



Cedarbank School

Headteacher: Ms A O'Hagan

Ladywell East

Livingston

EH54 6DR

Tel: 01506 442172

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10th August 2020

Dear Parent/Carer

I hope you and your family are keeping well and have enjoyed the summer break so far. We are very much looking forward to welcoming your child back to school and are aware that you may be anxious. This letter aims to give you as much information as we can to reassure you and your child about coming back into school. It is worth noting that this is a very fluid situation and that guidelines are changing very quickly. We will keep you abreast of any changes as and when necessary and appreciate your patience and understanding.

You will be aware from the West Lothian Council Groupcall you received on Thursday 30th July that there will be a phased return to school from Wednesday 12th before all students are in school fully from Friday 14th August. This message can be seen here: <https://www.westlothian.gov.uk/back-to-school>

Your child will be expected to **return to school** for **8.30am on Thursday 13th August**. On Wednesday 12th August your child should log on to TEAMS at 8.30am and Mr Ward will set them tasks throughout the course of the day.

Whilst preparing for the reopening of our **Senior Phase Annexe at CB@ Armadale Academy**, the wellbeing of all our young people and staff has been our central focus. Our priority going forward is very much to address the balance of lost learning along with our young people's social and emotional needs. However, it is also important to highlight that we do not expect the return to school this week to be a return to normality. We must remain vigilant and continue to manage the risks of COVID-19.

Armadale Academy has been individually risk assessed and we are following the Scottish Government guidance for a safe return to school, which has taken full account of the current scientific and public health advice. As we reopen and progress through the term this will inevitably be subject to change. Decisions will be taken considering local and national advice and our priority will always be the health and safety of our young people and staff.

Our decision making process has been informed by key statements from the Scottish Government advice on reopening schools and the WLC Education Exec Report. The publications can be accessed in full here:

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/>

<https://coins.westlothian.gov.uk/coins/allBodyMeetings.asp?bodyid=510&bodytitle=Education+Executive&MeetingYear=2020>

<https://www.westlothian.gov.uk/back-to-school>



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Please be assured that we will spend time with your child, on their return to school, going through all the things they need to remember. This will be a daily occurrence at registration each morning. A one-way system has been put in place at Armadale Academy. This will have an impact on our young people during the school day and we will walk them through this system on their first day back.

I have outlined below some Frequently Asked Questions that your child may be asking you. Please do not hesitate to contact me prior to your child's return to school if you or they have any questions that I have not outlined below.

Student Frequently Asked Questions

(Please discuss these with your child prior to their attendance at school)

1. Hygiene and health and safety

It is really important that the guidelines laid out below are followed to help keep our school community safe. We **ALL** have a responsibility to maintain good standards of personal hygiene such as regular handwashing / sanitising and also to respect the impact of our actions on the wellbeing of others. This includes, coughing or sneezing into your elbow, disposing of used tissues and not coming into school if you have any of the symptoms of COVID 19.

In addition to this, there have been a number of measures taken across the school to keep us all as safe as possible. These are listed below as frequently asked questions.

2. Has the school been cleaned?

Yes. The school has been deep cleaned and has been treated using an electrostatic product which impacts the ability of viruses and bacteria to adhere to surfaces. This is a West Lothian Council programme which has been effectively used in a number of busy buildings over the past few months. The school will be treated regularly in this way going forward.

3. Will there be changes to the school cleaning regime?

Yes. Each classroom will have a bottle of a cleaning spray and a cloth to deal with any spills. This can also be used to clean heavily used areas such as door handles, switches etc.

It is important that these are the only cleaning products used as other chemicals will remove the protection offered by the initial treatment. You must not use your own wipes on surfaces in school.

A cleaner will be in school all day to maintain the touch points in the corridors and toilets.



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4. Will I be able to wash my hands at school?

Yes. Washing your hands is really important to contain the spread of CV19. We have plenty of soap and paper towels and a large supply of hand sanitiser throughout the school.

5. Will hand sanitiser be available?

Yes, in every classroom and at entry / exit points

6. Can I bring my own hand sanitiser?

Yes, in fact it would be great if you did. We will be able to refill your container if you need more. There will be a refill station available in the main foyer at lunchtime.

7. Will I be able to make use of the water fountains?

These will be out of action. Please bring a supply of water to school with you or order a drink using the food ordering app (details later).

8. Can I bring my school bag to school?

Yes. You can bring your bag but we request that you avoid putting bags on the desks and instead store them on the floor under your desk. Please ensure that your school bag does not have any unnecessary attachments hanging from the front or sides of it.

9. Should I be wearing uniform?

Yes, we will expect you to be in full uniform.

10. Will teachers be wearing masks or personal protective equipment (PPE)?

Some staff may choose to wear a mask while teaching and you are expected to respect that decision. Staff supervising during lunch and interval may also be wearing a mask.

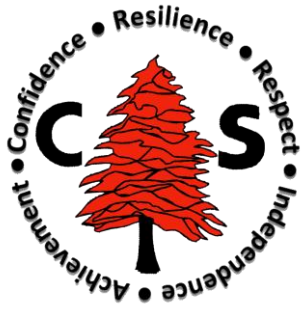
Staff supporting pupils who are unwell will be likely to be wearing PPE.

11. Can I wear a mask?

You or a fellow pupil may wish to wear a mask. This will be allowed but we ask that the mask is appropriate. We must be respectful of each other in this situation.

12. What should I do if I become unwell during the school day?

If you are in class at this time, tell your teacher and they will contact a senior member of staff. If you are not in class at the time, report to a PSW and they will contact a senior member of staff. If you are exhibiting symptoms of COVID 19, you will be isolated in a safe space, at the front of the school with a member of staff in PPE, until a parent/ carer can come and collect you. If you are unwell but it is not COVID related, the usual procedures will be followed.



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13. Will moving around the building be different?

Yes. A one way system has been marked out and you will be expected to follow this at all times. The only exception is during a fire evacuation when you should use the exits as directed by your teacher or PSW.

Some areas and pieces of furniture, sinks etc will be marked off with tape – this indicates that it is out of bounds and should not be used.

A one way system has been marked around the school. We will walk you through the one way system on your first day back at school.

Toilets have been clearly marked with the number of people allowed in at any one time.

It is very important that you respect and follow ALL signs in the school building.

14. Fire evacuation

The school procedures will remain the same with our muster point being in the PE pitch at the front of the school. We will show you this area on your first day back at school.

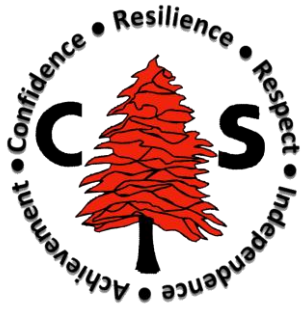
We should continue to respect the need for adults to maintain social distancing at muster points. Please stand where you are instructed to muster by a member of staff. Your teacher or PSW will help you with this.

15. Do I still use the student entrance and exit doors?

Yes. ALL Cedarbank pupils should continue to use the front entrance at the reception area. Please remember that this entrance is also used by staff and that they have to remain at least 2m from you. PSWs will meet you at the taxis every morning and accompany you up to the CB Annexe.

At break and lunch times, you should try to avoid crowding into the social spaces. You should avoid crowded areas at all times. Listen carefully to PSWs as they give you instructions/directions.

To avoid crowds at the end of the school day ALL Cedarbank pupils will be dismissed from class at 3.20pm to go directly to their taxi. The front entrance should be used to exit the building at this time. Listen carefully to PSWs as they give you instructions/directions.



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Learning and teaching

16. What will my Timetable look like?

On your first day back at school your timetable will focus on Health & Wellbeing alongside getting to know the layout and expectations of your new school. After this, you will begin your full academic timetable.

17. What will my classrooms look like?

Classrooms will look fairly normal.

They will have posters reminding you to wash / sanitise your hands regularly and there will be hand sanitiser in the room for you to use when you enter and at any time during the lesson when you need to.

18. Will I be working with jotters and textbooks?

Yes. You will also be given a plastic wallet on your return to school which will contain a pen, pencil, rubber, ruler etc. It is VERY IMPORTANT that you take these with you to every lesson. Please DO NOT BORROW a pen or pencil etc from another pupil. Speak to a PSW if you need a new pen or pencil etc and they will give you one.

19. Will I be doing PE?

Yes. If you have PE on your timetable, this will go ahead. It may be a theory lesson sometimes and most practical will take place outside. For hygiene reasons we request that you bring a change of clothes for PE as you would normally do. Changing rooms will be available for use.

Catering

20. Is the canteen open for breakfast, interval and lunch?

Food will be available on a pre-order basis. There is an app which will allow you to choose and pay for your food using your personal device. You will be able to collect your order from the canteen by showing the receipt on your phone. Please do not worry about this. Everything will be explained to you on your return to school.

There will be a breakfast grab bag service (drink, cereal bar and fruit) before the start of school. Please let a PSW know if you wish to purchase this in the morning. You don't have to eat it for your breakfast – you can keep it for your snack at break time since THERE WILL BE NO ACCESS TO THE CANTEEN AT BREAK. This is the situation in all West Lothian secondary schools. You can still bring a packed lunch.



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21. Will all pupils go for break and lunch at the same time?

No – break and lunchtimes in Armadale Academy have been altered to ensure that only half of the school is out at the one time. In our Cedarbank Annexe our break and lunch times fit in with this new arrangement.

22. How will I order and pay for my lunch?

Please remember the canteen will be accepting card payments only and not handling cash, although cash can be used to top up cards via the machines in the canteen. The safest and quickest way to top up a card is by iPay, the link to this on the council website is:

<https://www.westlothian.gov.uk/article/44151/parentsportal-scot>

West Lothian will also be implementing a pre-order app. More detail on this will be shared by the Council in the coming days

Travel to school

23. Will my taxi be operating as usual?

Yes. Your parents/carers should receive information regarding your transport before your return to school. Please be respectful and mindful of the virus at all times in school transport and follow all instructions given to you by your driver and escort.

You may wish to consider walking or cycling to school where possible. If you are being dropped off by car, please try to avoid being dropped directly at the school gate to avoid congestion.

24. Will I be able to cycle to school?

Yes, the bike park areas will be available to you.

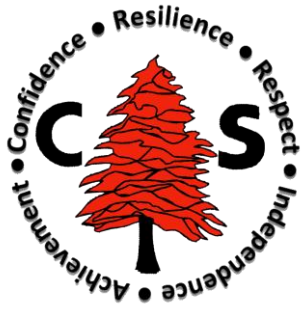
25. What happens if I do not follow the instructions?

If you refuse to follow hygiene or any Health and Safety instruction, your parents/carers will be contacted and you may be asked to work at home for the safety of the school and wider community.

26. What if I am feeling worried about coming back to school?

You will all have had different lockdown experiences and different feelings about returning to school - this is ok. There will be lots of support available when you return if you need it and you will be reminded how to access this on your first day back. PSWs who are Mental Health First Aiders and teachers will all be there to support you coming back.

It is very important that you speak to a member of staff if you are concerned or worried about anything.



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Parents / Carers please see below for *Frequently Asked Questions* relating to your communication with us:

1. How do I make contact with school staff?

Please phone the school office at Armadale Academy who will direct your enquiry to us. Someone will always get back to you but perhaps not immediately.

2. If I need to meet with school staff, how will this happen?

It is our intention to minimise the number of face to face meetings that we hold in school. We aim to move as many meetings as possible on line in the current circumstances. We will continue to contact you by telephone for the majority of our communication with you.

We understand that there may be occasions where a face to face meeting is unavoidable and guidance for such meetings will be issued in advance of the event.

Please do not come into CB@AA without an appointment as we will be unable to see you. This will apply to any visitors to the school.

3. What action should I take if I have been in school and subsequently develop symptoms?

In this situation, please **contact our office in Cedarbank Main Building** to allow us to set in place the track and trace measures as per Government advice.

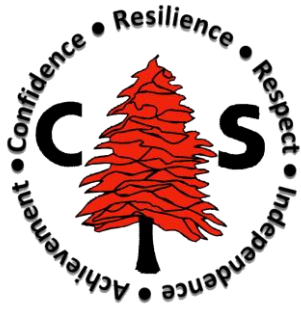
4. What action do I take if I am keeping my child off school?

We understand that there may be reasons why you would keep your child off school.

- If your child is unwell and you suspect it is COVID 19 related, please follow Test and Trace protocols as per Government Guidelines and contact our office in **Cedarbank Main Building** to allow us to take the appropriate actions.
- If your child is unwell but it is not COVID related, please call the absence line as per the usual school guidelines.

5. What if I choose to keep my child off school as a precautionary measure?

There is a statutory requirement for your child to attend school when schools are open. If you choose to keep your child off school as a precaution we will not be able to provide a bespoke learning package as teachers will be deployed in delivery to the pupils in their classes. Your child will of course have access to any online materials and homework that is set to the class.



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6. What should I do if my child is in a COVID Vulnerable group?

If your child has been shielding for medical reasons, is from a Black, Asian, or Minority Ethnic (BAME) group or has a medical condition that is of concern for you, and you wish an individualised risk assessment to be considered, please contact us to discuss this.

Please note that there will be additional information regarding other aspects of school life as we move through the session. We appreciate your understanding and cooperation in helping us to maintain the health and safety of our school community.

Finally.....

I realise that this letter looks like a really long list of things to remember for coming back, but please don't worry about it. We are still Cedarbank School @ AA and the changes we have to make will very quickly become second nature to you and your child. Pupils should wear full school uniform on their return to school. We will provide them an Armadale Academy school tie on their first day. It will be great to see all our pupils again and to welcome our new 6th year to CB@AA

If you are worried about anything in relation to your child's attendance at CB@AA please feel free to contact us to discuss this. Over the course of the next few months and more, it is important that we are all there to support one another.

Take care and stay safe

Yours sincerely

Ms Louise Queen
Depute Head Teacher