and vacate the playground immediately after you have collected your child to avoid congregating. If you have siblings who need collected at different times, please leave the playground and return at the designated time. Thank you.

P1-P5 Parents Can Enter the Playground to COLLECT PUPILS at the end of the day

Year Group	Finish	EXIT PROCEDURES
* P1 12 th 13 th , 14 th AUGUST ONLY	2.40pm	WEST DOOR (Sick Kids Hospital side) Parents wait in playground in designated West zone
* P1 FROM 17 th AUGUST	2.50pm	WEST DOOR Parents wait in playground in designated West zone
P2A and P2B	2.50pm	EAST DOOR (Main Entrance) Parents wait in playground in designated East zone
P2C	2.50pm	Classroom Entrance/Exit from Playground Parents wait in middle of playground
P3	3.20pm	WEST DOOR Parents wait in playground in designated West zone
P4	3.20pm	EAST DOOR Parents wait in playground in designated East zone
P5	3.10pm	WEST DOOR Parents wait in playground in designated West zone
P6	3.10pm	EAST DOOR Pupils should leave playground immediately and can be collected from outside school gates
P7	3.10pm	EAST DOOR Pupils should leave playground immediately and can be collected from outside school gates

Medication - A table will be set up in the East playground on Wed 12th and Thurs 13th from 9.00am to 9.15am for parents who need to drop off any labelled **medication** and complete relevant forms.

<https://sciennesprimaryschool.com/school-handbook/medication/>

Minimising Contact - As far as possible, pupils will be restricted to working within their own Class Bubble. There will be no gatherings of pupils (e.g. Year Group meetings or Assemblies) until further notice. It would be helpful if you could re-enforce that we will be encouraging single file and to keep left when moving around the building.

SCHOOL STREETS ROAD CLOSURE

Sciennes has a long-established history of promoting Active Travel and we encourage families to walk, cycle or scoot to school. If parents need to drive, please ensure you park at some distance from surrounding roads. Under the **School Streets Scheme** in Edinburgh, Sciennes Road has for many years been closed to traffic each morning and again at the end of the day though there are some exceptions (e.g. blue badge holders). Closure of the road in our current situation is now even more important to allow parents to distance physically at 2m during drop off and pick up. Although there are signs which flash during closure times, drivers can need reminding. Please email admin@sciennes.edin.sch.uk if you would be willing to help safely man the road closure at either the start or end of the day. Thank you.

Sciennes Primary School School Streets Road Closure	Livingstone Place and Sciennes Road (between Sylvan Place and Tantallon Place)	8.35am to 9.00am and 2.40pm to 3.30pm Mon to Thurs; 8.35am to 9.00am and 11.55am to 12.20pm Friday
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Hygiene arrangements –We will continue to encourage regular handwashing when children are in school and hand sanitisers will be widely available throughout the building. Enhanced cleaning will take place daily.

Health and Wellbeing - If your child is displaying any Covid-19 symptoms, they **MUST NOT** attend school and NHS guidelines should be followed. Any child displaying symptoms in school will be isolated and you will be asked to collect your child and any siblings from school immediately. If your child needs first aid in school, PPE will be worn and this will include the member of staff wearing a mask. Face masks can be worn by children or adults if they choose to do so.

Uniform – It is recommended that your child wears clothing that can be washed frequently and blazers or any items which require dry cleaning should not be worn to school.

Outdoor Wear – pupils should come dressed to be outdoors in all weather **every day** with a waterproof, hooded jacket. Spare training shoes should be brought for outdoor activities each day but must be taken home each day.

Physical Education – pupils will be notified of P.E. times from 17th August and on those days should come already dressed for PE as far as possible. Pupils cannot leave P.E. bags in school. P.E. will be delivered outside wherever possible.

Water Bottle – **water fountains will not be in use** so pupils must bring a bottle with fresh water and take it home each day.

Personal Belongings – pupils should bring as few personal belongings as possible and should take these home at the end of the day. **Cloakrooms will not be in use** so pupils' coats and bags will be stored either on pegs or at seats within classrooms. Stationery can be provided and if pupils wish to bring their own, should be preferably labelled in a pencil case and must be for personal use only.

Morning Break – pupils should bring a snack each day.

P1/2 10am-10.20am

P3/4 10.25am-10.40am (a year group at Nature Strip wherever possible)

P5-P7 10.50am-11.05am (a year group at Nature Strip wherever possible)

Lunch Arrangements – All pupils will eat lunch in classrooms or outdoors. School lunches which have been pre-booked online using ParentPay will be delivered to classrooms. It is anticipated this will be a cold lunch. Breaks will be staggered and P7 will be escorted to the Meadows at lunchtime **from 17th August**.

After School Clubs and Breakfast Club – SASCS will be operational from Wednesday 12th August and will be in contact about arrangements (including entry and exit) with all pupils who have existing places.

We recognise that the sudden and unprecedented changes that have taken place since the end of March will have had an impact on our children and they may be feeling uncertain about the return to school. I want to reassure you that staff fully appreciate the anxieties that children may have about the return and we will welcome and support everyone to make the transition back to school a positive experience.

Please explore this link to City of Edinburgh's [Back to School Guidance](#).

I am grateful for your continued support and patience and we are very much looking forward to re-opening and warmly welcoming all of our pupils back. We have tried very hard to be as prepared as we can be. However, we realise that this is an evolving situation and we will monitor our procedures and review and adapt where necessary. One of the positive messages that has arisen from COVID- 19 is the need to be kind to one another. Let's always remember this and together we will get through this.

Please look at the [website](#) on Monday as I will record a little video message for the children. I look forward to seeing the children next week. In the meantime, I hope you have a lovely weekend.

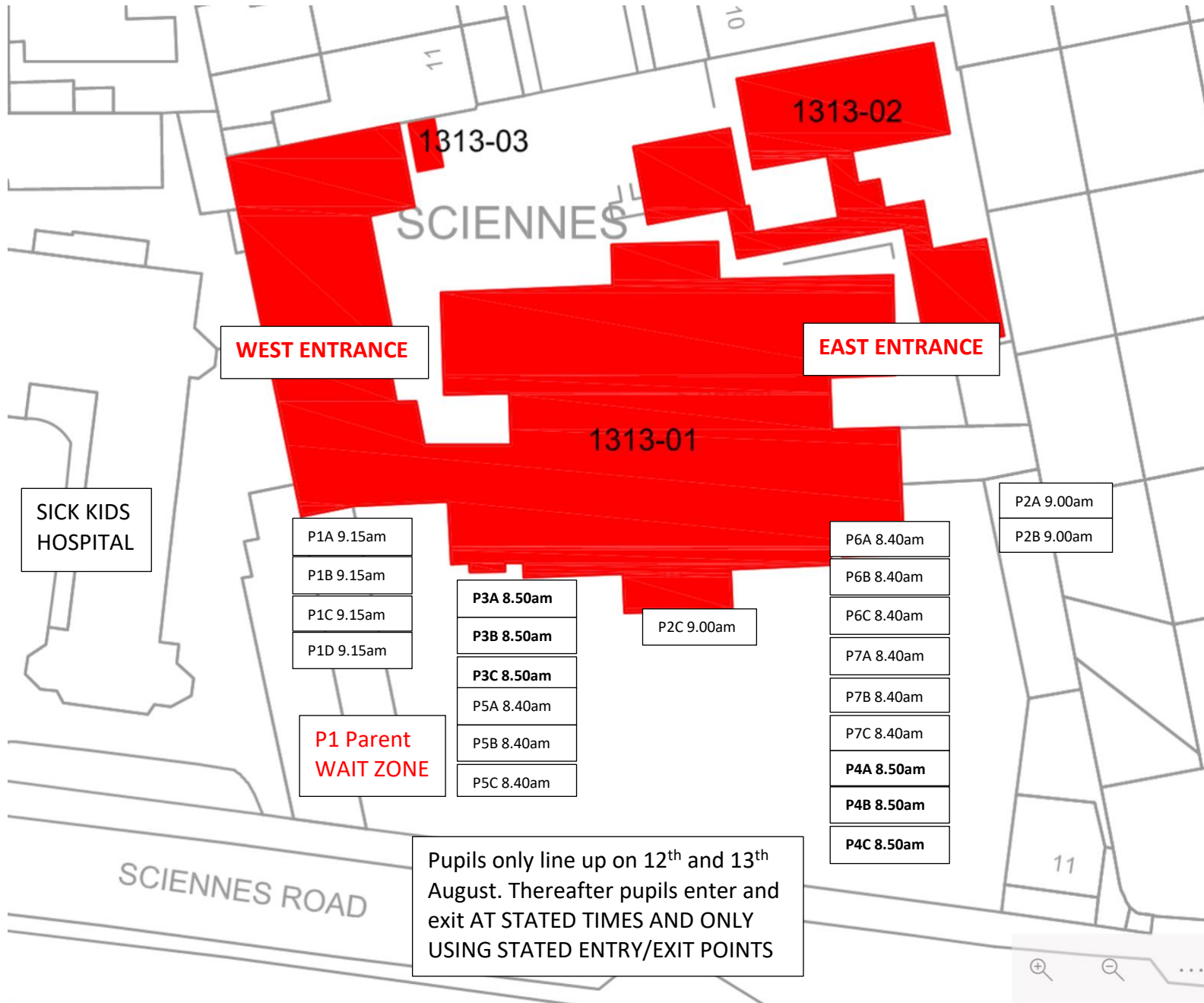
Andrew

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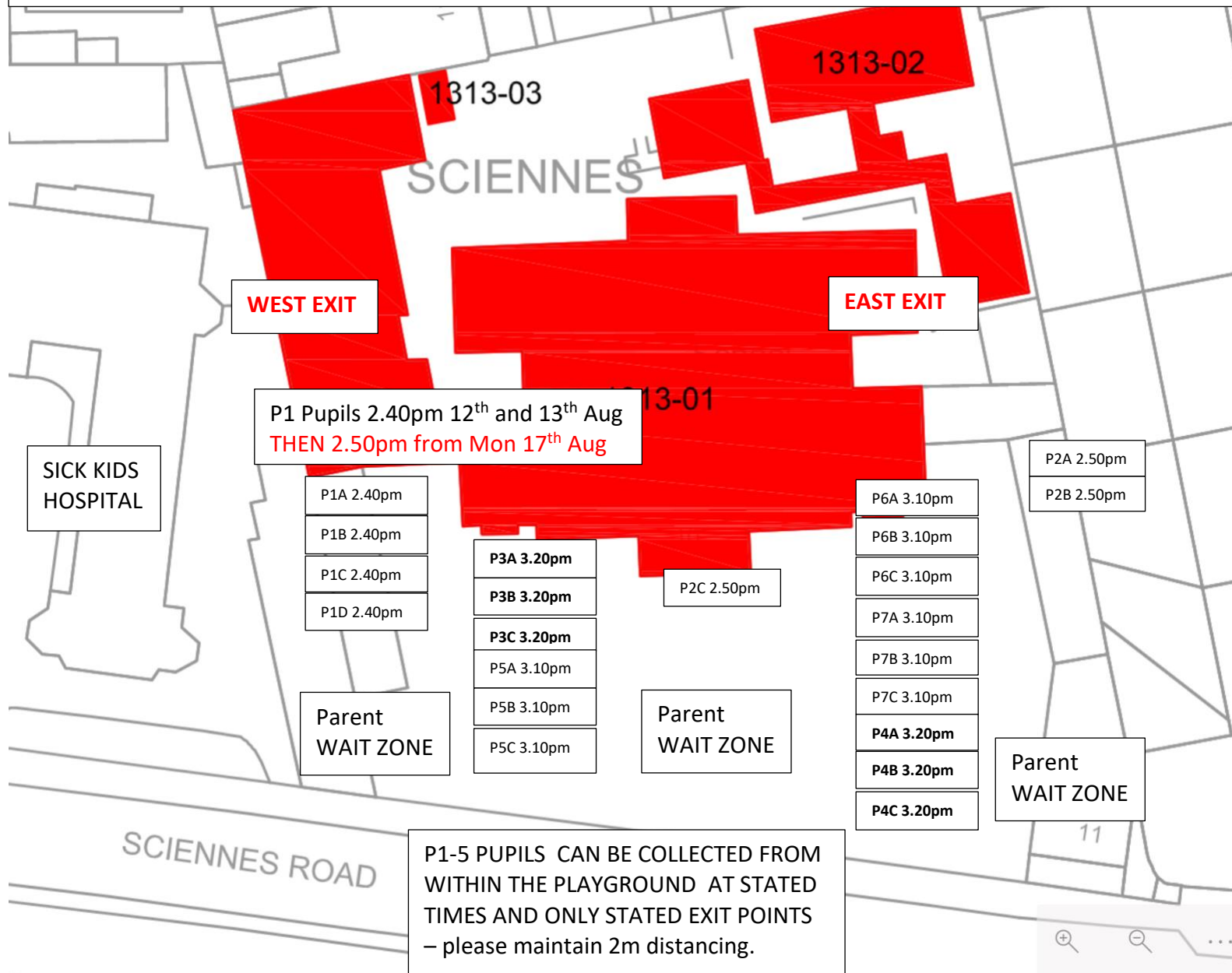
Website www.sciennes.edin.sch.uk | Twitter [@SciennesPS](https://twitter.com/SciennesPS) BELIEVE • ACHIEVE



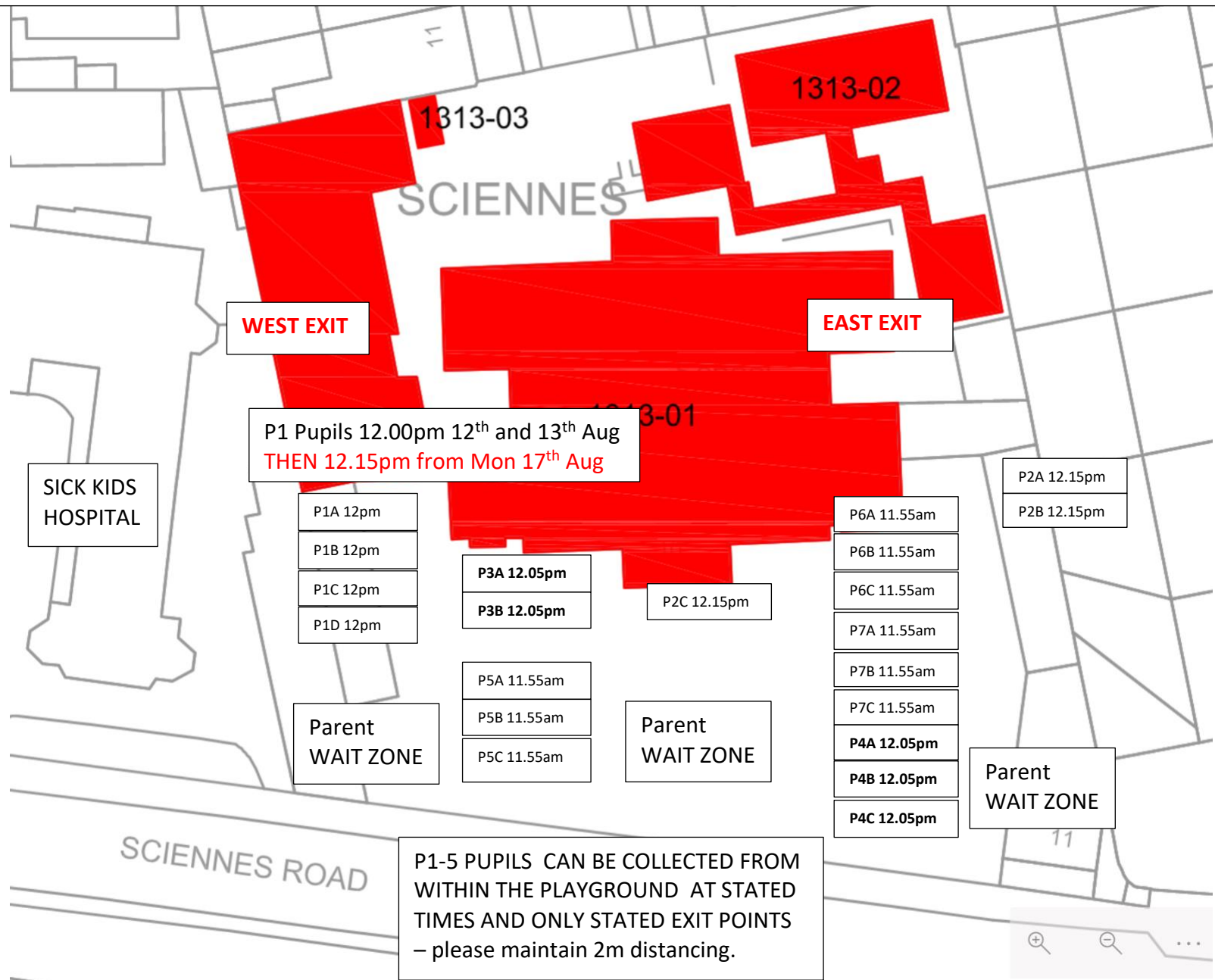
MON-FRI DROP OFF AND LINES FOR WEDNESDAY 12th and THURSDAY 13th AUGUST 2020. PLEASE NOTE ONLY P1 and P2 PARENTS/CARERS SHOULD ENTER THE PLAYGROUND for **MORNING DROP OFF**. P2 PARENTS SHOULD THEN IMMEDIATELY LEAVE THE PLAYGROUND. Thank you



MON TO THURS STAGGERED PICK UP PROCEDURES. P1-P5 PARENTS/CARERS MAY ENTER THE PLAYGROUND for **COLLECTION** and then should vacate the playground immediately. P6 and P7 pupils can be collected outside the school gates. Thank you



FRIDAY STAGGERED PICK UP PROCEDURES. P1-P5 PARENTS/CARERS MAY ENTER THE PLAYGROUND for **COLLECTION** and then should vacate the playground immediately. P6 and P7 pupils can be collected outside the school gates. Thank you.



P1-5 PUPILS CAN BE COLLECTED FROM WITHIN THE PLAYGROUND AT STATED TIMES AND ONLY STATED EXIT POINTS – please maintain 2m distancing.