

Returning to NBHS - Monday 15 March 2021

Briefing Paper for Pupils, Parents and Carers



This paper is designed to cover most of the questions that pupils and their parents/carers may have about the reopening of the school. If you have any other questions which are not addressed in this document, please do not hesitate to contact the school.

communications@northberwickhigh.elcschool.org.uk

For information, here are the key responsibilities of the Senior Leadership Team during this period:

Lauren Rodger	Overall responsibility for health and safety Parental communications
Robert Jones	Curriculum, timetable and transport planning of the phased return
Fraser McCallum	SQA/National Qualifications Remote/blended learning Tracking & Reporting
Lara Neri	Critical Childcare Provision Exemptions from face coverings Child protection
Karen Edwards & Lynsay Barker	Staffing, cover arrangements, risk assessments, health and safety, management of lateral flow testing

The contents of this briefing paper are also summarised below to aid your navigation of it.

- Overview of Plan
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- Breaks and pupil access to toilets
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- Blending learning 15 March-1 April
- National Qualifications
- Bring your own device to school
- Fire evacuation procedures
- Lateral Flow Device (LFD) testing
- Hub and Critical Childcare Provision
- Transport arrangements

Overview of Plan

The timetable will operate as follows:

Each day will be split into two 3-hour blocks: 8.30 am to 11.30 am and 12.30 pm to 3.30 pm.

Pupils will only ever attend one of these blocks in a day, so there will be no school breaks or lunches (apart from for hub pupils), and pupils will remain in the same classroom for the full 3 hours to avoid any unnecessary mixing.

Please note that attendance in school is compulsory at all times when a pupil is timetabled to be in the building. If your child is ill and unable to attend school, please notify us via the absence line as normal: 01620 894 716.

School transport will run for all eligible pupils.

Week 1 Monday 15 March to Friday 19 March			
Day	Phase	08:30 to 11:30	12:30 to 15:30
Monday	BGE	1C, 1F1	1G1, 1F2
	Senior Phase	Column A National Classes	Column A Higher/Advanced Higher classes
Tuesday	BGE	1G2, 1L	2C1, 2F
	Senior Phase	Column B National Classes	Column B Higher/Advanced Higher classes
Wednesday	BGE	2G1, 2L1	S3
	Senior Phase	4X Maths 4YZ English	
Thursday	BGE	2C2, 2G2, 2L2	
	Senior Phase	Column C National Classes	Column C Higher/Advanced Higher classes
Friday	BGE		
	Senior Phase	Column D National Classes	

Week 2 Monday 22 March to Friday 26 March			
Day	Phase	08:30 to 11:30	12:30 to 15:30
Monday	BGE	1C, 1F1	1G1, 1F2
	Senior Phase	Column E National Classes	Column E Higher/Advanced Higher classes
Tuesday	BGE	1G2, 1L	2C1, 2F
	Senior Phase	Column D National Classes	Column D Higher/Advanced Higher classes
Wednesday	BGE	2G1, 2L1	S3
	Senior Phase	4X English 4YZ Maths	
Thursday	BGE	2C2, 2G2, 2L2	
	Senior Phase	Column C National Classes	Column C Higher/Advanced Higher classes
Friday	BGE		
	Senior Phase	4X Maths 4YZ English	

Week 3 Monday 29 March to Thursday 1 April			
Day	Phase	08:30 to 11:30	12:30 to 15:30
Monday	BGE	1C, 1F1	1G1, 1F2
	Senior Phase	Column A National Classes	Column A Higher/Advanced Higher classes
Tuesday	BGE	1G2, 1L	2C1, 2F
	Senior Phase	Column B National Classes	Column B Higher/Advanced Higher classes
Wednesday	BGE	2G1, 2L1	
	Senior Phase	4YZ Maths 4X English	Column D Higher/Advanced Higher classes
Thursday	BGE	2C2, 2G2, 2L2	
	Senior Phase	Column E National Classes	Column E Higher/Advanced Higher classes

Practical details for pupils

Arriving at school

On entering the school building pupils will be greeted by members of the Senior Leadership Team and will then proceed straight to their allocated classroom via the one-way system. Usual face covering checks will take place on entry to the building. Pupils can use all 3 main entrances/exits: main door, science door and modern languages door. They should use the nearest door to their classroom. On arrival at their classroom, pupils should sanitise their hands and wipe down their desk and seat. Staff will assign seats to pupils and detail this on a seating plan. Pupils must stay in their assigned seats.

If a pupil is more than 15 minutes late for the start of a morning or afternoon session, they must come in the main door and sign into the school office. (But see below for information on timings of some afternoon transport.)

Dress code

As all pupils are back in school, dress code should be worn. Pupils are advised to wear a black jumper and to bring a jacket for warmth, as rooms will be well-ventilated. We appreciate that, with most clothing shops being closed, there may be supply issues should new items of school dress be required. Just let school know if that is the case and we will be understanding.

What to bring

Pupils should bring a school bag to carry all the items they might need; they will not be able to leave equipment or resources in school. Pupils will not be able to share resources so must bring their own. This will include:

- pens, pencils, ruler, rubber, sharpener, calculator
- a full water bottle and a snack
- a jacket
- 'show me board', pen and eraser.

Classroom layout and physical distancing

The requirement for **2m physical distancing** significantly reduces the number of people who can be in the school building and, hence, limits the number of pupils in school and in a classroom at any one time. Most pupils will be in a group of 10 for each 3-hour block in school, with each class being divided up alphabetically. Some senior classes will be accommodated in the assembly hall or the gyms, enabling larger groupings. As noted above, pupils will be told where to sit by their teachers and a seating plan will be recorded. Pupils must sit in their

assigned seats. 2m physical distancing must be adhered to at all times by everyone in the building and pupils must walk in single file in the corridors.

Breaks and pupil access to toilets

Pupils will remain in classrooms and be supervised during their breaks. There will be no catering available in school (except for pupils who are in the hub) and pupils are not permitted to leave school during their breaks. Pupils should bring a snack and sufficient water to school so that they do not have to leave class to access the water fountains. Pupils will not be in school over lunchtime (except for hub pupils) so they should not be in the school building outwith the 3-hour block. All school toilets will be open and pupils can ask to be excused from class. They should go straight to the nearest pupil toilet and straight back again to class.

Health and safety

To ensure the safety of both our young people and our staff, a number of measures have been put in place to keep everyone safe. It is vital that we all play our part in following these measures to keep our community safe.

Rigorous risk assessments have been carried out. Thorough cleaning takes place at the start and end of each day. Communal areas such as toilets are cleaned during the day. At the end of each lesson, work areas will be wiped clean by staff and pupils prior to the arrival of a new class, who will also clean their area on arrival.

All pupils and staff must now wear **face coverings** at all times in the school building, including classrooms, communal areas and when moving around the school. Face coverings must also be worn on school transport. If a pupil is medically exempt from wearing a face covering and you have not already informed the school, please inform Mrs Neri by emailing the communications inbox.

Ventilation is extremely important so classroom doors and windows will be open at all times. This will mean that rooms may at times feel cold. It is therefore important that pupils come to school dressed in warm layers and bring a jacket.

Blended Learning 15 March - 1 April

Our principles are to reconnect pupils with teachers, peers and routines; build their curricular confidence; and support their wellbeing as we transition to a fuller return to school from Tuesday 20 April.

The framework of our blended learning model is dictated by the updated health and safety guidelines of 2 metre distancing, which reduces the number of pupils in each class. The

parameters of our model have to take account of the fact that all teachers will be in school for face-to-face teaching, while also continuing to provide online learning and staffing the hub/critical childcare provision. As a result of these commitments, we have suspended our advanced schedule of live Google Meets. If a specific teacher is still able to schedule live Google Meets with pupils/classes, they will, as normal, contact pupils via Google Classrooms or directly via their Edubuzz email.

Teachers will, of course, continue to be available to pupils working remotely to answer questions and give feedback on their work. If a pupil needs support with their learning they should contact their teacher through their Edubuzz email as they normally would.

S1 and S2

S1 and S2 pupils are getting an hour of as many of their subjects as possible over their 9 hours of face-to-face teaching (3 x 3 hour sessions). Staff will be considering the time they allocate to remote learning tasks, taking account of this face-to-face contact.

S3

S3 pupils are receiving 6 hours of face-to-face teaching (2 x 3 hour sessions) - with a prioritisation towards English (2 hours), maths (2 hours), PSE (1 hour) and PE (1 hour). Teachers of these subjects will reduce remote learning activities accordingly for the weeks beginning 15 and 22 March. Teachers in the other subjects studied by S3 pupils will continue setting remote learning tasks. We recognise that S3 pupils will not experience any face-to-face teaching during week beginning 29 March and, of course, acknowledge that this is not ideal. The combination of the shorter week, transport restrictions and the complications of S3 columns meant that it was simply not possible for us to bring S3 into school during the final four days of term.

Senior Phase

Teachers will be setting home-learning tasks which complement the face-to-face teaching that is taking place in the 3 weeks before Easter. Remote learning tasks will take account of the hours of face-to-face teaching that is now taking place.

General principles

We know that for many pupils remote learning has presented challenges with motivation, and teachers find it more challenging to check for deep understanding, to give live feedback and to interact with all pupils - so teachers will really be focusing on doing this in school. An important learning and teaching tool that we have invested in is pupil mini-whiteboards or 'show me boards'. We would like to remind pupils to bring their 'show me boards' to school now that face-to-face teaching has resumed.

National Qualifications

On returning from the Easter holidays the NQ assessment period will begin for senior phase pupils. Our aim is to make the window for formal assessments as wide as we can to ensure that assessments are spaced out for pupils. There will be no study leave during this time; this is

to ensure that teachers can continue to support pupils between assessments. The NQ Assessment Calendar will be sent to pupils and parents on Friday 26 March. For each subject qualification we will also provide information on what pieces of evidence will inform pupils' Provisional Grades and the weighting of each piece of evidence.

In response to feedback from pupils, SQA has created a booklet with what they need to know for National 5, Higher and Advanced Higher in 2021. The booklet can be found [here](#) and will also be posted out to pupils next week. You will also find a link on the 12 March Weekly Update.

Bring your own device to school

Some pupils may wish to bring their own IT device to school (laptop, chromebook, tablet). Pupils who have been allocated a school device for home use during the lockdown period should bring the device to school with them. Please ensure your device is fully charged.

Any pupils choosing to bring their device to school should refer to the linked document: ['NBHS Responsible Use Policy'](#)

Fire evacuation procedures

In the event of a fire alarm, staff will take their class out to the Astro turf where pupils will line up by class at 2m distancing. A register will be taken by their class teacher. Pupils in the hub will line up separately (at the car park entrance to the astro turf) with Ms Shepherd or Mrs Neri taking a register.

Lateral flow testing

All S4-S6 pupils and their parents/carers have previously been made aware of the Lateral Flow Device (LFD) Tests available to all pupils who wish to participate in this programme. Tests must be carried out at home and logged as per user guidelines. There is no need to complete another consent form when collecting subsequent kits.

Any senior pupils who require another test kit have to collect and fill in the test kit form that will be available for collection at the entrances to the school building. Office staff will collect these and deliver the test kits to classes in the morning and the afternoon sessions.

Over the next three weeks we will be signing up S1-S3 pupils who wish to participate. Parents have now received information about this in a letter and more details will follow over the next week. We will explain the process to all S1, S2 and S3 pupils when they return to school.

Hub and Critical Childcare Provision

Our children's hub provision will continue to run for the next three weeks. Pupils should continue to attend the hub on the days they are scheduled for. There will be a change to the rooms that groups are in, but everything else will continue as usual.

Some pupils will have timetabled classes when they are in the hub over the next three weeks. They should attend these classes with their classmates, then return to the hub provision, or vice versa. If a pupil has classes but is not due to attend the hub that day, they should only come into school for their timetabled lessons.

Pupils should wear school uniform wherever possible for the next three weeks, unless they are attending the John Muir Award provision on Monday and Thursday afternoons. In this case, they may wear casual clothes on Monday and Thursday.

Transport arrangements

It has been a huge logistical challenge to arrange school transport with 1 m distancing and two school runs per day. We are delighted that our transport department, working with local bus companies, have managed to arrange for transport to and from school with only a small number of compromises. All pupils who use school transport have been emailed with their own transport arrangements. The details for all routes are available [here](#).

The double run each day does mean that the coastal route buses (125, 126 and 127) will arrive between 4 and 11 minutes after our planned 12.30 pm start. Teachers will be aware of this and will ensure that bus users do not miss out.

**We look forward to welcoming all our pupils
back to school next week!**