

# QUEEN ANNE HIGH SCHOOL

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Our Ref: RMcF/KG

Ruth McFarlane - Rector

Date: 6 August 2020

Dear Parents/Carers

## **Coronavirus (COVID-19): Information for the start of the new school term in August 2020 and a full-time return.**

The following is a detailed summary of our response to the most recent guidance from the Scottish Government (available on the gov.scot website) and Fife Education and Children's Services Directorate (FE&CSD). We will continue to adapt and add to this as and when required throughout the term. Central to all our plans and decision-making is the safety and wellbeing of our young people and staff.

**Risk assessment and management.** FE&CSD have devised a thorough risk assessment template for all schools. Queen Anne carried out a full risk assessment prior to summer and this will be modified in-line with the most current guidance prior to young people returning and will remain a live, working document which will evolve in-line with the most up-to-date guidance.

**Personal hygiene and cleaning routines.** There will be a clear expectation that young people will:

- engage in frequent washing/sanitising of hands for 20 seconds and dry thoroughly. This will happen on entry/exit to every classroom. Pupils will be strongly encouraged to wash/sanitise hands before/after eating and after using the toilet. Sanitising stations will be available at entry/exit points i.e. concourse areas and the main reception.
- sanitise/wipe down their own personal workspace/learning equipment on entry/exit to classrooms. Each classroom has a supply of anti-microbial wipes in addition to supplies of hand sanitiser for this purpose.
- be strongly encouraged to avoid touching their faces including mouth, eyes and nose.
- be strongly encouraged to use tissues or an elbow when coughing or sneezing and there will be bins that are emptied regularly for tissue waste

Wherever it is safe to do so, doors and windows will be kept open to increase natural ventilation. Keeping classroom doors open will also help to reduce contact with door handles. A black school jumper/cardigan is advisable as part of school dress as learning environments may be slightly cooler than usual.

### **Modifications to reduce pupil movement throughout the building:**

- This year we have introduced double blocks of learning where possible from S1-S6 which reduces pupil movement by approximately 65%.
- We have removed the 10-minute registration block at the start of the day again reducing pupil movement. The pupil day will start with the Period 1 class on their timetable and pupils will be registered in every class throughout the day.
- In S1 and S2 class groupings will remain consistent (consistent practical & non-practical sets) throughout the week minimising contact with others. Such consistent groups cannot reasonably be maintained from S3 onwards.

- Teachers will implement seating plans for all classes with consistent small groups established for practical activities. Where teacher demonstration can be carried out for non-essential practical work, this will be put in place to minimise movement. When planning seating arrangements pupils will face the front wherever possible.

**Minimising contact between individuals and groups.** The scientific advice is that physical distancing between young people in secondary schools is not required to ensure a safe return to schools. However, the evidence for this is less clear for older pupils. As a precautionary approach the following measures will be put in place:

- There will be no year group assemblies.
- Young people and staff must adhere to the one-way movement system.
- Young people will be encouraged not to crowd together, and social physical contact will be discouraged (hand to hand greetings/hugs).
- **Interval & Lunch:**
  - It is highly likely that in the first term food provision from the school canteen will take the form of a packed lunch/grab bag only at lunchtime. Young people will be directed to various points throughout the school to collect a grab bag should they wish to use this facility. Alternatively, pupils can bring a packed lunch from home.
  - Lunch should be eaten outdoors.
  - In the event of heavy rain over lunchtime a tannoy announcement will be made 10 minutes before the start of lunchtime and pupils will be permitted to remain in their current classroom to eat their packed lunch. Where pupils are in a specialist workshop/laboratory it would be unsafe for them to remain in this environment unsupervised, so these pupils will be directed to the assembly hall and alternative areas.
  - Any young person who goes offsite for lunch should follow the rules in place for wider society, for example wearing a face covering when entering a shop.
  - Pupils should arrive at school with a full water bottle to minimise movement throughout the building during the day.
  - Consideration should be given to school dress with regard to the amount of time young people will spend outdoors i.e. an appropriate outdoor jacket.
- Pupils should remain outside the building making use of the extensive school grounds wherever possible before the start of the school day, at interval and at lunchtime. Pupils will not be permitted to gather in groups within concourse areas or social spaces.
- At the start of interval, lunch and at the end of the school day pupils should leave the building via the nearest exit point.
- Lockers should not be used and pupils should carry their belongings with them at all times.

#### **Social Distancing:**

- Two metre physical distancing between adults, and between adults and young people.
- Adult visitors to schools will be strictly limited only to those that are necessary to support young people or the running of the school.
- Parents should only enter school building where they have already made an appointment in advance and should enter via the main reception area.

#### **PPE:**

- For most staff in schools, PPE will not normally be required or necessary.
- **Suspected COVID-19:** Gloves, aprons and a fluid-resistant surgical mask will be worn by staff if a young person becomes unwell with symptoms of COVID-19 and needs direct personal care. This also applies to any cleaning of areas.

- Face coverings are not be required for most children (those clinically advised to wear a covering are an exception).
- Anyone (whether young person or adult) wishing to wear a face covering in school will be enabled to do so. Evidence suggests that face coverings do not provide significant protection for the wearer, rather they primarily reduce the risk of transmission and help suppress the virus.
- The impact of wearing a face covering for learners with additional support needs including any level of hearing loss is being carefully considered, as communication for many of these learners including hearing impaired young people relies in part on being able to see someone's face clearly. This is also important for young people who are acquiring English and who rely on visual cues to enable them to be included in learning.

#### **Suspected COVID-19/symptoms:**

- All young people and staff will be made aware of the importance of informing a member of staff or responsible person if they feel unwell with symptoms of COVID-19.
- If a young person (or their parent/carer if under 16 years) or member of staff is contacted by a contact tracer and told to self-isolate for fourteen days, the person should leave school to self-isolate at home straight away and, if possible, wear a face covering en route and avoid public transport.

#### **Transport:**

- All pupils and staff should sanitise their hands prior to boarding school transport.
- Good respiratory hygiene will be encouraged, and young people should carry tissues. **It is crucial that someone with symptoms does not enter a bus and travel.** Drivers and adult passengers must book a test if they display coronavirus (COVID-19) symptoms. Families must get a test for children displaying symptoms.

#### **Contingency Planning:**

- In the event of a local outbreak of the virus, the school could be closed temporarily to help control transmission.
- If the scientific advice is that physical distancing should be introduced for young people in schools, then we will enact contingency measures developed prior to summer and operate a 50% capacity model depending on the social distancing criteria in place.
- Digital platforms and digital learning will be a major focus this session to ensure we are prepared to support learning throughout periods of potential disruption.

#### **School dress:**

- Appropriate school dress should be worn helping us identify who is in the building.
- School dress comprises: black skirt/ trousers, black shoes, white shirt with stiff collar which fastens to the neck, school tie and plain black jumper/cardigan. Please be aware that learning environments may be cooler due to increased ventilation and more time will be spent outdoors. Consideration should be given to wearing a black jumper/cardigan and an outdoor jacket.
- School ties are available for purchase this week only from the school reception.

#### **Personal Belongings/ Bring Your Own Device (BYOD):**

- From August 2020 young people can use their mobile phones, iPads, tablets, or laptops in class to support their learning. The BYOD policy is available on the school website. Please note that the school cannot take responsibility for any device.
- All stationery supplies must be brought to school by young people as we will not be able to provide supplies for sharing in class.

- Pupils should always keep all personal belongings with them and currently are not permitted to use lockers.

As we reopen and progress through the term this guidance will inevitably be subject to change. Further detailed information will be shared with pupils next week at induction training sessions.

Please note that pupils should return to school as follows:

Wednesday 12 August:

**S1 pupils return.** Pupils should gather in class groups in the school playground at the back of the school. Members of staff and/or S6 pupils will be present with signs identifying each class. Pupils will then be escorted to their Period 1 class where they will complete an induction training session in the morning (P1 and P2) and will follow their normal timetable thereafter. Pupils will then return to school on Monday 17 August.

Thursday 13 August:

**S2 & S3 pupils return.** Pupils should enter via the S2/3 concourse area and go directly to their Period 1 class for their induction training session (P1 and P2). Pupils will then return to school on Monday 17 August.

Friday 14 August:

**S4 – S6 pupils return.** S6 pupils should enter via the S6 concourse area (formerly the S6 social space). S4 and S5/6 should enter via the S4/5 concourse area. Pupils should go directly to their Period 1 class for their induction training session (P1 and P2). Pupils will then return to school on Monday 17 August.

Monday 17 August:

All pupils return (S1-S6).

Please remember that we have removed the registration block at the start of the day and so this year the school day will start with Period 1 at 08.55. School doors will open at 08.50.

Thank you for your ongoing support and I hope you find this information useful and not too overwhelming! Should you have any questions please contact your child's Guidance Principal Teacher in the first instance.

Yours sincerely



Ruth McFarlane  
Rector