



# Cedarbank School

**HEAD TEACHER: Ms Ann M. O'Hagan**

Ladywell East  
Livingston  
EH54 6DR

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10<sup>th</sup> August 2020

Dear Parent/Carer,

We are very much looking forward to welcoming our pupils back to Cedarbank School from the 12<sup>th</sup> August. Cedarbank staff have been working hard to ensure we can do this in a safe and welcoming environment.

## **Phased return:**

S1 pupils will be returning full time as of Wednesday. Pupils in S2 and S3 will be in school full days on Wednesday and Friday of this week. On Wednesday, Mrs Cairns will provide S2 and S3 pupils with packs for home learning when they are not in school on Thursday. She will provide a covering letter detailing what we would like pupils to try their best at completing. All pupils in S1 – S3 will return to school full time from the 17<sup>th</sup> August.

## **Arrival/departure from school:**

Pupils will be arriving for a normal start time of 8.30am. They must remain in their taxis until a member of staff informs the taxi escort that they may leave their taxi. We will be allowing pupils to enter the building one taxi at a time.

We have a new arrangement for pupils leaving the building at the end of the day. Instead of all pupils waiting at the door nearest the taxi rank, pupils will be asked to leave from the fire exit door nearest their classroom. This will allow for three points of departure instead of the usual one. Staff will make pupils aware of the relevant exit points throughout Wednesday.

## **Arrangements for Wednesday 12<sup>th</sup>:**

On Wednesday, all new S1 pupils will be asked to go straight to the back playground since they do not know their class or classroom. S1 class teachers and Pupil Support Workers will be in the playground calling names and escorting pupils to their classroom as quickly as possible.

For pupils in S2 and S3:

- Class 2A should report to room 17, Mrs Clark and Ms McGuigan.
- Class 2B should report to room 10, Mrs Gallacher and Miss Orr.
- Class 2C should report to room 8, Miss Galloway and Mr Cochrane.
- Class 3A should report to room 15, Miss McNeil and Mrs Brown.
- Class 3B should report to room 1, Miss Cook and Mrs Henderson.



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## Parents/carers:

Parents/carers will not be permitted to enter the main building without a prior appointment made by calling our school office. Where possible, we will try to resolve all matters by telephone rather than through a meeting. If you are dropping off or picking up your child please remember the 2m social distancing rule between adults in order to avoid congestion around the outside of our school entrance.

## Break/lunch times:

Break and lunch times will be staggered. As ever, pupils are welcome to bring their own snacks and packed lunches. Lunches will be eaten in pupils' tutor classes. The water fountains will not be available for use so we would encourage pupils to bring their own water bottles to school. If this is not possible, we will provide bottles of water.

## PE:

PE will take place outside as much as possible. Pupils will not be getting changed for PE. We will send a groupcall home to let you know if your son/daughter has PE the next day. Your child should then come into school in appropriate outdoor clothing.

## School library:

Please note that for the time being our school library will remain closed. We will provide an update on borrowing books in due course.

## Health and safety arrangements:

Pupils do not require face coverings in school but they are very welcome to wear one if they wish. Pupils will be asked to wash their hands/use hand sanitiser at the following times:

- On entering and exiting the building
- After using the toilets
- Before and after break and lunch

We will be providing hand sanitisers around the school and pupils are of course very welcome to bring in their own. There is signage throughout the school to support our plans and this will be thoroughly explained to pupils throughout Wednesday. Pupils do not require to socially distance in school but we will encourage this as far as possible as well as minimising the amount of different interactions and movement around the building as far as possible. We will not be holding any assemblies.



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A specialist method of cleaning called electrostatic cleaning is being used. This cleaning process is undertaken by cleaning staff on a regular basis and the process kills bacteria and viruses as they land on surfaces. Additional cleaning will take place throughout the day.

## Individual risk assessments:

Please make sure the school is fully aware of any health condition your child has. Mrs Lindsay, Depute Head Teacher, should be contacted if you have any particular concerns regarding the health needs of your son/daughter.

## School bags:

School bags are permitted. They should contain materials for teaching and learning **only**. Please ensure your children do not bring personal items, such as toys and electronic devices, into school. Pupils should bring their own pencils, pens etc and keep them for their own use. Bags should be kept on the floor and not put on desks/worktops. Homework will be given and collected as appropriate.

During the first few days of the new term, our focus will be on the health and wellbeing of our pupils as well as making sure they are comfortable with any new arrangements in the school and the procedures for hand washing and sanitising. We will advise parents/carers of any changes to our procedures through letter, groupcall, Twitter and our website. West Lothian Council has created an animation on the return to school for pupils: <https://www.westlothian.gov.uk/back-to-school>

All staff at Cedarbank School would like to thank our parents/carers for their support and we look forward to working with you throughout session 2020/21. We remain committed to all our pupils' education, health and wellbeing.

With every best wish,

AO'Hagan  
Head teacher