

**Welcome back to School - August 2020**  
**Information Booklet**



**Milton Primary School**  
**01555 894282**  
**office@milton-pri.s-lanark.sch.uk**

**Motto** - Learn from the past, plan for the future, focus on today  
(Never has our motto been truer!!)



At the heart  
of Milton is...

Hard Work  
Enthusiasm  
Achievement  
Respect  
Team Work

Dear Parents/Carers and pupils,

Throughout this booklet I have tried to incorporate all the information we **currently have** and anything which has arisen from our SurveyMonkey poll. I'm sure you will appreciate that there are many challenges and changes which have impacted on various aspects of Education across the country and as new information and guidance is shared by Scottish Government this can often change plans which have been put in place. This booklet contains our model as of 2/8/20. Any additional changes or any amendments will be posted on our website and twitter feed – please keep a check on this in the coming weeks and months.

I am eager to share what we have in place moving forward and feel confident in the safety measures in place for all your children and our staff as we come back together in August. Our 'Recovery Phase' model will work towards ensuring quality learning and teaching to all learners, balancing our efforts to address lost learning and social and emotional needs of all as we welcome our pupils and staff back to full time education.

We will continue to work closely with our colleagues in South Lanarkshire, NHS, Education Resources and take further guidance from professional bodies as well as local and national Government plans. The plans we have in place especially with regard to drop off and collection will be reviewed and adapted as necessary.

I am very much looking forward to welcoming your children back in August – they have been missed very much!

Yours sincerely,  
L. James



### **Reopening Plans and Key Dates**

- Tuesday 11<sup>th</sup> August – INSET day for all staff.
- Wednesday 12<sup>th</sup> August – Primary 1 pupils only. More information for Primary 1 families can be found in the following section.
- Thursday 13<sup>th</sup> August – Primary 1-3 pupils only.
- Friday 14<sup>th</sup> – Primary 4-7 pupils only.
- Monday 17<sup>th</sup> August – all pupils, full time. Please refer to entry system, and collection information sections.
- The classes remain single stream sets across the whole school. There have been changes in staffing which will be outlined in the staffing section.

### **Primary 1 Information for First Week**

- Primary 1 – Wednesday 12<sup>th</sup> August. Pupils will enter the school via the front office entrance where they will be greeted by staff. As per South Lanarkshire's directive, **no parents will be able to enter the school building**. We will ensure there are lots of memorable photos taken on the day to document your child's

first day in Milton. Pupils can arrive anytime between 9.00-9.30 on the first day and can be picked up at 2.00. They will leave by their own school classroom door into the playground and Mrs Bryceland will dismiss the children from her classroom door.

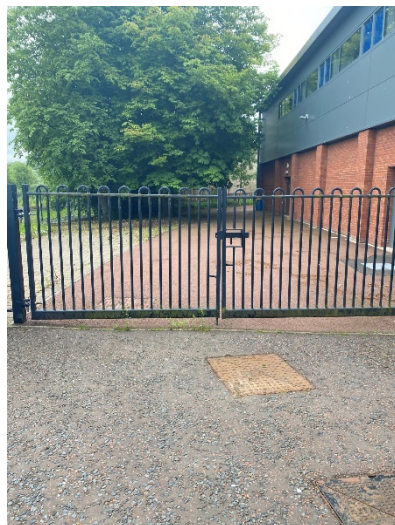
- Thursday 13<sup>th</sup> – Primary 1 children will have been shown on their first day which entrance to come into the school on this day - please refer to our entry/exit system section. Your children will be dismissed at 2.50.
- On the week beginning 17<sup>th</sup> August – all children will attend full time following the entry/exit system in place.

### **Entry System- Morning Drop Off**

- There will a 15 minute flexible window from 8.45-9.00 for children to be dropped off at school. **At present no child will be able to be in the school prior to 8.45.**
- Primary 1,2 and 3 pupils will enter the playground via the normal gate then proceed to the café door and enter the café until collected by their teacher.



- Primary 4, 5,6 and 7 will go through the double gates nearest the stair entrance from Strathaven Road and will proceed into the main hall via the side doors until collected by their teacher.



### **Exit System – Staggered finish from 2.50 – 3.00**

- Primary 1,2,3 (and any siblings) will start to exit the building at 2.50. However, if no-one is present to collect the children or there are other arrangements in place, they will leave at 3.00 as normal. We would ask the parents/carers who are picking children up from Primary 1,2,3 to come into the playground and be mindful of social distancing procedures at all times. As soon as you have your child/children **we must respectfully ask that you leave the premises in order for us to safely manage the dismissal of other pupils and help maintain the traffic flow in the car park.**





- Primary 1, 2 will exit via their classroom door or library door.



- Primary 3 will exit via the corridor entrance door.



- Primary 4,5,6,7 will exit at 3.00 and again we would ask that parents/carers enter the playground when it is clear to collect their child/children. If you are picking up at 3.00 – please do not enter the playground until the pupils and parents being collected at 2.50 have left. These classes will also exit through the two corridor doors.
- All staff will direct pupils in their charge to their parent/carer if someone is present to collect them. If your child has been told to make their own way home, they will leave in the normal way.
- If you are collecting children and you have younger children with you, please do not allow your child to use the play equipment.

### **Making Contact with Staff Members**

- We are limiting the number to face-to-face meetings but as always, we wish to continue the excellent partnership we have with all our Milton families. Should you wish to speak to a member of staff please either phone the school on 01555 894282 and leave a message (if outwith school hours) or email the school office at [office@milton-pri.s-lanark.sch.uk](mailto:office@milton-pri.s-lanark.sch.uk).
- Where face-to-face meetings are required these will need to be scheduled in advance and will be hosted in a socially distanced area of the school.
- We realise that at times a quick message to the office in the morning is a great way to pass on information but in light of the current landscape we again ask that **any** information no matter how brief is passed via phone or email – this includes any information that needs to be passed on to a child or their teacher.

## **Attendance**

- In our approach to raising attainment and achievement it is recognised that attendance at school is something that should be continuously encouraged – even in these uncertain and strange times. Should your child be unable to attend, **the school must be notified**. It takes a lot of valuable time in the morning to phone any families who have not alerted the school to any absences and we will need staff members who would normally be in the office to fulfil other roles first thing in the morning.
- **Please ensure all emergency contacts are kept up to date**. This is vital as we move forward with application of Test and Protect in the school environment.

## **Uniform**

- We aim to try and maintain our sense of school community by wearing school **full school uniform when your child is in the building**. Our school uniform – which can be found on our website and handbook is as follows;  
Jumper, cardigan or sweatshirt – red  
Trousers/Skirts/Pinafore – black or grey (please note the tartan pinafore is not part of our school uniform)  
Blouse, shirt or polo shirt – white  
School ties and fleece/rain jackets are also available.
- Uniforms can be ordered in the first instance using Parentpay via the school website (as this is the Council's preferred method of payment). Alternatively contact the school office <http://www.milton-pri.s-lanark.sch.uk/>
- School clothing grants available – please visit [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) to access information about the clothing grant scheme.
- Our uniform is also stocked in ALJ Industrial - 18 Bloomgate, Lanark ML11 9ET
- The pre-loved rail is still in our entry bubble. All items of clothing have been washed are available for any family – a message to the office would allow us to pop any items in your child's bag.
- PE – we will be utilising outdoor learning for much of our PE time. Class teachers will communicate which day your child will take part in PE. **Only on this day**, we would advise that your child comes to school dressed in appropriate clothing which would mean they would be ready to take part in outdoor activities – we would suggest joggers, leggings, waterproof jacket or zipper and appropriate footwear for outdoor activities. Please note that jewellery should be removed before PE sessions.
- Children are still asked to bring a set of indoor shoes which can be left in their individual tray.

## **Face Coverings**

- There is no requirement for children to wear face coverings or to socially distance. However, should your child prefer to wear a face covering this is allowed and very much a personal decision.
- Staff will have to socially distance from other staff members and risk assessments are in place for this.

- A 2 metre distance between adults and children who are not from the same household should be maintained, however, where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (15minutes or more) a face covering will be worn by the adult.

### **Stationary/Resources**

- At this time, all physical resources including pencils, rulers, rubbers, sharpeners etc will be provided for each individual, therefore, we would ask that **no other resources** be brought from home.
- Each child will have their own designated tray and will have all the equipment they require as there will currently be no sharing of resources across pupils.



- At present the water fountains are switched off, however, as always your child will be able to bring a filled bottle of **water** with them.

### **Cloakrooms/School Bags**

- Children will not currently be using their designated cloakrooms. All jackets will be placed on the child's chair and shoes will be under their designated table.
- School bags can be brought to school if desired but as equipment will initially be provided there is no necessity to bring a bag. Any bags will be kept on the floor under desks. Any snacks, water bottle etc will be placed into the individual tray allocated to your child.

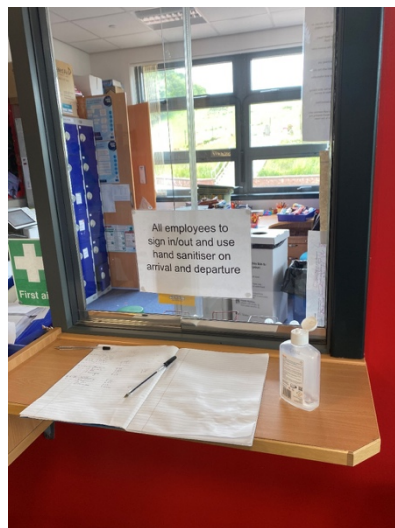
### **Cleaning Arrangements**

- There is an increased cleaning regime in place and additional cleaning throughout the day to ensure flashpoints such as door handles, bannisters and high traffic areas are sanitized.
- There will be a daily clean using electrostatic spray which provides a coating to all surfaces.
- Staff have been issued with anti-bacterial wipes which will be used to clean any IT equipment and used where necessary.
- Lidded bins will be provided in every classroom for the disposal of tissues



- **Risk Assessment/Handwashing**

- Risk Assessments have been carried out in order to ensure social distancing measures are in place and we adhere to our Safe Systems of Work in order to keep all pupils and staff safe.
- There is a sanitizing station at the front door – all staff, visitors and contractors will be asked to use the hand sanitizer provided.
- Increased hand washing opportunities will be built in to the school day for all classes.



- **Lunch Arrangements/ Breakfast Club**

- Breakfast club is currently suspended.
- Lunches will be eaten in the café and will be slightly staggered to accommodate all classes. Packed lunches will also be eaten in the café but can be eaten outside if the weather allows.
- Packed lunches from home are still okay to be brought to school. Please label this with your child's name. Any children who go home at lunch must enter via the school office entrance and sanitize their hands before then going to their designated playground.



## **Playground**

- The playground will be utilized for outdoor learning and classes will have staggered breaks in order to ensure time to play in a safe way.
- We will continue to ensure hand washing before and after breaks.

## **Signage**

- There is clear signage in all areas of the school to highlight the number of adult personnel allowed in at any one time, handwashing prompts and hygiene reminders.
- There is a clearly marked one way system in place – all pupils and adults will **keep left** as they walk around the school.

## **Contingency Planning - Blended Learning**

- Contingency planning for a blended learning approach will take the form of a mix between face-to-face learning and remote support for home. Parents are not expected to take on the role of the teacher at home – tasks set will be age and stage appropriate. More information around this blended approach will be shared if/when required.
- Homework will not initially be set, our priority will be to look at the individual curriculum for all learners and emotional health and wellbeing. We will be looking at establishing a staff/pupil/parent working group around homework in the coming months.

## **Toilets**

- As always, children will be able to visit the toilet throughout the day as well as during break and lunchtimes– no child will be refused this. They will be reminded about hand hygiene and there are prompt posters in all toilet areas as well as free sanitary provision where required.

## **Clubs**

- There will be no afterschool/lunchtime clubs for the time being. We will keep you posted when we are able to safely provide these once more.
- We will share information about music tuition when we receive this.

## **Transport**

- As there is no need to socially distance, all transport to and from school will continue as normal. Parents who require transport will be contacted directly by the transport provider.

## **First Aid**

- There will be no ice packs used for the foreseeable future in order to eliminate any potential spreading of germs.
- Staff administering any medication or medical assistance have appropriate PPE in place.
- It may be necessary (as our protocol has always been) to contact parents if any injury requires further investigation e.g. head bumps.

**\* Should any child present with COVID like symptoms, there is a designated, ventilated area in the school where the child will be isolated until a parent arrives to pick them up. \***

## **Classes/Staffing 2020/2021**

- As always, we share this information prior to the Summer holidays and advise that there are often changes. We are delighted that Miss Dickson has secured a full time contract in another authority during the holidays but sad she will be leaving Milton. Mrs Fox will also be taking a career break but we look forward to welcoming her back in the new year. We are delighted to be able to welcome back Miss Naismith to cover these vacancies. As we do not have to implement social distancing measures within classes, our classes have changes slightly as we no longer require an additional Primary 2 class.

Head Teacher	Mrs L James
Principal Teachers	Mrs G Prentice/Mrs Buntin
Primary 1	Mrs Bryceland
Primary 2	Miss McWee + Mrs Black (Monday and Tuesday)
Primary 3	Mrs Cherry
Primary 4	Miss Weir
Primary 5	Mrs Munogee
Primary 6	Mrs Kerr
Primary 7	Mrs Buntin + Miss Naismith (Tues and Friday afternoon)
Janitor	Mr R Mitchell
Team Leader	Mrs G Smith
Support Staff	Mrs J Struthers, Mrs J Hefford, Mrs T Roarty (Mon-Wed), Mrs J Mitchell

## **Primary 1 – Mrs Bryceland**

I am really looking forward to welcoming you to Milton Primary school and into P1 for your first time in school. When you come into your classroom it will be through the P1 classroom door. You will have a desk with your name on it and you will put your coat on your chair and change your shoes into indoor shoes.

On your desk you will have your own tray with your name on it, in it will be everything you need for P1 like a pencil, rubber, etc. It will be a little bit different to nursery but you will get to do lots of fun things to do in P1 which you will enjoy. Every day we will take your order for lunch whether it is a school lunch, packed lunch or home lunch and we will have a snack at playtime so that we aren't hungry.

All the work for your child will be in the tray on their desk so they will have everything they need. At the end of the day we will get ourselves ready to leave and the teacher will direct us to our parent/carer waiting in the playground. We will be leaving by our own classroom door into the playground where our parents are observing social distancing.

I look forward to seeing you all soon,  
Mrs Bryceland



## **Primary 2 (Miss McWee) and Mrs Black**

Hello to all the new Primary 2 boys and girls! My name is Miss McWee and I am very excited to be your new Class Teacher! I can't wait to meet you all and get to know you when you come back to school in August. Together we will learn lots of new things and have a fantastic year in Primary 2.

When you come into school in August, everyone will have their own table and chair. You will also have a tray with your name on it, filled with all the things you will need throughout the day.

I am looking forward to hearing about what you have been doing since you were last in school.

See you all soon,



Miss McWee

and Mrs Black



### **Primary 3 (Mrs Cherry) – no longer required to use library area**

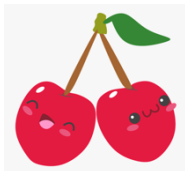
I am very excited to be your Class Teacher next session! I know I have a lot to learn about you all and cannot wait to see you back in Milton after the holidays. The school day will run a bit different than you remember, however we will work together to figure out what works best for us in class.

I will be here on your first day to welcome you to your new classroom. You will have your own seat and table with a tray of things for you to use in our activities. This will be just for you and have your name on it. I will show you where to put your jacket and then I will help organise our lunches.

We will start the day by having a talk about all the time we have all been apart and share any news that we may want to and I am sure I will have an exciting story to read in the morning too. I love to read books to my class!

See you all soon,

Mrs Cherry



### **Primary 4 Miss Weir**

I am so looking forward to being your teacher this year. I have heard lots of wonderful things about you and I am excited for the year ahead.

I will be there on the first day to welcome you and bring you up the stairs to room 6. Your seat will be ready for you with your name tag and your very own special tray, which has everything you need for the day ahead. I will help you take your lunch order and we will start the day with 'Getting to know you' activities which will be lots of fun. I love hearing all about your hobbies and interests and what areas you like to learn. I will explain all you need to know about your new routine and how your learning will take place in Primary 4. Throughout the week will be able to use a combination of classwork, outdoor learning and Google Classroom.

It will be amazing to be back at Milton and have you as my new class. I hope you have a lovely summer and I look forward to seeing you soon.

Miss Weir





## **Primary 5 – Mrs Munogee**

Hi Primary 5, I am looking forward to meeting you all and introducing you into your new class. I have taught some of you before and I will have some new faces so I look forward to getting to know you. I hope you are as excited as I am about coming back to school and getting into your new class to learn and have fun!

Your first day back might be a little different to our normal daily routines in school but please don't worry as it is new for all of us, we will work together. There will be labelled chairs and trays and you will find everything you need in your own personal tray to enjoy your learning. Don't worry about lunches, I will order these for you first thing in the morning. In our first few days back we will be getting to know each other and will be familiarising ourselves with new routines which will help us get settled in.

I love an active style of teaching and our class in Primary 5 will be very creative and fun! We will be learning lots of new skills and will work as a team. There will be lots of learning outdoors, through active games, and we will also continue to learn through Google Classroom. I can't wait to see you all in August and welcome you into Primary 5!

Mrs Munogee



## **Primary 6 Mrs Kerr – no longer required to use ICT area**

Hi Primary 6, I hope you are all safe and well! I am looking forward to seeing you all again in August. Although I know most of you through chats around the school and committee groups, you are one of the few classes in the school that I have never taught before, so I am excited to get to know you all better!

Your first day back might be a little different to what would normally expect and you might be a little nervous. Please don't worry about this! It will be my first day back in school in over a year, so I will know how you are feeling. This will be new for us all but I know that by working together we will make the best of it!

On our first day, you will see you tray on your desk with your name – it will have everything you need to help your learning. There will be no need to self-select your lunch in the morning I will record your options for you. All of these changes are to help keep us all safe and healthy.

When we first get back, we will spend time familiarising ourselves with the new routines and easing back into life at school. We will learn lots of new things this year - including me I need to get to grips with Google classroom! Enjoy the summer holidays - have fun and stay safe! I can't wait to see you all back at Milton in August.



Mrs Kerr

## **Primary 7 Mrs Buntten**

Hi Primary 7,

I can't wait to begin working with you in August. Although I know most of you, I've never actually had the pleasure of being your teacher, so I am looking forward to getting to know you all better.

We'll be working together in Room 9 with lots of learning and fun. You will be given everything that you need for school, including pencils, rubbers, rulers and sharpeners so you do not need to bring any of these. You will also have your own tray to keep all of your things together.

On your first day back, I will go over everything you need to know about being in Primary 7, class routines and about being back in school. We will also have a question and answer session so that you can ask me all the questions you may have about primary 7 such as being House/Vice Captains, Radio Raindrop etc. It's an extremely busy but fun-filled year and I know that you are all going to be amazing role models for the younger pupils.

I hope that you all have a terrific summer holiday and I'll be ready to welcome you to Primary 7 in August. I can't wait! 😊

Mrs Buntten



I hope you have found the information helpful. We will keep you informed of any changes as and when they happen. Should you have any questions, I would ask in the first instance you email our school office at [office@milton-pri.s-lanark.sch.uk](mailto:office@milton-pri.s-lanark.sch.uk)

Thank you for your continued support during what has been a completely new way of working for us all.

L. James

***“All things are difficult before they are easy.”***

*- Thomas Fuller*

