

**WHEC**

**School Adaptation Plan V1.6**

**Tuesday 20<sup>th</sup> April – Friday 25<sup>th</sup> June 2021**

**Information for all Pupils, Staff and Parents**



# Introduction

First and foremost, I'm delighted to welcome back all pupils to face to face learning. In all our online webinars with parents/carers, I have commented regularly how much we have missed having the pupils in school, therefore I was delighted when the Scottish Government announced on the 6<sup>th</sup> April their intention to continue as planned.

We should remember that COVID has not disappeared and is likely to be with us for some time, therefore we will still be operating a number of mitigations and protocols to ensure everyone remains safe. We also have the facility to provide Lateral Flow Device (LFD) testing kits to pupils and staff in an attempt to prevent the spread of COVID - all we need is signed consent to authorize the release of the testing kit.

In summary, the mitigations we will be asking everyone to comply with are:-

- Wear a face covering indoors
- Ventilate all indoor areas as much as possible
- Sanitise hands as often as required (for pupils, by teaching staff)
- Maintain 2m distance between staff and pupils in all classes and where possible in all indoor areas

Moreover, whilst we are delighted to have all pupils back, we must pay special attention to those in S4, S5 and S6 who are working towards SQA qualifications. Teaching staff and pupils will have to engage with the new Alternative Certification Model (ACM) to ensure the course demands are met and a link can be found in Section 7 of this document which explains it in full. We aim to report to parents on progress and we will schedule an opportunity for online parents' evenings or tracking reports which can be sent home. As always for parents/carers, if you have any immediate concerns, please contact your son/daughter's Pupil Support Leader in the first instance.

Finally, as we embark on this term there are some key dates for you to be aware of:-

- |                                      |                                  |
|--------------------------------------|----------------------------------|
| • Tuesday 20 <sup>th</sup> April     | Term starts                      |
| • Monday 3 <sup>rd</sup> May         | Bank Holiday                     |
| • Tuesday 4 <sup>th</sup> May        | Inservice day                    |
| • Wednesday 5 <sup>th</sup> May      | S4, S5 and S6 Parents Evening    |
| • Monday 24 <sup>th</sup> May        | Bank Holiday                     |
| • Tuesday 25 <sup>th</sup> May       | Additional Assessment day 1 -SQA |
| • Wednesday 9 <sup>th</sup> June     | Additional Assessment day 2 -SQA |
| • Friday 25 <sup>th</sup> June, 2021 | Term finishes                    |

All versions of this will be published on our website and where possible we'll update via our Facebook page.

Best wishes

David Young

Headteacher

# Contents

1. Overarching principles
2. Key information for all S1 pupils
3. Key information for all S2 pupils
4. Key information for all S3 pupils
5. Key information for all S4 pupils
6. Key information for all S5+6 pupils
7. Important links for further reading

# Overarching Principles

## Behaviour of all

I have been very impressed by the behaviour of our pupils and almost all have conducted themselves in a safe and orderly manner and are following our protocols. For those who are consistently unable to comply with our protocols, we will discuss the matter with you and work with you to complete an individual Risk Assessment.

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

## School Uniform

As we moved slowly out of lockdown in February/March, I realized that many families were facing significant pressures and as year groups were being phased back in prior to Easter it was relatively easy to manage uniform issues. With the full time Return to school on Tuesday 20<sup>th</sup> April, it is now imperative that pupils arrive in uniform so we can maintain our high standards as well maintain Health and Safety protocols.

I have already sent several text messages to all parents and carers asking that you support the school with our approaches. I have specifically asked that no pupil arrives in ripped jeans from Tuesday 20<sup>th</sup> April. If they do arrive they will be asked to

- a) Change them from the uniform bank we have
- b) Report home to change them and then return to school

## 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 Risk Assessment and is continuously evaluating and evolving it in light of feedback from staff.

## Infection Control

Infection control remains the primary objective to ensure our school environment is safe and stakeholders remain healthy.

## Face coverings

You will be aware that the Deputy First Minister announced that all pupils should wear a face covering unless they have medical exemption with evidence from your GP.

## Regular Hand Sanitising

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

## **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.

## **Environmental Cleaning and ventilation**

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 minimize by ventilating as much as possible.

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

As you know we have had positive cases in our school and there is a possibility that we will have more. In all circumstances where a positive case has been identified, we have informed all members of the school community as quickly as possible and taken urgent steps to track and trace close contacts.

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. 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

We 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.

## **Teaching Learning and Assessment**

Online learning – in the unlikely event of another lockdown

S1, S2

All materials can be accessed via the school website via our learning hub.

S3, S4,S5 and S6

All pupils have a 1-1 device issued by the school and should be able to access a Microsoft TEAM for every one of their subject areas. This will be the primary method for pupils to access work in the event of a school closure.

## **Reporting to Parents**

S1 Tracking Reports – issued June 2021

S2 Tracking Reports – Issued June 2021

S3 Tracking Reports – Issued June 2021

S4/S5 and S6 Parents Evening – Wednesday 5<sup>th</sup> May.

We use Parents Online Booking **Video** system and online meetings for pupils in S4, S5 and S6. This can be accessed through each pupils' 1-1 device. This will give you the opportunity to discuss progress directly with your son/daughter's teachers.

S1 and S2 – Ms Meikle

S3 and S4 – Ms Ramsay

S5 and S6 – Ms Heritage

Tel 0131 442 2201

Email [Admin@whec.edin.sch.uk](mailto:Admin@whec.edin.sch.uk)

## **Contingency Planning**

In the event that we have to reduce numbers in school or revert to a phased model we will write out to you and inform you accordingly.

# Key information for all S1 pupils

## S1 Key Contacts

Ms Meikle – Guidance

Ms McLennan – Support for Learning

Ms Walker – Depute Headteacher

## S1 pupils – From Tuesday 19<sup>th</sup> April 2021

### 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

## 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 with the current school 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.

## Face Coverings

As face coverings as now commonplace in schools we are asking for you to continue to support us and wear a face covering in all indoor areas (including classrooms).

## S1 Curriculum

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

## S2 Key Contacts

Ms Meikle – Guidance

Ms McLennan – Support for Learning

Ms Walker – Depute Headteacher

## S2 pupils - From Tuesday 19<sup>th</sup> April 2021

### 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

### **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.

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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**

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### **School Uniform**

Pupils should come to school in black trousers or skirt and a white shirt with the current school 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.

### **Face Coverings**

As face coverings as now commonplace in schools we are asking for you to continue to support us and wear a face covering in all indoor areas (including classrooms).

### **S2 Curriculum**

In the next few weeks we will inform you about moving into S3 and timetable change. In the first instance you should review your course choice and check it's accurate.

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

arrangements are temporary and will be reviewed on Friday 11<sup>th</sup> December

### S3 Key Contacts

Ms Ramsay – Guidance

Ms McLennan – Support for Learning

Ms Dancer– Depute Headteacher

### S3 Pupils - From Tuesday 19<sup>th</sup> April 2021

#### 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

### **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 with the current school 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.

### **Face Coverings**

As face coverings as now commonplace in schools we are asking for you to continue to support us and wear a face covering in all indoor areas (including classrooms).

### **S3 Curriculum**

Ms Dancer and Ms Ramsay has met with you to discuss your course choice and over the next few weeks we will be creating your new timetable for you National Qualifications in S4.

## Key information for all S4 pupils

Ms Ramsay – Guidance

Ms McLennan – Support for Learning

Ms Dancer– Depute Headteacher

### S4 Pupils - From Tuesday 19<sup>th</sup> April 2021

#### 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 S4 pupils

### 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 with the current school 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.

### Face Coverings

Face coverings as now mandatory in schools we are asking for you to continue to support us and wear a face covering in all indoor areas (including classrooms).

### Wednesday Period 6 and Period 7 – new update

Ms Dancer, Ms Ramsay and your class teachers will communicate our new arrangements for Wednesday afternoon however all S4 pupils will be in school on Wednesday afternoons.

## Key information for all S5 and S6 pupils

Ms McLennan – Support for Learning

Ms Heritage– Depute Headteacher

### S5/S6 Pupils- From Tuesday 19<sup>th</sup> April 2021

#### 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

1045-1130            Period 3

1135-1225            Period 4

Lunch

School day ends

## Key information for all S5+S6 pupils

### **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 with the current school 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.

### **Face Coverings**

Face coverings as now mandatory in schools we are asking for you to continue to support us and wear a face covering in all indoor areas (including classrooms).

### **Wednesday Period 6 and Period 7 – new update**

Ms Heritage and your class teachers will communicate our new Wednesday afternoon arrangement for all S5 and S6 pupils.

## Links for further reading

### New Update

A Safer return to school

<https://www.gov.scot/publications/covid-19-scotlands-strategic-framework/>

### New Updates

WHEC Risk Assessment

<http://www.whec.edin.sch.uk/wp-content/uploads/2021/04/WHEC-COVID-Risk-Assessment-V7.docx>

### New Updates

#### SQA Alternative Certification Model

For all the latest SQA Updates please visit our website here

### Useful links

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/>

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/>