



Bannerman High School

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Baillieston
Glasgow G69 7NS
Phone 0141 582 0020
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Head Teacher

Ms Seonaidh Black
MA (Hons)

Our Ref: SB/LH

Your Ref:

Date:

Dear Parent/Carer

We are very much looking forward to welcoming your child back to Bannerman High School on 12th August 2020.

This letter gives you information about the new arrangements and expectations that we have introduced to ensure a safe return for everyone. These arrangements are temporary while COVID 19 restrictions are in place.

Please take time to read through this letter so that you and your child are clear about the changes we have had to make. It is important that everyone follows these new arrangements.

First Day of term: Wednesday 12th August only

In order to make sure that all pupils are clear about our new rules and expectations, we will be having two induction sessions on Wednesday 12th August. This means that **for this day only** your child will be in school for a half day.

The half day sessions are:

BGE: S1, S2, S3: 9.00am – 11.30am.

Senior Phase: S4,S5,S6: 12.30 – 3.00pm

Your child should assemble in their allocated playground. (page 2)

A limited lunch service will be available for young people with free school meals at 11.30am (BGE) and 12.20pm (Senior Phase)

Thursday 13th August onwards
All pupils attend full time.

Timing of the school day

We have changed the timings of the school day slightly to keep different year groups apart and avoid crowding in corridors, stairwells and social areas.

Please make sure your child knows these new timings and arrives at school only at these times. This is especially important for Senior Phase pupils who should only arrive at the time indicated.

Pupils in S1, S2 and S3

Start time: 8.45am
Lunch: 12.30 – 1.15pm
Finish time: Monday and Tuesday 3.40pm
Wednesday – Friday 2.50pm

Pupils in Senior Phase (S4, S5, S6)

Start time: 8.55am
Lunch: 12.35 – 1.20pm
Finish time: Monday and Tuesday 3.55pm
Wednesday – Friday 2.55pm

Arriving at School

We want to make sure that school feels safe for all young people and that everyone can move around the school safely. To do this we have put in place the following measures. Please ensure that your child understands these before coming to school and is able to follow them.

There are different entrances and exits for different year groups, as follows:

S1 and **S4** pupils should enter by the back gates in Old Wood Road or the gate beside Ladyhill Drive. They should assemble in the playground behind Modern Languages. This is their allocated playground and is the only outdoor space they should use.

S2 and **S6** pupils should enter by the main gates on Glasgow Road and enter school through the gates at front of the school (as they did in previously) and assemble in the internal playgrounds. This is their allocated playground and the only outdoor space they should use.

S3 and **S5** pupils should enter by the gates on Huntingtower Road. They should assemble in the playground behind Music and Drama. This is their allocated playground and the only outdoor space they should use.

We encourage active travel (walking or cycling) to school. If your child is using school or public transport then some additional safety and hygiene practices are in place and will be shared in a separate letter. If your child needs a lift to school, then please drop them off at their new entry points or at a reasonable, safe distance from school to avoid congestion. Do not drive into the school car park.

Keeping Everyone Safe

It is essential that all members of the school community take personal responsibility for keeping themselves and others safe.

Your child must not come to school if they display any symptoms of COVID 19:

The most common symptoms are:

- new continuous cough
- fever/high temperature
- loss of, or change in, sense of smell or taste (anosmia).

If your child develops symptoms during the day we will ask you to collect them immediately. They should only be collected by a member of their household.

Hand Hygiene

Hand hygiene is a key feature of keeping everyone safe and suppressing the virus. Hand sanitisers are available throughout the school and at all entry and exit points. Hand washing facilities are also available in the toilets and some classrooms (Science, Technical, Art, Home Economics). Young people must wash or sanitise their hands:

- On entry to the building
- When moving to a new location
- After eating
- On leaving the building

Physical Distancing

The guidance on reopening schools states that while there is no requirement for young people to maintain a physical distance, it is still encouraged, especially for young people in the senior phase (S4 – S6). Please reinforce with your child the importance of maintaining physical distance wherever possible, especially in social situations.

Adults in schools must maintain a 2metre physical distance from each other and from young people. This means maintaining a 2 metre from all adults in the school. This includes in corridors, classrooms, outdoors spaces and the fuelzone. Please ensure that your child understands the importance of this and is able to follow all instructions regarding physical distancing.

Lunchtime

Your child is encouraged to stay on the school premises for lunch. For young people with Free Meal Entitlement (FME) the FuelZone will be operating a grab and go service of bagged meals with a hot, cold and vegetarian option. The Fuelzone is moving to a cashless system and we hope to have more information to you about how this will work over coming days. In the meantime, packed lunches from home may be required for young people not in receipt of FME.

If your child does leave school for lunch, then they must ensure that they behave responsibly in the local community and follow all the safety guidelines currently in place, including the use of facemasks in shops and physical distancing.

Uniform

School uniform should be worn at all times.

Changing rooms for PE can now be used. Pupils should change into PE kit in school. We had introduced PE Hoodies as an item of clothing in our earlier planning. If you have already purchased this, your child can still wear this to school as part of their uniform.

Corridors and classrooms

- There is a one way system in place which **must** be followed.
- Pupils should keep apart as much as possible in corridors and a 2 metre distance with adults must be maintained.
- Some corridors and stairs are now restricted for the use of particular year groups.
- Pupils will be asked to use outside routes to classrooms and staff will be supervising these new routes.

Please reinforce with your child that these measures are being introduced to keep everyone safe and stress that they must follow all directions given.

S1 and S2 will be in one classroom for all their learning for the first few weeks of term.

Other year groups will continue to move to different classrooms for different subjects.

We will no longer have our S6 study room and S6 will sign out of school during private study periods.

Equipment

It is essential that your child brings all the equipment they need for school every day. This includes stationery items (pencil, pen, rubber, sharpener, ruler, and highlighters), any books, folders or jotter, PE kit and a calculator for Maths (their teacher will tell them if this is needed). We have a supply of these items for any young person who needs them, but we can no longer routinely give these out daily. Please help us and your child by ensuring they have all equipment every day.

Visiting the School

Adults (including parents and carers) will no longer be able to access the school office without a pre-arranged appointment. Please do not come to the school to drop off items or money as these cannot be accepted. If you need to contact someone in school, please call 0141 582 0020 or email and we will be happy to help.

If we need you to come to collect your child, we will call you.

We will be working with the Parent Council and our families over the next few weeks to plan how we can maintain links with parents and carers during these restrictions.

I know there is a lot of information here to take in and some of these new measures will feel strange to your child. They are necessary to ensure that the school can open safely and that we can continue to support your child to learn and grow.

The information in this letter will be available on our school website along with our Risk Assessment. Your child will also be fully briefed on all arrangements and receive their timetables and additional guidance about moving around the school during their induction session. In the meantime, if you have any questions or concerns about your child's return to school, please contact the school office or your child's Pastoral Care Teacher.

Yours sincerely

Seonaidh Black

Yours sincerely

A handwritten signature in grey ink that reads "S Black". The signature is written in a cursive style with a large, stylized 'S' at the beginning.

Ms S Black
Head Teacher