

7 August 2020

Dear Pupils, Parents and Carers

### Re-opening of North Berwick High School

As I promised in my letter of Tuesday this week, I am writing to you again today to give more detailed information on our re-opening plans. Please note that the picture is likely to be ever-changing and we will endeavour to keep you updated as timeously and fully as possible over the coming weeks.

I know that returning to school may be an anxious time for some pupils and their families. I hope that this letter provides you with reassurance: working with local authority colleagues, we have carried out extensive planning to ensure that the return to NBHS is as safe and supportive as possible. As I explained in my letter on Tuesday, having induction days is a key part of ensuring that all pupils understand the new systems and routines which will be in place. As a reminder, the plans for the phased re-opening of North Berwick High School are detailed below:

<b>Wednesday 12 August</b> <b>8.30 am - 3.25 pm</b>	<b>Only pupils in S4, S5 and S6 are expected to attend</b> Pupils will have a return to school induction and be issued with timetables. They will then attend their timetabled classes for the rest of the day.
<b>Thursday 13 August</b> <b>8.30 am - 3.25 pm</b>	<b>Only pupils in S1 will attend, for their Transition day</b> Full details of the S1 Transition Day can be found in the accompanying document, ' <i>S1 Welcome and Reconnect</i> '
<b>Friday 14 August</b> <b>8.30 am - 12.15 pm</b>	<b>Only pupils in S2 and S3 are expected to attend</b> Pupils will have a return to school induction and be issued with timetables. They will then attend their timetabled classes for the rest of the day.
<b>Monday 17 August onwards</b>	<b>All pupils will attend every day</b>

Please note that if a child is eligible for free school meals these will be available for all three days of this week, even on the days that the pupil is not in school. Should you require a lunch for the days your child is not in school, please contact the school by Tuesday 11 August via email: [communications@northberwickhigh.elcschool.org.uk](mailto:communications@northberwickhigh.elcschool.org.uk). Lunches will be collected from the front of school.

### Who is Able to Return to School?

All pupils and staff with no symptoms of Covid-19 are able to return to school. Almost all pupils who were previously shielding will have been advised by their clinician that it is safe for them to return. Mrs Neri (Depute Head Teacher) and the Pupil Support Faculty will work with those who have been shielding to complete individual risk assessments. Please contact Mrs Neri on [Ineri@northberwickhigh.elcschool.org.uk](mailto:Ineri@northberwickhigh.elcschool.org.uk) to let her know of any pupil who has been shielding. For any pupil unable to return to school, an individual plan will be put in place for them to access their learning at home. If any pupils have [symptoms of Covid-19](#) they should not attend school and should self-isolate for at least 10 days and inform the school. Advice about booking a test can be

found at [NHS inform](#). If a pupil has tested positive for Covid-19 they should also self-isolate for at least 10 days. Pupils will also need to self-isolate for 14 days if:

- they live with someone who has symptoms or has tested positive;
- someone in their [support bubble](#) has symptoms or has tested positive;
- they have been told by NHS Test and Trace that they have been in contact with someone who has Covid-19.

If a pupil shows symptoms of Covid-19 at school, they will be asked to self-isolate in a well-ventilated room and we will arrange as soon as possible for someone to come and collect them (this should be someone from the same household).

### **Nurture and Reconnecting With Our Pupils**

Our return to school this year will be different from previous experiences and it is important that our approach is different too. We know that many of our young people will have struggled with the situation over the past few months. As such, we are prioritising nurture – reconnecting with our learners and our colleagues – for our return to learning. The Educational Psychology Service and Early Learning team have created specialist resources to help staff understand and embed nurture practices within daily routines. We will be using these guidelines to help our young people reconnect and settle successfully back into the school environment. The service has also created [a video for parents](#) to further explain our focus. We will work with staff to help them understand and embed nurture principles into their practice upon our return to North Berwick High School.

### **Is School Safe to Attend?**

Rigorous risk assessments have been carried out prior to staff and pupils returning to school. These risk assessments are live documents which will be regularly reviewed.

- Thorough cleaning will take place at the start and end of each day. Communal areas, such as corridors, toilets and dining facilities, will be cleaned during the day. At the start of each lesson work areas (chairs and desks) will be wiped clean by pupils, supported by staff where necessary; classrooms will be stocked with anti-microbial spray and wipes for this purpose.
- Classrooms will be kept well-ventilated, with open windows and doors wherever possible. Increased outdoor learning will take place so pupils should always bring an outdoor jacket to school.
- Staff have been advised to continue to physically distance from pupils, where possible. This necessitates areas being marked off in classrooms for staff use only. We ask that pupils respect this requirement to ensure staff safety. There may be a few circumstances where 2m physical distancing may not be possible due to supporting ASN pupils or in a medical emergency; staff will be asked to wear PPE at these times.
- Movement around the school will be via a one way-system throughout the building, which will be clearly signed. Pupils will be asked to follow this at all times other than emergency evacuations, to ensure a flow and to avoid pupils coming face to face in restricted spaces. You can find a map of the school showing the one-way system at the end of this letter.

### **Face Coverings**

The wearing of a face covering is not mandatory but we would encourage and support pupils to do so. The latest advice from the Scottish Government is that while face masks do not necessarily provide significant protection for the wearer, they do reduce the risk of transmission and help to suppress the virus. The Scottish Government guidance states that schools may, therefore, wish to encourage the wearing of face masks by adults and older pupils. Most of our staff will be wearing face masks or visors and we would welcome all pupils, especially those in the senior phase, doing so too. It is important to remind pupils that they will be required to wear face coverings in shops and on home to school transport (unless they are exempt), so they will need to carry a face covering with them at all times.

### **Handwashing Protocols**

Regular hand washing is critical. All pupils will wash or sanitise their hands on arrival at each classroom, and on departing, as well as before and after eating and before and after using the toilet. Hand sanitiser will be available in every classroom and in other areas of the school. However, we request that, if possible, each pupil should carry their own hand sanitiser for use throughout the day. If any pupil suffers from a skin condition which is irritated by sanitiser, we would urge them to contact their GP for advice. Soap/hand wash dispensers will be checked regularly; regular checks of water temperature will also take place to ensure that warm water is available for handwashing.

### **Arrangements for the Start of the Day**

We would ask that pupils do not arrive at the school building before 8.20am to avoid groups congregating in social areas. When pupils arrive, they should go straight to their tutor group classroom.

### **Arrangements for Break and Lunchtimes**

Hot meals will not be available in school canteens in August, nor will the canteen be open at break time. We request that, wherever possible, pupils **bring a snack for break and a packed lunch** to school. A 'Grab and Go' food service will operate in our canteen at lunchtime initially, with collection points located around the school. During the induction days, pupils will be told which areas of the school can be used at break and lunchtime. Pupils in receipt of free school meals will be able to use our canteen service as normal at lunchtime and arrangements will be made for breaktime snacks. If the weather is good, pupils will be encouraged to spend break and lunch outside, remaining in small groups, ideally within their own year cohort.

S1 pupils should not leave the school premises (school premises include playground areas and our playing fields) during break and lunchtime. There is more information on the procedures for S1 pupils at the end of this letter. Other pupils may leave the school premises at lunchtime, though we would encourage them to remain within the school grounds. The Sports Centre cafeteria remains closed. If any pupil chooses to go down to the High Street or to any other local shop, they should be aware that shops will only be allowing a certain number of customers into the premises at a time and will expect them to observe physical distancing. Pupils will have to wear a face covering to enter any local shop. We expect pupils to follow all protocols and to maintain high standards of behaviour when out in the local community.

### **School Dress Code**

Our Dress Code is still in place and pupils are expected to adhere to it as normal. Please note that as classrooms will be well-ventilated with open windows and doors, pupils should bring/wear a plain black jumper (not a hoodie or outdoor jacket) or their school blazer. We recognise that we need to be flexible in our approach to dress code, given the challenges many families currently face. If you would like to confidentially discuss any aspect of dress code and school resources, to explore what support may be available, please contact us at [communications@northberwickhigh.elcschool.org.uk](mailto:communications@northberwickhigh.elcschool.org.uk). We will give more information next week about PE kit.

### **Equipment Pupils Should Bring to School**

The sharing of pens/pencils/rulers/calculators etc is discouraged. As far as possible, pupils should bring their own stationery kit to school, though equipment will be available for those who need to borrow it. Wipes/sprays will be issued to pupils on arrival in each class so that they can clean desks, chairs and computer keyboards before use. This will reassure pupils that their area is clean and safe for their own use. It is more important than ever that pupils have a school bag to bring items in and out of school. Pupils will not be able to leave equipment or resources in school. Items to be carried in school bag every day:

- Pens/pencils/ruler/rubber/sharpener
- A calculator
- A full water bottle (In line with Government advice, our water fountains will not be operating in August.)
- A packed lunch and snacks (Canteen facilities will be limited and only available at lunchtime.)
- An outdoor jacket to maximise the possibility of safe outdoor learning
- Hand sanitiser
- Face covering
- Packet of tissues
- The show-me board, pen and cloth which every pupil will be issued with on their induction days.

### **Travelling to School**

Wherever possible young people are encouraged to walk or cycle to school. For those pupils who require transport, a letter will come directly from Transport Services clarifying arrangements for returning to school. The Scottish Government has stated that face coverings are now mandatory on both public and school transport so all pupils must wear a face covering on buses (unless a pupil is exempt). Pupils must also carry their own hand sanitiser for use on buses. If a pupil is being brought to school by car, they should be dropped off safely at some distance from the school and walk the final stage to school. Parents and carers will not be able to access the school car park in the morning or at the end of the day.

### **Expectations of Conduct**

As always, we expect our pupils to behave in a responsible, safe and respectful manner. Our staff will do their best to support and advise our pupils about the new routines in classrooms, corridors, break and lunchtimes, and in the entry and exit to the school building. If any pupil 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.

### **Fire Evacuation**

In light of all the changes to the school, our fire evacuation arrangements have been reviewed. The new procedures will be communicated to all staff and pupils during the first few days of our return to school in August, so they know how an evacuation works alongside our new one way system.

### **Visitors to School**

Parents/carers and visitors will not be allowed into the school during the COVID-19 recovery unless for an emergency. Face coverings should be worn by all visitors. All communication will be by telephone or email and any meetings will continue to be held virtually. It is vital, therefore, that we have an up-to-date email address for all of our parents/carers. If your email address or other contact details need to be updated, please email us at [communications@northberwickhigh.elcschool.org.uk](mailto:communications@northberwickhigh.elcschool.org.uk). If you wish to contact your child during school hours, you should call the school office as usual. Please avoid phoning your child's mobile phone as this disrupts learning and teaching for all in the class. Thank you for your support with this procedure.

**Please do spend some time going through this letter with your child: help them to understand what is happening and why, and encourage them to understand the importance of following all the protocols which we are putting in place.**

I hope that this letter answers many of the questions that you might have about the re-opening of our school, but I am aware that you may still have some queries. We will share more details with pupils on their induction days and, as I said at the beginning of this letter, we will continue to keep

you updated as soon as we have further information. I am very grateful for your patience, and for your support.

I know that all our staff, like me, are really looking forward to re-opening North Berwick High School and to welcoming all of our pupils to the building. We can't wait to see them all again, and to meet our new S1s and new pupils in other year groups. I am so proud that our school values of Curiosity, Diligence, Kindness and Belonging continue to guide us and I look forward hugely to re-connecting as a school community.

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

Yours sincerely

Lauren Rodger  
Head Teacher

# S1 Welcome and Reconnect

**Thursday 13 August**

## Arrival

- On arrival to the school for 8.30 am, all pupils should report to the astroturf pitch at the west side of the school. Pupils arriving on the school buses will be met by NBHS staff and S6 helpers to accompany the S1 pupils to the astroturf pitch. Pupils walking or being dropped off (at a distance from school, walking the final part of the way) should go to the main entrance where they will also be accompanied to the astroturf pitches. S1 pupils will be registered on the astroturf before being taken to their Tutor's classroom.
- We kindly ask parents not to wait in the school grounds during this registration process.
- S1 Tutors and rooms:

<b>Craig</b>	<b>Fidra</b>	<b>Glen</b>	<b>Law</b>
<b>1C</b> – Mr Stanfield Comp 1	<b>1F1</b> – Mrs Goudie SS 2  <b>1F2</b> – Ms Cairns/ Mrs Waddell Art 2	<b>1G1</b> – Mrs Purcell Lab 1  <b>1G2</b> – Mrs Johnson CDT 5	<b>1L</b> – Dr MacIntosh Lab 8

**If pupils cannot remember the name of their tutor, staff and S6 pupils will have class lists**

### **Break/lunches**

All S1 pupils should come with a snack and lunch for their welcome and reconnect day. Packed lunches will be provided by the school where applicable. In their tour of the school, pupils will be given a full overview of how the canteen is operating at this time and we will make sure pupils' Young Scot cards are operational. When the full pupil cohort returns after the phased return week, S1 pupils are allowed out of their Period 5 class ten minutes earlier than normal for lunch (12.55, as opposed to 13.05). This will be reviewed at the September break. Until further notice, S1 pupils will not be permitted to leave the school grounds during break and lunch.

### **Timetables**

Pupils will be given their full timetable by their Tutors. Period 1 to Period 4 (0840-1215) S1 pupils will not be in their normal timetabled Thursday classes. Their morning will consist of meeting key staff, familiarisation with secondary school processes and a tour of the school building and the wider campus. S1 pupils will then follow their normal timetable Period 5 to Period 7.

### **Ties**

Ties which have been ordered via Schoolpay will be distributed by Tutors.

### **Lockers**

Lockers keys will not be distributed until the end of August. Locker payment can be made via Schoolpay.

### **Computer logins**

S1 pupils' computer logins have been changed during the holiday. Pupils will be given their new logins during their welcome day.

# S1 Welcome and Reconnect day

**Thursday 13 August**

	1C Comp 1	1F1 SS2	1F2 Art 2	1G1 Lab 1	1G2 CDT5	1L Lab 8
P1	<p>Pupils will go to their Tutor's classroom after being registered on the astroturf pitch at 0830</p> <p>Hello and welcome from Tutor</p> <p>Google Meet year assembly with Mrs Rodger and Mr McCallum</p> <p>Health and Safety presentation</p> <p>Tie distribution</p> <p>Timetable distribution</p>					
P2	Meet Mr Burgess	Tour of School (EO)	Tour of School (NC)	Meet Mrs Casson	Tour of School (AJ)	Meet Mr Stebbing
P3	Tour of School (CB)	Meet Mr Orr	Activity in Tutor Group	Tour of School (GC)	Activity in Tutor Group	Tour of school (CS)
P4	Activity in Tutor Group	Activity in Tutor Group	Meet Mr Orr	Activity in Tutor Group	Meet Mrs Casson	Activity in Tutor Group
P5						



<b>P6</b>	Normal timetable classes	Normal timetable classes	Normal timetable classes	Normal timetable classes	Normal timetable classes	Normal timetable classes
<b>P7</b>						

# One Way System

