

DUNEDIN SCHOOL

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12 March 2021

Returning to School – Our Hygiene Protocols

Dear Parents and Carers

Following recent government announcements, we have reviewed our hygiene protocols and carried out further risk assessment in order that we can ensure our school environment is as safe as possible for pupils returning to school next week.

We have summarised below the measures we have put in place. Please read through them and discuss them with your child before they return to school next week.

With a small number of exceptions (for example, the need for 2m distancing between young people in secondary school) all aspects of the existing guidance continue to apply while the school is open.

Handwashing

- Frequent handwashing is a vital component of reducing the risk of infection. Staff will remind all pupils to wash their hands when they come in to school and just before they leave, as well as before and after eating and after using the toilet
- In addition, hand sanitisers will be available at the main entrance and in all teaching rooms for use by staff and pupils throughout the day and when they change rooms

Cleaning

- All staff will have responsibility for cleaning equipment and designated areas of the school throughout the day, using the methods and cleaning products advised in the Scottish Government guidance
- We have also increased the frequency of the regular whole-school cleaning schedule carried out by our contracted cleaning company

Equipment and Storage of Personal Belongings

- Each of our pupils will continue to have their own plastic storage box in which to keep all personal items, work books etc
- Equipment and resources will **not** be shared between pupils if possible. If resources need to be shared, cleaning protocols will be followed to ensure that this is done safely e.g. papers placed in a poly pocket and wiped down with disinfectant/antibacterial spray
- We will provide each pupil with stationery (including pencils, pens, erasers, sharpeners, calculator, notepad etc) which they will not have to share with anyone else. This can be stored securely, at the end of each day, in their storage box
- Each pupil has been assigned a laptop to be stored in school at the end of the day or taken home for home learning.
- Each pupil will have dedicated text books which can be stored in their box or taken home
- Pupils will be able to bring in their mobile phones as usual, as long as they are able to keep these about their person, and they **do not** come into contact with any surface in the school. Pupils should wash hands or sanitise after touching their mobile phone

- For the time being, we must ask all pupils to hang coats and jackets on the back of their chairs, rather than on the pegs in the cloakroom area. All chairs will be cleaned between classes
- Alternatively, pupils might want to store jackets in their personal storage box to keep them safe

Lunch and Snacks

- For the time being, we must ask that pupils bring in their own eating and drinking utensils so we can avoid sharing cutlery etc from the school kitchen
- Unfortunately, we must also avoid shared use of kitchen facilities, so neither staff nor pupils will be able to store food in the fridge, or use the microwave or kettle. We recommend pupils use lunch boxes with a cool storage if perishable/high risk foods are being brought into school. Please get in touch if you would like help with, or advice on this. Pupils will need to bring all cutlery, crockery etc home to be washed
- We are asking *all* staff and pupils to avoid Cameron Toll Shopping Centre during break and lunchtimes for the time being. This means that all staff and pupils must bring in their own snacks and a packed lunch. We know this will be a great inconvenience for some, so please let us know if this will be difficult for you and if we can help in any way

Physical Distancing

- A strict 2m distancing should be observed currently between all secondary-aged pupils, in addition to continuing to be in place for staff
- In classrooms, desks will be arranged so that pupils sit side-by-side and not facing each other
- Hugs and handshakes have to be discouraged!
- Unfortunately, until further notice, we cannot welcome our parents into school as we normally would. Current advice states that adults other than teaching or regular staff should not enter the school building unless absolutely required to do so.
- If you need to talk to us please phone or email Rosie in the main office or contact your child's tutor in the first instance
- If you need to come into the school grounds, please wear a face covering and maintain a 2m distance from staff and pupils at all times
- Parents/carers should avoid contact with other parents, children and young people at the school gates and should maintain distancing of 2m when dropping off and picking up children

Face Masks

- Face coverings should now be worn at **all times** by staff and young people in secondary schools; including S1-S3 learners (not just the senior phase) in classrooms, in communal areas and when moving about the school.
- Face masks can be removed when eating or outside of the school
- We recognise that some individuals are exempt from wearing face coverings.
- We will provide disposable face masks if pupils and staff do not have their own
- After use, disposable face masks will be put in a bin
- All pupils and staff will be reminded to wash their hands after disposing of face masks
- If staff and pupils bring in their own re-useable face masks, we will ask them to store their masks safely and hygienically in a plastic bag when they are not being worn. We will provide bags for this purpose and pupils do not need to worry about taking these to school
- Reusable face masks can be taken home to be washed in the bags provided

Ventilation

- For reopening in March, a greater emphasis is being placed on ventilation, by keeping windows open as much as possible, and doors open when feasible and safe to do so to improve and ensure good indoor ventilation
- Pupils should wear warm clothing, and additional layers of clothing can be stored in their boxes

Testing for Senior Pupils and Staff

- Senior pupils and staff who have consented to asymptomatic testing will carry out a test twice weekly at home and log the result online at www.gov.uk/report-covid19-result
- Lateral Flow Devices (LFDs) tests will be provided by the school and instructions for use are provided with the kits
- If a pupil or member of staff receives a positive result they must report the result online as above, self-isolate and book a confirmatory PCR test. They should also inform the school to support contact tracing activities
- Test and Protect and/or the school will contact staff members and pupils who were in close contact with a positive case to inform them that they need to self-isolate
- A negative LFD result must not be taken as leave to relax or ignore physical distancing or other measures intended to reduce transmission

Be Alert to Symptoms

- If staff or pupils have symptoms, they must self-isolate (along with their households) and book a PCR test via the NHS Coronavirus service
- A parent should inform the school office as soon as possible and the child should not attend school

Please keep in touch with us. If you have questions about what we are doing then we can talk through any of your questions or concerns. If we work together, these continuing restrictions, rules and regulations, as unwelcome as they are, will hopefully feel less daunting for all of us.

Kind regards

Staff at Dunedin School