

Garnock Community Campus  
Beith Road  
Glengarnock  
KA14 3BF



Phone: 01505 682685

11<sup>th</sup> August 2020

Dear Parent/Carer,

I hope that this final letter in advance of your child's return to school finds you well and that with our Campus reopening everyone in your household is looking forward to getting another step closer to our new normal. Before I continue further with the final pieces of information that will support your child's return this week, I would just like to reassure you on behalf of all our staff that our first priority over the coming days and weeks is the health and wellbeing of all of our pupils. We include in that, the importance of them being able to discuss how they feel and may have been affected by the past few months.

No doubt there will be levels of excitement felt by many pupils as they return to face-to-face learning, see friends and catch up with Campus staff. However, it is also perfectly natural to feel a degree of anxiety. For example, there will be uncertainties about how the new school day will look with our additional procedures in place due to COVID-19. Therefore, while of our final preparations aim to ensure that we adhere to Government and Local Authority guidance, they are fully focused on making the transition back to full time education as supportive as possible for all of our pupils. To help alleviate some initial worries, I hope that you find the information below helpful and that you can share this with your child.

**Timetable this week:**

Further to the dates of our phased return outlined in my letter dated 4<sup>th</sup> August, this staggered return has allowed us to build additional opportunities into the school day to ensure that new timetables are issued and that pupils are taken step-by-step through the processes and procedures in place for the start and end of the school day, as well as movement around the school and new systems we have in place during interval and lunchtime.

Day	Year Groups Attending	Additional Arrangements
<b>Wednesday 12<sup>th</sup> Aug</b>	<b>S1 ,S5 &amp; S6 return.</b>	<p><b>S1:</b> Pupils should wait in the playground on arrival until they are called in from the playground by their Buddies. As well as being given their long awaited tour of the school, they will have a further opportunity during this tour to get to know their Buddies.</p> <p>We have allocated extended time for S1 pupils to meet their Pastoral teacher and some of the other pupils in their House group.</p> <p><b>S5/S6:</b> Pupils should wait in the playground on arrival until they are called in by members of staff just before Registration. All pupils attend Registration and stay with their Register teacher until the end of period 1 so they can be given their new timetables and taken through the PowerPoint with step-by-step information on our new procedures. Mr Duff will be in touch with S5/S6 pupils about other matters relating to these Year Groups also on this day.</p>
<b>Thursday 13<sup>th</sup> August</b>	<b>S4 return- (alongside S1, S5 &amp; S6)</b>	<p>Pupils should wait in the playground on arrival until they are called in by members of staff just before Registration. S4 will be issued with their timetables at Registration and taken through the PowerPoint with step-by-step information on our new procedures by their period 1 teacher on that day. S1, S5 &amp; S6 will follow their normal timetables.</p>
<b>Friday 14<sup>th</sup> August</b>	<b>S2 &amp; S3 return (alongside S1, S4, S5 and S6)</b>	<p>Pupils should wait in the playground on arrival until they are called in by members of staff just before Registration. Pupils will be issued with their new timetables at Registration and taken through the PowerPoint with step-by-step information on our new procedures by their period 1 teacher on that day.</p>

### **New Procedures in Place:**

Whilst we will be taking our pupils through important differences to the school day on their return, we have also summarised some of the main areas below.

**Please be aware that these may be subject to change depending on revised Government guidelines.**

### **Daily School Life:**

Crucial to our new procedures being successfully implemented is the part everyone must play in ensuring that we adhere to the guidance set out below.

- **Social Distancing** – where possible, all pupils and staff should try and socially distance.
- **Hand washing** – hand sanitisers will be placed around the school. Everyone should use these sanitisers before entering the building and make sure they wash their hands thoroughly, when appropriate.
- **Classrooms** – every classroom / learning space has been allocated hand sanitiser to use and also anti-bacterial wipes for pupils and staff to wipe down surfaces, objects, I.T. and resources they have used before they leave the area.
- **Facemasks** may be worn by pupils and staff if this is their preference.
- **Equipment**- where possible, pupils should bring their own pens, pencils, rubbers etc. and not share with others.
- **Water**- please bring your own water bottles as water fountains will not be operational.

### **The Start & End of the School Day:**

#### ***Drop off and pick ups***

If your child travels to our Campus by car, please make sure that you use **the back car park on Caledonia Road only** for **all** drop offs and pick ups, or to park your car if a pupil.

#### ***Before school***

Each morning, pupils should remain outside the building until they are called in by the Senior Leadership Team. Pupils will then make their way to Registration. If buying from the Breakfast Club hatch before school (only *Parent Pay* can be used- not cash) then once food has been purchased it should be eaten in one of our outside areas.

#### ***After school***

Pupils should leave the building using the nearest exit.

## **Movement around the school and the use of Campus-wide spaces:**

### ***Main Entrance***

The main entrance should not be used by any pupils unless they have permission to do so or arrive late to school.

### ***Between lessons***

To support pupils moving around the building in a more fluid way we will limit the number of bells that ring and dismiss pupils in a more natural class-by-class basis to limit mass movement. We will signpost and reinforce our one way system and staff will also remind pupils; discouraging them from stopping to chat or waiting for friends etc.

### ***S5/S6 – study/college periods***

**S5-** pupils who have gaps in their timetable until college courses begin must attend the **Auditorium** to be registered by a member of staff during these times and can self-study in this area.

**S6-** pupils with non-contact periods must make their way to the **Conference Room** during these times and can self-study in this area.

No senior pupils should be moving around the school or leave the Campus when not in timetabled classes. The rooms above have been allocated to ensure that all S5 & S6 pupils have a designated place to work during these times.

## ***Intervals and Lunchtimes:***

### ***Paying for lunches:***

Please remember that we are operating a cashless system on Campus now. This means that food can only be bought by using the Parent Pay system-operated by an external company. To find out how to activate this for your child, please visit the website below:

<https://www.north-ayrshire.gov.uk/education-and-learning/school-meals/pay-for-school-meals.aspx>

You will also require an activation code and this can be only be given by emailing the address below for further information and support:

**parentpayqueries@north-ayrshire.gov.uk**

**Interval Procedures:**

Year Groups	Food can be bought from	Time
<b>S1-S4</b>	Any of the ground floor hatches signposted for their year groups.	Any time.
<b>S5/S6</b>	The first floor serving area.	Any time.

**Lunchtime Procedures:**

Year Groups	Food can be bought from	Time	Eating lunch
<b>S1</b>	Any of the ground floor hatches. <b>S1 pupils must not leave school grounds.</b>	At the start of lunch pupils purchasing food should go immediately to any of our ground floor hatches.	Pupils may remain inside to eat their lunch but should move to an outside area once they have finished. Those with packed lunches should do the same. The large sit on stairs at reception are reserved for those with packed lunches.
<b>S2-S4</b>	Any of the ground floor hatches.	<b>Should go outside at the start of lunch</b> and then wait to be called in as year groups by Year Heads.	Pupils may remain inside to eat their lunch but should move to an outside area once they have finished. Those with packed lunches should do the same. The large sit on stairs at reception are reserved for those with packed lunches.
<b>S5/S6</b>	The first floor serving area.	Any time.	Pupils may remain inside to eat their lunch but should move to an outside area once they have finished.

## **Attendance:**

### ***Absence Procedure:***

It is crucial during these uncertain times that we ensure we have your child's attendance recorded accurately. Therefore, in keeping with previous years' procedures, please contact our school office **before 9:00am**, where possible, if your child will not be attending school, **giving a reason** for their absence.

To limit the transfer of documents between school and home, we would also appreciate the following methods being used in place of the traditional absence note passed by pupil to Register Teacher:

- Calling our main office (01505 682685)
- Emailing the school [garnock@ea.n-ayrshire.sch.uk](mailto:garnock@ea.n-ayrshire.sch.uk)
- Replying to absence text sent by our Education Assistants

## **Pupils who:**

### **Have planned appointments:**

Pupils leaving school during the school day must let the school office know in advance and be collected from the main reception area by an appropriate adult. This means that their absence is 'explained' on our school attendance system and will not require any follow-up phone calls from us.

### **Feel unwell during the day:**

Pupils should obtain a note from their Class Teacher, Pastoral Teacher or Year Head to attend the medical room. Once assessed, a decision will then be made on the best course of action. Pupils should not contact home if they are unwell as this will be done by a member of staff on your child's behalf.

## **School Uniform:**

A further reminder that School Uniform details can be found via the following link to our school website : [https://4506739e-a896-42c2-bddc-da5718263c74.filesusr.com/ugd/97a038\\_b95a84aab7e74876a1d6ed6282af8d25.pdf](https://4506739e-a896-42c2-bddc-da5718263c74.filesusr.com/ugd/97a038_b95a84aab7e74876a1d6ed6282af8d25.pdf)

Also, you may find some useful information by visiting our North Ayrshire support information using the following link: ( <https://www.north-ayrshire.gov.uk/coronavirus/education-learning/education-learning-covid-19.aspx> ) these include a Frequently Asked Questions section and National Guidance.

## **Meeting with Campus Staff:**

Due to current Government guidance all meetings on Campus have to be kept to a minimum and will be by appointment only. You may be reassured to know that there will be very few visitors to our Campus due to COVID-19 and guidance is that meetings should be held via

telephone, where possible. Please contact the school to set up a telephone meeting in the first instance.

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The staggered start this week has allowed us greater opportunity to spend valuable time going over these changes, as well as checking in with them. While learning is at the core of everything we do, so too is the wellbeing of your child and we know that, no matter their age or stage, this is likely to be one of the most significant education transitions of their school life. We hope that the preparations we have outlined will alleviate some of your child's initial concerns and would be grateful if you would share these with them in advance of their start back day. We will go into further detail on their return.

As ever, if you have any questions or suggestions then please do not hesitate in contacting our Campus via the following email address: [garnock@ea.n-ayrshire.sch.uk](mailto:garnock@ea.n-ayrshire.sch.uk)

On behalf of all Campus staff, we look forward to welcoming our pupils back in the coming days.

Yours sincerely,

A handwritten signature in black ink that reads "Alan Dick". The script is cursive and fluid, with the first name "Alan" and last name "Dick" clearly distinguishable.

Alan Dick

Head Teacher