Johnstone High School 

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6th August 2020

Dear Pupils, Parents and Carers,

**NEW SESSION 2020/21**

I hope that you have had a pleasant and relaxing summer break and that you are looking forward to the start of the new school session.

We are delighted Johnstone High will be opening to pupils from Wednesday 12th of August as we have missed our pupils and can’t wait to get them back in to school. When the building closed on Friday 20th March, no one realised we would not see our young people again for five months. We are very proud of how the pupils have coped with lockdown and adapted to new ways of working. I would also like to take this opportunity to thank parents and carers for the tremendous support you have shown both the school and your children during home learning.

Our aim is for pupils and staff to feel as safe and supported as possible when they return as we realise the impact that lockdown and Covid has had on everyone’s wellbeing. If you would like to get in touch about any aspect of your child’s learning or wellbeing, in the first instance please contact the following staff via the school office on 0300 300 1331:

**DHT Pastoral**

Arran House Mr Munro S1-5 Mr Rainey; S6 Miss Wilkie

Iona House Ms Cole S1-5 Ms Butler-Robson; S6 Miss Wilkie

Mull House Mr Menzies S1-5 Ms Wilson; S6 Miss Wilkie

Skye House Mrs O’Malley S1-5 Mr Kennedy; S6 Miss Wilkie

Please be assured that the safety and wellbeing of our pupils, their families and our staff is our top priority. This letter will detail our arrangements for returning our pupils back to school on a full-time basis and will illustrate how we have put in place the necessary safeguards contained in the guidance from the Scottish Government and Renfrewshire Council.

This letter should be read in conjunction with the one from the Director of Children’s Services, Steven Quinn, which was issued on Friday 31st July 2020 and can be found on our school website.

This letter will cover the following areas:

1. First week back arrangements
2. New S1 pupils
3. Uniform and kit
4. Transport and parental drop-offs
5. Entry to the school
6. Hygiene measures
7. Period changeovers
8. Breaks and lunchtimes
9. End of the school day
10. Physical distancing
11. Absence and illness
12. Parent/visitor access to the school
13. School events
14. Curricular and extra-curricular provision
15. **First week back arrangements**

As detailed in the letter from the Director of Children’s Services, Renfrewshire pupils will return to school as follows:

**Wednesday 12th August S1 and S6 pupils only**

**Thursday 13th August S1, S4, S5 and S6 pupils only**

**Friday 14th August S1 - 6 pupils**

Pupils will have their own health and safety induction session on their first day back at school to go over our new arrangements. They will also be issued with a copy of their timetable and a map which outlines the new one-way system.

1. **Support for S1 pupils**

As we were unable to provide our normal transition programme and three-day visit for the P7s, we understand our new S1 pupils may be a little anxious on their first day with us. Please be reassured that we will look after them and we will have everything in place to ensure they have a smooth, supported start to high school.

**On their first day, Wednesday 12th August, S1 pupils will be welcomed from 8.40am onwards at the front of the school (car park area) by staff and S6 befrienders.** They will be taken to their classrooms based on the class they were allocated in the summer term e.g. 1Arran1, 1 Arran2, 1Iona1 etc through to 1Skye2 (primary schools told pupils their class, but please don’t worry if this has been forgotten as staff will be on hand to assist!).

For the first few weeks of term S6 befrienders will chaperone the new S1 from class to class and for the first few weeks there will be dedicated classrooms that S1 classes can go to at lunchtime and break, should they wish.

Pupils will be dismissed at 2.50pm as normal at the end of the first day. At that point, any young people travelling on school contact transport will be accompanied by staff and S6 befrienders to the bus bay.

Parents/carers of S1 pupils, please note the start and end times of the school day:

Monday, Tuesday, Thursday 8.50am – 3.40pm

Wednesday, Friday 8.50am – 2.50pm

1. **Uniform and equipment**

Pupils should be wearing full Johnstone High School uniform on their return to school. As was mentioned in the letter to parents in June, our uniform is as follows:

|  |  |
| --- | --- |
| **Standard school uniform** | **Standard PE kit** |
| Black skirt / trousers  White shirt  School tie\*  Black shoes  **Warm/waterproof jacket is essential**  Blazers remain a popular option\* | Generic:  Dark jogging bottoms / shorts  Plain white t-shirt / polo shirt  Appropriate supportive training shoes  Or  Blue branded JHS top and shorts\* |

\**Branded items can be found at local uniform suppliers. Please note that**high street / supermarket uniform is perfectly acceptable.*

Parents can apply for a clothing grant by looking at the Renfrewshire Council website, or through: <https://bit.ly/3a34ZK9>

Pupils will also require a school bag to carry their PE kit, books and equipment. We will be discouraging the sharing of materials therefore **pupils should bring the following basic items to school:**

|  |  |
| --- | --- |
| Pens | Pencils |
| Rubber | Sharpener |
| Calculator | Highlighters |
| Coloured pencils | Ruler |

*We will have a limited number of filled pencil cases for pupils who require these.*

This session it is also essential that all pupils bring a **filled water bottle** to school every day. There is minimal access to water dispensers across the school due to Covid health and safety measures.

1. **Transport and parental drop-offs**

Home to school bus transport provided by Renfrewshire Council will continue as normal for eligible pupils. Pupils do not have to be physically distanced and will not need to wear a face covering on the school bus. However, no food or drink should be consumed while on a school bus. We have also been told that pupils should sanitise their hands before boarding the contract buses.

For pupils travelling on public transport, please follow Scottish Government guidance on face coverings and physical distancing.

If arriving to school by car, in accordance with Renfrewshire Council guidance, please park as far away as possible from the building to avoid congestion. With the exception of ASN taxis, at the start and end of the school day **there will be no car access up the hill to the school carpark or front of the building**. In accordance with national guidelines, please consider walking or taking another form of active travel where possible.

1. **Entry to the school building**

We now have **a new procedure for pupils entering the building at the start of the day, end of interval and the end of lunchtime:**

* S1 and staff will enter by the main door at reception
* S2 will enter by the door at IT
* S3 will enter by the door at the Drama studio
* S4 will enter by the door at HE
* S5/6 will enter by the door at Music

Staff will be at these doors at these times to ensure a safe and orderly entry into the building. **Pupils will hand sanitise on entry to the building** and will be encouraged to sanitise / wash hands regularly throughout the day. Hand-sanitizing stations have been placed throughout the school and staff will also have portable bottles of sanitiser at each door entrance.

1. **Hygiene and cleaning in the school**

Pupils should wash their hands before they leave home in the morning. During the school day they will be regularly reminded to wash their hands. Pupils may also choose to bring their own hand sanitizer to school. Pupils should also sanitize their hands when they leave the building and before going on the contract buses.

Cleaning schedules have been increased throughout the school and there has been a ‘deep clean’ over the summer. During the school day, regular cleaning of hard surfaces and toilet areas will take place. Please note that in accordance with Renfrewshire Council guidance, **all pupils will be expected to wipe down their desk/chair each lesson** using reusable cloths and spray.

1. **Period changeovers**

In order to minimise congestion, we have put in place a new one-way system and there will be plentiful signs and directional arrows to support pupils to navigate the building. Pupils will be issued with a map of the new one-way system during their induction lesson on the first day back. We will be looking for everyone in the building to comply with the one-way system even though we appreciate that it will mean that the ‘quickest route’ from A to B is often no longer accessible.

Pupils should not loiter in corridors at any time.

1. **Breaks and lunchtimes**

Initially, school lunches will be a ‘grab and go’ packed lunch. We will resume our normal hot lunch service when advised by Renfrewshire Council. Where possible, **parents/carers should provide their child with a packed lunch** until the normal catering service is resumed.

Similarly, there will be no food service before school or at break. **Pupils should bring a snack to school.** Again, we will resume breakfast and interval service when it is deemed appropriate.

Pupils entitled to free meals will be provided with a ‘grab and go’ packed lunch. Parents/carers can apply for free meals by visiting the council website or through: <https://bit.ly/3a34ZK9>

Please note that first years should not leave school grounds at lunchtime and older pupils who choose to do so should discuss this with their parents and carers first. Older pupils who have permission from their parents to go to the local shops at lunchtime must exercise personal responsibility at all times by wearing a face covering and observing physical distancing guidance.

To avoid large gatherings and unnecessary congestion at breaks and lunchtime, **pupils will be encouraged to be outside in the fresh air**. Mindful of the Scottish weather, it is essential that pupils bring an appropriate jacket/coat to school. Only if the weather is particularly wet will the following areas be made available to pupils at break and lunchtime:

S1 Milling area

S2 Canteen

S3 PE classroom

S4-6 Assembly hall

At the end of break and lunchtime pupils will re-enter the school by their designated year group door (please see above) where staff will greet them and ensure hand sanitisation.

To assist pupils getting to their year group entry door in good time for lessons starting, we are introducing a **new system of warning bells**. A bell will ring at 10.40am to indicate to pupils that it is time to make their way to their door. Similarly, a bell will go 5 minutes before the end of lunchtime.

1. **End of the school day**

Two minutes before the end of the school day, a bell will go to dismiss the basement and ground floors (HE, IT, SS, Music and Tech). This will allow approximately 40% of the pupils to exit the building before the next bell goes to dismiss the remaining 60%. Again, this is to ensure a safe and orderly school exit and minimise congestion.

Staff will be on hand to support young people at the bus bay. As previously mentioned, for the health and safety of our pupils, cars should park some distance away and there will be no vehicle access up the hill.

1. **Physical distancing**

As per government guidance, children and young people do not have to physically distance while in school or on school contract transport. However, in school we will encourage physical distancing where possible to further minimise any risk. This means that we will be discouraging pupils from social physical contact (e.g. hugs) and from crowding together. In addition, we will avoid bringing pupils together in large groups e.g. assemblies. In classes, pupils will also be directed to sit side by side and facing forwards, rather than facing each other.

**Physical distancing will be in place between staff, and between staff and pupils. For the health and safety of our school community, pupils must stay 2m away from staff at all times. I am requesting parent/carer support on this and ask you to discuss this with your child to ensure full co-operation with this measure.**

Pupils are not required to wear face coverings but may choose to do so. Similarly, staff may choose to wear face coverings or a PPE visor.

1. **Absence and illness**

All schools have been advised to be vigilant for anyone in the school community (staff and pupils) displaying symptoms of the virus. If a Johnstone High School pupil displays symptoms, they will be isolated in our medical room and their parent/carer contacted to collect them.

For this reason, it is essential that we have up to date contact numbers for you and your child’s emergency contact e.g. grandparent / family friend. Please support us in this by completing your child’s data pack which will go home with them on the first week back.

If your child, or anyone in the household, is experiencing coronavirus symptoms, please follow the Scottish Government guidance around self-isolation and booking a test. **If your family is self-isolating or someone in the family tests positive, please contact us immediately so we can take the appropriate measures at school to keep everyone safe.**

We will be fully adhering to the Scottish Government’s test and protect approach.

1. **Visitor/Parent access to the school**

For health and safety reasons, visitors coming into schools will now be restricted. To keep everyone in our school community safe, **parents/carers should not come into the school building unless you have an appointment**, or there is an emergency. Instead, please phone or email the school to speak with us. Our contact details are at the top of this letter and the school number is 0300 300 1331. Pupils being collected for appointments during the school day should be met by parents/carers at main reception.

1. **School events**

We have been advised that there should not be any large gatherings, therefore events such as information evenings, awards ceremonies, concerts and parents’ nights will be organised when we are advised it is safe for these to resume. As a result, we have not been able to finalise our school calendar for session 2020/21. When there is more clarity around these areas, we will get the calendar sent out to you.

1. **Curricular / extra-curricular provision**

In certain practical subjects coronavirus presents increased challenges to traditional methods of delivery. More information will come to parents from the PE department about their approaches to delivering physical activity this session. Similarly, Music has been advised to limit the use of certain instruments alongside singing to further mitigate risk. Again, the Music department will work with their pupils on alternatives. Other practical subjects such as Science, Art, Home Economics, ICT, and Technical will concentrate on theory work initially and will reintroduce hands-on activity as and when appropriate.

We have been advised to keep S1 and S2 classes together as much as possible, as a result there will be no setting in S1/2 until we are advised accordingly.

We typically have a large and vibrant programme of extra-curricular activities that take place throughout the school year. At the moment, I have advised staff to consider alternative modes of delivery such as online clubs. Again, when it is safe to do so, I look forward to re-introducing our usual set of lunchtime and after school clubs.

I hope the above measures have provided you with the necessary reassurance that we have done all we can to ensure the safe return of your child to school. Inevitably, some of these new arrangements may change and adapt over the next few weeks and months, and we will continue to review our risk assessments in line with Scottish Government and Renfrewshire Council guidance.

Finally, I hope you enjoy the remaining days of the school holidays and I look forward to welcoming our pupils back to school next week.

Yours sincerely,



Lynne Hollywood

Head Teacher