

WHEC

School Adaptation Plan V1.5

Monday 2nd November– Tuesday 22nd December

Information for all Pupils, Staff and Parents



Introduction

As I reflect on the 10 weeks from Monday 10th August to Friday 16th October, I feel truly blessed to be working with such a hardworking and committed group of pupils, parents and staff. We have faced, and will continue to face, many challenges that make school a very different experience: Positive cases being reported, constant changes to timings and provision, fire damage to the PE department, regular updates from the Scottish Government and of course, the potential of another (version) of a lockdown. Throughout this period of time, I can report that we have remained resilient in our approaches, measured in our actions and transparent in our decision making.

One of the key features of our COVID strategy has been to listen carefully to peoples' views, carry out a range of surveys then provide feedback to ensure people remain informed. This process has enabled us to continuously adapt our procedures to best meet our collective needs and this week I'll be meeting with our school Health and Safety Executive and our Pupil Council to discuss the school's COVID response and how we can further adapt. The Parent Council has not managed to assemble as yet however I know they are working tirelessly to do so and I hope, prior to the Christmas break, we can convene virtually so I can hear their views directly.

In this version of the plan there are many updates that will affect your son/daughter and I would ask that where possible, you read this and spend a few moments with them. On Friday 30th October, the Scottish Government published its Strategic Framework for Managing COVID then also updated their Guidance for Schools and Early Years Settings. In both government documents there is important information on the tiered system currently in operation across all 32 Local Authorities and information can be found in Section 8 of this document. One of the key features of the Guidance regards procedures for face coverings. Wearing a face covering is now mandatory for all S4, S5 and S6 pupils in all indoor areas(including classrooms) and for those who teach them. Although the Guidance does not stipulate a mandatory approach for S1, S2 and S3, I have had many younger pupils ask me already if **all pupils** can wear a face covering. My view is simple here, whatever makes our school feel safer; we should do it. Finally, I am delighted to inform you that our PE will be operational wb 9th November. You may be aware that we suffered extensive damage to the PE department back in March and after a final survey was completed last week it was deemed safe for use. I would formally like to extend my thanks to the all our staff but particularly the PE staff for their efforts in managing this.

Last but not least, in these uncertain and complex times, I want to thank you once again for your patience, understanding and support as we try to keep everyone safe in our school. I realise that by the time I publish this document, further changes from the Scottish Government may already be in place and whilst this version covers the period 2nd November to 22nd December, it is likely it'll be subject to further change and I may have to publish another version.

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

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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 protocols. For those pupils 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 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 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 – new update

You will be aware that the Deputy First Minister announced on Friday 30th October that face coverings are to be worn in schools for all S4, S5 and S6.

This has come into effect from **Monday 2nd November 2020**

I would ask that you support your child to continue to wear a face covering in all indoor settings (including classrooms). 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

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

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.

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

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

As know we have had 4 positive cases in our school since Sunday 11th October. NHS Lothian have informed us that this is not a cluster and there is **not** a defined pattern. 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. 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

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.

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

- Break times

Fresh fruit and pre-prepared snacks will be available for your child. The school initially provided this free however there will now be a subsidized charge for pupils.

- Lunch times

From Monday 26th October we are offering a hot lunch option pupils will continue to use their biometric fingerprint to buy their lunch.

Teaching Learning and Assessment- new update

Online learning – in the event of a school closure

S1, S2 and S3

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

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 - new update

S1 Reports – issued Oct 2020

S2 Reports – Issued Nov 2020

S3 Reports – Issued Nov 2020

S4/S5 and S6 Reports – issued Oct 2020

By the end of November, we will have formally reported to all parents and carers about your child's progress and I would recommend that you spend a few moments discussing their progress to date.

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

If successful, we will use trial this for S3 in early January with a view to hosting S1 and S2 later on in the session. If you have any urgent concerns about your son/daughter's progress, please contact

S1 and S2 – Ms Meikle

S3 and S4 – Mr Ellis

S5 and S6 – Mrs Ramsay

Tel 0131 442 2201

Email Admin@whec.edin.sch.uk

Closing the Gap Strategy- Wednesday period 6 and 7 – new update

As a parent you will likely be concerned that lockdown and subsequent changes has led to a period where your child's progress may have been affected. From Wednesday 18th November, **all S4, S5 and S6** should return to school on a Wednesday afternoon. This time will be devoted to timetabled study and we are creating a suite of options for each pupil to select that will enable them to 'catch up' on missed work with their teacher.

Contingency Planning

Prior to the Scottish Governments announcement on 23rd June and 30th 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.

Key information for all S1 pupils – please note the following arrangements are temporary and will be reviewed on Friday 11th December

S1 Key Contacts

Ms Meikle – Guidance

Ms McLennan – Support for Learning

Ms Walker – Depute Headteacher

S1 pupils wb 2nd November

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 11th December

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.

Face Coverings -New update

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). Although this is not a Government 'rule' it does create a greater sense of safety throughout the school.

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 - please note the following arrangements are temporary and will be reviewed on Friday 11th December

S2 Key Contacts

Ms Meikle – Guidance

Ms McLennan – Support for Learning

Ms Walker – Depute Headteacher

S2 pupils wb 2nd November

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 11th December

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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School Day

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Break time

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Face Coverings -New update

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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 11th December

S3 Key Contacts

Mr Ellis – Guidance

Ms McLennan – Support for Learning

Ms Dancer– Depute Headteacher

S3 Pupils wb 2nd November

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 11th December

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

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School Uniform

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Break time

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Face Coverings -New update

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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 11th December

Mr Ellis – Guidance

Ms McLennan – Support for Learning

Ms Dancer– Depute Headteacher

S4 Pupils wb 2nd November

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 - please note the following

arrangements are temporary and will be reviewed on Friday 11th December

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

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School Day

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School Uniform

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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 -New update

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

All pupils should return to school on Wednesday 16th November where they can opt for a Study option- more details to follow on this shortly.

Key information for all S5 and S6 pupils - please note the arrangements are temporary and will be reviewed on Friday 11th December

Ms Ramsay – Guidance

Ms McLennan – Support for Learning

Ms Heritage– Depute Headteacher

S5/S6 Pupils wb 2ND November

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 - please note the following

arrangements are temporary and will be reviewed on Friday 11th December

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

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School Day

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School Uniform

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Wednesday Period 6 and Period 7 – new update

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Links for further reading

New Update

Scotland's Strategic Framework -see section 6 and page 50

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

New Update

Scottish Government Advice for reopening of schools - 30th October 2020

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/>

New update

Education Scotland's advice on Physical Education – 30th October 2020

<https://education.gov.scot/media/z5wdx0j/pe-guidelines-30-10-20.pdf>

WHEC Risk Assessment

<http://www.whed.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.

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/>