



## DUNBAR GRAMMAR SCHOOL

Dunbar Grammar is a caring community where you can RISE to be your best  
RESPECT                  INCLUSION                  SUPPORT                  EFFORT



# Dunbar Grammar

## Re-opening and Re-connecting

### Frequently Asked Questions for the

### Contingency Plan



Dear DGS Community,

We are very much looking forward to welcoming all staff and students back to Dunbar Grammar School. However, we realise that this is an uncertain time and we are aware that families will have many questions.

National and Local advice may change over the summer and we will review all of our approaches over this period. At the time of writing, we very much hope that the school will be fully open to all students in August. However, if Government policy changes, we have a comprehensive contingency plan in place.

This document answers questions around what school life would be like if we were to move to our contingency plan. It is a large document, so we have organised it into sections with a contents page.

As always, if you have any questions, please do not hesitate to contact us at [admin@dunbargrammar.elcschool.org.uk](mailto:admin@dunbargrammar.elcschool.org.uk)

Take care

Claire Slowther

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Contingency Plan Only

## Health and Safety for the Contingency Plan

### Is the school safe for my young person to attend?

Comprehensive **risk assessments** have been carried out and will be reviewed in August in light of any potential changes to national guidance

High quality **cleaning** all of areas including classrooms, corridors and social spaces, will take place at the start and end of each day and toilets and washrooms will also be cleaned daily.

All classrooms have been checked to ensure that appropriate **physical distancing** can take place, and in August desk arrangements and floor tape will support physical distancing. Classrooms will be kept well ventilated, with open windows and doors wherever possible. Increased outdoor learning will also be planned, wherever possible. Students should therefore always bring an outdoor jacket to school.

Classrooms will be stocked with **anti-microbial wipes** and students will be asked to wipe down their desk at the end of lessons.

The wearing of **face masks** is not considered necessary in schools, but students are welcome to do so if they wish. Some of our staff may also choose to wear masks.

If 2 metre physical distancing is still in place in August, temporary **class sizes** will be a maximum of 10 students. If 1 metre physical distancing is introduced those class sizes will rise to around 15 students. There will be some exceptions to this, when we may use larger spaces such as our Assembly Hall or Atrium, to accommodate larger classes and some practical classrooms will also be able to accommodate fewer students for some work.

### Who is able to return to school?

Individuals with serious underlying health conditions are strongly advised to follow shielding measures to keep themselves safe. Students with serious underlying health conditions and are shielding are not advised to return to school until the Scottish Government advise them to do this. This also applies to our staff team. If you have any concerns around your young person's health and their return to school, please contact us at [dgspupilsupport@dunbargrammar.elcschool.org.uk](mailto:dgspupilsupport@dunbargrammar.elcschool.org.uk)

Our staged return will only apply to young people who are not shielding, self-isolating and have no symptoms of Covid-19, as advised by the Scottish Government. However, all young people shielding will be able to access their home-learning on Google Classrooms during the time they are unable to attend for their in-school learning.

### **What handwashing protocols will be in place?**

Students will be expected to wash their hand or use sanitiser when they enter the building, at the start and end of each lesson, before and after breaks and lunch.

Soap/hand wash dispensers will be checked regularly and that warm water is also available for washing hands.

We would request of possible, students bring their own hand sanitiser for use throughout the day. However, each classroom will have hand sanitiser available. If any student suffers from any skin conditions which are irritated by sanitiser, we would urge you to contact your GP for advice.

### **What will the arrangements be for a Fire Evacuation?**

Whilst fire evacuation plans will remain largely the same, the arrangements will be reviewed over the summer and changes to procedures will be communicated to all staff and students during the first few days of return to school in August.

## **The School Day during the Contingency Plan**

The school day will look different from usual. All changes have been put in place to ensure we adhere to national physical distancing guidelines.

### **What should students do on the induction day?**

The induction days are designed to offer students the opportunity to re-connect with staff and fellow students. They will be planned around nurture principles to ensure all students feel safe and supported in their return to school.

We will write to all families during the last week of the holidays. This will detail which room students should go to for their induction day.

Different arrangements will be in place for our new S1 cohort and this will be detailed in a separate letter to P7 parents and carers issued in early August.

### **How will the school day be structured for students in S1/2?**

It is important for students to maximise learning opportunities in school. We have also sought to minimise corridor movement throughout the day.

Our temporary S1-2 curriculum will allow students to experience the full range of subjects, but time allocations for each subject area will vary from our normal model. Likewise, staff availability means that students may not be taught by the same teachers they will have when our normal timetable resumes.

Students will be taught in classes of 10 or fewer if physical distancing guidance is 2m and 15 or fewer if this guidance changes to 1m.

Each 'C class' will be divided into two or three, smaller groupings. Students will be informed on their induction day what grouping they have been placed in. They will also receive a copy of their Stage 2/3 timetable. Due to the complexity of arrangements there will be no scope for any students to request any movement between the groupings. Whilst we are operating in Stage 1, 2 and 3, we will no longer have 'P classes'. Students will remain in the same group of 10 or 15 for all of their lessons.

Each class will have an allocated 'Home Room'. This is the classroom where all non-practical lessons will take place. Teachers will come to this class to teach the class.

If students have a practical lesson (such as Art, Science and Music etc.), their teacher will come to the Home Room to collect the class and take them to the practical room.

Lessons will be 90 minutes long. Break time and lunchtimes will be slightly staggered to reduce students congregating in social areas. The timings of the school day will therefore look slightly different for each grouping, but the structure of the day is summarised below

Arrival	Students will arrive between 8.20am and 8.30am and proceed straight to their Home Room
Lesson 1	90 minute lesson
Break time	15 minute morning break
Lesson 2	90 minute lesson
Lunchtime	40 minute lunch break
Lesson 3	90 minute lesson
Handwashing/toilet break	10 minute afternoon break
Lesson 4	90 minute lesson

#### **How will the school day be structured for students in S3?**

Students in S3 will follow their subject choices. We have managed to accommodate all students' choices.

Lessons will be 90 minutes so the structure of the school day will be the same as the table above. Students will be issued a timetable on induction day.

S3 students have selected two subjects from each curriculum area. Due to the longer lessons but reduced number of lessons in a week, faculty choices will be studied on a rotation (for example 4 weeks of History then 4 weeks of Geography)

#### **How will the school day be structured for students in S4/5/6?**

Students will follow their subject choices. Please note that to accommodate reduced class sizes, to comply with physical distancing, we have had to alter the course choice columns. Students will still study their chosen subjects but may not be within the class groupings they were expecting. This is also a consideration if students are hoping to make changes to the course choice (Please see Senior Student Advice on page 12)

Lessons will be 2 hours and the structure of the school day is summarised below

Arrival	Students will arrive between 8.20am and 8.30am and proceed straight to their first class of the day
Lesson 1	2 hour lesson
Break time	15 minute morning break
Lesson 2	2 hour lesson
Lunchtime	40 minute lunch break
Lesson 3	2 hour lesson

### What will the taught time allocation be for Senior Phase courses?

It is important to remember that with our blended learning approach, that learning and work at home has equal importance to the face to face teaching in school. The table below summarises the time allocation for timetabled classes.

Course	Hours of Timetabled classes
Long National Course	4 hours
Short National Course	2 hours
Higher Course	4 hours
Advanced Higher	Varies according to number of students in the class

### Do students need to wear school uniform?

When we return in August, our usual school uniform policy will still apply.

<https://www.edubuzz.org/dunbargrammar/wp-content/blogs.dir/1325/files/2020/06/School-Uniform-Description-20-21.pdf>

Classrooms will be well ventilated, so we would encourage students to bring/wear a plain school jumper (not a hoody)

If you would like to order any uniform items this can be done at <https://www.border-embroideries.co.uk/schools/dunbar-grammar-school.html>. Please note that the deadline for ordering for delivery by the start of term is 20th July.

We recognise that we need to be flexible in our approach to uniform, given the challenges many families currently face. If you would like to confidentially discuss any aspect of uniform and school resources to explore what support may be available please contact us at [admin@dunbargrammar.elcschool.org.uk](mailto:admin@dunbargrammar.elcschool.org.uk)

### **What should students do when they arrive at school?**

Students will be able to access the school building from 8.20am. We would ask that they do not arrive any earlier. Students should proceed to their Home Room (S1/2/3) or the first lesson (S4/5/6). The school day will begin at 8.30am.

Students should not congregate in social areas at the start of the day.

As students have a limited number of classes in a day and students in the BGE will be based primarily in a homeroom. Lockers will not be used in Stages 1/2/3. This avoid students congregating in areas of the school. Details of what students are expected to bring to school can be found on page 10.

We will not have a registration class, instead students will be registered in their first lesson of the day.

Staff will be present in the school grounds and entrances at the start of the school day to ensure that students make their way to their class in a safe and orderly manner.

### **What should a student do if they arrive late?**

If a student arrives after 8.35am, they should report to the main office.

### **How will we maintain physical distancing in corridors?**

To maintain physical distancing in the corridors, we will be introducing a one way system. This will be clearly marked with floor and wall signage. The system will be explained to all students during their induction day.

### **What are the arrangements for break and lunch?**

Break and lunch times will be slightly staggered to ensure students do not congregate together in areas around the school. If the weather is good, young people will be encouraged to eat their break and lunch outside, whilst maintaining physical distancing.

Students will **not be allowed to leave the school premises** during the school day unless they are in S5/6 and completed their learning for the day.

Students will be able to go to the Atrium, Social Space, Assembly Hall or Bistro at break and lunchtime. These areas will have seating which is clearly marked to ensure students sit in a



manner which allows for physical distancing to be maintained. These areas will have additional supervision from staff and prefects.

We are requesting that, wherever possible, students bring a **packed break and packed lunch** to school to minimise long queues in the Bistro and Hub.

In the initial weeks, the service in the Bistro and Hub will be limited to a cold Grab and Go service only at lunchtime. The Bistro and the Hub will **not be open at break time**.

### **What if a student feels unwell during the school day?**

If a student feels unwell, their teacher will arrange for a member of the leadership team to accompany them to the medical room.

We will clearly follow the Scottish Government's Test and Protect advice (Test, Trace, Isolate and Support). We will also have a self-isolation room in the school for students or staff who shows symptoms, and arrange for them to be picked up as soon as possible.

### **What are the expectations of conduct?**

This has been a challenging time for all of us and we know how difficult it will be for all of us to return to school under very different circumstances. On our return we will take time to re-connect and rebuild the positive relationships we have always had at DGS. Our values of Respect, Inclusion, Support and Effort have never been more important to our community.

We will teach all students the new rules and procedures set out in this document when we see them in August. The rules and procedures are essential for us all to stick to, ensuring the health and safety of everyone. Our staff will remind students of these rules and procedures in a calm and dignified way and we would expect every student to control their own behaviour at all times. Please help us to reinforce these additional rules and procedures by talking them through with your young person as often as you can.

The Scottish Government has specified that in order for schools to re-open safely we all must adhere to 2 metres physical distancing and all young people and staff will be expected to fully cooperate with this to ensure we are all safe at Dunbar Grammar.

Responsible behaviour at all times will be expected. As a staff team we will do our best to support and advise our young people how to get this right in classes, corridors, breaks, lunches and in the entry and exit to the school building. However, if any young person wilfully jeopardises or compromises the safety of others we may have to ask that they complete all of their learning remotely until such a time as it is safe for them to return to the school.

## **Blended Learning during the Contingency Plan**

### **What is Blended Learning?**

As set out by the Scottish Government, and to support schools reconnecting with our learners in a safe and socially distanced way, young people will be taught using a 'blended learning' approach.

This is quite different from the online learning approach that took place between March and June in that pupils will have some of their learning face to face with their teachers in school and this will be supplemented with Google Classrooms when at home.

### **What will classrooms look like?**

Students will be seated at a double desk which is positioned in manner to allow 2m or 1m physical distancing. Students will be expected to wipe down desks at the end of each lesson.

### **Accessing IT at home**

Between March and April we lent a number of Chromebook to students. These are currently being recalled to be replaced over the summer. During the induction day, we will complete a full audit of student IT access at home.

### **What should students bring into school?**

It is more important than ever that students have a school bag, to bring items in and out of school. Students will not be able to leave equipment or resources in school. Lockers will not be available. The sharing of resources such as pens/pencils/rulers/calculators will be discouraged and young people should bring their own 'kit' to school.

The items that should be in that school bag are:

- Pens/Pencils/ruler/rubber/sharpener
- A calculator
- A full water bottle.
- A packed lunch and snacks. (Hub and Bistro facilities will be limited and only available at lunchtime)
- An outdoor jacket to maximise the possibility of safe outdoor learning.
- Hand sanitiser
- Packet of tissues

## **Can students bring their own device into school?**

The Scottish Government has stated that financial support will be provided to ensure that no student is unable to access digital learning at home, but the amount and nature of that support are not yet finalised.

To maximise digital access East Lothian students will be encouraged to bring their own device to school in August if they can, and if it is agreed with their family. The responsibility for any such devices will be entirely in the hands of individual students. Any devices brought in must be fully charged, as we will be unable to provide charging facilities. The ideal device is a Chromebook, but all laptops would work well.

No student will be disadvantaged by this approach - we will provide all students with Chromebooks or PCs for any in-school digital learning that is required, and we will provide support help students get access from home.

Mobile phones may also be used for learning in class but should remain switched off and in bags unless a teacher has agreed to their use. They may, however, be used during break or lunchtime.

## **What will home learning look like?**

Home Learning will complement in-school learning through Google Classroom. To support students unable to attend school all class learning will be presented through Google Classrooms. 'Flipped' learning will also be more common, where student's complete tasks at home as preparation for further exploration of a new topic in school. This approach allows learning to progress at a faster rate, and is particularly effective for older students.

Students must commit fully to home learning, to ensure they make appropriate progress, and we ask all parents/carers to establish a focused home learning routine. Creating a study space or area at home is vital, even if that has to be a shared area, such as a kitchen table.

Our Pupil Support staff will work to remove any barriers to effective in-school or home learning. Getting to grips with blended learning may actually better prepare students for the world beyond school, where such approaches are common.

## **Travelling to school during the Contingency Plan**

### **What will happen in terms of travel by bus?**

We are still finalising transport plans. Wherever possible, students will be encouraged to walk or cycle to school. We are currently working with East Lothian Council to finalise bus transport arrangements and these will be communicated separately to students and families over the summer break.

Physical distancing will reduce spaces on school buses and parents/carers may wish to make new travel arrangements for their child.

### **What should parents and carers do if they wish to drop off their young person by car?**

Parents/Carers will not be able to access the school car park in the morning or at the end of the day. We would ask that parents/carers drop off their young person in a nearby street.

## **Additional Information for Senior Students**

### **Where can I find information on SQA results and appeals?**

The SQA's most recent update for parent's and carers includes more details on results, certification and the appeals. This can be viewed in full [here](#).

Candidate results will be sent by post on **Tuesday 4<sup>th</sup> August**. Please note that students are strongly advised to register for MySQA to ensure they can receive their results electronically if they wish. Our dedicated SQA inbox will remain active over the summer and we will endeavour to respond to any queries within 7 days.

### **What arrangements will there be for Re-coursing?**

Senior Students will have the opportunity, post SQA results, to re course on Wednesday 5th August, Thursday 6th August and Tuesday 11th August. This will be by appointment only and one parent/ carer will be able to attend this with the student. When students return to school Mr Maxton will also be available to help students re course if required. Further details around re coursing will be shared week beginning 3rd August.

### **What is happening about College School Partnership courses and Foundation Apprenticeships?**

Edinburgh College and Foundation Apprenticeship providers are still working on how they are going to deliver courses come August. This maybe a more remote learning or blended learning approach. As a school we will endeavour to support students with their learning by providing set spaces to work on these courses if required. Mr Maxton will communicate any updates through the SCP/FA Google Classroom.