

**Jacqueline MacDonald**  
Chief Education Officer

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Head Teacher: Rona Coughlan

Date: 6.08.20

Dear Families,

Further to my communication last week please find further details of our safe return to school. I can confirm that there we will run with an 8 class structure this year as follows; p1 - Ms Dryden, p2 - Miss Campbell, p3 - Mrs Reid and Mrs Brand, p4 - Mrs MacLean and Mrs Frame, p5 Mrs Wilson and Miss Strang, p6 - Mrs McKay, p7A - Miss Allison and p7B Miss Bulloch and Mr Fyfe. We have welcome Miss Strang and Miss Bulloch to our team and warmly welcome back Mrs Wilson and Mrs McLean who both return from maternity leave. I will communicate separately with p7 parents in regards to your child's class group.

In line with Government and Local Authority Guidance we continue to modify our risk assessments and review day to day procedures to ensure safety for all. Given that our boys and girls have not been in school since March it is vitally important that they have the opportunity to become familiar with the new procedures that we have put in place. They also need time and support with hygiene practices, new entry and exit points, break and lunch time arrangements and new routines. In order that all children and families are supported with orientation we will be doing an extended staggered start for the first 3 days of term (12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup>) so that there is sufficient time in between class drop off and collection for families to safely adhere to the required social distancing. As I communicated last week, the need for social distancing in regards to the 2 metre rule for children is no longer a requirement however, children must remain in their class groups at all times and will not be able to mix freely in the school or playground other than with their class group. This means that it is absolutely essential that families adhere to their allocated start and finish times in regards to the school day as best they can. I fully appreciate that a staggered drop off and pick up may pose some challenges for families however we must remember that we are still very much living in the 'Recovery Phase' where rules and recommendations still govern how we conduct ourselves socially on a day to day basis in order to keep everyone safe.

The health, safety and wellbeing of our children and staff continues to be our absolute priority and we continue to ask for your consideration, patience and support in the coming weeks. As you can imagine, there is a great deal of information to share and I am mindful not to overwhelm families. For

**Co-operation, Creativity, Honesty, Inclusion, Kindness, Respect**

this reason, I am only communicating the necessary information for next week and I will issue further information on Tuesday in regards to school life moving forward. Please note that there will be no Breakfast Club provision for the time-being and we will communicate when we are best placed to start this provision again. I also give notice that the staggered start and entry times will continue beyond next week for any necessary period but we will be over a shorter period of time - 8.50-2.50, 9-3, 9.10-3.10. There will be constant review of practice and procedure in order to ensure safety for all.

**Wednesday 12<sup>th</sup>, Thursday 13<sup>th</sup> & Friday 14<sup>th</sup> August 2020 ONLY**  
**IN LINE WITH GUIDANCE PLEASE NOTE THAT ONLY ONE ADULT IS**  
**PERMITTED TO ESCORT A CHILD OR FAMILY IN OUR PLAYGROUND.**

**TO SUPPORT SAFE ACCESS TO OUR SCHOOL ALL DOOR ENTRY POINTS WILL  
BE LABELLED.**

### **Primary 1 Pupils**

Children will arrive in school at **10am** and you are invited to enter via gate 1 (see map). They will be met in the playground by a staff member and will enter the school building via the main door. Parents are permitted to walk into the playground with their child but must adhere to the 2 metre social distancing from other adults at all times.

Primary 1 children will leave school at **2.30pm**. They will exit via the main front door and be escorted back to the playground they were dropped off in. A staff member will ensure that each P1 child is handed over to their parent/carer. Parents/carers are asked to wait in the playground and maintain a 2 metre distance from all other adults at all times.

We appreciate that the first day at school is normally a wonderful opportunity for a family photo shoot. Unfortunately, we cannot support that given current circumstances but will make every effort to take some photographs of your precious one over the first few days and get them out to you as timely as possible. We hope you understand the requirement not to have families in our playground for any longer than is necessary.

### **Primary 2 & 3 Pupils**

Pupils will arrive at school at **8.50am**. Primary 2 pupils will enter the school via the former p6/7 door. Primary 3 pupils will walk around and enter via the P3 door (door next to former p3/p4 playground).

P2 & P3 pupils will leave school at **2.50pm**. Staff members will dismiss classes and parents/carers should wait in the playground they dropped off at maintaining a 2 metre distance from all other adults.

### Primary 4 & 5 Pupils

Pupils will arrive at school at **9.15am**. Primary 4 will enter via p6/7 door. Primary 5 pupils will enter via p3/4 door.

P4 & P5 pupils will leave school at **3pm**. Staff members will dismiss classes and parents/carers are encouraged to meet their children at a pre-arranged space out with the school gates. If parents wish to collect their child directly from the playground we request that you stand in an appropriately socially distant spot from any other adult. Please discuss the pick-up plan with your child as we will ask them on their return.

### Primary 6 & 7 Pupils

Pupils will arrive at school at **9.30am** Primary 6 will enter via the p1/p2 door. P7A will enter via the gym hall door that they would normally enter in circumstances of wet interval and p7B will enter via the p6/7 door.

P6 & P7 pupils will leave school at **3.10pm**. Staff members will dismiss classes. Please discuss pick up arrangements with your child in advance of their first day.

### Summary

Stage	Daily time	Parent entry point	Entry/exit point (Labelled as former doors to support orientation)
P1	10-2.30	Gate 1 (soft play)	Front door (pick up by class teacher in side playground where the blossom tree is)
P2	9.15-2.50	Gate 2 (Nursery gate)	P6/7 door
P3	8.50-2.50	Gate 2 (Nursery gate)	P3/4 door
P4	9.15-3	Gate 1 (soft play)	P6/7 door
P5	9.15-3	Gate 2 (Nursery gate)	P3/4 door
P6	9.30-3.10	Gate 2 (Nursery gate)	P1/2 door
P7A	9.30-3.10	Either gate	Dinner hall door (opposite P3/4 door)
P7B	9.30-3.10	Either gate	P6/7 door

\* We have many siblings in our school and appreciate that staggered drop off and pick up times may be challenging. Can we please ask for your support for the first three days in order to help our children with learning their new routines? If you are unable to stick to your allocated times for families, then we ask that you drop your entire family at the latest drop time noted for the oldest family member and pick up the whole family at the earliest drop time. For example, if you have children in p2 and p6 then you

would drop both at 9.30 and pick up both at 2.50. If you wish to exercise the 'Family pick-up' please email the school office and register your intention. This will allow us to co-ordinate from the school side. The map below shows entry/exit doors and designated playground space.

Finally, the FAQs have been updated on the Schools and Early Years pages on East Dunbartonshire Council website which may be useful to you. I have also attached the most recently updated parent leaflet from the Local Authority for your information. **PLEASE NOTE THAT THE GUIDANCE SUGGESTS THAT CHILDREN BRING THEIR OWN PENS/PENCILS ETC. THERE IS NO NEED TO DO THIS AS WE WILL SUPPLY INDIVIDUAL PACKS TO ALL HOWEVER, CHILDREN ARE WELCOME TO BRING THEIR OWN TOO BUT WILL NOT BE PERMITTED TO SHARE.**

<https://www.eastdunbarton.gov.uk/residents/council-democracy/covid-19-school-update>

As always, if you have any questions please do not hesitate to contact me directly. Thanking you in advance for your support.

Very best wishes,

**Rona Coughlan**

Head Teacher

And all the Team at LPS!

