

Ref: LG/ES
Date: 06 August 2020

Dear Parent/Carer

St Margaret Mary's Secondary School Plan for August 2020

I hope this letter finds you and your family well. We are absolutely delighted to welcome your child back and look forward to working together in the forthcoming session. I would like to thank you at this point for all your support during the period of lockdown.

In planning for pupils returning in August we have considered many factors which will be mentioned throughout this letter.

As part of our recovery plan, we think it is vital that we are able to take time with all pupils on their return. We will initially have a staged return to allow us to assess wellbeing of pupils, distribute timetables and resources, change options for S5 & S6 pupils where appropriate and go over necessary health and safety information.

Wednesday 12/08/20 S1 attend school at 9am, S5 attend at 11am and S6 attend at 1.15pm
Thursday 13/08/20 All S5 & S6 in class for 8.50am. All S1 in class for 9am. S3 attend at 11am. S4 attend at 1.15pm
Friday 14/08/20 All S4 – S6 in class for 8.50am. All S1 & S3 in class for 9am. S2 attend at 11.45am.

It is important to point out that there will be no breakfast or interval catering on these 3 days so your child should bring an appropriate snack to eat during their interval time. Lunch will be available.

Timetable Information for S1-S3 from Monday 17th August

- Will attend Monday – Friday
- Must not arrive before 9am
- On arrival will wash / sanitise hands
- Straight to period 1 class by 9am.
- Pupils will be allocated their own desk in each room they are in.

Timetable Information for S4-S6 from Monday 17th August

- Will attend Monday – Friday
- Must not arrive before 8.50am
- Must be in period 1 class by 8.50am
- On arrival will wash / sanitise hands
- Straight to period 1 class
- No travel between Castlemilk High School & St Margaret Mary's for S5 & S6 pupils.
- Arrangements for Glasgow Caledonian University Advanced Higher Hub pupils – to be confirmed.
- Arrangements for Senior Phase College pupils to be confirmed.

Parental contact with the school must be by telephone 0141-582-0250.

All parental interviews must be by arranged appointment.

Parents must give consideration to dropping off and picking up their child ie: not in the school building.

Additional Important information

- Toilet breaks will be minimal, 1 pupil will be allowed out at any one time, we ask that pupils use the toilet before and after lessons to avoid interruption to teaching time.
- Keep left in corridors and stairs and walk in single file.
- Maintain 2m social distance from all staff at all times
- NO lockers available
- Pencil cases, stationary, jotters and writing materials will be provided
- Wipe down desk before / after use following a change of class – cleaning staff will clean desks throughout the day
- Avoid touching surfaces/objects unnecessarily – doors will be pinned back to reduce contact
- Demonstrate positive behaviour and follow all instructions.
- Leave school and return home straight away at the end of allocated learning session.
- Pupils cannot remain on school grounds
- To keep uniform as clean as possible change clothes straight away once home and regularly wash clothes – Blazers are machine washable
-
- **Contact Details** - More so than ever there is a need for quick communication, especially if a child requires to be sent home due to presenting symptoms of Covid-19. **It is essential that we are updated immediately of any changes to mobile numbers or email addresses.** We will communicate all letters via email as this ensures parents receive information as quickly as possible.
-
- **Extended Pupil Support** - Our youth worker and school counsellor will remain very present in our school and your child will continue to have access to them.
-
- **Uniform** - We are very proud of the uptake of our uniform. It remains unchanged this year and I am very grateful for your continued support in ensuring pupils wear this. Our uniform consists of:
 - Blazer
 - White school shirt (not a polo shirt)
 - Black trousers/skirt (please ensure skirts are appropriate length for school)
 - Plain black v-neck jumper or cardigan (no hoodies or logos)
 - Black shoes/Black trainers
- If you received a clothing grant last session, this will carry forward for session 2020-21 provided your circumstances have not changed. As payments for each eligible child will be paid into your bank account it is essential that you update Glasgow City Council of any changes via the online form found at <https://www.glasgow.gov.uk/article/17885/Clothing-Grants-and-Free-School-Meals> .

Risk Assessment

We will endeavour to reduce the risk to pupils and staff of spreading and contracting Covid-19 as much as possible. The effectiveness of the measures in place are dependent on all members of our school community following the guidelines:

- Follow social distancing guidelines.
- Wash hands immediately before leaving the house
- If travelling by public transport follow Government Guidelines regarding masks and hand sanitiser
- Practise good hygiene – respiratory and hand washing – washing hands with soap and water for 20 seconds, coughing/sneezing into crook of elbow and binning tissues. Avoid touching face.
- Alert a member of staff immediately if feeling unwell and suspect they have developed symptoms of Covid-19
- Stay at home if displaying symptoms or are isolating due to a member of household displaying symptoms as per Government Guidelines
- Organise a test if displaying symptoms as per Government Guidelines

We will ensure that everyone understands that we are all equally responsible for keeping each other and our families safe by minimising the risk of spreading the virus. To help pupils fully understand the importance and remember the guidelines I would be very grateful if you would discuss them with your child.

In general there is no requirement of PPE in schools in the form of face masks, gloves, etc. within the current Government Guidelines at present, however, staff will wear PPE when administering first aid and we are liaising with our Health and Safety team over requirements for when staff have to work within 2m of pupils as a result of their additional support needs.

Please do not hesitate to contact the school should you have any questions about this information,
May God bless you and your family with good health.

Yours sincerely

Mrs E M Seery
Headteacher