

COVID-19: A framework for re-opening
Portlethen Academy in line with
*Coronavirus (Covid-19): Guidance on
preparing for the start of the new school
term in August 2020*

[Scottish Government, July 2020]

Contents

Introduction	4
Re-opening Schedule	8
Managing Risk	9
Risk Assessment	9
Health Measures to Prevent and Respond to Infections	9
Special Considerations for certain groups	9
Arrangements	10
The School Day	10
Transport	10
Dress code	12
Arriving at School.....	13
Punctuality	13
Moving around School	15
Alterations to Classroom Layouts	16
Lockers	16
Visits out of Class	16
Break and Lunch Time - Pupils.....	17
Break and Lunch Time Staff	17
Leaving School	17
Health & Wellbeing	18
Staying Vigilant and Responding to Covid-19 Symptoms.....	18
Cleaning – hand washing/hand sanitising.....	18
Building Cleaning & Disinfection	19
Personal Protective Equipment.....	19
Special Consideration for Certain Groups	20
Health & Wellbeing - Staff.....	21
Health & Wellbeing -Pupils	22
Grief, loss and bereavement support.....	23
Emergency Response.....	23

First Aid	23
Emergency Evacuation	23
Symptomatic Person.....	23
Teaching and Learning	23
Class Materials	24
Use of Resources	25
Transitions	25
Support for Learning	25
Behaviour Procedures	27
Skills Development School Service Offer June – October 2020	28
Support Services.....	29
School Office	29
Technical Support.....	29
Reprographics	30
Useful Links.....	30

Introduction

On 30 July 2020, The First Minister announced that Scottish schools will re-open on 11 August, with all children and young people back in full time education by 18th August. This is following scientific evidence and advice that it is safe to do so. However, the Scottish Government points out that they do not expect the return to school to be a return to normality and that we must remain vigilant and continue to manage the risks of Covid-19. This document aims to detail the arrangements that will be in place to help ensure the safety and wellbeing of children, young people and staff, following the key guiding principles set out by Scottish Government in *Coronavirus (Covid-19): Guidance on preparing from the start of the new school term in August 2020*, along with those supporting documents it refers to.

<https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/07/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/documents/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/govscot%3Adocument/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020.pdf>

A central feature of our full return to Portlethen Academy will be an emphasis on our school values. All are crucial but we want to emphasise the central nature of the RESPECT ALL value. It is fundamental that all members of the school community respect each other's circumstances, feelings and concerns and that actions are consistent with this. While some young people, parents and staff will be comfortable with the return to school many will have reservations. It is crucial we all understand the range of feelings and concerns and act accordingly. It will also be crucial that all members of the school community take responsibility over their actions and respect our procedures and the rules that we must implement to keep each other and ourselves safe at this time. This will be particularly important if anyone in the wider school community (pupils, families, extended families, and staff) develops symptoms of Covid-19 as this could lead to school closure and a return to online or blended learning.

School will have very different feel to it, and it will be essential that young people and the wider school community follow these procedures and rules along with the national advice and procedures. While Scottish Government Advice does not insist on Face Coverings for young people or 2m Social Distancing between pupils we would encourage use of these and all the other Scottish Governments FACTS advice:

- F**ace coverings in enclosed spaces
- A**void crowded places
- C**lean your hands and surfaces regularly
- T**wo-metre distancing
- S**elf-isolate if you have symptoms

And it is everyone's responsibility to follow the above habitually. As would be usual, if there are any concerns about a child or young person behaving or acting in a way which doesn't align with school policy or procedure, their behaviour or actions will be discussed with them to resolve those concerns as quickly as possible. If that does not resolve the concerns, then the usual school and authority policy and procedures for dealing with concerns will be implemented, within the context of positive relationships and behavioural approaches, including discussing the matter with the child or young person, parents and carers as appropriate. A key area where Respect for All will be required is in the advice around Social and Physical Distancing and further details of the expectations around this are below. Prior to looking in greater detail at this we wish to explore the other values.

In relation to **Learn and Improve**, the return to school will be a new experience for us all as it will differ from before. It is crucial that young people learn the new systems quickly, but it is fundamental to appreciate that we will need to learn and adapt as we move forward. What we start with may require change and we need to be ready for this. We will endeavour to highlight changes as they occur so that parents are also aware. We also welcome your suggestions which you can make through the usual channels. In relation to **Get Involved**, we will need our young people to be involved in following the rules and procedures and in committing to their learning so that we can get this on track as quickly as possible. Classroom learning will be different as teachers will not be able to move freely around classrooms and any wearing of masks will make communication harder. Young people must get involved in the learning in this altered environment and build for their futures. In terms of Think of the Consequences we see it in two ways. Firstly, we see the positive side that young people can follow the procedures both in school and in the wider community (as the two are intrinsically linked), infection is not spread and we can get back to a real focus on developing the learning and skills of our young people. The second, and flipside, is by failing to follow the rules and procedures designed to keep all of us as safe as possible there is a risk that infection spreads and we have to close again or move to a blended learning approach.

Social and Physical Distancing

The scientific advice is that physical distancing between young people in secondary schools is not required to ensure a safe return to schools.

The evidence for this is less clear for older pupils, but at present this approach is being advised for secondary schools on the basis of the balance of known risks, the effectiveness of mitigations we can put in place and the benefits to young people of being able to attend school.

The context of a full return includes a school roll in excess of 850 young people and approximately 100 staff- our highest number to date, so space, social and class space will be at a premium and class sizes will be high. The sheer number of pupils and their daily movements around school means that physical distancing between pupils will not always be possible, particularly first thing in the day, at period changeovers, break, lunchtime and close of school. However, to provide additional reassurance to young people, staff and parents/carers, where there are opportunities to further minimise risk these will be required. As a precautionary approach young people should physically and socially distance where possible.

The Scottish Government Advice acknowledges the practical and timetabling challenges of minimising the mixing of groupings in secondary schools. The variation in size, context and physical structure across schools is also recognised so what happens in Portlethen Academy will not necessarily be appropriate elsewhere and vice versa. Importantly, schools are to ensure that the specific approaches adopted do not introduce capacity constraints and/or prevent a return to full-time learning in school. We must also provide “a broad, meaningful curriculum and promoting children and young people’s health and wellbeing”. This means we need to work within the constraints of the advice and the usual school structures which include subject choice, practical and non-practical class groupings, room and area capacity and staffing. In essence, this means young people will follow their timetables and move around the building for their subjects and we will put in place hygiene and procedural mitigations to reduce the risk of transmission as highlighted below.

Mitigations that we will apply include:

- Requiring young people to maintain 2m distance from all staff. At times, staff will have to reduce this distance to support young people and to move through

areas however this will be under their control and, where required, with suitable PPE.

- Anyone (whether young person or adult) wishing to wear a face covering in school can do so. Pupils should be aware that school staff may choose to do this.
- Encouraging young people to maintain distance from each other where possible, particularly indoors – this does not have to be strict distancing of 2m if this is unachievable, but young people should not crowd together or touch their peers. If an area is busy, they should move on or outside.
- Young people should avoid social physical contact (hand to hand greeting/hugs/etc.,)
- Young people should use outside space to move between areas of the building and for breaks and lunchtimes unless the weather is particularly poor.
- Where classes are smaller than capacity pupils should sit separately where at all possible to maintain spacing between desks or between individual young people
- Seating young people side by side and facing forwards, rather than face to face
- Avoiding situations that require young people to sit or stand in direct physical contact with others.
- Where young people need to move about within the classroom to perform activities (for example to access a shared resource) this will be organised to minimise congregation around the point of access to the shared resources.
- Pupils will use designated doors to access the building and leave by the nearest Pupil exit door (not fire doors),
- Hand washing will be prioritised on any entry to school with personal sanitisation and cleaning of workstations available to support this approach
- Year groups have distinct social areas that they should use and S1 be released earlier than the older year groups at break and lunchtime and will have access to the Theatre as a social and dining area.
- Pupils will be asked to remain on the school grounds and in distinct year group zones to reduce contact mixing opportunities
- Pupils who live locally are encouraged to go home for lunch
- Pupils remaining in school will have access to the canteen at start of school, break and lunchtime. To reduce the need for queuing at the main counter Aberdeenshire are putting in place an ordering App for snacks and meals and additional pick up points will be added. Pupils are encouraged to bring snacks, packed lunches and water to reduce their need to join queues and are encouraged to take these outside and use the extensive school grounds.

- We will avoid traditional assemblies and use virtual meetings for this purpose
- Wherever possible doors and windows will be kept open to increase natural ventilation (to be reviewed as the year progresses). This will also reduce contact with door handles.
- Pupils should bring their own work materials (see list of items below) and resources will be managed to reduce contact opportunities e.g. jotters may be taken home rather than collected and stored in school
- Fire/Emergency muster points will be adapted to facilitate distancing

NB please note this list is not exhaustive. Other mitigations are highlighted elsewhere in the document and we will also adapt our procedures in light of emerging experience and advice.

Scottish Government advice is that these are additional, precautionary steps, which go beyond what is recommended in the current scientific advice on the re-opening of schools. However, we believe these are essential to adhere to for the safety of all and to ensure continuity of learning for young people.

NB Passing briefly in the corridor or playground is considered low risk however our procedures will require young people to remain out-with the main teaching areas until the class movement warning bell rings and staff have been able to safely access classrooms.

Re-opening Schedule

Portlethen Academy will have two in-service days on Monday 10th and Tuesday 11th and open to pupils from Wednesday 12th August with year groups phasing back in line with the following: -

Wednesday 12 th August	S1 and Senior Prefects
Thursday 13 th August	S1 and Senior Phase (S4,5,6)
Friday 14 th August	S1 and Senior Phase (S4,5,6)
Monday 17 th August	All pupils

All pupils will receive an induction to the procedures outlined in this document however we ask that parents/carers share and discuss this handbook with their child(ren) prior to the return to school. We recognise that some parents/carers may be concerned

about their child returning to school. If you have concerns you should contact your child's Guidance teacher, in the first instance.

The plan below is premised on the best health and safety, and the approaches and procedures below are designed to achieve this and should be read in that context. We firmly believe that effective health and safety approaches will protect staff and pupils and will allow less disruption of learning. The plan is also premised on supporting the Health and Well Being (HWB) of all in the school, and wider, community. A section below highlights some of our HWB approaches and the supports available.

Managing Risk

Risk Assessment

Aberdeenshire Council has produced a Risk Assessment Template which Portlethen Academy is using as the basis for its site, and activities risk assessment. The arrangements contained within this document are based upon this assessment of risk and the control measures identified to mitigate the risks from Coronavirus.

Health Measures to Prevent and Respond to Infections

We are adopting core health measures which focus on preventing and responding to infections. These include:

- Enhanced hygiene and environmental cleaning arrangements
- Minimising contact with others where possible
- Wearing appropriate personal protective equipment where necessary
- Requiring that people who are ill stay away
- Arrangements to respond to a possible case of Covid-19
- Arrangements to engage with Test and Protect

Special Considerations for certain groups

We will follow government guidance, carry out individual risk assessment as required and put appropriate arrangements in place for:

- children, young people and staff who are clinically vulnerable,
- children, young people and staff who are clinically extremely vulnerable
- Children and young people with additional support needs

- Minority Ethnic children, young people and staff

If your child is in one of these categories, please alert their Guidance teacher through the normal channels. Please be aware demand on their time will be high due to all the advice in this document, course choice changes and the need for SQA appeals. Responses will not be immediate.

Arrangements

The School Day

8.05 a.m.	Doors open to pupils
8.40 a.m.	Warning bell - pupils make way to classes
8.45 a.m.	Period 1 commences
9.35 a.m.	Period 2 commences
10.20 am.	Break begins for S1
10.25 am.	Break begins- all other year groups
10.40 am	Warning bell -pupils make way to P3 class
10.45-10.55 am	School briefing in P3 class
10.55am	Period 3 commences
11.50 am.	Period 4 commences
12.35 pm	S1 Lunch
12.45pm	Lunch begins all other years
1.40pm	Warning bell
1.45pm	Period 5 commences
2.40pm	Period 6 commences

* Daily Contact Time has been replaced with a School Communication briefing to reduce contacts and movement. This will run at the beginning of period 3 and will take place in the period 3 classroom. Pupils with practical PE period 3 will go to the canteen for the briefing, should sit in class groupings and will be supervised by their PE teacher(s). We will reintroduce DCT when it is considered safe to do so.

Transport

Bus – School and Public Transport

Dedicated school transport will be treated as an extension of the school estate. Enhanced cleaning of dedicated school transport vehicles will be important, especially where vehicles are used for other purposes before and after transporting children to and from school. Personal hand and respiratory hygiene is important, including sanitisation of hands prior to boarding. Pupils should carry their own sanitiser and use prior to embarking. At the end of the school day pupils will be able to use school handwashing and sanitising prior to leaving the building or can use their own sanitiser.

Distancing between children and young people on dedicated school transport is not required, although where possible some practical approaches to grouping and distancing are provided. Adults should conform with the requirements for public transport (1m distancing).

The position on face coverings on dedicated school transport is consistent with the position in the school estate. They are not required for children and young people (those who wish to wear a face covering should be permitted to do so). Any adults travelling by dedicated school transport should conform with the requirements for public transport and wear face coverings (and 1m distancing).

Children and young people travelling on all public transport, where there is no dedicated zone, must follow the requirements on face coverings and distancing for public transport.

Taxi & Private Hire

Where taxis are used solely for the purpose of transporting children and young people to school, as with dedicated school bus and coach services, physical distancing requirements are not necessary. It is recommended that in private hire vehicles (which are typically saloon cars) children and young people travel on the back seat only and, where appropriate, wear face coverings.

Drop off & Pick Up

- Parents/carers should not enter school buildings unless absolutely necessary.
- Pupils are encouraged to walk or cycle to school. If cycling, we have recently added to our bike rack area so there should be sufficient space.
- For those arriving by car, we expect a number of parents will transport their child by car rather than use school transport. As such, parents/carers are asked to park further away from the school and then allow their child to walk the final section to school to avoid congestion in the front carpark, or alternatively use the drop off area in the staff carpark.
- Car-sharing with children and young people of other households is discouraged
- Pupils who arrive at school using school transport, including taxis, should enter by the designated door and make their way to the designated area for their year group.

Dress code

Uniform

Our school dress code is part of our Portlethen Academy identity and we intend to continue with its use except for the school tie which we will not require pupils to wear at this point. We ask that pupil clothing is washed regularly. Overwhelmingly our pupils wear a good standard of uniform and parents' assistance in this is greatly appreciated. The summer holidays are always the time when the shops stock school wear and we would ask that you stock up as well for next year as your child grows. The school dress code is as follows:

- Black trousers/Black skirt
- White shirt/blouse
- Black knitwear
- School tie (not required at present)
- Black shoes

Whilst we know that leggings are affordable and practical, we would prefer black trousers as they are more in keeping with a working environment. We ask that pupils do not wear jeans. With regard to shoes, we ask that they are black however these do not have to be formal shoes. We do not allow hoodies in class and require that pupils do not have hoods up in the building for safety purposes. One of the pieces of guidance we are following is to have as much natural ventilation as possible, which may mean school is cooler than normal. Pupils should have knitwear with them to ensure that they can stay warm in class without the need to put on their jacket.

Clothing for PE

Where young people have PE they will not be able to use the changing rooms so can come to school in PE clothing for that day. This should match the school uniform colours so should be predominantly black with a white t-shirt. Navy Blue is acceptable if black PE joggers or top are not owned. Pupils should not wear team colours/strips or any item with large logos. Fuller details below.

Appropriate kit must be worn:

T-shirt: This should be a sport top and should cover the pupil to the waist, even when stretching their hands above their head.

Shorts: these should be an appropriate length

Leggings/Joggers: We only allow sport leggings for PE which should be of an appropriate thickness (not see through)

Shoes: Trainers or other sport shoes are acceptable

Jumper/Hoodie: These can be worn, depending on the temperature, but should always have t-shirt underneath

Arriving at School

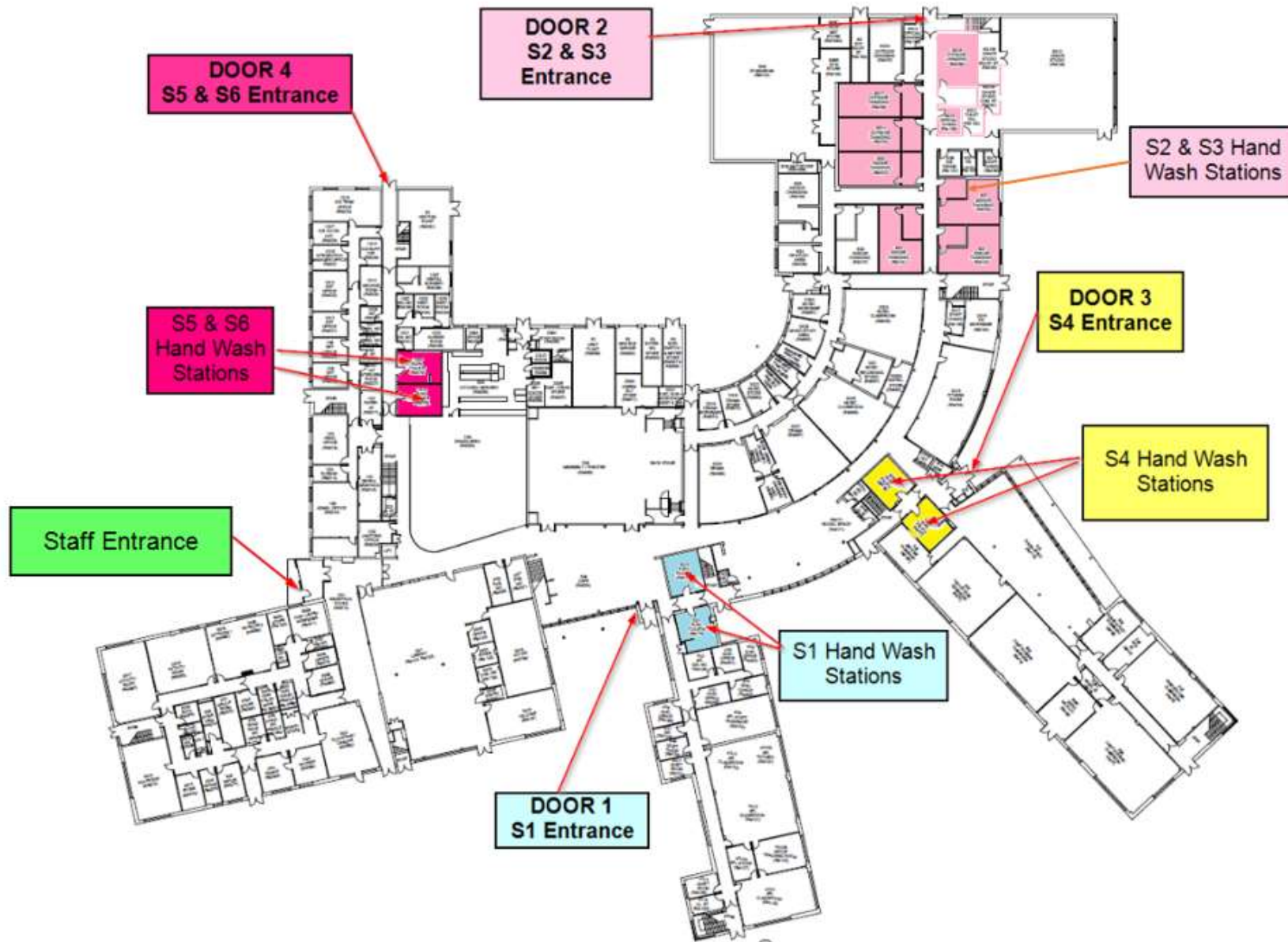
We encourage pupils to arrive in good time for school. Social areas are limited in capacity and pupils can wait outside until nearer the start of school as long as they filter in in time to handwash. Pupils should enter school via the appropriate door for their year group – see grid and diagram below– it is essential that all pupils wash their hands immediately. The designated hand wash stations are also shown on the grid and diagram below. Signage is in place to remind pupils where their designated hand-wash station is.

Door number	Entrance for Year Group(s)	Hand Wash Station
1	S1	Pupil toilets at the end of ASL Corridor
2	S2 & S3	PE Changing Rooms
3	S4	Pupil Toilets at the end of Design & Technology
4	S5 & S6	Pupil Toilets at the end of Nurse/First Aid corridor

S5 and S6 pupils should move to their social area of choice via the canteen and not via the no stopping zone to the side of the canteen/library

Punctuality

Punctuality will be essential so that pupils do not have to queue at the school office and then handwash. We ask that you ensure young people are on time for school and ready to move to classes when the warning bells sound.



When pupils have washed their hands they should use the following social areas:

S1 Theatre

S2-3 Ground Floor between Support for learning and Technical Corridors and canteen

S4-6 Canteen, Mini canteen and first floor by Games Hall (Only accessed by Games hall Stairs)

These areas also apply at break and lunchtime and pupils are encouraged to use the outside space. The corridor area around the canteen is a no stopping zone

With the exception of the first floor senior social area no pupils should be above ground floor or in the Music/Drama, Technical or Support for Learning corridors until warning bells for class start have sounded and outwith class times. This is so that staff can access their classrooms with full social distancing prior to pupils moving to classes. Pupils should enter classes directly on arrival and proceed to their seats.

Staff will enter school via the front door, queuing in socially distanced where volumes require, and will wash their hands at the station opposite the canteen or at facilities near their faculty if this can be achieved without the need to touch door handles, then make their way to their teaching areas. Staff should access their classrooms prior to the warning bells to ensure social distancing.

Pupils will not ordinarily enter by the front door. Pupils who are late should enter by the front door and observe social distancing. Parents must not accompany late pupils to the office.

Pupils who require the use of the lift to access upper floors, or other support needs will access the building via the front door and will move to the lift areas prior to the warning bell sounding to ensure they are not moving against the traffic flow.

Moving around School

Signage and floor markings will be in place to ensure school users are reminded of social distancing requirements in respect of staff. Pupils should observe social distancing where possible and should not congregate in large groups. Movement through corridors and stairwells is, as always, by keeping left. All stairwells are available to all building users except the staircase between the Canteen and the

Theatre which is **for staff only**. The area around the Library, Janitors office and leading to the First Aid Corridor is a no stopping zone.

Alterations to Classroom Layouts

Classrooms all have a Teacher only box marked out on the floor to ensure 2m distancing is maintained. Pupils should not enter this box. In some instances, room layouts have been amended to accommodate this teaching space. Pupil desks have, where necessary, been re-arranged to minimise instances where pupils are facing one another.

Wherever possible windows in classrooms will be opened to increase ventilation and doors left open to minimise contact with the handle and promote natural ventilation

Lockers

The use of lockers will not be possible during the recovery period. Pupils will have to keep their belongings with them throughout the day and will be encouraged to keep these to a minimum.

Visits out of Class

From a safety and protection standpoint all pupils should go to their class at the start of each lesson to register. If they then require out of class for any reason this should be agreed with the class teacher.

e.g. Guidance/Pupil Support Worker/Nursing Assistant

The free movement of pupils across school should be limited to essentials only however it will be the case that pupils will need to visit other staff and locations. Pupils should be expected at all destinations and this should be arranged by prior phone call. Pupil departure and return should be noted by the class teacher.

Toilet Visits

Pupils are permitted to leave class to visit the toilet during lesson time, signing out in the usual manner with the class teacher recording the time of departure and return.

To minimise touch points toilet doors which can be will be wedged open. Toilets which require touching the door handle to exit after washing hands will be provided with sanitiser outside the entrance/exit door

Break and Lunch Time - Pupils

As there is very limited indoor space available for socially distanced eating pupils are encouraged to come with snacks for break and to take these outside unless the weather is particularly poor. Pupils who can will be encouraged to go home for lunch, and those who cannot to go outside.

Accessing the Shops at breaks and lunchtimes.

It is essential that pupils respect Social Distancing Guidelines and also respect members of the community. If pupils go to the shops and do not observe social distancing this will have a negative impact on the public perception of the school and its pupils. It could also be a health risk to other shop users. Our advice is that pupils who can do so should go home for lunchtime and the remainder should remain in the school grounds respecting Social Distancing. As such we would encourage parents to provide pupils with food and drink so that there is no need to go to the shops. The school will liaise with local shops prior to pupils returning to school.

Free School Meals

Pupils can access their entitlement either through the normal counter service or through the App. If they encounter issues with this, they should alert their Guidance teacher.

Break and Lunch Time Staff

The staff room is laid out in socially distanced groups to support staff having a break and a chat with colleagues. The size of the kitchen means that the number of staff being able to access hot water over the 20 min period is limited and so staff are encouraged to bring beverages with them. All food and drinks brought in must be taken away and foodstuffs not stored in the refrigerator. Staff may wish to use their faculty areas for breaks and lunchtimes using all the appropriate Social distancing and hygiene advice.

Leaving School

Pupils will leave their last class of the day via the nearest pupil exit and make their way around the outside of the building to bus areas and routes home. This is different from previously where the majority of pupils left by the basketball court doors.

Pupils waiting for buses are encouraged to observe social distancing and should hand sanitise before boarding.

Health & Wellbeing

Staying Vigilant and Responding to Covid-19 Symptoms

No pupil or member of staff who has symptoms of Covid-19 should come to work/school. The most common symptoms are: -

- **New continuous cough**
- **Fever/high temperature**
- **Loss of, or change in, sense of smell or taste**

Posters will be displayed at all entrances reminding people to stay away if they have one or more of these symptoms.

Anyone with these symptoms, living with someone with these symptoms or have been identified as a close contact of someone with the virus should self-isolate, and follow guidance on NHS Inform and from Test and Protect.

We would urge caution around symptoms that are similar to Covid 19 or unclear. This will be particularly important as we move into the time when we often have young people with colds and flu...If in doubt, follow NHS advice and stay at home.

Cleaning – hand washing/hand sanitising

Effective hand hygiene remains the most effective way to deter the spread of Coronavirus. Pupils are required to wash their hands:

- As they enter the building
- Where possible as they change classroom *
- Before eating
- Before leaving school for the day
- And of course, after visiting the toilet

** If going to a practical class handwashing can be carried out in the practical classroom*

Whilst hand washing is widely recognised as being the best way to stop the spread of Coronavirus, it is acknowledged that within the school setting this is not always possible/practicable. To this end sanitiser stations are available throughout school to augment hand washing regimes and sanitiser is available in all classrooms/offices

Pupils should bring their own hand sanitiser to school for circumstances where handwashing isn't immediately possible.

Building Cleaning & Disinfection

Robertson FM have reviewed the cleaning arrangements and cleaning methods for the duration of the pandemic.

Statement from FM

In preparation for the school's return in August RFM cleaning team have been fully trained on the use of anti-viral chemicals and enhanced PPE requirements in line with Aberdeenshire Council guidance. Cleaning work schedules have been adapted to ensure there is a focus on touch points both in rooms and around corridors and toilets. The Cleaners have carried out the normal summer deep clean of areas with the new methods over the past 3 months and upon the school's return they will continue to adopt these practices whilst the guidance is in place. The early morning team will complete their normal areas and a sweep of toilets and corridors for touch points. The day cleaners will continue to carry out reactive cleaning as required and the lunchtime cleans of toilets, HE and Science areas. The evening cleaners will in turn work in their own areas to ensure all rooms are cleaned and sanitised in preparation for the next school day.

Should there be an outbreak or suspected case then RFM have procedures in place to carry out additional cleans and have a specific flowchart which ensures the safety of RFM staff and School staff and Pupils during this period. This will be coordinated in conjunction with school management on a case by case basis.

Personal Protective Equipment

We will use the latest Scottish Government advice in respect of PPE

Currently PPE will not be required beyond what would normally be needed, for instance in practical areas except:-

- **Suspected Covid-19 case** - Gloves, apron and mask should be worn by staff if a child or young person becomes unwell with symptoms of Covid-19 and

needs direct personal care. Eye protection should also be worn if there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting

- **First Aid** - Gloves, mask, apron and eye protection should be worn for assessment and administration of first aid
- **Close Interactions** – Face covering should be worn where adults cannot keep 2m distance and are interacting face to face for a sustained period (15 mins or more)
- **Intimate care** - Gloves and apron should continue to be worn and should be augmented by a mask and eye protection if there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting
- **Cleaning** – Gloves and apron should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions

Face Covering

Pupils can wear face coverings if preferred though there is currently no insistence that this is the case. This may have practical implications re behaviour and day to day teaching and if pupils abuse this health measure the usual behaviour system will be used to resolve the matter. Should Parents/Carers prefer for children to wear PPE this should be provided for by Parents/Carers and thus their responsibility.

If staff wish to wear face coverings outside of the situations where they have, through risk assessment been identified as required, this is acceptable, and they should supply their own.

Special Consideration for Certain Groups

Children, young people and staff who are clinically vulnerable or extremely vulnerable

The Scottish Government indicates that the trajectory of the virus has been such that shielding will be paused from 1 August and that it is expected that children, young people and staff who have been shielding will be able to return unless given advice from a GP or healthcare provider not to. Where you have specific concerns parents should contact the relevant Guidance teacher and staff should contact their line manager for advice and support.

Children and young people with additional support needs

Where there is a need to work in close proximity, staff will wear PPE and regularly wash their hands, or where this is not possible, sanitise, before and after contact.

Minority Ethnic children, young people and staff

The concerns within Minority Ethnic communities are recognised and individual requests for additional protections will be supported wherever possible. This may include offering access to support from occupational health services (OHS) and the provision of individual risk assessments. Care will be taken to ensure that Minority Ethnic children, young people, families and staff are involved in decisions about additional protections - automatic referrals to OHS should not be made.

Health & Wellbeing - Staff

- Staff health and wellbeing remains a key aspect of dealing with the Covid 19 situation. Regular staff meetings to update staff have been a feature and these will continue as the school phases back.
- Various other regular meetings take place including SLT, Leadership Group (PTs), Faculty link, Faculty Meetings and Virtual Coffee mornings. These will continue virtually or physically to allow discussion and support.
- The staff Shanarri survey and an internal staff mobilisation survey has been used to gauge Well Being and inform practice. A staff Shanarri Survey was completed in the week beginning 29 June and informs practice. A follow up will be done in the second week of session to establish how staff are coping with the return.
- Staff have been encouraged to visit the school before the end of term to help prepare for the August return.
- PPE <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
- <https://www.gtcs.org.uk/News/news/health-wellbeing.aspx>
- It's not only physical risks that require to be assessed; workers risk poor mental health caused by stress, fear, and anxiety about returning to work in potentially unsafe environments
- With social distancing and hygiene procedures expectations around what is possible need to be adjusted to be realistic for all.

- Aberdeenshire provides a range of supports which can be accessed through the Wellbeing and Occupational Health pages

<https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Wellbeing/Wellbeing-and-Occupational-Health.aspx>

Health & Wellbeing -Pupils

Pupil Wellbeing is also a key area and has been supported by all staff. There will be particular challenges in supporting young people returning to school. Many of the aspects of support used during lockdown will be continued in school. These include:

- Pupils will receive an induction to a number of our key procedures and protocols either prior to return or during their first return to school.
- Continued engagement tracking by Guidance and faculties
- Interventions from engagement tracking as per the school approach working through individual teacher interventions, PT involvement, Guidance teacher or other support staff and DHT year head.
- Regular contact with vulnerable pupils by key staff eg Principal Teacher of Guidance, Pupil Support Worker (Behaviour and Attendance), Community Learning and Development staff, Social Work, SfL teacher, Pupil Support Assistant, School Nurse will be continue to support young people
- Pupil Shanarri Survey will continue to be used early in session to gauge the situation
- Laptops/lpads provided for young people without suitable access at home will continue so that they can engage with learning at home or in the event of a further lockdown
- Daily Contact time will be suspended and replaced with a daily communication update however PSE with each pupil's Guidance teacher will continue as a support for wellbeing. This class work will focus on reintegration into the building and its systems and learning.
- Where pupils request out of class time to see a member of staff for support it will be crucial that they follow the out of class procedures so that we do not have young people out of class without knowing where they are for their safety and that of others.

Grief, loss and bereavement support

- Some pupils will have suffered a recent bereavement and may need counselling, and other support which can be accessed through their Guidance Teacher

Emergency Response

First Aid

Where first aid is required the usual protocol of calling the first aider or sending the pupil to the first aider (after ringing to advise) will remain as is. First Aiders will wear full PPE for assessing/administering any first aid as social distancing cannot be maintained. This will comprise: Gloves, apron, mask and eye protection. Those seeking first aid in the first aid corridor will wait outside the First Aid/Nurse rooms in socially distanced seating and will have their temperature taken using a non-contact thermometer prior to moving into the first aid room and any treatment commencing.. Should there be any indication of Covid-19 symptoms the Protocol for a Symptomatic Person will be followed.

Emergency Evacuation

Emergency Evacuation plans are the same as usual with the exception that Staff should maintain 2m distancing from pupils wherever possible as the building evacuates, wearing a face covering where possible. Face masks will be provided to those carrying out roll call/checks as physical distancing is more challenging, and gloves & sanitiser will be available on the evacuation trolley

Symptomatic Person

The protocol *Responding to a Symptomatic Person* will be put into practice as required. Robertson FM will follow their *Procedure for Suspected Covid-19 Case*.

Teaching and Learning

Teaching and Learning will be different to meet the needs of the advice for staff on Social Distancing along with all other procedures. The implications include:

- All teachers will have a teaching zone which pupils must not enter and which they will only leave when wearing suitable PPE. This means they will not be able to work alongside pupils.

- Pupils will be required to bring any materials, jotters or resources to each lesson as advised by staff.
- Jotters will ordinarily be taken home but may be retained in school through pupil collection and distribution.
- Pupils will, at times, be required to cleanse workstations and equipment/resources
- There is likely to be less group and practical work and demonstrations are likely to be used instead.
- Use of ICT suites will be less prevalent
- Classroom doors will remain open, as will windows, when appropriate
- Teachers will plan work in advance in case of further lockdowns or the need for isolation

Class Materials

On our return we will need to be very aware of health and hygiene issues and the sharing of items is something we will actively discourage. On current advice pupils will not be able to borrow items from staff therefore essential that all pupils bring all the materials they require for each lesson with them. Our Learning and Teaching Group has provided the following list of items that we would ask you provide. Where this is not financially possible please do not hesitate to contact your child's Guidance teacher who can arrange support.

Pencil Case	Other
Pencils	Pack of tissues
Pens	Water bottle
Rubber	Hairband (for PE and D&T)
Ruler	Hand sanitiser
Sharpener	Headphones (small jack to fit PCs, not Bluetooth)
Calculator (specifications will be provided by mathematics)	
Compasses (optional)	
Colouring pencils	

Some online options: https://www.amazon.co.uk/Helix-Q92010-Oxford-Exam-Kit/dp/B008F8KX60/ref=sr_1_5?dchild=1&keywords=helix+pencil+case&qid=1592822598&sr=8-5

https://www.amazon.co.uk/Oxford-Helix-Maths-Set-Storage/dp/B000J66XPG?ref=ast_sto_dp

Asda: <https://groceries.asda.com/product/stationery-sets/staedtler-stationery-set/910001720998>

Use of Resources

Information to follow

Transitions

All P7/S1 Transition activities began last session and took place in a specific Microsoft Team. Enhanced Provision was been provided for those who require it with personal phone calls from Support for Learning staff who are also in the Transition Team to support. Guidance staff, House Captains and Prefects were also part of the Team to support pupils with the activities within their Transition Booklet and answer any questions. S1 pupils will return on Wed 12 August. They should enter the building via the door highlighted on the map(above) and ensure they wash their hands before moving to the allocated Social Areas. Fuller details will be provided in the week beginning 10/8/20.and will receive an induction during periods 1 and 2. They will be supported by Senior Prefects (observing social distancing protocols) for 2 weeks at key movement times.

Support for Learning

ASL staff supporting classes will be unable to keep a 2m distance and therefore will wear face coverings at all times. These can either be their own or those provided by the school. However, if this is detrimental to the support given to a pupil with hearing difficulties/EAL/communication difficulties a face shield may be worn instead. This contingency however, will be risk assessed for each pupil. The members of staff will ensure good hand sanitising procedures before entering a class and leaving the class. Staff will not share any of their resources with pupils. Staff should where possible teach side by side rather than face to face. ASL staff will be able to teach in class/small groups or individuals where necessary following the above guidance.

If support can be given in another area and 2m social distancing can be observed, then face coverings will not be required.

If a pupil requires personal care the member of ASL staff will wear appropriate PPE provided by the school – face mask, gloves, aprons. This will be recorded in the relevant risk assessment.

Support Centre

Risks assessments will be carried out by support staff as to how to maintain social distancing whilst teaching pupils who are timetabled to be taught individually or small groups in the Support Centre. Where this is thought to be impossible face coverings should be worn by staff. However, in some cases face coverings may be detrimental to the learning of a pupil. In these cases, a risk assessment will be carried out and then face shields may be worn as an alternative. Wherever possible teaching should include outdoor learning.

Staff should wash their hands before and after teaching using the sinks in the Support Centre.

Pupils will wash/sanitise their hands, on arrival and before they leave.

Desks should be cleaned at the end of each teaching period by the member of staff/ or the pupil.

Resources used should be able to be sanitised or be kept to be used solely by that pupil or group of pupils.

Teaching should be carried out side by side rather than face to face.

Staff will maintain a 2m distance from each other whilst teaching in the support centre and organise teaching space to allow for this. This will also enable distancing between pupils.

Lunchtimes

Space will be available for our most vulnerable pupils to have lunch in the support centre.

They will wash their hands, on arrival and before leaving.

They will be assigned a specific space to sit and eat.

They will clean the tables before eating and after eating.

This will be a select bubble of pupils as space is limited.

Staff will maintain 2m social distancing at this time. If a 2m distance cannot be maintained due to an incident/problem, then face coverings should be worn before interacting with the pupils.

ASL Staff

ASL staff will use all areas of the Support Centre on arrival in the morning to ensure 2m distance. When entering the Staff Support Base, they must ensure there is adequate space to do so. Doors to all rooms should remain open whenever possible. Staff Support Base will be arranged to allow 2m distancing between staff using their desks.

Staff will continue to use laptops thus allowing them to find adequate work space in the department.

Behaviour Procedures

SLT will make a clear statement outlining what is expected from our young people when they are back in the building. This will be based around our 4 school values and relate to behaviour as well as being completely prepared for working in the classroom in terms of having their own resources (pencils, pens, calculator, ruler, etc).

Although it is anticipated that incidents of indiscipline will be very low as pupils will not want to squander extremely valuable face to face teaching and learning, it is still important to have a clear strategy of the sanctions that will apply if guidelines are breached. Our behaviour management policy will be based on COVID-19 and non-COVID-19 transgressions.

COVID-19 transgressions

Breach of COVID-19 guidelines regarding social distancing, deliberate coughing, and any associated bullying, name calling, etc will normally result in yellow card (verbal warning with restorative conversation) and then red card (pupil sent to work with SLT or parents contacted and pupil collected to work at home). Principal Teacher, Year Head or other Senior Leadership Team involved as appropriate. In extreme cases the pupil may be sent home immediately.

Non-COVID-19 transgressions

Indiscipline in the classroom that disrupts learning and teaching will result in:

1. Verbal warning
2. Yellow card (with restorative conversation)
3. Red card (removal to isolation room to continue with online learning, parents notified)

Reflection room - Rooms in SLT corridor to accommodate any pupil who disrupts learning and teaching. Pupils would continue with their online learning for the remainder of that lesson.

Resource packs – staff will be supplied with resources in their classroom to cater for any pupil who does not have what is required to partake in the lesson.

Toilet procedures – See relevant section above.

Bring Your Own Device

Currently public access to Wi-Fi at Portlethen Academy is restricted to outside school hours. We are currently completing the roll out of the 360 safe programme that will enable us to have BYOD switched on. It is anticipated this will be available by early September. This will mean pupils can bring in their own devices and those who have borrowed devices will be required to bring these when in school to allow continuation of work where appropriate. The school has also invested in new Chromebooks with the intention these replace the machines loaned to pupils. If parents are considering purchasing a device for their child the most suitable specifications are as follows.

	OS	RAM (minimum)	Storage (SSD) (minimum)
Laptop	Windows 10	4 GB	128 GB
Chromebook	Chrome OS	4 GB	64 GB
MacBook	MacOS	8 GB	256 GB
iPad	iPadOS	4 GB	128 GB

Staff can enrol their personal devices to be able to access Aberdeenshire Service details can be [found here](#). Currently any member of staff who wishes to borrow a school laptop can do so. This will allow staff to work from home if they wish when not class committed and will also provide flexibility in the event of further closures or partial closures.

Skills Development School Service Offer June – October 2020

Senior Phase Targeted Offer:

- Delivery of 1:1 coaching guidance by phone/online for senior phase pupils and S3 identified with maximum needs
- Continue to deliver on the intensity of service offer (needs based - 5:3:1 engagements)

- All S4 – S6 students with an open Foundation Apprenticeship project flag are engaged at least once by end of August

Universal Offer:

- Support for pupils identified with minimum needs will be demand led via School CA/ Local Centre / Helpline
- Continue to promote My World of Work registrations and usage (supports Career Education Programme)
- Webinars being created to replace face to face group work delivery
- Career Education Programme - a range of career education lessons and activities available now on My World of Work for all year groups, e.g. P7/S1 for schools to use

Professional Learning Offer:

- A suite of professional learning workshops to support teaching staff in embedding career education-currently being adapted into online versions to be available from August (similar to face to face workshops but adapted to be delivered digitally)

Expected leavers Summer 2020

- All S4 – S6 pupils who have a leave date of Summer 2020 (or in the past) will be engaged
- Enhanced Helpline available for pupils and parents 0800 917 8000
- SDS will be running the Exam Results Helpline which will go live on Tuesday 4th August.

Support Services

School Office

To ensure that social distancing can be maintained, all contact with the School Office should be via telephone/Skype or via the desk at Reception. Reception will keep the glass windows closed at all times to provide a physical barrier.

Pigeonholes and forms which usually live in the school office are relocated to the store area opposite Reprographics.

Technical Support

Demands on the Technical Support Team are likely to be augmented during the Recovery Phase. Requests for technical support should be made via the SharePoint form as usual giving as much notice as possible. It is likely that the support team will

adjust working hours to be able to carry out tasks when school is not in session. Where jobs require the team to be closer than the current social distancing rules, full PPE will be worn.

Reprographics

To ensure that social distancing can be maintained, access to the Reprographics room is limited to the Support Services Team. All reprographics jobs should be routed through the online system and pick up and drop off (for copy originals etc.) is now located in the store opposite Reprographics.

Useful Links

<https://covid19.aberdeenshire.gov.uk/>

<http://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/>

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf

<https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/>

<https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx>

<https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Documents/Business%20Services/HR+OD/Health%20and%20Safety/Aberdeenshire%20Council%20Corporate%20H+S%20Policy/Aberdeenshire%20Council%20-%20General%20HS%20Policy%20Statement.pdf>

<https://www.gov.scot/publications/coronavirus-covid-19-tailored-advice-for-those-who-live-with-specific-medical-conditions/>

<https://www.gov.scot/publications/guidance-education-children-unable-attend-school-due-ill-health/>

<https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?viewid=d9eefab0%2D1334%2D4bdb%2Dbfba%2D5ad35be1e920&id=%2Fsites%2F%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.scot/publications/coronavirus-covid-19-phase-3-guidance-for-the-safe-use-of-places-of-worship/pages/capacity/>

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf

<https://www.nhsinform.scot/campaigns/test-and-protect>

https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B52A7F852-B8F6-485C-804F-265839BB5CEB%7D&file=School%20guidance%20on%20symptomatic%20or%20confirmed%20cases%20of%20Covid%2019.docx&wdLOR=c569D0EC9-6EC0-4AC2-ABC2-845C3E3C0F07&action=default&mobileredirect=true

<https://docs.microsoft.com/en-us/forms-pro/send-survey-qrcode>

<https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?viewid=d9eefab0%2D1334%2D4bdb%2Dbfba%2D5ad35be1e920&id=%2Fsites%2F%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents>

<https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?viewid=d9eefab0%2D1334%2D4bdb%2Dbfba%2D5ad35be1e920&id=%2Fsites%2F%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents>

https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B52A7F852-B8F6-485C-804F-265839BB5CEB%7D&file=School%20guidance%20on%20symptomatic%20or%20confirmed%20cases%20of%20Covid%2019.docx&wdLOR=c569D0EC9-6EC0-4AC2-ABC2-845C3E3C0F07&action=default&mobileredirect=true

<https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety-Wellbeing-and-Risk-Management.aspx>

https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B4F1FC77E-C0BC-4025-B248-8A2493FA1C76%7D&file=Generic%20RA%20Guidance%20for%20Special%20Schools.doc&wdLOR=c45BD319B-C555-42BB-83FC-96C59710E6D4&action=default&mobileredirect=true

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety-Wellbeing-and-Risk-Management.aspx>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf

<https://www.foodstandards.gov.scot/publications-and-research/publications/covid-19-guidance-for-food-business-operators-and-their-employees>

<https://www.aberdeenshire.gov.uk/media/25375/primarymenustailored2weeks.pdf>