

Coronavirus (COVID-19):

Guidance on re-opening Alford Academy to pupils in August 2020

“WE’RE ALL IN THIS TOGETHER”



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“WE’RE ALL IN THIS TOGETHER”

We are very much looking forward to the return of our pupils and staff to Alford Community Campus. It will look and feel different, but we want to enjoy learning, teaching and general school life back in school together. And we will enjoy it if we are kind, patient and responsible as we work through some new ways of moving around school and the routine of frequent effective hand washing/sanitising. We must all follow the guidelines within this document to ensure the wellbeing and safety of our school community.

PURPOSE OF THE GUIDANCE

This guidance is designed to support a safe return to school for all young people and staff and in response to the national guidance provided by the Scottish Government which was published on 30 July 2020 (<https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/>).

The wellbeing of staff and pupils on returning to school is of paramount importance and central to our extensive risk assessment and planning.

KEY SCIENTIFIC AND PUBLIC HEALTH ADVICE

- **Coronavirus disease (COVID-19) - typical signs and symptoms of COVID-19**

References: NHS Inform (Scotland) via [NHS Inform \(Scotland\)](#)
Health Protection Scotland advice via [HPS Core Covid-19 Guidance for non-healthcare settings](#)

Pupils, parents and staff **must not enter** Alford Community Campus if they have **any** of the COVID-19 symptoms. The most common symptoms are:

- **new continuous cough**
- **fever/high temperature** (37.8C or greater)
- **loss of, or change in, sense of smell or taste** (anosmia)

A new continuous cough is where you:

- have a new cough that has lasted for an hour
- have had 3 or more episodes of coughing in 24 hours
- are coughing more than usual

A high temperature is feeling hot to the touch on your chest or back (you don’t need to measure your temperature). You may feel warm, cold or shivery.

Anyone with/or developing symptoms consistent with COVID-19 (new continuous cough or a high temperature or loss of/change in sense of smell or taste), however mild, should stay at home for 10 days (self-isolate) from the start of symptoms. It is vitally important that you access [NHS Inform \(Scotland\)](#) for current information on what to do next, when to seek further medical advice, how to book a test and guidance for household members of those with symptoms.

Everyone who:

- **has the symptoms** of coronavirus (COVID-19) - should stay at home and arrange for coronavirus testing;
- **is living with someone who has coronavirus symptoms** - should stay at home and follow the relevant advice;
- **has returned (or come) to Scotland** from a country which is not exempt from the UK quarantine rules - should stay at home following the relevant guidance.

Please inform the school if your child is absent with confirmed COVID-19 symptoms or with suspected symptoms or due to household members with symptoms and/or self-isolating in quarantine

- **Physical distancing**

Reference: Scottish Government Guidance at
<https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/>

The scientific advice is that **physical distancing between young people** in secondary schools **is not required** to ensure a safe return to school. Throughout the guidance there is reference to encouraging distancing where possible and the school has put in place additional precautionary measures which are shared in this document.

There is, however, a clear requirement for **2m physical distancing between adults and adults, and adults and children/young people** who are not from the same household, wherever possible. Pupils must be responsible and make sure they do not compromise this 2m physical distancing in classrooms, across the campus, in the village and where seats must remain empty on buses to provide physical distance between bus drivers and pupils.

All pupils will be encouraged to maintain distance where possible, particularly indoors, in particular when moving around the building, in lunch queues and in social areas.

Pupils are discouraged from

- gathering in large groups
- crowding together
- hugging,
- giving hand-to-hand contact, e.g. 'high five'

Classroom layouts have been revised to maximise space between desks where possible
Pupils will sit side by side and face forwards, rather than face each other.

A one-way system for staff and pupils to encourage distancing, reduce face-to-face meetings/passing in corridors and to reduce congestion, will be monitored and reviewed as appropriate. Inductions are in place for pupils and staff. Where staff need to move between classes, they should try and keep 2m distancing from learners and other staff as much as they can. Pupils should also observe pupil to teacher 2m distancing. (See Appendix 1)

S1-3 and S4-6 pupils will be distanced at social times by introducing staggered intervals and lunchtimes.

- **Enhanced hygiene**

Enhanced hygiene must be carried out by all to minimise the risk of infection. This includes:

Personal hygiene

Hand sanitising stations are in place at the main reception entrance, pupil entrance, in classrooms and other areas across the school. All staff and pupils must ensure **frequent washing/sanitising** of hands for 20 seconds and drying thoroughly, **and always when entering/leaving the building, before/after eating and after using the toilet.**

Pupils and staff may use their own sanitiser if they prefer but must do so as per above.

Respiratory hygiene

Good respiratory hygiene must be practised. Pupils and staff are encouraged to:

- Catch coughs/sneezes with tissues or elbows, bin tissues
- Avoid touching their faces (including mouth, eyes, nose)
- Keep windows/doors open to aid ventilation

School Uniform/Clothing

School uniforms/clothing and staff clothing should be washed/cleaned as normal.

Environmental cleaning

Additional cleaning is in place i.e. there will be cleaning during the school day of communal areas and frequent touch points.

Doors will be wedged open (except some fire doors) to reduce touchpoints.

Each classroom/learning space has a 'sanitising caddy' with appropriate COVID-19 cleaning resources and hand sanitiser. When pupils move to other classrooms/study areas they will wipe their own desk/chair/surfaces. This will be explained to them first day in school.

Pupils and staff must not share personal resources or belongings. Pupils must bring a school bag containing the minimum amount of resources required for their learning that day. Should resources be borrowed from school or issued and taken home by pupils for their studies, they will be returned to a drop box for cleaning. Text books and library books returned, will be quarantined for 72 hour decontamination.

Ventilation

Classroom doors will be open and windows, to increase natural ventilation (this advice will be reviewed as we head into the winter months). This will also help to reduce contact with door handles.

- **Face masks/coverings(e.g. visors)**

Pupils

Face masks/coverings should not be required on campus for most pupils (other than those clinically advised to wear one) nor on dedicated school transport (i.e. all our school buses), as these are treated as an extension of the school.

Pupils travelling by taxi or public transport should wear face coverings in line with Transport Scotland Guidance.

Should pupils wish to wear a face covering then they may do so. However, masks/coverings must be appropriate for school (no inappropriate logos/graphics/slogans) and pupils must ensure they are removed correctly, stored and washed regularly and in accordance with current advice.

Staff

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.

Nursing staff and first aiders will wear face coverings (and other PPE) as will Pupil Support Assistants who are working closely with pupils.

If staff wish to wear a face covering, they may do so. Many staff will be wearing face masks and/or visors whilst teaching and carrying out other support duties.

- **Informing and Communicating**

Pupils and staff will have a full induction of new procedures on the first days back in school. Frequent reminders about good hygiene including regular hand washing and the use of hand sanitiser will continue through inductions, in lessons, virtual assemblies, our social media and information displayed throughout the campus.

PROMOTING ATTENDANCE AND REDUCING ABSENCE

We expect that young people and staff will be able to return to school in August, unless given advice from a GP or healthcare provider not to.

It is important that children and young people are able to benefit from their right to education; are able to see their friends and have social contact and benefit from the learning, care and support that schools provide. The need to reconnect to normal patterns and routines in children's lives will be important and reassuring to them,

Some parents and carers may be concerned about their child returning to school, and consider withholding their child until reassurance is provided. The school will be in contact with those parents and carers to discuss and provide reassurance to support attendance.

PHASED RETURN TO SCHOOL (AUGUST 2020)

All pupils will return to school from Wednesday 12 August 2020 on a phased basis i.e.

Wed 12 Aug S1 Group A (50% of S1s) + S2- S6 Group 1 (approx. 33% of S2 to S6 pupils)
 Thurs 13 Aug S1 Group B (50% of S1s) + S2- S6 Group 2 (approx. 33% of S2 to S6 pupils)
 Fri 14 Aug S1 Groups A+B (All S1s) + S2- S6 Group 3 (approx. 33% of S2 to S6 pupils)

Mon 17 Aug All pupils return to learning in school

i.e.

S1 PLAN					
Wk1	Mon	Tue	Wed	Thu	Fri
10-Aug	Inservice	Inservice	S1 Group A	S1 Group B	S1A + S1B

S2-S6 PLAN					
Wk1	Mon	Tue	Wed	Thu	Fri
10-Aug	Inservice	Inservice	Group 1	Group 2	Group 3

Parents and pupils were informed separately about which group they are in, on Friday 3 July 2020. This phased return to school is planned (as detailed above), so that we can best support our young people through any initial anxieties, orientate/re-orientate them with school procedures and rebuild our school community.

On arrival at school S1 pupils will be guided to their Clan ‘home room’ and S2-S6 pupils will go to their SDA(Skills Development Academy) ‘home room’ where they will have a two period ‘welcome back’ and induction.

The timetable for each of the 3 ‘phasing in’ days is as follows:-

	Arrival		Period 1	Period 2	Period 3 and Interval			Period 4	Period 5 and Lunch		Period 6	Period 7 * Wed only	Departure
Year	08.20-08.40	08.40-08.45	08.40-09.30	09.30-10.20	10.20-10.40	10.40-11.10	11.10-11.30	11.30-12.20	12.20-13.10	13.10-14.00	14.00-14.50	14.50-15.40	Staggered
S1	Transport pupils. In P1 class at 8.40 a.m.	Village /transported by parent pupils	Welcome Back and COVID-19 Return to School Induction (Clan/SDA Rooms)		Period 3		INTERVAL		Period 5	LUNCH			5 mins before end of day
S2					End of school day								
S3					1 min before end of day								
S4					2 mins before end of day								
S5					4 mins before end of day								
S6													

NB End of school day :- Wed 12 August - 15.40
 Thus 13 and Fri 14 August - 14.50

(See Appendix 1 for School Timetable – Term 1)

TRAVEL TO SCHOOL, ARRIVING AND LEAVING

- **Journey to school**

Personal hand and respiratory hygiene is vitally important. **Pupils must wash/sanitise their hands prior to leaving home/boarding buses.**

Dedicated School Transport

Pupils do not need to wear face masks but may do so should they wish to. (Pupils travelling by taxi must wear face masks).

Physical distancing is encouraged at bus pickups/drop offs where it is safe to do so.

Pupils should be assigned seats which they use consistently. Over the course of the first school week, the school will assist in seating pupils. Where possible S1-3 pupils should sit towards the front followed by S4, S5 and S6. If possible, family members should sit together.

Seats behind/beside the driver may need to be left empty to provide 1m distancing and wear face masks.

Public Transport

Pupils must wear face coverings and physically distance from other passengers (1 m).

Dropped off by parents

Parents must reverse park or drive into the drop off area to drop off(pick up) pupils and are discouraged from gathering outside the school . Car-sharing with children and young people of other households is also discouraged.

Cycling or walking

2m distancing with adults should be adhered to.

Pupils walking or cycling to school keep left when entering the campus at the pedestrian entrance. Cyclists should dismount and walk their bicycle to the bike shed.

- **Arrival Times and Entering The Building**

08.20 – 08.40 School transport pupils arrive on campus as per bus contract times and sanitise hands as they enter via the pupil entrance and drop off any outdoor clothing, etc. in their locker. Pupils should not congregate in large groups in social areas and corridors.

08.38 All school transport pupils make their way to their first lesson for registration.

08.40 – 08.45 Village pupils and pupils transported by parents arrive on campus, sanitise their hands as they enter via the pupil entrance and go directly to their first lesson for registration.



Please note:

Parents should not enter school buildings unless essential to do so or pre-arranged by school. Dropping off forgotten resources and sharing information which can be phoned in, is discouraged.

- **Late arrival**

After 8.50 a.m. in the morning or after 2 p.m. in the afternoon pupils must enter the campus at the main reception , sanitising hands on entry.

- **Leaving school during the day**

Any pupil leaving the school to attend ‘appointments’ etc. must have this authorised by a Senior Leader. Pupils then sign out at reception and leave the building via the campus reception entrance/exit.

- **End of school day**

Pupils will be released from class by year group. The one-way system is not in operation, all stairs are ‘down’ stairs, pupils must exit by the Pupil Entrance and sanitise hands as they leave.

CLASS TIME

These guidelines are in place to ensure the wellbeing and safety of all. Where pupils are not meeting our expectations, this will be addressed promptly and robustly as per our positive relationships policy.

On entry to each class/learning area pupils should sanitise their hands (sanitiser is provided) and collect a paper towel to wipe down their desk and chair which will have been sprayed with disinfectant.

When leaving the classroom/learning area pupils must sanitise their hands.

Classroom layouts have been revised to maximise space between desks.

Pupils will sit side by side and face forwards, rather than face each other.

Pupils and staff should keep bags on the floor under their desk and not on their desks or worktops. Outdoor clothing i.e. jackets/clothing should have been removed and stored in the pupil’s locker or school bag when they enter the building.

All pupils remain seated at the end of the lesson and wait for their teacher to dismiss them from class row by row or similar.

Where pupils need to move about within the classroom to perform activities (e.g. to access resources), this will be organised to minimise congregation.

Pupils and staff can take books and other resources home, although unnecessary resource sharing including textbooks should be avoided. Personal resources, e.g. calculators, stationery, mobile phones must not be shared.

Any book returned will be subject to a strict 72 hour quarantine.

Google Classroom will continue to be the primary means of recording learning and assessment tasks.

CURRICULUM

The school has considered the most effective ways to deliver a broad curriculum for our pupils as well as the safe delivery of practical and physical activities.

Outdoor learning will be in place where possible to help to decrease the risk of transmission and improve the physical and mental health and wellbeing of young people.

Practical “hands-on” learning and activities, experiments and investigations are an important part of the curriculum across all subject areas. Teachers will plan opportunities for these in line with subject specific guidance,

Music/singing

Scientific and medical advice around how activities such as singing, talking at volume e.g. in theatre performance, or playing wind/brass musical instruments should be avoided during the initial return to schools.

PE

All pupils should bring trainers only with them for their PE activities over the course of the 3 phased return days (12/13/14 August). Further information on PE activities and PE Kit/changing will be provided in due course.

Senior phase/SQA National Qualification Courses

Further details are due to be shared with schools regarding the approach for the assessment of National Qualifications for the 2020/21 session. We will keep parents and pupils informed.

CATERING, INTERVALS AND LUNCHTIME

• Catering

Catering is available on campus. Information will be provided separately.

A range of indoor and outdoor social spaces will be utilised for eating and distancing is encouraged. High expectations of pupils are in place with regard to hygiene, disposal of waste and general tidying.

No take-away/hot food may be brought on campus.

Bags should be placed in lockers or kept with the pupil at all social times. Corridors must be clear of bags to enable cleaning and reducing potential transmission.

- **Lunchtime**

All pupils are encouraged to stay on campus. If young people go offsite for lunch, as they leave and re-enter the building, they must sanitise their hands. Pupils will be expected to follow rules which are in place for wider society, i.e. wearing a face covering when entering a shop, physical distancing and avoiding crowds/gatherings of pupils.

Gathering in leisure areas such as the skate/pleasure park should be avoided.

S1 pupils are expected to remain on campus during August.

LOCKERS

Initially you will continue to use the locker you were assigned to use last session. In due course lockers will be cleared and reallocated.

S1 pupils will have the opportunity to request a locker in the coming weeks.

Pupils may only share their locker with others in their household.

WATER FOUNTAINS

Water fountains will be cleaned regularly and are for filling of water bottles only. All pupils are strongly encouraged to bring a water bottle to school.

TOILETS

Additional cleaning of touch points in toilets will take place during the school day. Pupils should be mindful of distancing when using the toilets and ensure good hand hygiene (wash for at least 20 seconds with soap and water).

EMERGENCY EVACUATION

The layout of our assembly area within the bus park has been revised. In an emergency evacuation pupils and staff should leave by the nearest safe exit, the one way system does not apply at these times.

STAYING VIGILANT AND RESPONDING TO COVID-19 SYMPTOMS

The whole school community should be vigilant for the symptoms of COVID-19 and understand what actions they should take if someone develops them, either on or off campus.

All staff and pupils will be supported to follow up to date health protection advice on household or self-isolation if they or someone in their household exhibits COVID-19 symptoms, or if they have been identified by NHS contact tracers as a close contact of someone with the virus.

It is essential that staff and pupils do not attend school if symptomatic, but instead self-isolate (along with their household) and follow guidance on NHS Inform and from Test and Protect. The importance of self-isolation and testing for everyone with symptoms will be communicated regularly via bulletins, briefings, social media and screens in school.

FEELING UNWELL

- **During Class Time**

If a pupil feels unwell in class they should raise their hand and state that they feel unwell. The teacher will approach the pupil and ask them to indicate by pointing to a symptoms choice card. If the pupil indicates a COVID-19 symptom they will be asked to step out of the classroom where further instruction will be given. If they do not indicate a COVID-19 symptom and are well enough to do so, they will be asked to step outside to share how they are feeling and first aid will be contacted if appropriate.

- **During Social Time (interval/ lunchtime)**

No COVID-19 symptoms

The pupils should go to the First Aid Suite for assistance. If the Nursing assistant is not there, they should then go to main reception where the receptionist will contact the Nursing Assistant or First Aider.

Suspected COVID-19 symptoms

If the pupil begins to feel unwell with the common symptoms of COVID-19 (new cough, fever/high temperature, loss of, or change in, sense of smell or taste) they must go directly to the reception and share how they are feeling.

If a pupil thinks they have a COVID-19 symptom when they are outwith the school during lunchtime, call the school/ask a friend to contact the school and head towards the main reception where the pupil will be met outside on their arrival.

- **Next Steps – Suspected COVID-19 Symptoms**

Pupils will be given a face mask to put on and taken to A0-50 (identified room).

A senior member of staff will contact parents/carers or emergency contacts to inform them of the situation. If well enough and able to do so the pupil will go home on their own (if over 16) or wait in A0-50, to be collected by an adult (preferably this should be another adult member of their household and not a grandparent) and follow the national guidance for households with possible COVID-19 infection including testing and self-isolation.

TEST AND PROTECT

The effective application of Test and Protect in the school environment will be an important means of preventing any spread of the virus. Schools should ensure that they understand the Test and Protect process and how to contact their local Health Protection Team (HPT). Further information on Test and Protect is available. All educational establishments are considered complex settings and cases will be prioritised and escalated to specialist HPTs.

The key initial step is the self-isolation and rapid testing of all symptomatic children, young people and staff. Other children, young people and staff members will not be required to self-isolate unless contacted by the contact tracing service. If a child, young person or staff member tests positive, the HPT 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 mitigating measures, eg cleaning, ventilation and PPE.

If a pupil (or their parent/carer if under 16 years) or staff member is contacted by a contact tracer and told to self-isolate for fourteen days, the person should leave school to self-isolate at home straight away and, if possible, wear a face covering en route and avoid public transport.

OUTBREAK MANAGEMENT

The management of outbreaks of infectious disease in schools is led by local health protection teams (HPTs) alongside local partners, such as schools and local authorities.

The procedures for outbreak management are well established. If schools have two or more confirmed cases of COVID-19 within 14 days, or an increase in 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 HPT and local authority. If the school has increased rates of respiratory illness the school is alert to the possibility that this could be due to COVID-19 and will contact their local HPT for further advice.

If an outbreak is confirmed, schools will work with their local HPT to manage it.

Appendix 1

School Timetable – Term 1

	Arrival		Period 1	Period 2	Period 3 and Interval			Period 4	Period 5 and Lunch		Period 6	Period 7 * M, T, W only	Departure
Year	08.20-08.40	08.40-08.45	08.40-09.30	09.30-10.20	10.20-10.40	10.40-11.10	11.10-11.30	11.30-12.20	12.20-13.10	13.10-14.00	14.00-14.50	14.50-15.40	Staggered
S1	Transport pupils. In P1 class at 8.40 a.m.	Village /transported by parent pupils	'Soft start' to Period 1. Formal start to lesson at 08.50		Period 3		INTERVAL		Period 5	LUNCH			5 mins before end of day
S2					End of school day								
S3					1 min before end of day								
S4					2 mins before end of day								
S5					4 mins before end of day								
S6													
					INTERVAL	Period 3		LUNCH	Period 5				

One-way system

Alford Community Campus - Level 0, Ground Floor



Alford Community Campus - Level 1, Upper Floor

