**Linwood High School**

Stirling Drive,

Linwood

PA3 3NB

Tel: 0300 300 1333

 Children’s Services

**Head Teacher: Gillian Macartney**

6th August 2020

Dear Parent/Carer

**RETURN TO SCHOOL ARRANGEMENTS – August 2020**

I am delighted that we will be welcoming our pupils back to Linwood High School from

Wednesday 12th August.

I appreciate there will be many questions about the specific arrangements and what this return to school will look like for our pupils. I am hoping to address some of these in this communication, which will cover:

* Phased Return
* New S1 pupils
* Uniform and equipment
* Eating arrangements
* Hygiene measures
* Visitor access to the school
* SQA Results

**Phased Return**

Parents will have received information last week regarding the phased return of pupils.

**Wednesday 12th August we will be welcoming our S1 and S6 pupils.**

S6 pupils should report for 9.15am and enter through the main entrance.

New S1 pupils should attend for 9.30am and will be directed to the entrance at the street area where further information and class lists will be displayed.

**Thursday 13th August we will be welcoming our S4 and S5 pupils, along with S1 and S6.**

S5 pupils should report for 9.15am and S4 pupils 9.30am. Pupils should enter via the main entrance.

S1 and S6 pupils will report to period 1 classes which start at 8.50am and follow their school timetable.

**Friday 14th August we will be welcoming our S2 and S3, along with all other year groups.**

S3 pupils should report for 9.15am and S2 pupils 9.30am. They will be entering the building via the entrance door at the street area. All other pupils will attend at 8.50am and follow their timetable.

This staggered start will allow us to welcome cohorts of pupils back to school, go through health and safety measures and issue individual timetables.

**New S1 pupils**

I appreciate this is an anxious time for our new S1 pupils who may be unsure what to do on the first day. We will have everything in place to support them in their first days of school and they will be accompanied by support staff between, and during classes. This will help them to familiarise themselves with the school layout and their timetable.

On the first day, Wednesday 12th August, S1 pupils will be organised into practical sets outside the street area, here’s hoping for dry weather! They will then be accompanied to their classrooms where we can welcome them, reassure them, go through all the arrangements for health and safety and issue timetables. They will not need their PE kit on Wednesday. Pupils will follow their regular timetables after interval.

Pupils will be dismissed at 2.50pm as normal at the end of the day.

**Uniform and equipment**

It is expected that all young people will wear the full Linwood High uniform on their return to school. We are very proud of Linwood High School and our uniform as we believe it promotes a sense of equity and belonging to the school community.

Noted below is a reminder of what we expect our pupils to wear and we fully support Renfrewshire Council policy on school uniform.

* Black Blazer with school logo
* White shirt or blouse with school tie (light blue junior tie, dark blue senior)
* Smart black trousers or skirt
* Plain black jumper or cardigans
* Black footwear
* PE T-shirt (school logo)

Please note that denim jeans are not part of the school uniform and we do ask that pupils remove coats, scarves and hooded tops in class as they again are not part of the uniform.

School ties and PE T-shirts are available from the school office and school blazers are available direct from Schoolwear Made Easy website www.schoolwearmadeeay.com

Please contact the school to arrange purchase and if you have any issues obtaining school uniform.

**Equipment**

Pupils will require school bags to carry their own equipment. We will be trying to reduce the sharing of materials as much as possible. We will have a limited amount of stationery available for pupils, should they not have their own. I would recommend pupils bring a bottle of water to school as there will be **no water dispensers available to fill water bottles.**

Bottled water may be purchased at morning break and lunchtime.

**Eating arrangements**

Initially, school lunches will be a grab and go packed lunch. Hopefully, we will soon be able to resume our normal lunch service. Where possible, we recommend pupils bring a packed lunch, bottle of water and a snack. Please note there will be a limited food service at morning interval.

S1 pupils do not have permission to leave school grounds at lunchtime. Any other pupils who choose to do so must be mindful of the need for a face mask to be worn in local shops and observe physical distancing guidance.

**Any pupil leaving the school area will not be able to re-enter the school building until the necessary hygiene procedures are followed.**

Pupils entitled to free meals will be provided with a packed lunch every day. You can apply for free meals through https://bit.ly/3a34ZK9

We will be moving towards a cashless system and pupils will be reminded to top up their cards.

S1 pupils will be issued with their cards on their first day.

Seats in the social area will be of reduced capacity and pupils will be encouraged to be outside in the fresh air, which we know is the safest option. Outdoor areas will be zoned, S1-S3 will be directed to the area outside the street. S4-6 will be directed to the area outside the PE/Tech department. Alternative arrangements will be made in the case of poor weather.

**Hygiene measures**

Hand sanitising stations are fixed at all pupil entrances. Pupils will enter the school building via the following doors and will sanitise their hands upon entry and exit.

S1 – S3 through the door at the street area

S4 - S6 through the main pupil entrance

Pupils are reminded to wash hands as often as possible using warm water and soap, of which there is plenty. They may also use their own hand sanitiser throughout the school day. Pupils should also sanitise hands when exiting the building. Enhanced regular cleaning of hard surfaces throughout the school and toilets will take place during the day. Due to the necessity of movement between classrooms, young people will be expected to wipe down their desk/chair/surface when arriving and before leaving class for their own safety.

Young people are not required to wear face masks but may choose to if advised by a health professional. Any young person may choose to wear a face mask, which they will be required to bring with them.

Please note, staff may choose to wear face masks and will be maintaining a 2m physical distance as much as possible in classes and throughout the school. Staff and young people should not be within 2m of each other and pupils are asked to respect this distance. Pupils must also be mindful of respecting the space of other pupils.

Clear procedures are in place in the event of a pupil/member of staff showing symptoms of COVID 19 during the school day.

**Visitor access to the school**

As always, we seek to provide a welcoming environment for our parents however, following government guidance, I must insist that no unplanned visits take place. Please contact the school office in the first instance to arrange a visit. This will allow us to ensure adequate space is available for any meetings and surfaces can be cleaned between meetings. Visitors to the school will wait in the entrance ‘bubble’ until met by a member of staff.

Pupils being collected for appointments during the course of the day should be met by parents or carers at the front of the school building. At the moment, there are to be no mass gatherings and therefore information sessions for parents and parents’ nights will be planned following government guidance.

**Pupils travelling to school by car should be dropped off on Stirling Drive unless you have a specific arrangement with the school. I ask that all parents and carers adhere to this policy and do not enter and drop off in the school grounds.**

**SQA Results**

Our young people achieved some excellent results this session. This year due to the cancellation of the exam diet and alternative processes for certification, there will be an SQA appeals process. If your child didn’t get the SQA result they were expecting in a subject, please contact Mr McKenna to discuss.

No doubt on our return we will adapt and identify where improvements can still be made. Health and safety requirements and risk assessments will be regularly reviewed in line with government guidance. The main focus now is to settle your young person back into the school environment safely and productively, maximising class teaching time and supporting the wellbeing of our school community.

I look forward to welcoming our pupils back from 12th August and will keep pupils, parents and carers informed of any further developments as we get more information and guidance changes.

I hope this letter provides some information to get session 2020-21 started.

Yours sincerely

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Gillian Macartney

Head Teacher