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30th June 2020

Dear Parent/Carer

I write following the announcements from the Deputy First minister, John Swinney, on Tuesday 23rd June. In his statement he said the ambition is that all pupils will be in school full-time from August 11th. This would be dependent on the infection rate of coronavirus being low; that effective test, trace and isolate was working; and that protective systems are in place for all vulnerable people. If this is, as we all hope, the case then we will look to welcome all pupils back.

The Chief Education Officer, Eleanor Sheppard, has also written to all parents and carers outlining the three scenarios that are possible for when we return in August. This letter is available on our website <https://www.bucksburnacademy.org.uk/>.

To provide some certainty, our plans for a full return or a partial return (the Contingency Plan) have the same Induction week for the week beginning 10th August.

This letter, therefore, attempts to set out the position for:

1. **Planning for a Full Time Return** to school for all pupils in August, and
2. **The Contingency Plan** if we need to return with smaller classes and a 'blended learning' approach with some time in school and some time learning at home.

The plan for the first week is the same for either option:

Monday 10 th August	In-service day
Tuesday 11 th August	Staff planning
Wednesday 12 th August	S1 and S6 pupils only and 1/3 pupils in the ASN Wing*
Thursday 13 th August	S2 and S3 pupils only and 1/3 pupils in the ASN Wing*
Friday 14 th August	S4 and S5 pupils only and 1/3 pupils in the ASN Wing*

*Parents of Wing pupils will receive a letter this week detailing the precise days their young person will be in school.

All days would begin at 8.30am and finish at 1.15pm. In the ASN Wing this would be between 8.30 and 9am and finish from 12.30pm to 1pm dependent on transport

This allows us to do the following

- Issuing timetables
- Going through the controls detailed in risk assessments - H&S measures for pupils and staff
- Learning and teaching - building from in-home digital learning, issuing of individual resources
- Putting in place supports for vulnerable pupils

1. PLANNING FOR FULL TIME RETURN

Further guidance and advice is due to be published over the coming weeks and we will keep you informed as we plan for this. To plan effectively we need to ensure that the arrangements are safe for the whole school community.

Week beginning 17th August

All pupils will return to school full time.

Transport

We are working under the assumption that school transport will be operating as normal, but the recommendation is that, where possible, parents/carers find alternative routes to school e.g. walking, cycling, private car.

Catering

At the time of writing it is unlikely that any catering services will be available at the school. We would, therefore, advise that all pupils bring a packed lunch to school. Vouchers for those families entitled to free school meals should continue.

Uniform

Where possible, pupils will be expected to wear full school uniform - (<https://www.bucksburnacademy.org.uk/learners/dress-code/>). Initially, if a pupil has PE we would expect them to arrive in their PE top, tracksuit bottoms or leggings and trainers as we are not certain that changing rooms will be available. Ties should not be worn at the start of term. Further details will follow next term.

The recommendation is that school wear is washed after each day.

We recognise that these can be challenging times financially and we are looking to support ALL families that may not be able to provide full school uniform at this time. We would recommend S1-2 parents/carers DO NOT buy white school polo shirts until we are more certain about the future. If ANY family thinks purchasing the required uniform would be difficult please contact the school. This will be dealt with confidentially and we will be able to support you.

You can also apply for a Clothing Grant at <https://www.aberdeencity.gov.uk/services/education-and-childcare/school-life/apply-school-clothing-grant>

Pupils studying courses at Dyce Academy

We are currently working with colleagues at Dyce Academy to ensure continued delivery of courses.

In the event of a full re-opening of the school, further details will be shared with parents and carers on Monday August 10th and/or Tuesday August 11th.

2. THE CONTINGENCY PLANS

However, we must also continue to plan for this not being the case and we feel it is important to share these plans with you so that you have an understanding of how this may work. This model follows a 'blended learning' approach where the learning in school, face to face with a teacher, supports the learning that continues at home, including online learning. The full plan will be available on the school website <https://www.bucksburnacademy.org.uk/>.

To support this, we will need to carefully prepare our young people for the new environment. The Induction Week (outlined above) will allow us to plan for this in a safe way. During the week we would bring all pupils from the mainstream school in on one morning in the week. We will use this time to go through health and hygiene information, expectations in and outside of school, first aid information, what blended learning would look like, amended timetables and emergency evacuation procedures.

Week beginning 17th August

The following week we will be inviting more pupils into the school to begin face to face learning and teaching. The plan below is dependent on transport and staffing constraints and is, therefore, subject to change. Support from parents in being able to transport their child to school will support this delivery. The school day would be from 8.30am to 1.15pm.

The programme for weeks beginning 17th August is (subject to change)

Day	Year Group
Monday	S1 and S3 & Group 1 ASN Wing*
Tuesday	S1 and S2 & Group 1 ASN Wing *
Wednesday	S2 and S3 & Group 2 ASN Wing*
Thursday	S4-6 & Group 2 ASN Wing*
Friday	S4-6

*Parents of Wing pupils will receive a letter this week detailing the precise days their young person will be in school.

All days would begin at 8.30am and finish at 1.15pm. In the ASN Wing this would be between 8.30 and 9am and finish from 12.30pm to 1pm dependent on transport

Some pupils will also be contacted and asked to come into school where we believe additional support is required.

Lunchtime is avoided for a number of reasons. The dining area would be required to be used as a classroom space to increase our capacity; ACC policy is that pupils must remain onsite at lunchtime and this would require supervision within classrooms meaning that around 90 hours of teacher time would be used for this and, so, not available for online learning.

More information about what school might look like if we are not able to resume in August with all pupils back in the school can be found at this site:

<https://en-gb.padlet.com/gwogpaulmichael/2zo4awu4w1pacong>

The full plan is also available on the school website and on the Information Section of the School App.

As stated at the beginning, we hope that all conditions are met for a full return to school on August 11th. We will be in touch as soon as we have more information to confirm arrangements.

Please take care and stay safe.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Mike Paul', written in a cursive style.

Mike Paul
Head Teacher