

Return to School  
Monday 16<sup>th</sup> August 2021  
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,

We are very much looking forward to getting back to 'normal' service in our daily routine. The information provided in this booklet is taken from the previous information provide in August 2020 and updated in March 2021. We are hopeful that the mitigations still in place will be able to be reduced further in a short time frame. We await further guidance from South Lanarkshire Council and Scottish Government and will share this in due course.

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 9/8/21. 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 confident in the safety measures in place for all your children and our staff as all classes now return to a face-to-face teaching environment. Many of these measures are already very familiar to your children and will aid with the smooth transition back into the school environment after the Summer break. If you require to come into the school building for any purpose, please continue to wear a face covering at this time unless you are medically exempt from this.

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 next week– they have been missed very much!

Yours sincerely,  
L. James



## Updated sections in red from changes made 12/8/21

### Entry System- Morning Drop Off

\* *Breakfast Club runs every day from 8.15-8.45. This is currently booked via our school website using a Google Form.*

- There will a **30-minute flexible window from 8.30-9.00** for children to be dropped off at school. **At present no child will be able to be in the school prior to 8.30.**
- Primary 1, 2 and 3 pupils will enter the playground via the normal gate and will be able to play in the playground in their designated pods – pod 1 for Primary 1, pod for Primary 2 and pod 3 for Primary 3.
  - **Update from 12/8/21 – pods will no longer be required, all children can enter the school front playground from 8.30 using the front gate. There will be supervision in the playground from this time**



- At the 9.00 bell the Primary 1 children will line up outside their door, Primary 3 outside the library door and Primary 2 outside the corridor door – each class will be collected by their teacher.
- **Primary 4 will line up beside primary 3, Primary 5,6 and 7 will line up after the library door entrance.**

- P4-7 pupils will enter via the double gates nearest the stair entrance from Strathaven Road and will proceed into the main hall via the side doors until collected by a teacher. There will be a member of staff supervising in the hall at this time. **Please see update change below.**
- **No longer required as pods no longer needed – all Primary 4-7 children will enter the playground via the front gate. The gates will be open from 8.30. Any breakfast club pupils will enter via the front buzzer entrance from 8.15**



### **Exit System – 3.00 for all learners**

- All classes will exit the school building at 3.00. We ask that families please promptly pick up your child/children and exit the premises in order to maintain the safe flow within the car park.
- Any children who are on school transport will leave via the main entrance.
- As social distancing rules have been updated, the front playground gates will no longer be open for parents/carers to come in and wait in the playground for their children. Children will exit the gates and meet parents/carers in the school grounds outwith the playground.



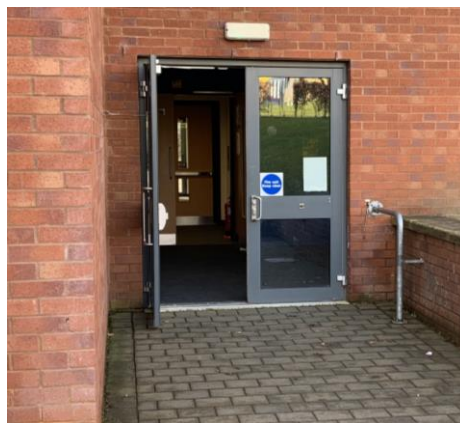
- Primary 1, 2 will exit via their classroom door or library door. Primary 3-7 will exit via the normal exits into the front playground.



- Primary 3, 5 and 7 pupils will exit via the corridor door nearest the cafe.



- Primary 4 and 6 pupils will exit via the corridor door nearest the wall in playground.



- Infant 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.

### **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 out with 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.
- 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 which 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  
Blouse, shirt or polo shirt – white  
School ties and fleece/rain jackets are also available.  
On PE days only – joggers or leggings can be worn but should be accompanied by the school jumpers/cardigan/polo shirt etc.
- Windows and doors will be open in order to increase fresh air and maintain appropriate ventilation in all classes. We suggest another jumper; cardigan or fleece can be brought to school for an extra layer. Where possible we would ask these additional items are plain coloured with minimal logos/advertising and as per SLC guidelines no football attire.
- School clothing grants available – please visit [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) to access information about the clothing grant scheme.
- The pre-loved rail is still in our entry bubble. All items of clothing have been washed and 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 continue to 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 – new guidance has reduced the distance from 2 metres to 1 metre.
- At present 1 metre distance between adults and children who are not from the same household should be maintained, however, where adults cannot keep 1m distance and are interacting face-to-face for a sustained period (15 minutes or more) a face covering will be worn by the adult.
- Children travelling on school transport no longer require to wear a face covering unless they wish to do so.

## **Classes/Stationery/Resources**

- Stationery is provided by the school but families are now able to provide their own materials and resources should they wish. A school bag can be brought to school with snack, lunch, change of clothes etc if you wish but all stationary items will be provided by the school.
- Each child will have their own designated tray and will have all the equipment they require.



## **Water Fountains**

- We anticipate our water fountains will be operational again but would ask for the first week pupils continue to bring water from home and an additional bottle if



required. Mr Mitchell will be checking all water fountains to ensure maintenance and cleaning as they have been switched off for quite some time,

- Please remember only plain water should be brought to school as per our healthy school position statement.
- **Water fountains will be fully operational in the second week back – week beginning 23/8/21.**

### Cleaning Arrangements

- There continues to be 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 sanitised.
- There will be a daily clean using electrostatic spray which provides a coating to all surfaces.
- Staff have been issued with COVID-guard spray which will be used to clean any IT equipment and where necessary throughout the day.
- Lidded bins will be provided in every classroom for the disposal of tissues.
- 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 sanitising station at the front door – all staff, visitors and contractors will be asked to use the hand sanitiser provided.
- Increased hand washing opportunities will be built in to the school day for all classes.

### Lunch Arrangements/ Breakfast Club

- Breakfast club (8.15-8.45) is currently operating a book in system and places can be booked using the Google form on our website. Any child attending the breakfast club should enter via the school office entrance – please note there will be no entry before 8.15.
- Lunches will be eaten in the café and pupils have designated seats (for the time being) which have been allocated. Packed lunches will also be eaten in the café but can be eaten outside if the weather allows. **Designated seating no longer required in café.**
- 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, when returning must enter via the school office entrance and sanitize their hands before then going to their designated playground area.
- Please remember we are a nut free school and **no nut products** including Nutella and Bueno should be brought to school.

## Playground

- The playground will be utilised for outdoor learning and classes will have individual class 'pods' to play in at break and lunchtime. **Pods no longer required – Primary 1-5 will be in the front playground and Primary 6&7 will be round the back. MUGA timetable will be reintroduced for classes.**
- We will continue to ensure hand washing before and after breaks.
- Children should not bring their own toys to school.

## 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.

## 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.

## 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. \***

## Lateral Flow Testing of Staff (beginning 15/2/21)

- All school staff have been provided with a supply of Lateral Flow Device (LFD) test kits by the Scottish Government and the UK Department of Health and Social Care for use at home.
- Kits are used to help identify asymptomatic individuals in school at the earliest possible opportunity in order to minimise passing on the virus.

I hope the information included has been helpful prior to the return of all our pupils next week. As always should you have any questions, please contact the school on 01555 894282 or email – [office@milton-pri.s-lanark.sch.uk](mailto:office@milton-pri.s-lanark.sch.uk). It is with great hope that these mitigations will be reduced further in the coming weeks and we can return to what we have all been waiting for!

Yours sincerely,  
L. James