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Head Teacher: Mr D Hawkins

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Dear Parents and Carers

Covid-safe procedures for return to school August 2020

The summary below are Key Messages from the Scottish Government.

- The expectation is that all schools will reopen by 11 August, with all children and young people back in full time education by 18 August.
- 2m physical distancing should be maintained between adults and adults, and adults and children/young people who are not from the same household, wherever possible. The advice from the COVID-19 Advisory Sub Group on Education and Children's Issues is that, subject to other risk mitigations being in place, there is no requirement for physical distancing between children and young people of any age in schools.
- Face coverings should not be required for most children (other than those clinically advised to wear one).
- Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (about 15 minutes or more), face coverings should be worn.
- The concerns within BAME communities must be recognised and individual requests for additional protections should be supported where possible. Care should be taken to ensure that BAME staff, pupils and families are involved in decisions about additional protections.
- A package of measures will be put in place to reduce the risk of transmission of the virus:
 - There will be an increased emphasis on hand hygiene and surface cleaning. Hand washing/sanitising should be required for everyone on every entry to the school.
 - As close as possible to zero tolerance of symptoms should be in place, and strict compliance with the Test and Protect system.
 - The preference should be to avoid large gatherings and crowded spaces and, as much as possible, to keep pupils within the same groups for the duration of the school day.
 - Sharing of equipment/utensils/toys/books should be minimised; and smaller groups and more outdoor activities put in place.

[Link to full document](#)

KGS Specific procedures for return to school August 2020

Hand and Respiratory Hygiene

Hand and respiratory hygiene will be taught to all pupils during induction and reinforced in procedures and signage throughout the school. It will, however, be necessary for parents to ensure that children carry their own supply of hand sanitizer at all times. More details on this will follow in a the FAQ communication to parents to come from OIC.

Face Coverings

Face coverings are not required in school, except in the following situations:

- There is clinical advice that an individual needs to wear a face covering
- There is planned face-to-face contact of 15 minutes or more, at a distance of less than 2m, either between adults, or between an adult and a child. This should be avoided wherever possible.
- A first aider is attending a person with Covid-19 symptoms, or another member of staff is supporting them.

Pupils/staff showing symptoms of Covid-19

As per the guidance, anyone with a high temperature, new continuous cough, loss of (or change in) sense of smell or taste, or who has had contact with a family/community member with symptoms should not attend school.

If a pupil or member of staff develops symptoms while they are in school, they will be isolated in the first aid room at the front of the school and sent home as soon as possible and asked to take a Covid-19 test. As per the current guidance, they should remain at home and everyone in the household should self-isolate until they receive their test results. If the test is negative, everyone can stop isolating (and return to school). If the test is positive, the index case must isolate for 7 days and those in the household for 14 days. Contact tracing should be undertaken.

A report of each incident of persons in school with symptoms to Orkney Education for further guidance on implications for the whole school community.

PPE is provided for first aiders/other staff supporting a person showing symptoms to use.

Arrival at school

In order to avoid large gatherings and crowded spaces, the following procedures will apply:

Pupils should only use the KGS main entrance to enter and leave the school at all times.

Pupils are asked not to gather at the Reception area at the front of the school as it is a thoroughfare for all.

Pupils should keep all their belongings with them throughout the day.

Pupils should keep to their left at all times when moving around the school.

On entry to the building, we encourage pupils to socially distance in the social areas and go to their register classes as soon as the bell sounds.

Pupils must observe good hand hygiene at all times while in the school building.

Movement around the school

Staff should not be moving through corridors along with large numbers of pupils. Teaching staff should move at other times, ensuring they are in their classroom before the bell goes for the start of each lesson.

Pupils should enter the classroom immediately on arrival; pupils should not line up in corridors.

Stairwell windows are to be kept open to provide ventilation in these areas.

Pupils should keep to their left at all times when moving around the school.

In the Classroom

Before pupils return to school, classrooms will be reconfigured in collaboration with teachers to provide:

- A sanitiser station on entrance or access to handwashing facilities
- Easy access to tissues and a bin for respiratory hygiene purposes, for all pupils, without approaching the teacher.
- Easy access to anti-bacterial wipes where these are required for cleaning equipment between uses, for all pupils, without approaching the teacher.
- A 2m exclusion zone at the front of the classroom; pupils are not to enter this zone.
- Room for the teacher to move around the room to supervise pupil work.
- Spaces for pupils to hand in work and collect/return equipment without approaching the teacher
- Clear surfaces to facilitate cleaning, with material not in use tidied away

Hand hygiene is to be observed by all pupils throughout the school day.

Classrooms should be kept well ventilated; windows and doors should be open wherever possible.

Teaching is to be carried out largely from the front of class; teachers should avoid coming within 2m of pupils.

Lessons should be planned to avoid or keep to a minimum the sharing of equipment.

Where equipment is shared, it must be wiped down with anti-bacterial wipes between uses.

Where teachers wish to leave the front of the classroom, for instance to talk with an individual about their work:

- Time spent close to each pupil should be minimised
- Teachers should remain standing and avoid crouching down to pupil level
- Technological means of viewing pupils' work while maintaining distance should be used where available, for example shared documents in Microsoft Teams or OneDrive, visualisers to share images of work or practical objects

Cleaning

Cleaning staff are responsible for ensuring sanitiser bottles throughout the school are topped up every evening and soap is replenished in toilets and practical classrooms.

Cleaning staff begin work at 4pm. We ask that other staff and pupils vacate the building by 4pm to facilitate cleaning.

Morning Interval and Lunch Time

Morning Interval and Lunchtime will be staggered to avoid large gatherings in the Canteen Area and reduce contact between pupils who would not normally meet in class.

Hand hygiene is to be observed by all pupils as they enter and leave social areas.

Catering staff will provide a full service when schools return.

Pupils are welcome to bring a snack and packed lunch to eat in social or designated areas.

Catering staff will clean tables as soon as they are vacated where appropriate.

Staff are asked to consider spending break times in classrooms or subject bases to avoid possible crowding in the staff room.

Timetable – Staggered Lunch

	Interval		Lunch
Senior Phase S4 to S6	1015 – 10.40		1300 – 1.55
BGE S1 to S3	1025 – 10.40		1310 – 1.55

Toilets

Staff can use any single-use toilet cubicle, or the staffroom toilets.

School Transport

Details regarding school transport will be issued via OIC Education or KGS when they become available.

End of School day

To avoid large gatherings in the Reception Area and reduce contact between pupils who would not normally meet in class, the end of the school day will be staggered as detailed below.

	End of School day
BGE S1 to S3	3.25pm (10 mins early)
Senior Phase S4 to S6	3.35pm (Normal End of Day)

Don Hawkins

Head Teacher