

**BRAES HIGH SCHOOL**  
**Restart and Recovery – General Information for Parent/Carers**

### **Introduction**

It is with great excitement that we look forward to seeing our young people back in school, to continue with their education and be part of our school community's restart and recovery. For every family in our community, these last few months have of course been challenging, emotional and uncertain. However during that time I know that I have certainly taken solace and inspiration from the efforts of our young people in dealing with the current circumstances, their empathy and positivity. It is recognised that all our young people are emerging from lockdown having had different experiences emotionally, educationally, financially and socially. It is therefore important that our planning is based on the following principles :

- ensuring our school environment is as physically safe as possible
- focusing on the emotional wellbeing of all in our school community
- learning and teaching

As we reconvene as a school community, inevitably we will have many thoughts, queries, concerns and ideas about how we move forward as a school in our new structure and set-up. The purpose of this document is to offer insight into how we envisage our school operating in the new session. This will be a working document, and subject to changes and developments as we progress, with further updates coming to parents/carers as appropriate. It takes the form of a 'Frequently Asked Questions' approach, and has been informed by discussions with our Pupil Council, Parent Council and the views of staff. We are grateful for the input of these groups and the ongoing support of all those across the school community. Our full risk assessment will be available on the school website.

Iain Livingstone  
Headteacher

### **1. SCOTTISH GOVERNMENT GUIDANCE**

The Scottish Government published guidance on 30<sup>th</sup> July 2020 on the reopening of schools. Among the key messages were :

- It is the Scottish Government's intention that all children and young people will return to school full-time in August 2020
- It is not anticipated that the reopening of schools is a return to normality
- Schools must remain vigilant and continue to manage the risks of COVID-19
- Schools should implement pragmatic and proportionate control measures
- It will be the responsibility of every individual in the school to observe good hygiene practice
- An enhanced environmental cleaning regime should be in place
- Distancing should be implemented in a proportionate way. Specific approaches adopted should not prevent a full time return to school.
- Schools should make efforts to keep groups apart from other groups where possible
- Two metre distancing between adults, and between adults and children and young people who are not from the same household should be maintained.

## **2. STARTING THE SESSION - ARRANGEMENTS**

### **What will the arrangements be for Week 1?**

Different year groups will attend on each pupil day of the first week. This will allow our young people to experience being back in school under the different arrangements and to participate in induction and recovery activities. The schedule for the week is as follows :

<b>Day</b>	<b>Activity</b>
Monday 10 <sup>th</sup> August	<ul style="list-style-type: none"><li>• In-service 1 (staff only)</li></ul>
Tuesday 11 <sup>th</sup> August	<ul style="list-style-type: none"><li>• In-service 2 (staff only)</li></ul>
Wednesday 12 <sup>th</sup> August	<ul style="list-style-type: none"><li>• S4/5/6 pupils attend school for induction experience</li></ul>
Thursday 13 <sup>th</sup> August	<ul style="list-style-type: none"><li>• S2/3 pupils attend school for induction experience</li></ul>
Friday 14 <sup>th</sup> August	<ul style="list-style-type: none"><li>• S1 pupils attend school for induction experience</li></ul>

A more detailed outline for the 3 pupil days is noted below :

<b>Wednesday 12<sup>th</sup> August</b>	<b>S4-6 pupils</b>
9.00am – 10.40am (soft start from 8.50am)	Pupils attend their designated form class and participate in induction activities.
10.40am – 10.55am	Morning interval
10.55am – 11.45am	Period 3
11.45am – 1.10pm	Period 4  Period 4 learning for S4-6 pupils will take place between 11.45am and 12.35pm. Thereafter S4-6 pupils take their lunch between 12.35pm and 1.10pm.
1.10pm – 2.00pm	Period 5
2.00pm – 2.50pm	Period 6

<b>Thursday 13<sup>th</sup> August</b>	<b>S2/3 pupils</b>
9.00am – 10.40am (soft start from 8.50am)	Pupils attend their designated form class and participate in induction activities.
10.40am – 10.55am*	Morning interval
10.55am – 11.45am	Period 3
11.45am – 1.10pm	Period 4  At 11.45am S2/3 pupils will take their lunch break which will conclude at 12.20pm. At 12.20pm S2/3 pupils should then return to their period 4 class to complete their period 4 lesson, which concludes at 1.10pm.
1.10pm – 2.00pm	Period 5
2.00pm – 2.50pm	Period 6
2.50pm – 3.40pm	Period 7

<b>Friday 14<sup>th</sup> August</b>	<b>S1 pupils</b>
9.00am – 10.40am (soft start from 8.50am)	Pupils attend their designated form class and participate in induction activities.
10.40am – 10.55am*	Morning interval
10.55am – 11.45am	Period 3
11.45am – 1.10pm	Period 4  At 11.45am S1 pupils will take their lunch break which will conclude at 12.20pm. At 12.20pm S1 pupils should then return to their period 4 class to complete their period 4 lesson, which concludes at 1.10pm.
1.10pm – 2.00pm	Period 5
2.00pm – 2.50pm	Period 6

\* There will be staggered intervals when all year groups are in school. However in order not to disrupt the induction form period, morning interval will be taken at 10.40am by all year groups in week 1.

On the designated day in school during the first week of term, when pupils are directed into the school building, their Induction Lesson during periods 1 and 2 will take place in rooms noted below. S2-6 pupils should take note of the room they will be moving to at this time. S1 pupils will be guided by staff and older pupils.

<b>Class</b>	<b>Teacher</b>	<b>Room</b>	<b>Class</b>	<b>Teacher</b>	<b>Room</b>
1/1C	Mrs Molly Rae	216	1/4L	Mrs J Liesse-Fernandes	211
1/2C	Mrs E Horne	110	1/5L	Miss R Halliday	315
2/1C	Mrs L Rooney	103	1/6L	Miss G McDonald	213
2/2C	Miss H Stevenson	113	2/4L	Mrs L Murray	210
2/3C	Mr R Ledger/Miss E Veldon	323	2/5L	Mrs Diane Patterson / Mr D Bevan	212
3/1C	Miss A Sime	218	3/4L	Mrs S Ferguson	303
3/2C	Mrs M Shaw	309	3/5L	Miss A Sinclair	106
4/1C	Miss E Taylor	Drama	4/4L	Miss S Robins	316
4/2C	Mrs Mairi Rae	112	4/5L	Miss N Sullivan	105
5/1C	Mrs D Allan	111	4/6L	Mrs C O'Donnell	214
5/2C	Mr D Yeates	212	5/4L	Mr G McIntosh	109
6C1	Mr A Grant	320	5/5L	Mrs Donna Patterson	311
6C2	Mr A Bear	202	6L1	Miss T Jennings	313
1/7O	Mr B Smith	318	1/10P	Mrs C Sinclair-Cain	122

1/80	Ms S Lumsden	310	1/11P	Mrs L Clarke	121
1/90	Mrs C Jones	325	2/10P	Miss L Robinson	220
2/70	Mrs N Buchanan	308	2/11P	Dr J Quinlan	204
2/80	Mr R Bennett	306	2/12P	Miss L Tapley	115
3/70	Miss E Shanks	319	3/10P	Miss S McQuade	221
3/80	Mrs S Corsie	307	3/11P	Miss K Mackie	219
3/90	Mrs C Haggan	312	4/10P	Mrs E Reid	116
4/70	Mrs F Williamson-Jones	209	4/11P	Mrs P Sneddon	206
4/80	Mr G Bell/Miss C Smith	302	5/10P	Mrs E Menzies	207
5/70	Mr I Fergus	301	5/11P	Mrs G Kinloch	223
5/80	Miss C Godfrey	324	6P1	Mrs C Wardlaw	201
601	Mr A Smith	321	6P1	Mr N Gowans	222
602	Miss J Binnie	326			

### **How will new S1 pupils be supported in beginning at high school?**

We know that despite our new S1 pupils having completed a sizeable portion of the primary/secondary transition programme, further support is required to help our new S1 cohort feel part of it at Braes High School. Therefore, Friday 14<sup>th</sup> August will see our **new S1 cohort** arrive in school. They will be the only cohort in school on that day.

The aim of this day is to:

- promote social interaction between young people from different associated primary schools
- ensure a finale and emotional closure to the young people's primary experience, accentuating the shared values and expectations across Braes Cluster
- raise awareness among our new S1 pupils of the emotional, pastoral and curricular supports on offer
- let our young people take part in activities which are fun, boost confidence, facilitate interaction, develop teamwork and are rooted in the key values of respect for self and others.

### **Arrival arrangements for S1 pupils only – (please arrive for 8.50am soft start)**

When pupils arrive at school in the morning by bus, walking or being dropped off by parents and carers we would like pupils to gather in the following outdoor areas with their primary peers so that they are greeted by familiar faces and have some time with their primary friends :

- Wallacestone / Avonbridge / Drumbowie / non-cluster pupils – bus bay at side of school
- Maddiston – junior social space at the back of the school
- Shieldhill / California – front of school

There will be a significant number of staff and S4 pupils in the outdoor spaces to guide pupils so we would appreciate parents and carers only escorting pupils to the school grounds entrances.

#### Induction Session

Our S1 pupils will be split into small groups in the outdoor spaces and escorted to a classroom by staff and S4 buddies where they will meet their house group and spend time with an assigned house tutor completing a welcome programme.

During this session our young people will get the chance to meet the Head Teacher and members of their house team including their House Depute Head Teacher, Pastoral Head and Pupil Support link. Buddies will remain with pupils throughout this session and the rest of the day.

#### Timetable

Our S1 pupils will follow their timetable for the rest of the school day, period 3 to period 6, to gain experience of movement around the school (limited as much as possible) and to start their learning journey in Braes High School, supported by our staff and S4 buddies throughout the day.

#### Break and lunchtime

Pupils should bring a snack for break and a packed lunch if they wish to (in a disposable bag). The Hub canteen will be available for pupils to buy refreshments and lunches too. Grab bag lunches will be available for young people who are entitled to school meals. Spaces will be available for young people to eat lunch and pupils will be encouraged to be outside, weather permitting, during break and lunch.

At the end of break and lunch our young people will be asked to gather at the front of the school building, beside the swimming pool, in their house groups (as they will when all year groups are in school) where staff and buddies will escort them to classes.

#### End of day

To allow our S1 pupils the experience of end of day in school they will be released, with the support of their buddies, to access school transport or to travel home independently from their period 6 classes at 2.50pm.

#### Ties

Any young person who has been unable to get into school before Friday to purchase a tie will be able to buy a tie during the initial welcome session on Friday morning. Young people should bring £6 in an envelope clearly marked with their name.

#### **How will pupils from all year groups be supported in returning to school?**

Each young person will receive pupil-friendly guidance, giving an outline of the types of things to expect when returning to school. This will focus heavily on the importance of health and wellbeing in our return to school, both physical and mental, as well as trying to give an outline of basic

information such as where to go when arriving in school, what the one way system will be like, what the new signage will look like etc. We know school will feel different for our young people when they return and we want them to feel as relaxed, comfortable and confident as possible about how they will return and also how they can contribute to the restart and recovery. There will be a focus on health and wellbeing, with activities designed for pupils to help re-establish our school's positive ethos and our young people's identify as Braes students.

To support each year group in this return, they will all have the opportunity to experience the new set-up and structure with fewer pupils than normal in school. This will give pupils a chance to see first-hand the new arrangements, become aware of the supports that will be on offer for young people, and spend time with their year group peers socially.

The purpose of each of these days would be in line with our 3 key planning principles of ensuring our school environment is as physically safe as possible, a focus on emotional wellbeing of all in our school community, and also learning and teaching. We will attempt to mirror as far as possible what arrangements will be like for pupils when the school has more year groups in it, and take time to provide an induction into the different procedures and expectations. We will also plan to provide time for our pupils to reflect on the experience of recent months, and activities designed to help our school community restart and recover. We would also anticipate our pupils would experience learning and teaching in our new school environment.

### **3. FLOW OF THE PUPIL DAY**

#### **How will the revised pupil day be structured?**

From Monday 17<sup>th</sup> August, all year groups will be in school. The flow of the pupil day will be as follows :

<b>Timing</b>	<b>Activity</b>
9.00am – 9.50am (soft start from 8.50am)	Period 1
9.50am – 10.55am	Period 2  S1-3 pupils will take their morning interval between 10.20am and 10.35am. At 10.35am, S1-3 pupils will return to their period 2 class to complete the lesson which concludes at 10.55am. Thereafter S1-3 pupils would move onto their period 3 lesson.  S4-6 pupils will take their morning interval between 10.40am and 10.55am. At 10.55am S4-6 pupils move onto their period 3 lesson.
10.55am – 11.45am	Period 3
11.45am – 1.10pm	Period 4  At 11.45am S1-3 pupils will take their lunch break which will conclude at 12.20pm. At 12.20pm S1-3 pupils should then return to their period 4 class to complete their period 4 lesson, which concludes at 1.10pm.  S4-6 pupils will take their lunch between 12.35pm and 1.10pm. At 1.10pm S4-6 pupils move onto their period 5 lesson.
1.10pm – 2.00pm	Period 5
2.00pm – 2.50pm	Period 6
2.50pm – 3.40pm (Tue & Thu only)	Period 7

#### **What should happen when pupils arrive at school?**

Pupils will continue to arrive in school using a variety of transport methods. We would strongly encourage pupils when at all possible to either walk, wheel or cycle to school. The school has a cycle storage area which pupils can use. However we understand that some parents/carers will wish to transport their young people to school by car and the normal drop-off area should be used for this. Parents/carers should generally remain in their vehicles when dropping pupils off. Although it does not normally happen, parents/carers accompanying their young people on foot should not enter the school grounds. These procedures should also be followed at the end of the pupil day.

The default position for almost all pupils on arrival at school is that they will remain outside the building in the school grounds. On arrival in the grounds, pupils will make their way to the outside areas as designated below :

- S1/2 – the area next to car drop-off area at the front of the school main entrance, extending round to area next to the swimming pool
- S3/4 – the area along the side of the school next to the bus bay
- S5/6 – the area at the back of the school (behind the Hub)

Inevitably there will be crossover of year groups in these areas as pupils make their way to their designated space. To assist with physical distancing these areas will have staff supervision and clear demarcation.

Although the first lesson of the day will not begin until 9.00am, the initial bell to signal the 'soft start' to the day and managed pupil access to the building will sound at 8.50am. It is recognised that some pupils may not arrive in school until after this time. However it is anticipated that these small numbers of pupils can be fed into the flow of pupils in corridors on their arrival.

### **How will pupils enter the building?**

The staff supervising the outside areas will co-ordinate the entry of pupils into the building. Pupils will be instructed to use doors near their designated outdoor space, as noted below, observing physical distancing when making their way into the building.

S1/2 - the main entrance, the entrance next to the swimming pool, and potentially the doors at the English stairs.

S3/4 - the Drama stairs, the PE base, and potentially the two games hall external doors.

S5/6 - the door next to the Hub, at the Pupil Support stairs, and potentially the door at the back of the Hub.

Once in school, pupils will flow into the one way system.

### **What are the arrangements for morning interval and lunchtime?**

#### *Morning Interval*

It is important that we avoid too many pupils accessing the Hub canteen at one time. Therefore we will have two staggered morning intervals. These would take place as follows :

- S1-3 classes and their teachers take interval between 10.20am and 10.35am
- S4-6 classes and their teachers take interval between 10.40am and 10.55am

There will be bells to signal the beginning and end of the S1-3 interval. Pupils would only enter the Hub to access the canteen facilities. There will be additional dining space in the Games Hall to begin with. Apart from accessing toilets, the default position for pupils would be that they remain outside during morning interval in the outside spaces designated below :

- S1/2 – the area next to car drop-off area at the front of the school main entrance, extending round to area next to the swimming pool
- S3/4 – the area along the side of the school next to the bus bay
- S5/6 – the area at the back of the school (behind the Hub)

## Lunch

Recognising that we are to minimise interactions, both in school and in the community, and that we need to manage pupil access to the Hub Canteen, at the beginning of the session, we will have two staggered lunch breaks of 35 minutes each. This will be kept under review as the session progresses. However initially, the following arrangement will be in place :

- S1-3 classes and their teachers take their lunch between 11.45am and 12.20pm. At 12.20pm S1-3 pupils will then make their way to their period 4 lesson, which will conclude at 1.10pm.
- S4-6 classes and their teachers take their lunch between 12.35pm and 1.10pm.

A bell will ring at 12.20pm to signal S1-3 pupils to make their way to their period 4 class. It will ring again at 12.35pm to signal S4-6 pupils to begin their lunch break. Pupils would only enter the Hub to access the canteen facilities. Additional dining space will be available in the Games hall to begin with. Apart from accessing toilets, the default position for pupils would be that they remain outside during lunch in the outside spaces designated below :

- S1/2 – the area next to car drop-off area at the front of the school main entrance, extending round to area next to the swimming pool
- S3/4 – the area along the side of the school next to the bus bay
- S5/6 – the area at the back of the school (behind the Hub)

The lunch card machine can still be accessed by pupils. However we strongly encourage families to take advantage of the online payments system when adding funds to lunch cards. Therefore use of the card machine should only be used as a last resort.

Pupils who do not wish to access the Hub canteen facilities should immediately make their way to the designated outside area. Pupils who do wish to access the Hub canteen should make their way to the Hub and begin to queue around the edge of the hall as pupils would normally do, observing physical distancing. There will be markings on the floor and staff to help pupils with this. There will be 2 separate serving stations to help pupils get served as quickly as possible. As you might expect, choice will be different and a little more limited than normal, although the canteen staff are keen to offer some of the pupils' favourite options, in line with the types of foods schools canteens can serve. Pupils bringing a packed lunch are advised to bring it in a disposable bag rather than a lunch box.

Pupils are discouraged from going off-site for lunch. If pupils do go offsite for lunch, they should follow the rules in place for wider society, for example wearing a face covering when entering a shop. On returning to school pupils will require to follow hygiene advice and ensure their hands are cleaned/sanitised on entering the building.

## **How will pupils depart from school?**

Teachers will conclude lessons at different times for each year group, to allow pupils to access the one-way system in a managed manner. To support the maintenance of physical distancing, staff will supervise corridors around their classroom.

## **Will the bell always ring?**

Bells will ring only at the following times :

- 8.50am – 'soft start' managed access to building

- 9.50am – period changeover
- 10.20am – beginning of S1-3 interval
- 10.35am – end of S1-3 interval
- 10.40am – beginning of S4-6 interval
- 10.55am – end of S4-6 interval/period changeover
- 11.45am – period changeover/beginning of S1-3 lunch
- 12.20pm – end of S1-3 lunch
- 12.35pm – beginning of S4-6 lunch
- 1.10pm – end of S4-6 lunch/period changeover
- 2.00pm – period changeover
- 2.50pm – period changeover Tue & Thu/departure Mon-Wed
- 3.40pm - departure (Tue & Thu only)

### **How will pupils move from one lesson to the next?**

Teachers will conclude lessons at different times for each year group, to allow pupils to access the one-way system in a managed manner. To support the maintenance of physical distancing, staff will supervise corridors around their classroom.

### **How will pupil registration operate?**

Registration will take place twice a day, in the morning and in the afternoon as usual.

### **Pupils who arrive late**

Pupils who arrive late should enter the school at reception and follow the instructions of the staff present.

### **Toilet access**

It is important that we manage pupil access to toilets. Therefore, the following arrangement will be in place prior to the pupil day, lunchtimes and morning intervals :

- Campsie and Lomond pupils will use the toilets outside the Hub
- Ochil and Pentland pupils will use the Senior toilets

In these communal toilets, no more than 4 pupils will be able to gain access at one time, with staff in the vicinity to monitor this arrangement.

At breaks and lunchtimes the following individual toilets will be available for use by pupils if they are required :

- Accessible toilet in SMT corridor
- Accessible toilet next to the main toilets outside the Hub
- Individual toilets in PE changing rooms

In contrast to normal circumstances, we will not discourage pupils accessing toilets during class time.

## **Inclement weather**

In the case of inclement weather before the school day, a decision will be taken to bring pupils into the building, where they can congregate observing physical distancing in the areas designated below:

Year group	Area
S1/4	Hub (assembly hall)
S2/5	Games Hall
S3/6	2 x upstairs gym

Staff supervising outdoor areas for designated year groups would move to these indoor spaces. Although seating will be possible for the majority of pupils in these areas, some will be required and many will prefer to stand, observing physical distancing. At morning intervals and lunchtimes pupils can use the Hub and the Games Hall.

## **What will the one-way system be like?**

Some changes will require to be made to our system of how pupils make their way through corridors and stairwells. Our goal is for pupils to keep to a one-way system as far as possible.

On the ground floor, the one way flow goes from the Pupil Support corridor, through the Senior Social Space, along past reception, towards Stair 3. Pupils leaving Drama to move to their next class would move along to the area outside the Hub and then join the one way system, moving along past the senior social space and so on.

The first floor corridor will become one way, with pupils moving from the English end to the Technical end.

The second floor corridor will remain one way as it now, with pupils flowing from Modern Languages towards Science.

The third floor corridor will remain one way as it is now, with pupils flowing from the Humanities end to the Mathematics end.

Stair 1 (next to Technical) will be for upwards travel only.

Stair 2 (next to Music) will be for downward travel only.

Stair 3 (next to SMT) is for upwards travel only

Stair 4 (next to English) will be for downward travel only.

At the beginning of the day, all stairs will be used for upward travel, and at the end of the day, for downward travel.

## **4. LEARNING AND TEACHING**

### **What will learning and teaching be like for pupils?**

Now that our young people are returning to school on a full-time basis, pupils will attend all timetabled classes. However, we continue to be governed by ongoing medical guidance and, should there be a need to revert to an alternative model of delivery, we have a robust contingency plan in place for our pupils and families to ensure they are able to successfully learn at home. We would ask that you encourage your young person to regularly engage with their Microsoft Teams classes and accounts as, in the event we should need to close, this will ensure a smooth transition from in-school to home learning. We will of course keep you updated as and when advice allows.

### **Physical distancing in learning spaces**

**Our approach to learning and teaching in the classroom must put the health and safety of our pupils, families and staff first. However our approach must also be both flexible and adaptive so that when medical guidance allows we can develop our approaches to learning and teaching to incorporate all of our usual innovative, active approaches to learning and teaching.**

#### **At the beginning of each lesson (classroom setting)**

- Pupils should always enter the teaching area and move to their seat filling up from the back of the area to the front of the area observing safe social distancing measures where possible
- Pupils should wash hands or use the hand sanitiser provided on entry to all learning spaces
- Once seated pupils **should not** move out of their seats for any reason unless there is an emergency
- Pupils will have access to their individual resource pack and should use these resources for the duration - there will be extra supplies for lost or forgotten resources. These packs will stay with the pupil at all times and should not be left in any learning area
- Additional resources can be given to pupils such as handouts and textbooks although we would advise against the sharing of textbooks between teaching groups.

#### **During the lesson**

- Our teaching methodology will have to change from an active or group style to **largely tutorial or lecture based** – i.e. teachers will deliver the content from their teaching station perhaps using the white board for worked modelling and setting of tasks which pupils will complete individually – staff will avoid any unnecessary movement around the learning areas
- Classroom discussions will be vital in moving learning forward and the use of show me boards will be a useful resource as part of this – however there should be no attempt to engage with group learning activities
- Teachers **should not** circulate the class to check on work. Pupils can have their work checked through utilisation of show me boards or an agreed triage table where pupils can individually leave their jotters or paper for teacher checking

#### **At the end of each lesson**

- If the teacher is moving class and the pupils staying then the staff member should wipe down any surfaces, computers or resources used in order for the next member of staff to use safely
- Use hand gel or wash their hands before moving to their next teaching block/area
- Use the enhanced one way system observing social distancing measures within corridors for movement
- If pupils are moving then staff should ensure that pupils wipe down all surfaces used before leaving for their next teaching block – staff should use the spray provided to spray desks and pupils will wipe the desks with paper provided before binning safely

- Pupils should use hand gel or hand washing facilities before moving to their next learning block area
- Leave the classroom from the front observing social distancing measures and follow the enhanced one way system to their next teaching block area

**Please Note:**

In the first instance pupils **will not** be engaging with practical aspects of their courses. As the situation develops however, we will be planning and preparing for the reintegration of these practical aspects with the relevant risk assessments taking place to ensure this is done with health and safety in mind.

*Consortia Arrangements*

We have a number of pupils who are due to study courses at another school in Falkirk or to join courses here at Braes. It has been agreed that in the short term, we will continue to deliver consortia courses online. This will be reviewed across the schools and as soon as possible, pupils will be transported to their chosen consortia school to continue with the course.

*College Arrangements*

It is intended that college courses will resume the week beginning 24<sup>th</sup> August. Pupils who are taking courses at college this session will be given more information regarding the college arrangements the week beginning 17<sup>th</sup> August. Some of our pupils are starting or are going into year 2 of Foundation Apprenticeship courses which have work placements built in. Forth Valley College are looking at the work placement implications and planning to ensure our young people can safely complete the work placement element of the course or if it is not possible to do so, to offer a further academic qualification to young people.

## 5. PASTORAL CARE

### How will pastoral care continue?

Staff across our community in Braes High School are our most valuable resource in supporting the health and wellbeing of our young people and this remains a priority. The Pastoral and Pupil Support Teams will continue to provide support and guidance to young people and their families on our return to school, as they have been throughout school closures. We would encourage parents and carers to continue using email wherever possible to contact our support teams, through the school email [braeshighschool@falkirk.gov.uk](mailto:braeshighschool@falkirk.gov.uk) or using the following Falkirk Council email addresses with effect from August :

Campsie - Mrs Dempsey [linda.dempsey@falkirk.gov.uk](mailto:linda.dempsey@falkirk.gov.uk) / Mr Deane [kevin.deane@falkirk.gov.uk](mailto:kevin.deane@falkirk.gov.uk)  
 Lomond - Mr Burns [michael.burns@falkirk.gov.uk](mailto:michael.burns@falkirk.gov.uk) / Mrs White [janine.white@falkirk.gov.uk](mailto:janine.white@falkirk.gov.uk)  
 Ochil - Mr Burnett [george.burnett@falkirk.gov.uk](mailto:george.burnett@falkirk.gov.uk) / Mrs McIntyre [diane.mcintyre@falkirk.gov.uk](mailto:diane.mcintyre@falkirk.gov.uk)  
 Pentland - Mrs Eckles [laura.eckles@falkirk.gov.uk](mailto:laura.eckles@falkirk.gov.uk) / Miss King [lynsey.king@falkirk.gov.uk](mailto:lynsey.king@falkirk.gov.uk)

The following measures will be among those in place to provide pupils access to pastoral care:

- Pupils will attend PSE classes on a weekly basis providing regular contact with their Pastoral Head and to support wellbeing.

- Pastoral and Pupil Support staff will be visible during social times providing an opportunity for young people to seek support.
- Pupils will not be allowed to leave classrooms to seek their Pastoral Head, gain access to nurture spaces or to see Cheryl Butler without prior arrangement with the member of staff/Pupil Support team through their classroom teacher.
- Support staff will contact classroom teachers to arrange contact and, wherever possible, collect pupils from their lesson and return them after, using available school spaces to facilitate discussion.
- QR codes for each House Team and for the Open Doors service (Cheryl) will be posted around the school to allow pupils to self-refer to house teams.

We will regularly review support systems to ensure we continue to provide the best possible support for our young people and their families.

### **How will pupils be supported to observe physical distancing and maintain hygiene?**

#### Promoting Physical Distancing

Guidance and reminders will be issued to pupils to maintain distance where possible. This does not have to be strict distancing of 2 metres if this is unachievable. However pupils will be directed not to crowd together or physically touch their peers.

To promote physical distancing pupils will be encouraged to :

- maintain distance where possible
- avoid social physical contact, eg, hand greetings/hugs
- use all available space in classrooms to promote distancing where possible
- Sit side by side in class, rather than face to face
- Avoid situations that require pupils to sit or stand in direct physical contact with one another
- Restrict any movement around classroom to minimise any congregation

#### Minimising groupings

Our pupil day, timetable structures and designated pupil spaces are designed to make efforts to keep groups apart from other groups where possible. In order to minimise groupings in our school the following strategies will be in place :

- within S1-3, our timetable will promote consistent pupil groupings as far as possible.
- rooming of classes will reduce circulation of pupils around the school as far as possible
- our senior phase pupils will be considered as a group in and of itself, hence our staggered breaks and designated pupils spaces
- our timetable will include more double periods than previous sessions

#### Meetings with parents/carers and others

The default position is that all meetings should take place remotely until further notice. I

#### Pupils' observation of physical distancing

Our experience so far of pupils' compliance with physical distancing has been positive. The key messages will of course be reinforced to pupils regularly. Should a young person be wilfully and

continually breaching this guidance the matter will be dealt with through communication with parents/carers, the pupil concerned and potential modification of the pupil's learning arrangements.

#### Promoting good hygiene

All in our school community have a responsibility to ensure and promote good hygiene. This includes:

- frequent washing/sanitising of hands for 20 seconds and drying thoroughly, particularly when entering/leaving the building and before/after eating
- encouraging pupils/staff to avoid touching their faces including mouth, eyes and nose
- using a tissue or elbow to cough or sneeze and use bins, that are emptied regularly for tissue waste

Signage will be in place to promote personal hygiene standards. There will also be hand sanitiser at key areas. The opening of doors and windows will be encouraged to increase natural ventilation and also to reduce contact with door handles. There will also be enhanced cleaning arrangements in schools.

## **6. GENERAL ARRANGEMENTS**

#### Support for Minority Ethnic pupils

The Scottish Government has noted that there is some wider evidence that children, young people and adults from a Minority Ethnic background who are infected with COVID-19 seem to be at higher risk of severe disease. Consequently, the concerns within Minority Ethnic communities must be recognised and individual requests for additional protections should be supported wherever possible. Our Pastoral Team will be alert to such situations with our pupils and will deal with any such situations and requests in the first instance.

#### What happens if a pupil in school presents with symptoms consistent with coronavirus?

The Scottish Government has advised that there should be a zero tolerance of coronavirus-like symptoms and that the whole school community should be vigilant for the symptoms of COVID-19. Scottish Government guidance notes that the most common symptoms are :

- new Continuous cough
- fever/high temperature (37.8C or greater)
- loss of, or change in, sense of smell or taste (anosmia)

Further guidance on symptoms can be found on the NHS Inform website.

Any young person who has symptoms consistent with coronavirus should not attend school, and neither should anyone from their household. If it seems a young person has symptoms consistent with coronavirus, the following process will take place :

- The pupil concerned will be directed and supported to get to the medical area with all their belongings.
- The pupil will be based within a specific space in the medical area, contact will be made with the pupil's family and arrangements made for the young person to leave school to be with their family and follow NHS advice.

- The Scottish Government advise that the pupil is collected from school by an adult member of the household and not a grandparent. They will not be able to use public or school transport to make their way home.
- Until the pupil has been tested and told if it is safe to leave home, they should not come into school, and neither should anyone else from their household. If there is a positive test, the school should be informed as soon as possible.
- The class of pupils the young person was in will move to another learning space.
- The learning space the young person has been in will be cleaned accordingly.

In following this process it will be important to take care to not cause undue alarm for the young person concerned, or the other pupils in the class. Care for all concerned will be paramount.

#### **Will pupils be able to use the lift?**

Only one person will be able to access the lift at one time and queuing for its use will require to observe physical distancing. The lift will only be for use by those who absolutely need it.

#### **Will there be signage and markings to support pupils?**

Pupils will follow the school's one way system which will be marked out with signage. Floor markings will also be in place to promote physical distancing.

#### **Is there advice for people who are clinically vulnerable people or are shielding?**

Parents/carers should be aware of guidance in relation to people who are clinically vulnerable, shielding or in any other groups who may be more susceptible to poor outcomes if infected by COVID-19. This can be gained from the NHS Inform website. If families feel there is an issue for their young person in attending school, please contact your young person's Pastoral Head to discuss the matter. Pastoral Heads are of course not medical experts and will not be able to advise specifically on individual health cases. However they will be able to direct parents/carers to further guidance, and to discuss the young person's general educational provision. If your young person has an underlying health condition please ensure the school is aware of this if not already communicated.

Scottish Government advice on underlying health conditions has been prepared and will continue to be updated. Staff who have underlying health conditions will wish to be aware of this advice in order to inform discussions with line managers. The web link to this is noted below :

<https://www.gov.scot/publications/coronavirus-covid-19-tailored-advice-for-those-who-live-with-specific-medical-conditions/>

#### **Is there advice about the NHS Test and Protect system?**

Parents/carers should be aware of the Scottish Government's Test and Protect system. Guidance can be found at the web link below :

<https://www.nhsinform.scot/campaigns/test-and-protect>

A key message is that if someone has symptoms consistent with coronavirus, they should make sure they self isolate at home straight away and advise the school. Until they have been tested and told if it is safe to leave home, they should not come into school, and neither should anyone else from their household. If there is a positive test, the school should be informed as soon as possible.

Like all members of the public, it is possible that pupils could be advised to self-isolate by NHS contact tracing. Should this happen please contact the school and arrangements can be made to support your young person's education for the period of self-isolation.

#### **Should face coverings be worn?**

Scottish Government advice is that face coverings should not be required for most children, with the exception of those advised to wear a covering. However any person who wishes to wear a face covering in school should be enabled to do so. The Scottish Government states that face coverings should be worn where adults cannot keep 2 metres distance and are interacting face-to-face for a sustained period (e.g. 15 minutes or more).

#### **What are the arrangements for school transport?**

Pupils who travel to school on school buses are not required to social distance or indeed wear a face covering, although they may choose to do so. It is advised that young people adhere to personal hand and respiratory hygiene. Children, young people and adults must not board dedicated school or public transport if they, or a member of their household, have symptoms of COVID-19. Hand sanitiser will be available on the school buses and pupils should ensure they use it as they get on the bus. Any siblings travelling on school transport should travel on the same bus and sit together. As far as possible, when queuing for the bus, pupils should adhere to social distancing measures. Members of the Extended Management Team will ensure that our young people are queuing and boarding the bus safely.

#### **Will fire evacuation arrangements be different?**

Fire Evacuation arrangements will be different as we will require more space in which pupils can assemble to promote physical distancing. During their initial experiences in school pupils will be taken through these revised arrangements.

#### **Will there be extra-curricular activities?**

Yes, eventually. These are a really important part of school life. No extra-curricular activities are planned to take place at the beginning of the new session. As the session progresses we will look to introduce extra-curricular activities which can take place in a virtual or other acceptable manner.

#### **Will there be any larger-scale events?**

Until further notice, there will be no in-person assemblies, events, concerts, shows etc. Rather, it is envisaged these will take place virtually with pupils remaining within classrooms. As soon as we are able to resume more normal arrangements for such event we will do so.

#### **Will there be excursions?**

Until further notice, there will be no out of school excursions. As soon as we can move to more normal arrangements we will do so.

#### **Water dispensers**

Pupils should bring drinking water to school with them. Until further guidance is received regarding the use of water dispensers, use of these will not be permitted.

### **School reception**

Parents/carers should not normally be coming into school and instead should make contact with the school via email or telephone. The school's email address is [braeshighschool@falkirk.gov.uk](mailto:braeshighschool@falkirk.gov.uk) and the telephone number is 01324 719551. If it deemed absolutely necessary by a parent/carer to attend the school in person you should enter only by the school main entrance and follow the direction of the person at reception, observing hygiene and physical distancing protocols. The default position until further notice is that any meetings with school staff will take place remotely.

### **School Ethos**

Our school values and ethos remain as strong as ever. We are committed towards celebrating your young person's successes both in and out of school. The link between home and school has never been more vital. We want to hear all about pupil successes and, as such, digital surveys will be sent home regularly for you and your young person to update us with their achievements. Positive referrals will continue to sent home, along with progress reports and updates.

### **Free Meal Entitlement**

For young people who have Free Meal Entitlement, they will be able to access this as normal during lunch breaks.

### **School Uniform**

Given the strong support for school uniform, normal expectations will continue. We are keen for pupils to experience as normal a return to school as possible, to re-establish their identity as Braes pupils, and to benefit from the security and positive ethos school uniform supports. However we do understand that some families may have had difficulty in purchasing uniform and as previously communicated we will adopt a common sense approach when dealing with young people in this regard.