

Dyce Academy School Contingency Plan

Parent Information



Dear Parent/Carer

Context

On 23 June, John Swinney, the Depute First Minister (DFM), made a statement in Parliament which detailed the ambition of The Scottish Government for all children and young people to return to school full-time in August 2020. The DFM stressed that it is an aim which the Government is now working towards but it “remains conditional and dependent upon ongoing scientific and health advice.”

On the basis of this statement, Dyce Academy is planning to re-open on a full-time basis in August 2020.

However, we have also created a School Recovery Contingency Plan which will be implemented only if the conditions for a full re-opening of the school have not been met.

By the week beginning 3 August, the Scottish Government will have instructed schools as to which plan is to be implemented. We will inform parents accordingly during this week.

Chief Education Officer Letter

Eleanor Sheppard (Chief Education Officer) has written to parents explaining the three possible scenarios for re-opening in August given the need to take stock of the situation at that point regarding COVID 19. A copy is attached.

School Recovery Contingency Plan

A copy of the School Recovery Contingency Plan is attached.

There are three parts to our planning that reflects the guidelines on social distancing:

1. The full opening of Dyce Academy with no social distancing – no blended learning
2. Plans for 1 metre social distancing – a ‘blended learning’ approach where the learning in school, face to face with a teacher, supports the learning that continues at home, including online learning
3. Plans for 2 metres social distancing – as above

To support this, we will need to carefully prepare our young people for returning to school and the new environment. We have, therefore, planned for an Induction Week for us to do this in a safe way. During the week beginning 10 August, we plan to bring all pupils in on one morning in the week. We will use this time to go through health and hygiene information, expectations in and outside of school, first aid information etc. Timetables will be issued, and emergency evacuation procedures explained. The start time would be 8.30am and the finish for this would be 12.45 pm (for the Induction week only). Our plans are very much dependent on school transport and staffing constraints and is, therefore, subject to change. Support from parents in being able to transport their child to school will support this delivery

Week Beginning 10 August

Day	Year Group
Monday 10 August	Staff in-service
Tuesday 11 August	Staff In-Service
Wednesday 12 August	S1 & S5/6
Thursday 13 August	S2 & S3
Friday 14 August	S4

S5 and S6 wishing to change their Subject options will be able to come into school at any time up until Friday to discuss subject changes provided, they have made an appointment with their Guidance Teacher.

As stated at the beginning, we hope that all conditions are met for a full return to school on 17 August 17. We will be in touch as soon as we have more information to confirm arrangements.

A handwritten signature in black ink, appearing to read 'Lesley Adam'.

Lesley Adam

Head Teacher

Our Expectations

We have a very successful Promoting Positive Relationships Policy. Never more so than now, we expect all young people to respect our values while they are part of Dyce Academy and this extends to behaviour within our community.

Whilst in school our Promoting Positive Behaviour Policy will continue and classroom expectations regarding behaviour will remain high – please see our policy on the School website.

Expectations around adhering to government guidelines will be strictly enforced on public health grounds and we would ask that all parents make sure that young people understand these rules before coming to school. If pupils are unable to adhere to our expectations we may not be able to allow them in the building and learning would take place at home.

What to Wear

In accordance with Government Guidelines, pupils must wear clean clothes each day. Long hair is to be tied up.

All pupils must wear school uniform:

- White or black shirt
- School Tie
- Black trousers or black skirt
- Plain black jumper/cardigan (no logos except for the school logo)
- Black footwear

PE Kit

At present there are no gym changing rooms open. This is subject to change. For pupils who are timetabled for PE, they are permitted to wear their PE kit on those days instead of their main school uniform. A list of essential kit is provided. Please note that activities may take place outdoors in inclement weather.

- Red PE T-Shirt
- Joggers
- Shorts
- Trainers
- Hair tied back/up
- **No** Jewellery due to no valuable boxes being used
- Personal water bottle as no water fountains in use in school
- Waterproofs/change of t-shirt/socks if wet weather
- Plastic bag to put their school bag in when outside in case of bad weather.
- Plastic bag (Asda/Tesco etc) inside pupils' bags in case bag not waterproof and outside on the pitches to protect belongings

Essential Items

All pupils should bring a school bag. Resources may be given to them to take home. No other items should be brought into school unless requested by a member of staff. Resources should not be left in school and should be taken home in their school bag. Lockers will not be available for use whilst restrictions are in place.

At present we are waiting on guidance about the return of Chromebooks that have been borrowed by pupils. I will update you further on this as soon as we have the information. Pupils are requested to bring in only essential equipment. Resources cannot be shared/borrowed. Staff will be preparing individual packs for pupils to use in school and these will become the individual's responsibility. We recommend the following:

- 2 Pencils with rubber attached
- 2 biro pens
- Coloured pencils
- Ruler
- Clear plastic wipeable pencil case with the pupil's name clearly visible
- Paper tissues
- Personal hand sanitiser (advisable)
- Headphones (not wireless as they are not compatible with our IT infrastructure)
- Bottle of water (water fountains will not be in operation) – No other juice permitted
- Snack

We would also allow pupils to use their mobile phones if they have the facility as a scientific calculator. Staff will also advise on appropriate Apps such as Strava, QR Code Reader, Youtube Apps etc.

Getting to School

The capacity of school transport from Newmachar and other outlying areas is yet to be decided and may be reduced. Face coverings must be worn on school transport. We would encourage all parents, wherever possible, to consider driving their children to school.

We will develop a drop off system in the school car park. Please make sure you adhere to the signs to avoid increased interaction between pupils. After pupils have been dropped off, they are expected to maintain social distance from those out-with their household, in line with Scottish Government advice. This will require the support of staff in the school.

Those walking or cycling to school are always expected to maintain an appropriate social distance from those out-with their household, in line with Scottish Government advice.

Pupils who get a service bus should be aware that capacity may be reduced and face coverings are to be worn on public transport. It is recommended that alternative transport should be sought. If using the service bus, however, pupil should follow physical distancing guidelines.

Entering the School

We still wait for further guidance about social distancing outwith the school buildings. We have identified 3 entrances that can be used and House groups will be allocated to a particular entrance. This will be communicated to parents and pupils during the induction week.

At all times, pupils must follow the instructions of staff regarding maintaining the social distancing rules. This will be the protocol even if it is raining, so please ensure that pupils are appropriately dressed for the weather.

Hand sanitiser will be available at the entrance to school and in classrooms without hand basins and pupils will be required to use this on entering the building.

Moving Round the Building

A one-way system will be in operation. Pupils must follow the signs in the school to ensure they follow the guidelines of social separation. Stairways will be clearly marked for up or down and use of the lift will be limited to those that have medical need.

Dining Arrangements

Currently pupils are recommended to stay on school grounds. All S1 pupils will be required to stay on site until the September weekend. Pupils are advised to bring a packed lunch, a snack and water. We are still waiting on information re canteen provision. Although Government guidelines ask for pupils to take home their rubbish, we would ask that pupils take responsibility for disposing of rubbish in the bins provided.

Hygiene

Pupils must wash their hands regularly in accordance with NHS Guidelines. Stocks of soap will be checked, and replenished, before the start of every day by facilities staff. All schools have access to warm water.

Hand sanitiser will be available at each usable entrance point to the building, unless there is immediate access to soap and water in these areas. Stocks will be checked every day by the Facilities Team. Pupils and staff will be encouraged to report any shortages to the Facilities Team.

Toilets

There will be a strong emphasis on hand washing after visiting the toilet. Signage will be placed in all areas to remind pupils about hand washing.

Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings). Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day.

Classrooms

We should also develop good habits in our young people and encourage them to clean their areas after use. Each classroom will have a supply of wipes. Classrooms with no hand washing facilities will be supplied with hand sanitiser.

ACMS – Boarding

For those young people joining us in August requiring boarding, you will receive an information pack from the residence outlining expectations, hygiene, catering etc. that will be applicable to your accommodation.

What If my child becomes ill?

If pupils have symptoms for COVID-19 they should not come into school and should organise a test. Parents should inform the school of this by phoning 01224 725118

If a member of the household has symptoms or has tested positive, pupils should self-isolate for 14 days. Again, parents should inform the school of this by phoning 01224 725118

If a pupil becomes unwell and has symptoms of COVID-19 the pupil will be isolated in the building and we will ask a parent to come and collect them from school. For this reason, we ask that all parents/carers are always available to be contacted when pupils are in school.

If a child or young person attends school with symptoms of cough and/or high temperature, they should go home immediately. If a child/ young person is waiting to be collected by their parent or carer, they will be isolated in a private, well ventilated room and asked to avoid touching surfaces. Two rooms have been identified within the school. Isolation rooms will be cleaned after use in keeping with national guidance.

As all water fountains will be closed, we recommend that all pupils bring water with them to school.

Posters will be displayed prominently to remind staff and pupils of the safety precautions necessary that keep everyone safe.

School staff will be asked to be vigilant to any potential signs of Covid-19 and will always err on the side of caution.

Pupils must not come to school if they are feeling unwell. If you feel they do not want to attend school if anxious, please contact your guidance teacher and we will work with you.

Visiting the School

Parents will not be permitted to visit school to speak to teachers about their children. Where you require to contact a teacher, you will be asked to make contact initially by email or telephone, and by booking an appointment in advance. Parents should contact the school by phoning 01224 725118 or emailing Dyceacademy@aberdeencity.gov.uk

Useful Websites

NHS Inform

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

Scottish Government COVID 19

<https://www.gov.scot/coronavirus-covid-19/>

Education Scotland

<https://education.gov.scot/>

Aberdeen City Council - Local Delivery Phasing Plan

https://www.aberdeencity.gov.uk/sites/default/files/2020-06/LDPP%201.0_0.pdf