

# Bucksburn Academy



## Re-opening guidance

**August 2020**



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## **Introduction**

The Scottish Government confirmed on Thursday 30<sup>th</sup> July that all schools would reopen to all pupils in August 2020. To support the full return schools can phase pupils into school during the week beginning 10<sup>th</sup> August before all young people resume full time in-school education on Monday 17<sup>th</sup> August.

At the same time the Scottish Government published [guidance](#) which detailed how schools should plan for this full return in a safe way. The guidance states,

**“The advice from the COVID 19 Advisory Sub Group on Education and Children’s issues is that, subject to other scientific advice is that physical distancing between young people in secondary schools is not required to ensure a safe return to schools.”**

The guidance also states that,

**“secondary schools should encourage distancing where possible between young people”**

And,

**“Two metre physical distancing between adults, and between adults and children and young people who are not from the same household should be maintained.”**

To allow for this schools must mitigate all risks as much as possible and the guidance gives detail on the following areas:

- Risk assessments for the building and for vulnerable adults and young people
- Cleaning and personal hygiene requirements
- Groupings in school and social distancing
- PPE requirements, including face coverings
- Testing and outbreak management
- Transport arrangements
- Contingency planning should further restrictions be put in place.

This document addresses all these issues, but it must be recognised that all will be subject to change if guidance changes both nationally and locally.

Importantly, we must recognise that this is not a return to ‘normality’ - indeed, the guidance says that,

**“We do not ... expect the return to school in August to be a return to normality. We must remain vigilant and continue to manage the risks of COVID-19.”**

## **Induction**

To support young people with what will be a very different school to the one they were used to, we are inviting smaller groups into school to go through a range of information, including:

- Changes they can expect to see e.g. change to school day
- Issuing school timetables
- Expectations around cleaning and hygiene
- Expectations around learning
- Promoting positive behaviour in a COVID environment
- Movement around the school with a one-way system
- Changes to our Fire Evacuation procedures

As was communicated previously, we are bringing pupils in for a 2 ½ session (8.30-11am) at the following times (transport has been organised for those on dedicated transport). CAN PUPILS ARRIVE IN FULL SCHOOL UNIFORM PLEASE – S4 ties will be handed to pupils.

*(Information for ASN Wing pupils on the Induction has been sent)*

### **Wednesday 12<sup>th</sup> August**

S1 and S6 pupils

S1 pupils should meet at the bottom of the school car park – staff will meet them there and take them into the school.

S6 pupils should enter via the doors at the S2 social area and will meet in the Assembly Hall.

### **Thursday 13<sup>th</sup> August**

S2 and S3 pupils.

S2 pupils should enter via the doors that go into the stairwell that goes up to Humanities.

S3 pupils should enter via the doors that go into the stairwell up to Art (next to Dining Area).

All pupils should then go to their register teacher's room (a GroupCall will be sent with this information).

### **Friday 14<sup>th</sup> August**

S4 and S5 pupils

All S4 pupil should enter by the doors leading into the Dining Area.

All S5 pupils should enter via the doors at the S2 social area.

All pupils should then go to their register teacher's room (a GroupCall will be sent with this information).

## How will school be different?

### Hygiene and Health

It is very important that pupils do not attend school if:

- They are displaying any of the symptoms of COVID-19 – high temperature, a new continuous cough or a change in sense of smell or taste
- A member of the household has tested positive or is displaying symptoms – the pupil should self-isolate for 14 days
- They have been contacted as part of the Test and Protect programme
- If a GP or medical professional advises they do not attend school.

If pupils have symptoms for COVID-19 they should not come into school and should organise a test. Parents should inform the school of all reasons by phoning 01224 710700.

Pupils will be encouraged to use hand sanitiser regularly during the school day. This will be available in all classrooms and at the entrances to the building.

If a pupil becomes unwell and has symptoms of COVID-19 the pupil will be isolated in the building and we will ask a parent to come and collect them from school. **For this reason, we ask that all parents/carers are available to be contacted at all times when pupils are in school. As a precaution, siblings will also be sent home at this time.**

As all water fountains will be closed initially, we recommend that all pupils bring water with them to school.

Pupils must use tissues if coughing or sneezing and then bin these once used. Tissues will be available in all classrooms, but pupils should cough or sneeze into the crook of their elbow if they are unable to access a tissue.

### What happens if there is a positive case in school?

It is essential that all symptomatic young people and staff self-isolate and get tested. The guidance for schools states, “If a young person or member of staff tests positive, the Health Protection Team will assess what action is needed, taking into account the close contacts the person has had within the school and other factors such as the implementation of other measures, e.g. cleaning, ventilation, PPE.”

“If schools have two or more confirmed cases of COVID-19 within 14 days, or an increase in the background rate of absence due to suspected or confirmed cases of COVID-19, they may have an outbreak. In this situation, schools should make prompt contact with their local Health Protection Team.” This will be the policy of the school.

## **Pupil Groups**

To minimise the risk of spread of infection we will keep pupils in year groupings whenever possible to allow for a “broad, meaningful curriculum”.

In S1, S2 and S3, pupils will follow their full timetable to ensure the meaningful curriculum takes place. At break time and lunch time they will be given a section of the school grounds to go to so that they are not in any extended contact with any other year group. They will have a different break and lunch time to S4-6 pupils. This will support the Test and Protect scheme in place in Scotland.

S4-6 pupils will follow their full timetable, though those attending Dyce Academy and the City Campus courses will begin online. We hope to be able to support pupils moving between schools in the future, but we have been advised to avoid this at this time. We will contact parents and carers if this position changes. All College courses, including Foundation Apprenticeships, will begin online in September with a view to moving to face to face teaching as soon as possible.

## **Uniform**

Following a change of guidance, full uniform can now be worn by all pupils, including ties. As we are, at present, unable to open changing rooms for PE we would still ask that all pupils who have PE on a given day attend in PE kit and, for S1-3 pupils, a school jumper.

**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. 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.**

## **Face Coverings**

The guidance states that, “Face coverings should not be required for most children and young people (those clinically advised to wear a covering are an exception),” so face coverings in school are not mandatory, but anyone wishing to wear a face covering will be enabled to do so. This applies to all young people and adults who work in the building.

## **The school day**

The school day will begin as usual at 8.29am and end at 3.45pm (Monday and Tuesday) and 2.45pm (Wednesday to Friday). We will not have bells to allow for a softer transition and to avoid large groups in the corridors (there will still be a bell at the beginning of the day and at 1.45pm). We will, however, stagger breaks and lunchtimes as follows:

### **S1-3 School day**

8.25am - School doors open (see 'Entering the school' for details of which entrances pupils use)

8.29am - period 1 starts

9.35am - period 2 starts

10.15am - break

10.30am - return to period 2

10.50am - period 3

11.50am - lunch

12.45pm - period 4

1.45pm - period 5

2.45pm - period 6 (Monday and Tuesday) or end of school day (Wednesday to Friday)

### **S4-6 School day**

8.25am - School doors open (see 'Entering the school' for details of which entrances pupils use)

8.29am - period 1 starts

9.35am - period 2 starts

10.35am - break

10.50am - period 3

11.50am - period 4

12.50pm - lunch

1.45pm - period 5

2.45pm - period 6 (Monday and Tuesday) or end of school day (Wednesday to Friday)

**ASN Wing pupils**

8.25am - School doors open (see 'Entering the school' for details of which entrances pupils use)

8.29am - period 1 starts

9.35am - period 2 starts

10.35am - break

10.50am - period 3

11.50am - period 4

12.20pm - lunch

1.15pm - period 4

1.45pm - period 5

2.45pm - period 6 (Monday and Tuesday) or end of school day (Wednesday to Friday)

## **Transport**

The Transport Unit is providing more information for all parents, carers and young people around the expectations for school transport. In summary:

- Pupils must clean their hands before entering and leaving the bus– we would encourage all pupils have their own bottle of sanitiser for this purpose.
- Pupils should fill up from the back
- Pupils must respect social distancing requirements for all adults, including the driver and the escort.
- Pupils are not required to wear face coverings on dedicated school transport but may wish to do so.
- Escorts may wear PPE, including face coverings, especially on ASN transport.
- No food will be allowed on transport.

For those that use public transport, pupils must follow the requirements at the time – presently this requires some social distancing from all other and the wearing of a face covering.

For pupils arriving by car, we encourage, as per the guidance issued by the Scottish Government, that drop off and pick up take place away from the school. To support road safety, we would recommend using the Beacon Centre car park.

For all pupils, the school will not be open for them to enter until 8.25am, therefore we recommend that they do not arrive too early and that they are appropriately dressed for the weather. This is especially important as social areas will be closed so breaks and lunchtimes will be outdoors too.

## **Entering the school**

The building will be open to pupils at 8.25am. Year groups will enter the building at different points. On entry, all pupils MUST use sanitiser to clean their hands – dispensers will be available at all entrances.

### **Entrances**

ASN Wing pupils – ASN Wing entrance

S1 – Main entrance

S2 – Entrance at the bottom of the stairwell leading to Humanities

S3 – Entrance at the bottom of the stairwell leading to Art (next to Dining Area)

S4 – Entrance into the Dining Area

S5-6 – Entrance into the S2 social area.

If a pupil has PE they will enter at the PE entrance from outside, next to the Sports Hall.

**Whilst outside, pupils should maintain social distancing with each other, wherever possible.**

## **Moving around the building**

To support free movement of pupils, a one-way system will be in operation on the ground floor and the first floor. Where pupils are unable to immediately enter a classroom they should queue on the right of the corridor to allow pupils to pass by on the left. On the second floor, pupils should stay to the left.

Stairwells will be clearly marked 'Up' or 'Down'. At the end of the school day all stairwells can be used to go down to exit the building.

Pupils must not loiter in the building at break, lunch or after school – to ensure the school remains as safe as possible all pupils must exit the building at these times. There will be some exceptions for some vulnerable pupils and these will be discussed with parents and carers.

ASN Wing pupils will, to begin with, remain in the ASN Wing for the school day. Specialist teachers will come to the classrooms to deliver lessons. PE lessons will be delivered outdoors and pupils should have appropriate clothing for the weather conditions.

## **In class**

Hand sanitiser will be available in all classrooms and pupils will be required to use this when they enter and exit the room.

Pupils will also be expected to clean their work space on arrival to reduce the possible risk of infection – materials will be given to pupils to do this and it is a firm expectation that they do so. Disposable materials should then be placed in the bin.

The sharing of resources will not be permitted in school, except where specific mitigations have been put in place around cleaning regimes. Pupils should take all the resources they require with them. The school will give each pupil a pack with a mini whiteboard, whiteboard pen and whiteboard eraser - they should take this with them to school every day to support learning and teaching. We will not be in a position to give out pens/pencils etc. **Could all pupils who take music please take their own headphones into school as sharing of these may not be possible.**

Lockers will not be available for use, though we will look to support young people who need resources already in their locker during the Induction period. Pupils should bring a bag to put jotters etc in as these will not be able to be stored in the school. All bags should be placed on the floor in classes – only water bottles and equipment required for the class should be on the desk.

## **Promoting Positive Behaviour Policy**

Whilst in school our Promoting Positive Behaviour Policy will continue and classroom expectations regarding behaviour will remain high – please see our policy on the School App or on the website.

Expectations around following social distancing rules will be strictly enforced on public health grounds and we would ask that all parents make sure that young people understand these rules before coming to school. If pupils are unable to adhere to social distancing from adults we may not be able to allow them in the building as we need to make sure that the environment is safe for all. **In particular, pupils must remain 2 metres from all staff and must follow instructions immediately if a member of staff asks a pupil to distance themselves from them. Pupils must also ensure they do not display any behaviours that could endanger others e.g. coughing or sneezing without covering their mouths.**

Any deliberate coughing/sneezing etc at other pupils or staff will not be tolerated.

## **Break and Lunchtimes**

Pupils will be asked to leave the school for break and when they have finished eating at lunchtime. We would encourage all to bring a snack at breaktime as access to the canteen may be limited. Pupils should then enter the school using their year group entrances 2 minutes before the period begins – staff will be on the doors to monitor use of sanitiser and to control the flow of pupils to ensure social distancing where possible.

At lunch, pupils will be given an area to sit and must leave once they have finished.

**For new S1 pupils we recommend packed lunches until issues around the supply of new Accord cards is resolved. For those entitled to Free School Meals these will continue to be available.**

For the week beginning 17<sup>th</sup> August, only packed lunches will be available from the Dining Area. An increased menu will be available from 24<sup>th</sup> August.

## **Toilets**

Pupils will be encouraged to use hand sanitiser regularly during the school day. This will be available in all classrooms and at the entrances to the building.

As requirements for social distancing of young people have been relaxed, all toilets will be open. **It is important, however, that pupils wash their hands thoroughly before leaving the toilets – posters to support this are on display in all toilets.**

## **Leaving the school**

Pupils should leave the school as soon as they are dismissed by their teacher at the end of the school day. They should use the shortest route to an exit and should not arrange to meet with others inside the school building.

Pupils should then leave for home immediately and not gather in groupings. Those with dedicated transport must make sure they have sanitised their hands before waiting for the buses. Pupils should socially distance wherever possible.

## **Parent/Carer access to school buildings**

Parents and carers will not be able to access the school unless invited in by the school – this is to meet our risk assessment demands. If you would like to speak to someone at the school, please use the usual channels – Phone: 01224 710700 or Email: [bucksburnacademy@aberdeencity.gov.uk](mailto:bucksburnacademy@aberdeencity.gov.uk).

## **Staff Absence**

All staff must follow the national advice on managing COVID-19. This means that staff who display symptoms, who are in a household where someone is displaying symptoms/has had a positive test or where they are contacted by Test and Protect and asked to self-isolate will not be in school. Whilst they may be able to work from home and deliver lessons online into the classroom, we must make parents and carers aware that this may mean an increased risk of non-specialist teachers taking responsibility for classes. We hope that this is not the case, but we also appreciate your patience and understanding where this does happen.