

# Dyce Academy

## Parent Information for the start of the new school term in August 2020



**Dear Parent / Carer**

I am writing to finalise the arrangements for the week beginning 10<sup>th</sup> August 2020 leading to a full return on the 17<sup>th</sup> August. I did send out information at the end of last term but there have been some changes and I would like to share these with you. As a school we believe that it is so important that our young people and staff feel supported and safe to return to school. They have been out of a structured environment for such a long time. Inevitably many will feel excited, anxious and every emotion in between. I know that you as parents and carers will also have such a mix of emotions. We are here for all of you. Throughout the holidays, we have been preparing classrooms and focussing on how we manage the building to try to get things right.

I cannot emphasise how important it is that we work towards rebuilding our community by bringing our young people back. We need to work together on this. I have so much belief in the strength of our community and have been so impressed by your actions and those of the staff. Our planning, hopefully, will be proactive and reactive and stand us in good stead for whatever happens in the coming months. At all times we will be subject to changes.

We must ensure that the Scottish Government advice is taken on board and actioned as well as we can. Our staff must maintain physical distancing from other adults, and we must try to ensure that we minimise contact between groups of young people. You should all have received the document from Aberdeen City Council via Group call which provides detailed information.

There will be a strict one-way system deployed around the school which we will ask all to follow. We are considering having no bells to support staggered movement and the inevitable additional time required to ensure appropriate hand washing/sanitisation.

The key point we must emphasise is in relation to Personal Hygiene:

- Frequent hand washing/sanitising for hands for 20 seconds and drying thoroughly. Always on entering/leaving the building, before/after eating and after using the toilet
- Using a tissue to cough or sneeze and to dispose of the tissues in the bins provided

This is the responsibility of every individual within the building. We must all be vigilant for the symptoms of COVID-19. We must also follow guidance from NHS Inform and support Test and Protect.

I would urge all Parents/ Carers to discuss our guidelines and emphasise the importance of all to comply with our instructions.

My thanks to all of you for your help in this. We will keep you up to date if there are any changes.

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

**Lesley Adam**  
**Head Teacher**

## WEEK 1

### Week Beginning 10 August – Phased Return (Induction)

Day	Year Group
Monday 10 August	Staff in-service
Tuesday 11 August	Staff In-Service
Wednesday 12 August - <b>8.45 – 11.00</b>	S1 & S5/6
Thursday 13 August - <b>8.45 – 11.00</b>	S2 & S3
Friday 14 August - <b>8.45 – 11.00</b>	S4

### Travel to School

#### 1. Pupils requiring transport to school by School Transport

All transport operators have been advised that pupils will be advised of their pickup points/collection by transport providers (Aberdeen City & Aberdeenshire). A Guidance document has been issued by Aberdeen City in relation to transport. Key points:

- Pupils must not travel if unwell.
- Pupils are to sanitise hands before entering buses
- **No** eating or drinking on transport
- Pupils will be allocated a specific seat and remain in that seat for the duration
- Pupils travelling on smaller vehicles such as taxis or minibuses **must** wear face masks. (There are exceptions- please refer to the document that was e-mailed to all parents from Aberdeen City Council)

Operators will have the right to refuse access to transport if young people do not comply.

#### 2. Public Transport

A number of our young people travel by public transport. Please check route times as these are subject to change. Pupils travelling on public transport **must** wear a mask. Disposable masks are the responsibility of the wearer and must be disposed of by the pupil at home.

#### 3. Transport by Parents

Several parents have elected to drop their children off at school by personal transport. There have been changes made to these arrangements.

- **No drop off and parking** where there are **double yellow lines**.
- A drop off zone has been designated in the main car park (next to the bank to Asda car park and the car wash)
- Exit and entrance signage in the car park must be followed.

- Waiting times must be limited to avoid congestion. If you can arrange another 'pick-up' point that would be welcomed

### Entry to School (Week beginning 10<sup>th</sup> August)

- The school now has a one-way system of movement in place.
- All pupils must line up in their register classes **outside the front entrance of the school**. Staff will be present to support pupils and will lead pupils into the building.
- Can parents of our new intake please ensure that your youngster knows which register class they are in.
- There may be inclement weather. Parents must ensure young people have appropriate outdoor wear.
- On entry pupils must use the hand sanitizers and follow instructions by staff.
- There will be no catering services this week.

S1 – S6	
<b>8.45 – 9.00</b>	Pupils arrive and line up in register groups. Register teachers escort pupils into the building. All sanitise hands in accordance with procedures
<b>9.00 – 9.30</b>	Presentations given on expectations appropriate to year groups. Timetables issued.
<b>9.30 – 11.00</b>	Pupils will follow P1 – P3 timetables in ½ hour blocks. All pupils will be given a tour of the 1-way system.
<b>11.00</b>	Pupils will exit the building – guided by staff. Pupils will be instructed to sanitise hands on departure.
<b>S5/6</b>	S5-6 Students requiring to speak to staff about SQA Appeals, will be given the opportunity to do so.  Students requiring to change courses will be asked to book appointments with Guidance staff. This system will be available from Tuesday 10 <sup>th</sup> August and pupils will be given instructions through Google Classroom.

### Week beginning 17<sup>th</sup> August

All pupils will follow their full timetable. We must emphasise that we cannot supervise break times. Pupils must comply with Scottish Government Guidance once they are off school premises.

Three entrances to the school will be used and pupils will enter the building according to their House Group:

- Brimmond – enter by the main front entrance
- Kirkhill – enter by the Janitor entrance
- Ramsay – enter by the Fire Exit at the Science corridor

On arrival to the school, pupils will be permitted into the building at 8.20 a.m. Senior staff will be present to monitor the entrance. No pupil is to hang around inside the foyer. On entry to the building, pupils must hand sanitise.

Following the one-way system pupils should go directly to their Period 1 class where registration will be taken.

Teachers will assign pupils to a specific desk. Pupils will be asked to clean their desk should they need to move to a different classroom. Wipes will be provided.

Young people should only bring necessary items into school. We do not have the facility to look after valuables especially prior to PE. Where your child is timetabled for PE they must not wear jewellery or bring in expensive phones etc. We cannot accept responsibility for loss or damage.

Schoolbags must not be placed on desks or worktops in any circumstance.

### **Break/Lunch**

Currently pupils are recommended to stay on school grounds during break and lunch. All S1 pupils will be required to stay on site until the September weekend. Dining Services may be limited.

The canteen can only be available to young people who elect to purchase from the canteen from the 17<sup>th</sup> August when full canteen services resume.

Pupils purchasing from local services such as ASDA and Subway etc will not be permitted to bring these onto Dyce Academy premises.

All pupils, who decide to go off site must take responsibility for following Scottish *Government* advice in relation to entering stores such as ASDA/Subway etc. **No** food purchased outside of the canteen can be brought onto school grounds.

Pupils must also take responsibility in managing their break times and be mindful that they must arrive to class on time. Any young person repeatedly arriving late may be asked to bring a packed lunch for eating on the school grounds.

Government guidelines ask pupils to take home their personal litter; however, we would ask that pupils take responsibility for disposing of rubbish in the bins provided both outside and inside the building.

### **Water**

No drinks other than water will be permitted anywhere in the building. Pupils should bring in water bottles/pre bottled water as **no** water fountains are available. Sports drinks/highly sugared drinks are prohibited.

### **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.

### **What to Wear**

In accordance with Government Guidelines, pupils should wear clean clothes each day.

All pupils must wear school uniform: We will not accept variance from this except for those who have purchased school items that still have wear left in them.

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

Long hair is to be tied back.

### **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 as 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.

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.

### **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 unsupported learning will have to take place at home.

### **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](mailto: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](https://www.aberdeencity.gov.uk/sites/default/files/2020-06/LDPP%201.0_0.pdf)