****

**Return to School – August 2020**

**Guide for Secondary Pupils**

We are looking forward to being able to welcome you back to school.

This document contains important information about:

* Keeping yourself and other people safe;
* What you need to do when you come to school;
* What to do if you feel unwell.

Keeping everyone safe is our top priority and we have been planning very carefully to ensure that everyone can return to school safely.

Some people may be anxious or worried about returning to school, whilst others may have experienced a difficult time over the last few months in lockdown. Everyone will have their own thoughts and questions and it is important that everyone feels supported to return to school and to learning.

We would encourage everyone to think of others’ safety as well as their own and to follow the guidelines in this document.

**Arrangements for 12-14 August**

* **Wednesday 12 August (S1 and S6 prefects):**  You should go straight to the Assembly Hall when you arrive at school. Staff will be at all entrances to ensure S1 know where to go.
* **Thursday 13 (S5/6) and Friday 14 August (S2, S3, S4):** you should go straight to your registration class for extended registration.

**Staying Safe**

**Arriving at and entering school:**

* We would encourage you to walk or cycle to school where that is possible.
* There will be 2 entrances available for secondary pupils – the doors at the end of the Street next to the canteen, and the fire door opposite the PE corridor. Please use the closest entrance to where you arrive on campus.
* Please keep to the left and in single file in corridors and stairwells.
* Please do not gather in corridors, stairwells or in the Street.

**Hygiene:**

It is very important that you follow good hygiene procedures, particularly for hand hygiene. In addition, you should follow the guidance in relation to coughing and sneezing – “Catch it, Bin it, Kill it”.

On arrival at school:

* There will be hand sanitising stations at each entrance to the school.
* Sanitise your hands when you enter and leave the building. If you are unable to use the sanitiser provided, you may bring your own or you can wash your hands.
* Staff will be available at school entrances to support this.

On arrival in class, staff will support you to:

* Sanitise your hands as you come into and leave the room.
* Wipe down your desk and chair before and after you use it using the wipes provided.
* Clean any equipment after use using the wet wipes provided.
* Wipe down laptops, keyboards and mice before and after use using the wipes provided.
* Classroom windows will be open to ensure that there is good ventilation throughout the school. You may need a warm jumper on cooler days.
* Where possible, doors will be left open to reduce the number of hard surfaces that you have to touch. These will be cleaned throughout the day.

**Physical distancing:**

* Although physical distancing is not needed between most pupils, staff do have to stay 2m away from pupils and from each other. Classrooms have been arranged so that this can happen.   
    
  **You must follow your teachers’ instructions in relation to physical distancing in the classroom.**
* Please avoid social physical contact such as hand to hand greetings/hugs etc.
* Senior pupils (S4-6) should also observe physical distancing between each other where possible.

**Social times and eating:**

* Catering services will be open at lunchtime. Bagged meals will be provided as well as paninis, baguette bar etc. Pre-ordering will be available to assist with queue management at lunchtime – forms will be available around the school and in registration.
* If you leave the school at lunchtime, you must use hand sanitiser when you exit and enter the

building.

* If you are not eating in school, you will be asked to go outside over interval and lunch time. As COVID is much less likely to be spread outdoors, we would appreciate your support with this approach.

**Toilets:**

* When you use the toilet, you should flush, then wash your hands thoroughly with soap, dry them properly and put the paper towels in the bin.

**Uniform**

The rules on school uniform have been relaxed and you should ensure that you are wearing clean clothes each day. You may of course still wear uniform, but no ties should be worn at the moment.

Clothing should be appropriate for school and football colours should not be worn.

The decision on uniform rules will be reviewed before the October holiday.

**Face-coverings**

Although there is no requirement to wear face coverings in school, you may wish to wear one and we’ll support you to do so. Some staff may also be wearing face coverings, particularly when moving around the school.

**PE**

All PE classes will be held outside until further notice. On days when you have PE you should come to school in your PE kit but please bring a change of clothing and footwear as you will change after PE. Your footwear should be appropriate for outdoor sports.

As we are unable to use the changing rooms at the moment, changing will be in the Dance Studio and Games Halls.

**What to do if….**

**You feel unwell**

* Tell the teacher in the room.
* If you have Covid-19 symptoms, your class will move to another room and you will be looked after by a First Aider until you can be collected from school.
* You will be advised to arrange a test and to follow all Test and Protect guidance. Teachers will say more about this on your first day.

**You are unable to attend school**

* Please arrange for the school to be contacted as usual to let us know.
* If you are absent with Covid-19 symptoms, are self-isolating or have tested positive for Covid-19, please let us know as soon as possible and follow all Test and Protect guidance.

**You are late to school**

* Go straight to your class and your teacher will notify the school office.

**If you have worries or concerns**

* Talk to any member of staff
* Talk to your guidance teacher
* Talk to your parent/carer and ask them to contact school

Although we are back to school, we are not back to normal.

It’s important to remember that lots of people are worried and anxious about returning, some may have been shielding or have health conditions that make them vulnerable or they may have family members who are.

Please show respect to others and help us to keep everyone safe.