

# WHEC

## School Adaptation Plan

Monday 7th September– Friday 18<sup>th</sup> September

Information for all Pupils, Staff and Parents



# Introduction

As I publish the latest version of our Adaptation Plan, I must extend my thanks, again, to you all for your support so far. School is feeling very different at the moment under COVID as we all observe and apply new protocols and practices. I know that as every incident free day and week passes; we will establish a greater sense of confidence that what we are doing is working and we can get back to the excellent teaching that goes on here and increase our focus on your son/daughter making progress in their curriculum.

On Thursday 6<sup>th</sup> August, I published our first Adaptation Plan which ran from Monday 10<sup>th</sup> August to Friday 21<sup>st</sup> August. The second version ran from Monday 24<sup>th</sup> August to Friday 4<sup>th</sup> September and our latest version runs from 7<sup>th</sup> to 18<sup>th</sup> September. The overall aim remains the same - to enable pupils to return to school whilst ensuring everyone is safe. So far, I'm please to inform you that we have achieved this by adhering to our objectives of infection control and physical distancing. As the government guidance and policies change, so must we and we'll always apply this to how we organize the school. Therefore, for the foreseeable future I do not see the protocols changing significantly and the likelihood is that things will remain largely the same for the next phase of our planning.

This version of the plan does have some new information on **face coverings and Curricular adaptations for all S4, S5 and S6 pupils**. This will affect school provision and I would appreciate it if you could, once again, spend some time with your son/daughter going over the relevant points.

As always, we endeavor to ensure your son/daughter gets the best possible experiences and outcomes at school and we'll do our utmost to help them achieve that. We'll keep you updated via the website and via our text service and you can expect another version of the plan wb 21<sup>st</sup> September.

Thank you once again for your patience and understanding.

Best wishes

David Young

Headteacher

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# Overarching Principles

## Behaviour of all

So far, I have been very impressed by the behaviour of our pupils and almost all are conducting themselves in a safe and orderly manner and are following our new protocols. For those pupils who are consistently unable to comply with the new protocols, we will invite you in to school, as parents and carers, to work with us to complete an individual Risk Assessment for your child.

Although their provision may be altered and/or reduced, this will ensure they, and others, remain safe throughout the school day.

## Risk Assessment (RA) and School Health and Safety Executive (HSE)

In Section 7 you can find the full risk assessment that we have for our school. This ensures we are taking all reasonable steps to protect all stakeholders from the known risks of COVID-19. We have formed a school HSE which is comprised of several members of staff. This group produces the RA and is continuously evaluating and evolving it in light of feedback from staff. As our confidence develops we will involve the pupil council in this matter so we can gain their perspectives too.

## Infection Control – new update

### Face coverings

You will be aware that the Deputy First Minister announced on 25<sup>th</sup> August that face coverings are to be worn in schools at certain times. The government guidance stipulates those times as

*“where adults and young people in secondary schools (including special schools and independent and grant aided schools) are moving about the school in corridors and confined communal areas (including toilets) where physical distancing is particularly difficult to maintain- pg 18”*

See more here:

<https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>

This has come into effect from **Monday 31<sup>st</sup> August 2020.**

I would ask that you support your child to start wearing a face covering in school and we can advise them about the correct times to wear it. We understand that some individuals may be exempt from face coverings and you should check the guidance to see if your son/daughter is exempt. If so I would ask that you contact the school and explain your circumstances.

S1 and S2 – Miss Meikle

S3 and S4 – Mr Ellis

S5 and S6- Ms Ramsay

Infection control remains the primary objective to ensure our school environment is safe and stakeholders remain healthy. CEC have ensured us they will have appropriate signage for every school.

### 1. Regular Handsanitising

Most of you will be familiar with the importance of this and all pupils should sanitise their hands at the start of every transition. In conjunction with CEC we will ensure there are adequate facilities to do so

- on entry to school in the morning
- at the beginning of every class
- at the start of morning break
- after lunch

### 2. Personal use of equipment/hygiene

Individual equipment (pens, pencils, ipads etc) should be used as much as possible and not shared. Clothing should be washed as normal and until further notice there is no need to wear a school tie.

### 3. Physical Distancing

Pupils

In the current Scottish Government advice

A precautionary approach is advised and schools are encouraged to apply as many strategies as possible. Examples include

- Staggered start and finish times
- Discourage physical contact
- Adjust spacing and avoid large gathering such as assemblies
- Different timings for lunch and breaks

Adults

Adults should physically distance between each other and where possible between pupils and keep to a distance of 2m. A adult or teacher zone will be indicated in each classroom and in some social spaces and pupils should not enter these under any circumstances.

### 4. Environmental Cleaning

CEC have taken steps to ensure our cleaning regime is line with Health Protection Scotland and we are taking every step to ensure that movement of individuals and groups are minimised.

## **Test and Protect and Outbreak Management**

All schools are considered complex settings and cases will be prioritized and escalated to a Health Protection Team. The management of all infectious diseases in schools in Edinburgh is led by Lothian Health Protection Team. CEC officers have been in contact with the Health Protection Team and they are ready to respond should an outbreak occur.

- If anyone in school is presenting any symptoms of COVID -19 they will be placed in self isolation and will be supported by our designated staff member.
- If it's a child, the child's parent or carer will be contacted immediately and they should come to collect them as soon as possible.
- You should then follow the Test and Protect guidance.
- An urgent assessment will then be made by the HPT team and information will be shared.

## **Parent Pay**

Most of you will be familiar with the Parent Pay system especially if you have younger children in one of our primary schools. Parent Pay is the most effective way to manage cashless catering and is used in almost all City of Edinburgh schools.

As there is no cash catering in our school, you will need to set up a Parent Pay account so your child can buy school lunches. We wrote to you in July 2020 with information containing a username and password and you should use these details to create your account.

For those eligible for free school meals, the money will be 'loaded' to your account on a daily basis.

Further information can be found at

<https://www.parentpay.com/>

## **Biometric access**

In order to buy food in our school café, all pupils will have to have their finger print registered so they can make the payment biometrically. This is easy, effective and complies with COVID guidance.

## **Breakfast Club, Break and Lunch times**

As breaks and lunchtimes are staggered and service options are limited, we are introducing a few measures to help pupils in school.

- Breakfast Club – 0820-0850

From Monday 24<sup>th</sup> August we will offer a breakfast club in the West Dining Area. There is no other access to any other part of the school except this area. The menu will be revised to ensure we comply with the COVID guidance for school and only pupils who have registered can access the breakfast club.

Pupils will be given information on how to register for this by S Menzies who runs the Breakfast Club.

- Break times

From Monday 24<sup>th</sup> we will operate a reduced service at break times. Fresh fruit and pre-prepared snacks will be available for your child. The school initially provided this free however from 31<sup>st</sup> August there will be a subsidized charge for pupils.

- Lunch times

We have subsidized school lunches and a large number of pupils have enjoyed a free packed lunch. From Monday 31<sup>st</sup> August, pupils will continue to use their biometric fingerprint to buy their lunch.

Lunch service will remain in the form of a packed lunch until further guidance is issued.

### **Curricular Adaptations- new update**

On Tuesday 1<sup>st</sup> September, we were informed by the City of Edinburgh Council (CEC) that as a result of the fire damage sustained in March 2020, our PE facilities will not be operational until 26<sup>th</sup> October. This has resulted in a significant impact on our curriculum and on our resources. I have discussed this with CEC and informed them that we cannot follow COVID guidelines for a very small part of the curriculum.

### **Temporary measures from Wednesday 9<sup>th</sup> September – Wednesday 14<sup>th</sup> October**

Time affected –	Wednesday from 1355 -1535
Year groups affected –	S4, S5 and S6 pupils
Curriculum area affected –	Core PE and PSE

- From Wednesday 9<sup>th</sup> September we are asking that your child spend this time at home rather than in school and should be used as study time for their subjects.
- This will not affect any of your son/daughter's other subjects and we will provide work for your child in their subject areas.
- Each pupil in S4, S5 and S6 has been issued with a school Ipad to support their learning.
- Any parent/career who has a concern or who's child is in a vulnerable position should contact the school before Wednesday 9<sup>th</sup> September indicating their concern and we will provide support for them in school.

**School Contacts – 0131 442 2201**

**S4 – Mr Ellis**

**S5/S6 – Mrs Ramsay**

### **Study Clubs**

As a parent you will likely be concerned that lockdown led a period where your child's progress may have been affected. Over the next few weeks we will be aiming to launch various study clubs and opportunities for pupils to gain extra study time in school. This will primarily be aimed at S3, S4, S5 and S6 pupils -mainly because they have the least amount of time prior to sitting National Qualifications.

### **Contingency Planning**

Prior to the Scottish Governments announcement on 23<sup>rd</sup> June and 30<sup>th</sup> July we had prepared for 33% pupil attendance and 50% pupil attendance in light of the 2m physical distancing measures for pupils. Should the current physical distancing measures be changes or more stringent measures applied, these plans are ready to be applied and we will communicate this all stakeholders.

# WHEC school plan – Monday 7<sup>th</sup> September – Friday 18<sup>th</sup> September

<b>WHEC School Adaptation Plan – Monday 7<sup>th</sup> September – Friday 18<sup>th</sup> September</b>					
Week beginning 7 <sup>th</sup> September	Monday 7 <sup>th</sup>	Tuesday 8 <sup>th</sup>	Wednesday 9 <sup>th</sup>	Thursday 10 <sup>th</sup>	Friday 11 <sup>th</sup>
<b>IN-SCHOOL</b>  <b>SCHOOL START &amp; FINISH TIMES APPLY</b>	<b>ALL PUPILS RESUME</b>	<b>ALL PUPILS RESUME</b>	<b>ALL PUPILS RESUME</b>	<b>ALL PUPILS RESUME</b>	<b>ALL PUPILS RESUME</b>
Week beginning 14 <sup>th</sup> September	Monday 14 <sup>th</sup>	Tuesday 15 <sup>th</sup>	Wednesday 16 <sup>th</sup>	Thursday 17 <sup>th</sup>	Friday 18 <sup>th</sup>
<b>IN-SCHOOL</b>  <b>SCHOOL START &amp; FINISH TIMES APPLY</b>	<b>ALL PUPILS RESUME</b>	<b>ALL PUPILS RESUME</b>	<b>ALL PUPILS RESUME</b>	<b>ALL PUPILS RESUME</b>	<b>ALL PUPILS RESUME</b>

# Key information for all S1 pupils – please note the following arrangements are temporary and will be reviewed on Friday 18<sup>th</sup> September

## S1 Key Contacts

Ms Meikle – Guidance

Ms McLennan – Support for Learning

Ms Walker – Depute Headteacher

So far I've been impressed by the standard of uniform and timekeeping from our S1. In my opinion these are the fundamentals required to get your day off to the best start. We know you will be finding some of the courses different and I hope you are enjoying the experiences so far; believe me when I tell you that they will continue to get better especially if practical subjects can get restarted soon.

## S1 pupils wb 7<sup>th</sup> September

### Monday – Thursday

0850-0940	Period 1
0940-1030	Period 2
Break	
1045-1135	Period 3
1135-1225	Period 4
Lunch	
1305-1355	Period 5
1355-1445	Period 6
1445 –	School day ends

### Friday

0850-0940	Period 1
0940-1030	Period 2
Break	
1045-1135	Period 3
1135-1225	Period 4
Lunch	
	School day ends

# Key information for all S1 pupils – please note the following arrangements are temporary and will be reviewed on Friday 18<sup>th</sup> September

## Parent Contact/coming into the school building

Parents are vital to the school community and your support has been overwhelming however we ask you and other family members not to enter our school building unless you have an appointment.

This is to reduce the risk of spreading the virus and keep everyone safe.

We also ask that you are vigilant about dropping your child off and collecting them in order to avoid large gatherings at the front of the school

We will inform you as normal if there are concerns with your child and as things evolve over time we will inform you of forthcoming parents evening and information on your child's progress.

## School Day

**\*please note different timings for different year groups\***

In order to comply with government guidance and ensure we get as many pupils back to school as safely as possible we have different timings for different year groups in place. Please ensure you have read the dates and timings above.

## School Uniform

Pupils should come to school in black trousers or skirt and a white shirt. There is no need to wear a tie.

## Break time

Pupils will have 15 mins at break time and pupils can opt to bring a drink with them or buy food from the school café using their biometric access.

## Lunch time

All pupils will have access to lunch facilities however pupils will have to pay for school lunches from Monday 31<sup>st</sup> August. The lunch areas have been extended to ensure there is adequate opportunities to distance whilst ensuring effective service delivery.

## Library

The school library will not be open to S1 pupils until further notice.

## S1 Curriculum

Now that our classes are set, we will keep you updated on any issues that affect S1. For those pupils who have additional support needs or require an individual Risk Assessment, Ms Walker or Ms MacLennan may be in contact individually.

## Key information for all S2 pupils - please note the following

arrangements are temporary and will be reviewed on Friday 18<sup>th</sup> September

### S2 Key Contacts

Ms Meikle – Guidance

Ms McLennan – Support for Learning

Ms Walker – Depute Headteacher

As a new S2 pupil you will have already gained High School experience and in the short term, I need you to help me support our new S1 pupils with their orientation. Of course S2 is an important year and as the session progresses you will start to think about which career path you want to take and which subject you might take in the future.

### S2 pupils wb 7<sup>th</sup> September

#### Monday – Thursday

0850-0940            Period 1

0940-1030           Period 2

Break

1045-1135           Period 3

1135-1225           Period 4

Lunch

1305-1355           Period 5

1355-1445           Period 6

1445 – School day ends

#### Friday

0850-0940           Period 1

0940-1030           Period 2

Break

1045-1135           Period 3

1135-1225           Period 4

Lunch

School day ends

## **Key information for all S2 pupils - please note the following arrangements are temporary and will be reviewed on Friday 18th September**

### **Parent Contact/coming into the school building**

Parents are vital to the school community and your support has been overwhelming however we ask you and other family members not to enter our school building unless you have an appointment.

This is to reduce the risk of spreading the virus and keep everyone safe.

We also ask that you are vigilant about dropping your child off and collecting them in order to avoid large gatherings at the front of the school.

We will inform you as normal if there are concerns with your child and as things evolve over time we will inform you of forthcoming parents evening and information on your child's progress.

### **School Day**

**\*please note different timings for different year groups\***

In order to comply with government guidance and ensure we get as many pupils back to school as safely as possible we have different timings for different year groups in place. Please ensure you have read the dates and timings above.

### **School Uniform**

Pupils should come to school in black trousers or skirt and a white shirt. There is no need to wear a tie.

### **Break time**

Pupils will have 15 mins at break time and pupils can opt to bring a drink with them or buy food from the school café using their biometric access.

### **Lunch time**

All pupils will have access to lunch facilities however pupils will have to pay for school lunches from Monday 31<sup>st</sup> August. The lunch areas have been extended to ensure there is adequate opportunities to distance whilst ensuring effective service delivery.

### **S2 Curriculum**

Ms Walker has completed the choices S2 make for their elective choices and can give you more information should you wish.

## Key information for all S3 pupils - please note the following

arrangements are temporary and will be reviewed on Friday 18<sup>th</sup> September

### S3 Key Contacts

Mr Ellis – Guidance

Ms McLennan – Support for Learning

Ms Dancer– Depute Headteacher

As a new S3 pupil you are now coming to the end of your Broad General Education and your subject choices will have enabled you to focus on your career path. As the session progresses, the focus for all S3 pupils is to ensure you know which National Qualification level are achievable for you based on your effort and ability in that subject area.

### S3 Pupils wb 7th September

#### Monday -Thursday

0850-0940            Period 1

0940-1030            Period 2

1030-1120            Period 3

Break

1135-1225            Period 4

1225-1315            Period 5

Lunch

1355-1445            Period 6

1445-1535            Period 7

1535- School day ends

#### Friday

0850-0940            Period 1

0940-1030            Period 2

Break

1045-1135            Period 3

1135-1225            Period 4

Lunch

School day ends

## Key information for all S3 pupils - please note the following

arrangements are temporary and will be reviewed on Friday 18<sup>th</sup> September

### **Parent Contact/coming into the school building**

Parents are vital to the school community and your support has been overwhelming however we ask you and other family members not to enter our school building unless you have an appointment.

This is to reduce the risk of spreading the virus and keep everyone safe,

We also ask that you are vigilant about dropping you child off and collecting them in order to avoid large gatherings at the front of the school

We will inform you as normal if there are concerns with your child and as things evolve over time we will inform you of forthcoming parents evening and information on your child's progress.

### **School Day**

**\*please note different timings for different year groups\***

In order to comply with government guidance and ensure we get as many pupils back to school as safely as possible we have different timings for different year groups in place. Please ensure you have read the dates and timings above.

### **School Uniform**

Pupils should come to school in black trousers or skirt and a white shirt. There is no need to wear a tie.

### **Break time**

Pupils will have 15 mins at break time and pupils can opt to bring a drink with them or buy food from the school café using their biometric access. .

### **Lunch time**

All pupils will have access to lunch facilities however pupils will have to pay for school lunches from Monday 31<sup>st</sup> August. The lunch areas have been extended to ensure there is adequate opportunities to distance whilst ensuring effective service delivery.

### **Library**

The school library will not be open to S3 pupils until further notice.

### **S3 Curriculum**

Ms Dancer and Mr Ellis has met with you to discuss your timetable and your courses. It is important that you are now settled in classes and working towards your Nationals in S4.

## Key information for all S4 pupils - please note the following

arrangements are temporary and will be reviewed on Friday 18th September

Mr Ellis – Guidance

Ms McLennan – Support for Learning

Ms Dancer– Depute Headteacher

As a new S4, you will be eager to get re-started with your courses as we work, together, toward National qualifications. We have a number of strategies that we want you to 'buy' in to, to help you catch up and I know that by working together we will get you through this. We have designated a one off period of time for course choice concerns that you might have. Ms Dancer and Mr Eillis will lead this by speaking to you about any changes to the Curriculum and if any subject areas or choices have been affected by COVID-19.

### S4 Pupils wb 7<sup>th</sup> September

#### Monday -Thursday

0850-0940            Period 1

0940-1030            Period 2

1030-1120            Period 3

Break

1135-1225            Period 4

1225-1315            Period 5

Lunch

1355-1445            Period 6 (except Wednesday's)

1445-1535            Period 7 (except Wednesday's)

1535- School day ends

#### Friday

0850-0940            Period 1

0940-1030            Period 2

Break

1045-1135            Period 3

1135-1225            Period 4

Lunch

School day ends

## Key information for all S4 pupils - please note the following arrangements are temporary and will be reviewed on Friday 18th September

### **Parent Contact/coming into the school building**

Parents are vital to the school community and your support has been overwhelming however we ask you and other family members not to enter our school building unless you have an appointment.

This is to reduce the risk of spreading the virus and keep everyone safe.

We also ask that you are vigilant about dropping your child off and collecting them in order to avoid large gatherings at the front of the school.

We will inform you as normal if there are concerns with your child and as things evolve over time we will inform you of forthcoming parents evening and information on your child's progress.

### **School Day**

**\*please note different timings for different year groups\***

In order to comply with government guidance and ensure we get as many pupils back to school as safely as possible we have different timings for different year groups in place. Please ensure you have read the dates and timings above.

### **Break time**

Pupils will have 15 mins at break time and pupils can opt to bring a drink with them or buy food from the school café using their biometric access.

### **Lunch time**

All pupils will have access to lunch facilities however pupils will have to pay for school lunches from Monday 31<sup>st</sup> August. The lunch areas have been extended to ensure there is adequate opportunities to distance whilst ensuring effective service delivery.

### **School Uniform**

Pupils should come to school in black trousers or skirt and a white shirt. There is no need to wear a tie.

### **Library**

The school library will not be open to S4 pupils until further notice.

**Key information for all S5 and S6 pupils - please note the arrangements are temporary and will be reviewed on Friday 18<sup>th</sup> September**

Ms Ramsay – Guidance

Ms McLennan – Support for Learning

Ms Heritage– Depute Headteacher

As a new S5 and S6, you will have your SQA results and be ready to take the next step toward university, college or employment. As you know our positive destination statistics are their highest and we know that by appropriate planning and good course choice we can get you to that. We have designated a one off period of time for course choice concerns that you might have. Ms Heritage and Ms Ramsay will lead this by speaking to you about any changes to the Curriculum and if any subject areas or choices have been affected by COVID-19.

**S5/S6 Pupils wb 7<sup>th</sup> September**

Monday -Thursday

0850-0940            Period 1  
0940-1030            Period 2  
1030-1120            Period 3  
Break  
1135-1225            Period 4  
1225-1315            Period 5  
Lunch  
1355-1445            Period 6 (except Wednesday's)  
1445-1535            Period 7 (except Wednesday's)  
1535- School day ends

Friday

0850-0940            Period 1  
0940-1030            Period 2  
Break  
1045-1130            Period 3  
1135-1225            Period 4  
Lunch  
School day ends

## Key information for all S5+S6 pupils - please note the following

arrangements are temporary and will be reviewed on Friday 18<sup>th</sup> September

### **Parent Contact/coming into the school building**

Parents are vital to the school community and your support has been overwhelming however we ask you and other family members not to enter our school building unless you have an appointment.

This is to reduce the risk of spreading the virus and keep everyone safe,

We also ask that you are vigilant about dropping you child off and collecting them in order to avoid large gatherings at the front of the school

We will inform you as normal if there are concerns with your child and as things evolve over time we will inform you of forthcoming parents evening and information on your child's progress.

### **School Day**

**\*please note different timings for different year groups\***

In order to comply with government guidance and ensure we get as many pupils back to school as safely as possible we have different timings for different year groups in place. Please ensure you have read the dates and timings above.

### **School Uniform**

Pupils should come to school in black trousers or skirt and a white shirt. There is no need to wear a tie.

### **Break time**

Pupils will have 15 mins at break time and pupils should bring a drink with them. From Monday 24<sup>th</sup> August, as an interim measure, we will provide a snack and fruit should they wish.

### **Lunch time**

All pupils will have access to lunch facilities however pupils will have to pay for school lunches from Monday 31<sup>st</sup> August. The lunch areas have been extended to ensure there is adequate opportunities to distance whilst ensuring effective service delivery.

### **Library**

The school library will not be open to S5 pupils until further notice.

The school library will be open to S6 pupils who have private study time

## Links for further reading

### New Update

#### Face Covering

<https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>

ScotGov advice on countries exempt and not exempt from self- isolation (quarantine rules)

<https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/pages/exemptions/>

<https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/pages/overview/>

Scottish Government Advice for reopening of schools - 30<sup>th</sup> July 2020

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

#### WHEC Risk Assessment

<http://www.whec.edin.sch.uk/wp-content/uploads/2020/08/WHEC-COVID-Risk-Assessment-V4.pdf>

#### Health Protection Scotland Guidance

[https://hpspubsrepo.blob.core.windows.net/hps-website/nss/1673/documents/1\\_shpn-12-management-public-health-incidents.pdf](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/1673/documents/1_shpn-12-management-public-health-incidents.pdf).

#### Test and Protect Guidance

<https://www.nhsinform.scot/campaigns/test-and-protect>

#### National Parent Forum Scotland – Questions and Answers

<https://www.npfs.org.uk/2020/07/23/back-to-school-guidance-for-parents-and-carers/>