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Dear Parent/Guardian

We hope you have managed to have an enjoyable Summer break and that our pupils are looking forward to returning to school under very different circumstances. We have followed all PHA and Government guidance to prepare for the return of our pupils and staff. We will continue to keep you up-to-date as changes arise in Government/EA guidance and procedures.

Today all schools received further guidance on how we should return to school and I have provided an update of this and what procedures we are implementing below.

- All P7 pupils will begin school Monday 24th August (8.30am – 2.15pm)
- All P2-P6 pupils will have their induction days 27th and 28th August (see Appendix 1)
- P1 Parent Interviews Thurs 27th and Friday 28th (see allocated time in P1 starting school pack)
- P1 Induction Days will begin Tuesday 1st September (small groups). Dates were provided in your starting school pack and a reminder will be posted on your class Seesaw page week beginning Monday 17th August.
- All children (P2-P7) will return to full-time classes from Tuesday 1st September with staggered starting and finishing times (see Appendix 1)
- P1s will return full-time on Monday 7th September (8.45am – 1.30pm)

Further key information:

- There will be no Early Morning or After School Club at the start of September. This will be kept under review as guidance changes.
- Pupils in each class will use separate entrances and exits to and from school to minimise contact (see Appendix 1).
- Frequent handwashing and sanitising will take place throughout the day at relevant times.
- PPE gear will be worn by staff when appropriate.
- Pupils will wear full school uniform with plain black shoes.
- Class teachers will inform pupils when PE lessons will take place. Pupils will come to school in PE uniform on those relevant days only.
- On your child's first day, each pupil will need a disposable bag to bring in all stationery and items listed on the letter issued in June (let school know if you didn't receive this). Stationery must be in a clear, wipe able pencil case which will remain in school at all times. There will be no sharing of personal resources/stationery.
- No schoolbags are required at the start of term. Each pupil will be given a clear, wipe able folder provided by school. This will be kept under review as government guidance changes.
- Hot meals will be provided for lunch from Tuesday 1st September. Information/Money wallets will be issued to each pupil on Thursday 27th August and **must be returned on Friday 28th August in preparation for the following week.** These must come into school every Friday thereafter and NOT Monday's as in previous years.

- Dinners cost £2.60 per day, £13.00 per week. Healthy break snack costs only 30p per day or £1.50 per week. Milk costs 50p per week. This should be placed in a clear money or sandwich bag for ease of counting and placed inside your child's Information wallet with weekly money sheet completed. **NO CHANGE CAN BE GIVEN BACK** so please ensure you send the correct amount.
- Children taking a packed lunch should bring these in a wipe able or disposable lunch bag or box.
- No parents on school grounds, children will be collected from designated gate in morning (see Appendix 1). At home time, children will be brought to their designated school gate and where possible directed to you. They will not be permitted to cross the road and will require you to meet them on the school side footpath. Please be punctual and adhere to safe social distancing, keeping both gates free.
- EA transport have indicated that buses will be available from 1st September but we await further guidance. The **will not** be transport week beginning 24th August.

I want to reassure you at this point that all the routines and procedures we aim to put into place are designed to ensure the health and safety of the whole school community. We look forward to having all our children back and establishing a sense of normality for our young people.

Yours faithfully

D. Hutchinson

*When children arrive/depart to/from school they will always use a designated door. A Classroom Assistant will meet them at the roadside gate and accompany them into school safely. This will also avoid the need for parents to gather around gates as we adhere to social distancing guidance. (See table of times below)

GATE 1 – Path Gate	GATE 2 – Car Park Gates
GREEN DOOR	PURPLE DOOR
Primary 5 – Miss Henderson Arrive at 8.30am Depart at 2.20pm	Primary 6/7 – Mrs Johnston Arrive at 8.30am Depart at 2.20pm
RED DOOR	YELLOW DOOR
P2/3 – Mrs Megaw All arrive at 8.35am Depart at 1.20pm (P2 daily/P3 Thursday & Friday) *P3 depart at 2.30pm (Monday - Wed)	Primary 3/4 - Mrs McIlwaine Arrive at 8.35am Depart at 2.30pm * P3 Depart at 1.25pm Thurs/Friday
BLUE DOOR	
Primary 1 – Mrs Hunter Arrive at 8.40am Depart at 1.30pm daily	

*See plan of school illustrating above procedures.

