

Personal Best

A framework for re-opening Ellon Academy school building
in line with Coronavirus (Covid-19):

*Guidance on preparing for the start of the new school term in
August 2020*

[Scottish Government, July 2020]

Version History

10/08/2020 V2.0 Document Created

I hope you are all well and keeping safe.

Following discussions with staff on Monday 10th August at our In-service day, we have up dated some of the information in this document. The up-dates are highlighted in yellow so they are obvious to see.

Thank you for your continued support and patience in these extremely challenging and changing times.

I would like to take the opportunity to thank all parents and carers for your support over the last three months. The situation we all found ourselves in from March has been unlike any other we have known and the need for parents/carers and the school to work together has never been more important. We all really appreciate your cooperation in supporting your son or daughter's learning through this time and for communicating with us if you had a concern.

We are very proud of the way in which our learners have adapted to the new way of working. I am never ceased to be amazed by the examples of excellent work produced by them in so many contexts over the last three months and how creative they have been in finding different ways to display their work.

Return to School, August 2020

We look forward to welcoming all learners back to the school building in August following the announcement on Tuesday 23rd June by the Deputy First Minister, John Swinney. Regarding this return Aberdeenshire Council Corporate Communications staff have prepared a list of frequently asked questions about education which can be accessed by clicking on this link. [frequently asked questions](#)

Any further adaptations and changes to the information contained in this document regarding the return of pupils to Ellon Academy in August 2020 and beyond will be sent to you via Group Call and posted on the school website. **This is version 2.**

S1 pupils

We feel it is important to ensure that our new S1 pupils feel welcomed and part of the Ellon Academy family. To help facilitate this we will have S2 pupil guides who will support them around the school for the first 7 – 10 school days and be introduced to other processes new to them.

We look forward to our return to the school building and will keep all parents/carers and staff informed of any changes or adaptations to our Return, Restore and Reset plans as we move through the recovery phases of this global pandemic.

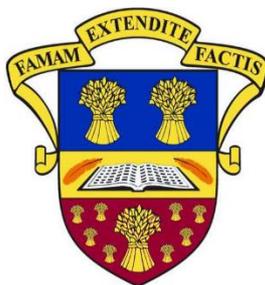
Yours sincerely

Pauline Buchan

Rector

Ellon Academy Return, Restore and Reset Plans (Version 2)

August 2020



Introduction

Statement from Laurence Findlay Director of Education and Children's Services Aberdeenshire Council, 6.8.20:

"Aberdeenshire Council, like all other Scottish local authorities, is preparing for the return of children and young people to schools in August. The arrangements that are put in place in our schools must be in response to the national guidance provided by Scottish Government which was published on 30 July 2020 and is attached to this introduction. As such, to produce a further and separate Aberdeenshire document which echoes the national guidance would potentially lead to confusion. Instead, Head Teachers are asked to implement the national guidance which provides detailed information, advice and expectations of schools and the arrangements that will be managed at local level.

This is a complex and unprecedented situation. Inevitably, there will be specific circumstances emerging in each of our schools that will require consideration and situations where it may not always be possible to provide an unequivocal position. Ongoing discussions and dialogue will, of course, be necessary and important. Please ensure that you have checked the national guidance appropriately before determining any decisions and seek any support that is necessary from your cluster lead and any other colleagues as appropriate.

As pupils return to school, doubtless there will be situations which arise that will only become apparent when they are in the building. However, guidance and templates for risk assessments to support you in managing the return to school have been provided which will enable you to assess, monitor and revise the arrangements that are suitable in your school as appropriate.

In the advent of any public health situations necessitating local restrictions, the Local Phasing Delivery Plan (LPDP) remains in place as a contingency document to support you in such circumstances. Separate guidance has been provided should this process be required.

The national guidance on the return to school is very detailed and covers key areas in managing a safe return of pupils and staff to schools. Some of the key points include:

- *The ability for Head Teachers to have some flexibility in the phased return of pupils to school for week beginning 10 August to ensure a safe and clear understanding of arrangements.*
- *There is **no requirement for children and young people to remain physically distant from each other** – the advice is to “encourage” distancing for those in secondary schools. There is, however, a clear requirement for adults to remain 2m distant from children and young people and from other adults.*
- *The guidance is clear that a rigorous approach to environmental cleaning must be implemented and maintained to prevent the spread of the virus. Arrangements for cleaning are being made.*
- *Enhanced personal hygiene must be practised which should include regular hand washing and the use of hand sanitiser in all rooms and spaces across the school estate.*
- *Where colleagues need to work near a child or children for over 15 mins, face coverings/PPE will be provided for that purpose. Anyone (staff or pupil) who wishes to wear a face covering is free to do so.*
- *Dedicated school transport is deemed to be part of the school estate so children will not need to distance from each other, but drivers and support workers will require appropriate PPE/physical distancing for journeys they share with children. To support Children and Young People who travel using public transport to travel to schools dedicated zones can be introduced where physical distancing will not apply. Separate guidance on school transport in Aberdeenshire has been provided.*
- *Each school must conduct risk assessments in accordance with statutory responsibilities and obligations. All local trade union representatives have been consulted with and involved in all risk assessments. Clear and accessible information and advice must be provided to all children and young people and the other adults who may enter a school building.*
- *In line with general advice, schools should adopt a zero-tolerance approach to any symptoms so isolation and using the Test and Protect approach for any person in a school who reports symptoms.*

The wellbeing of staff and pupils on returning to school is of paramount importance. It has, and continues to be, a challenging time where it will take time to adjust to new ways and approaches.

Clearly, it is not possible to have all the answers to every eventuality when dealing with a complex, fast-changing, and unprecedented situation. It is important that we all work together constructively and collegially in managing the return of pupils and provide support and guidance as any issues emerge. The professionalism and commitment of all staff in Aberdeenshire schools is recognised and will continue to be a strength of our collective approach in the ongoing management of the situation. Where required, separate communications will be issued separately by officers on and key areas where

clarification is needed. However, it is expected that the Scottish Government Guidance, due to its comprehensive and detailed nature, will provide clarity.

Introduction from Pauline Buchan, Rector Ellon Academy:

On 30 July 2020, The First Minister announced that Scottish schools will re-open on 12 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 Ellon Academy will be an emphasis on our school values. All are crucial but we want to emphasise the central nature of our RESPECT value.



It is fundamental that all members of the school community respect each other's circumstances, feelings, and concerns and that all 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 regarding 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.

The return to school will have very different feel and it will be essential that young people and the wider school community follow these procedures and rules.

This will involve them actively engaging in safe hygiene procedures and distancing which must be habitual. 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 will be required is in the advice around social and physical Distancing and further details of the expectations around this are below.

Learning

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. We require our learners to be involved in following the rules and procedures and to be committed to their learning so that we can get return, restore, and reset as quickly as possible. Classroom learning will be different as teachers will not be able to move freely around classrooms and any wearing of face coverings will make communication harder. Young people must participate in this altered environment and begin to rebuild their skills and knowledge for the future.

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.

However, within the context of a full return to school, and 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.

Mitigations that we will apply include:

- Face coverings: We will support anyone who wishes to wear a face covering in school. Staff may choose to wear a face covering whilst teaching and staff who are in contact with pupils whilst supervising at breaks and lunchtimes will be wearing face coverings, so please ensure that your child is aware of this as it may cause alarm for some, particularly pupils on the autistic spectrum, some of whom may find change harder to manage
- Requiring young people to maintain 2m distance from all staff. At times, staff will have to reduce this distance to support young people for example, pupils who require personal care/moving and handling, however this will be under their control and, where required, with suitable PPE.
- Requiring 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, hug 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 as much as possible at breaks and lunchtimes unless the weather is particularly poor. Designated year group gathering areas have been established for pupils who prefer to stay indoors. See page 8.
- We will be using all the available space in classrooms, open learning areas, library, and social spaces to promote distancing where possible. An example will be 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
- 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 resource.
- All windows and doors will be open for good ventilation and the school air circulation and ventilation systems have been reconfigured so that only fresh air is circulated as opposed to recycled air. This is extremely important particularly for those spaces which have internal windows only, for example: the sunken social area, the theatre, the library, and some staff offices
- Staggered departure times for school transport and non-school transport pupils:
 - Transport pupils will be able to leave class at 3.20pm on Mon/Tues and 2.40pm on Wed/Thurs/Fri

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 important to adhere to for the safety of all.

Minimising contacts (groupings)

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 Ellon 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, 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.

These include:

- Suspending traditional assemblies to avoid large gatherings of pupils. We will deliver virtual assemblies to share consistent messages to all pupils and staff
- Designated muster points will be assigned when undertaking fire test drills or procedures where the whole school is evacuated to ensure a greater degree of separation:

On arrival at school and when departing from school:

- S1/2/3 pupils will enter via the pupil doors
- S4/5/6 will enter via the front reception doors.

Year group gathering areas prior to registration, at break and at lunchtimes:

- S1 - Canteen
 - S2/3 - Sunken Social Area
 - S4 - the ‘Street’ and main reception
 - S5 - S5 Social Area and Maths Open Learning Area on first floor
 - S6 - S6 Social Area, Humanities Open Learning Area and rooms S54 and S55
- Encouraging pupils to use outdoor spaces at break and lunchtimes, weather permitting
 - S5/6 will have an earlier lunch time:
 - Mon/Tues - 12.50pm
 - Wed/Thurs/Fri – 12.00pm

Hand hygiene, washing and school cleaning:

Effective hand hygiene remains the most effective way to deter the spread of Coronavirus.

Pupils are asked to wash hands at any given opportunity.

- The use of hand sanitiser gel will be mandatory for all pupils when they arrive in school and when they arrive and leave every teaching area, before and after breaks and lunchtimes, before and after trips to the toilet and before leaving the school at the end of the school day
- The school will be thoroughly cleaned before and at the end of the school day and our cleaners have been deployed to carry out additional touch point and toilet cleaning before and after lunch in the middle of the school day
- Catering staff will be responsible for the cleaning of dining areas prior to and after break and lunchtimes
- In classrooms and teaching areas, pupils will use hand sanitiser on arrival, and they will be shown how to effectively wipe down desks and equipment used prior to the end of each lesson in preparation for the next class coming in.
- Hand sanitiser will be provided at all key stations in the school and at the door of every classroom. We would also encourage pupils to bring their own too
- Thorough hand washing will also be encouraged on arrival, after toilet trips and before and after break and lunchtimes
- Soap dispensers within toilet areas will be maintained and should this become an issue the Duty Janitor should be alerted
- Pupils should bring their own hand sanitiser to school
- Staff are asked to direct young people to clean workstations and desks at the start of each period. A 'Covid Kit' has been placed in every classroom and teaching area including disinfectant spray, gloves, hand sanitiser, face masks, paper towels, emergency PPE, first aid kit and anti-bacterial wipes.

Risk Assessment

Aberdeenshire Council has produced a Risk Assessment Template which Ellon 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.

This risk assessment has already been completed for Ellon Academy and has been ratified representatives of professional associations of teaching and non-teaching staff.

This will be finalised today, Tuesday 11th August.

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 (cleaning staff in prior to school, midday (prior to lunch) and after school)
- Hand sanitiser stations at all entrances/exits and at the door of every classroom and teaching area
- All staff/teaching room/areas will have a 'Covid Kit' with key and essential items including, anti-bacterial wipes, hand sanitiser, face masks (for staff), gloves, emergency PPE, first aid kit, disinfectant, paper towels, wipes for ICT equipment)
- 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
- Pregnant or new mothers

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.

Transport

By Bus and public transport:

Dedicated school transport should 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 are 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 of & Pick Up:

- Parents should not enter school buildings unless required
- Pupils are encouraged to walk or cycle to school. If cycling, there should be sufficient space in our bike racks to store pupil bikes
- For those arriving by car, we expect several 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, a suggestion is at the Meadows and pupils can then walk safely over Boatie Tam's Bridge.
- 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 pupil door and make their way directly to registration.

Dress code

Uniform:

Our school dress code is part of our Ellon Academy identity. Overwhelmingly our pupils wear a good standard of uniform and your assistance in this is greatly appreciated. Visitors always comment on the positive impression this gives. 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/jeans/skirt (no leggings or jogging trousers)
- White shirt/blouse/polo shirt

- Black plain knitwear (optional school logo)
- School tie
- Black shoes/trainers (minimal white trim on trainers is acceptable)

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 at present, so can come to school in PE clothing for that day. **Parents are to be assured that pupils will not be punished if their PE kit does not match school colours.** Attempts should be made to match the school uniform colours so should be predominantly black and white **if possible.**

Appropriate PE kit must be worn **if possible:**

- T-shirt: This should be a sport top and should cover the pupil to the waist.
- 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. PE will be predominately delivered outdoors, so a hoodie or jumper will be necessary.

School uniform, PE kit and staff clothing should be washed/cleaned as normal.

Classes which have PE on Wed 12th August are as follows:

Wednesday	1	2	3	4	5	6
M Lawson	AD Higher	AD Higher	AD Higher			
M Adam	PEF					
L Donald	Higher D2	Higher D2	Higher D2	Faculty Study		
E Campbell	3K1	3K1	N5 F1 Creative	N5 F1 Creative	S6 Core	
H Scott/ M Duff	3M1	3M1		1S2	S3 SA D1	S3 SA D1
J Faulds / D Dunton	3S1	3S1	3F1	1C2		
M Davies / D Grant			3K2	1K2	Hub Swim	Hub Swim
S Aitken	3C1	3C1	3C2	1F1	S6 Core	

All Home Economics classes will run as normal.

Arriving at School

We are aware that many pupils are dropped off at school as parents are making their way to work. The pupil doors will be opened at 8.10am and we would encourage pupils to arrive between 8.10am and 8.15am so that they have ample time to sanitise and move directly to their register class ready for registration at 8.25am. The breakfast club will be open at 8.10am as normal, as some pupils rely on this facility to provide something to eat at the start of the school day.

- S1/2/3 pupils will enter via the pupil doors
- S4/5/6 will enter via the front reception doors

Year group gathering areas prior to registration, at break and at lunchtimes:

S1 - Canteen

S2/3 - Sunken Social Area

S4 - the 'Street' and main reception

S5 - S5 Social Area and Maths Open Learning Area on first floor

S6 - S6 Social Area, Humanities Open Learning Area and rooms S54 and S55

Staff will enter school via the staff entrance, socially distanced where volumes require. 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 their classroom prior to the warning bell sounding to ensure they are not moving against the traffic flow.

New S1 pupils:

On Wed 12th August, new S1 pupils will be met in the plaza outside the pupil doors at 8.10am and will be escorted by their guides and duty staff to their gathering area and then their register classrooms.

Registration on Wed 12th August:

Registration will be extended until 9.25am on the first day back for the following purposes:

- Pupils will be issued with their school timetables – paper copies have been pre-printed 72 hours prior to issue to mitigate the spread of infection and will be distributed in a safe way
- All pupils at the same time will listen to a virtual skype induction assembly delivered by the Head Teacher on these key themes:
 - The return to school – health and wellbeing
 - All health and safety measures and procedures for pupils and staff to follow to mitigate the spread of infection

- Expectations of all pupils re respect, appropriate conduct, and dress code
- Practical implications of current restrictions in school
- What to do if pupils feel unwell
- Emphasis on restoring and resetting learning habits and routines
- Senior pupils – explanation of procedures if subject changes are required following exam results

Pupils will experience subject led inductions in all curricular areas regarding health and safety measures in each class.

Lockers

The use of lockers **will now be possible** during the recovery period for pupils who already have one. New S1 pupils and all pupils without a locker will have to keep their belongings with them throughout the day and will be encouraged to keep these to a minimum. Bags which are left unattended will be gathered and stored in a central area for pupil recovery.

Pupils must not place school bags on desks or surfaces. They must keep them on the floor and under desks in their classes.

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 with the route from A to B should be agreed. Pupil departure and return should be noted by the class teacher.

Toilet Visits:

Pupils: Because of the limited number of pupils who can be in toilets at any given time, pupils should be permitted to leave class to visit the designated toilet for the area of the school throughout 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

All toilets will be cleaned 3 times per day.

Break and Lunch Time - Pupils

Break:

Break will run from 10.15am to 10.30am as usual. S5/6 pupils will be released 10 minutes earlier to avoid congestion. All pupils will go outside or to their year group designated gathering area and maintain physical distancing during break. No food provision will be made for break and pupils are required to bring their own snacks and drinks as required.

Lunchtime:

School meals provision for return of pupils:

School Catering Services look forward to welcoming all pupils back and have been working hard behind the scenes to offer an innovative way to provide school lunches.

It is their intention to have in place by the start of the new term a new ordering App, details below:

This is a message from Catering Services:

School Catering administrators will send out the 'on boarding' codes direct to the parents e-mails to link the App to the pupils account. This will be done on Monday or Tuesday (10th/11th August) allowing the pupils to load the App onto their phones and get access ready to order. In the first instance we will only use this for lunch service. With the current situation we are asking parents to use the online facility to load money onto pupils' accounts, most have done this throughout primary but there may be a few that have not registered to do this. We would like to encourage this and with your help communicate to the parents about the registration process. I have attached the link with details here:

[Register for Online School Meal Payment Guidance](#)

This will be prevalent as we plan not to have in operation the Re-valve machine to load money onto pupils cards, as well as the vending machines and pre-order kiosks as these are touch points that could potentially cause issues so taking them out of service for the time being seems the prudent thing to do.

There is more information on how the app works in the link below:-

<https://www.crbcunninghams.co.uk/manuals/fusion-online/?v=mobile&l=en>

This App will enable pupils to pre-order their lunch and collect it from designated collection points within the school. This will allow for the controlled flow of pupils and therefore helping to alleviate queues.

From August they are committed to providing a service but as with everything at the moment this is a fluid situation and School Catering will change and adapt to the guidelines as they are given by the Scottish Government, direction from Aberdeenshire council and making sure the health and wellbeing of the pupils and their staff are at the front of everything we do. More details will follow on their service.

Due to current COVID-19 guidelines we require your support to restrict the handling of cash in schools to reduce the transmission of COVID –19. Please can we ask that all parents register prior to the start of term to make online payments. To register or make payment please follow this link - <https://www.aberdeenshire.gov.uk/schools/school-info/meals/online-payments/>

Dining Areas:

At Ellon Academy there is very limited indoor space available for socially distanced eating, and to ensure pupils get as much fresh air as possible before the afternoon session, pupils who can will be encouraged to go home for lunch, and those who cannot to go outside.

For pupils who wish to stay indoors, the following areas are designated gather areas:

S1 - Canteen

S2/3 - Sunken Social Area

S4 - the 'Street' and main reception

S5 - S5 Social Area and Maths Open Learning Area on first floor

S6 - S6 Social Area, Humanities Open Learning Area and rooms S54 and S55

Grab bags will be available via a pre-order system for pupils wishing to have a school meal.

Pupils can pick up pre-orders meals at the following locations in school:

S1/2 – School Canteen

S3/4 – Social area

S5/6 – the 'Street'

S1 Young Scot Cards/Pupil Entitlement Cards have arrived in school and will be issued to pupils in a safe way at registration on Wednesday 12th August.

Free school meals:

Free school meals will be accessible as usual for those who are entitled to this provision.

Accessing local shops in the community at lunchtimes:

It is essential that pupils respect Social Distancing Guidelines and 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 or **designated year group gathering area 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.

Break and Lunch Time – Staff:

Unfortunately, the space in the staff centre is not conducive for socially distanced gatherings at break and lunchtime, so we encourage staff to use faculty space in a socially distanced way at these times. The kitchen in the staff centre is all very small and therefore it makes it nigh on impossible for staff to congregate there to use the facilities in a safe and socially distanced way. All food and drinks brought into school must be taken away and foodstuffs not stored in the staff centre refrigerator.

Classrooms

All teaching areas will be marked with tape to establish a 2 m teaching zone for all staff that pupils must not enter. There will also be a 2m demarcation zone around about each teacher's desk. Classrooms will be arranged with pupils sitting in rows, facing forward, rather than sitting in groups.

Ellon Academy Library

On Wednesday, Thursday, Friday of the first week of term, the Ellon Academy library will only be accepting RETURNED items from pupils. This will allow us to ensure that we can quarantine stock correctly and work a system with staff for secure storage/cleaning etc.

ALL RESOURCES CURRENTLY ON LOAN SHOULD BE RETURNED TO ENSURE THAT THEY ARE DISCHARGED FROM PUPIL RECORDS.

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.

Personal Protective Equipment (PPE):

- 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.

Face Coverings:

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.

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, PTs, Faculty link, and Faculty Meetings. These will continue virtually or physically to allow discussion and support.
- 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 is 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
- EIS advice is available on the website ('EIS Health and Wellbeing Support' - <https://www.eis.org.uk/Coronavirus/Directory>).
- 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>
- The wellbeing of staff and pupils is at the centre of all that we do. The Aberdeenshire Council Employee Assistance programme is a free service to all employees. <http://arcadialite.aberdeenshire.gov.uk/wp-content/uploads/2011/05/EAP.pdf>
- The Aberdeenshire Staff COVID site contains information which you may also find helpful. <https://covid19.aberdeenshire.gov.uk/>
- Please see the link below from SSERC. This gives advice from a science perspective but contains much information pertinent for all staff.

Grief, loss, and bereavement support:

- Some colleagues will have suffered a recent bereavement and may need time-off, counselling, and other support.
- [Grief Loss & Bereavement Support for Employees](#)

Health & Wellbeing - Pupils

Pupil Wellbeing is also a key area and has been supported by all staff. Blended learning will provide challenges in supporting young people returning to school and supporting those still not in school. Many of the aspects of support used during lockdown will be continued in the blended approach in addition to others relevant to the return to school.

These include:

- Virtual induction at registration on our first day back re key procedures and protocols
- Individual teacher interventions, PT involvement, Guidance teacher, ASL or other support staff and DHT House
- Pupils submitting work and homework via Google Classroom to minimise handing in jotters etc
- Regular contact with vulnerable pupils by key staff eg Principal Teacher of Guidance, ASL staff, PSAs, Pupil Support Workers, Community Learning and Development staff, School Nurse will be available to support young people both in school and at home
- Laptops/Ipads provided for young people without suitable access at home will continue so that they can engage with blended learning for those not attending school
- 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

Emergency Evacuation

An amended Emergency Evacuation Action Plan is in place for the duration of the recovery period. The main differences are extending the muster points around the campus to allow for social distancing and amended arrangements for distributing documents and ensuring all pupils are registered.

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 (like 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.

SQA Awards:

Letter to parents from Vincent Docherty Head of Education Aberdeenshire Council:

Dear Parent/Carer

SQA Awards

Due to the COVID-19 pandemic this year, SQA examinations were cancelled for the first time in the history of Scottish education. This has resulted in a different system of verification for pupils in the Senior Phase during the diet of examinations scheduled to begin in April 2020. As a result of this process, a very large number of appealable awards has been generated. This has created a national issue which is being discussed at a very senior level.

Aberdeenshire school teams are working their way through each appeal request and will do their very best to ensure that they are processed in line with SQA guidance as quickly as possible. Our aim is to do the very best for every young person involved.

I therefore write to request your patience while we work through this unprecedented situation which is so important to you, your child and us.

Yours faithfully

Vincent A Docherty
Head of Education

Further up-dates and amendments to our plans will be communicated in the weekly Rector's Up-date for parents and carers.

11.8.20