

5 August 2020

Dear Drummond parents/carers,

Pupil return to Drummond from Wednesday 12 August

Thankyou for your support, patience and understanding over this difficult time.

We are delighted to be able to welcome all our young people back to Drummond from Wednesday 12 August. We appreciate this document is somewhat long but we want to make sure that all our parents/carers feel absolutely confident about the health and safety of their young people when they return to us next week.

We have been working closely with City of Edinburgh Council to plan the phased return of pupils between Wednesday 12 and Friday 14 August inclusive with all year groups in school full time on Friday 14 August.

Our ongoing priority is the health, safety and wellbeing of all pupils and staff in school to ensure that everyone is safe and happy, and that your children are achieving.

We want to ensure that we have as normal a school experience as possible for all pupils and staff but our 100% return to school is not a return to normality as there are of course some changes we need to make. The following themes will be reflected in your child's experience over their first week back at Drummond.

- **Reconnecting Relationships** – Supporting the re-establishment of peer to peer and pupil to staff relationships.
- **Acknowledge Experiences** – Supporting young people to talk about their experiences
- **Recreate a Nurturing Environment** – With an emphasis on learning and transition
- **Support our Learners** – To build resilience

Please note that the plans we have made are dynamic and subject to change. Our plans reflect the latest scientific evidence and advice, and remain contingent on continuing success in this regard, and prevailing public health guidance. In the event that the number of pupils in school has to be reduced or that pupil movement in school has to be further reduced, we have contingency plans.

Health & safety updated guidance

Physical distancing

As is now commonplace in wider society, physical distancing of 2m is required between adults and adults, and adults and children who are not in the same household, but not between children themselves.

The scientific advice is that physical distancing between *young* people in secondary schools ie S1 and S2, are not required to ensure a safe return to schools.

The evidence for this is less clear for older pupils ie S3-S6, but at present this approach is being advised for secondary schools on the basis of the balance of known risks, the effectiveness of mitigations and the benefits to young people of being able to attend school. However, within the context of a full return to school, and to provide additional reassurance to young people, staff and parents/carers, where there are opportunities to further minimise risk these should be encouraged. As a precautionary approach we will encourage distancing where possible between young people, particularly in the Senior Phase and minimising the mixing of pupils across year groups as much as possible. Examples of this include:

- Swapping lunchtime and period 5 around for S2 and S3 pupils
- Providing separate break-out areas for pupils during lunchtime
- Separate entrance and exit points for year groups

Where teachers or PSAs (Pupil Support Assistants) cannot keep a 2m distance, such as in practical lessons, or working with children on a one to one basis, and are interacting face to face for a sustained period of time eg 15 minutes, face coverings (cloth or visors) will be worn.

Please can you discuss the need for adults in school wearing face coverings with your child/ren so they know to expect this if needed. I would also be grateful if you could reiterate the importance of physical distancing in school ie no crowding together, handholding or hugging.

Cleaning regimes

Enhanced cleaning will be in place through-out the school building. This includes:

- Hourly toilet cleaning and checks
- Additional cleaning of all touched areas in corridors including doors
- Cleaning of water fountains regularly (we would advise all pupils to bring water bottles)
- Desks will be cleaned in-between classes

Entry to and exit from school

To reduce crowding and promote physical distancing, pupils will use the following doors to enter and exit school at the beginning and end of day as well as at interval and lunchtimes:

S1 & S2 - main school doors.

S3 & S4 - doors at the far side of the school into the Social Subjects corridor.

S5 & S6 - doors at the side of the school beside the car park and bike racks.

If pupils are late to school after 8.30 am they should use the main entrance to enter the school and sign-in late as normal. In order to minimise the disruption we would ask parents/carers to discuss with their child the importance of punctuality.

Parents and visitors in school

Please do not come into school without an appointment as we need to reduce the number of visitors to school. If you have an appointment, face masks must be worn at all times and hand sanitiser used when entering the building.

Partner agencies who support young people in school will still be able to do so under strict health and safety guidelines.

Hand hygiene

Hand hygiene, along with physical distancing, remains the key to reducing infection transmission. Pupils should wash their hands where possible during the school day ie after toilet visits and at social times. Sanitiser dispensers will be located at each of the entrances to school and at every classroom and social spaces to encourage good hygiene.

If for cultural reasons pupils cannot use hand sanitiser they will be encouraged to use sinks in pupil toilets or sinks available in some classrooms.



Wash your hands.



Use a tissue for coughs and sneezes.



Avoid touching your face.

www.nhsinform.scot/coronavirus

Intervals and Lunchtimes

If young people leave school grounds for interval or lunch then they must follow the rules in place for wider society, such as queuing and wearing a face covering when entering a shop.

If your child is leaving school at social times the expectation is still that he/she will be back in school by the Period 3 or 6 bell so that teaching and learning time is not lost to lateness or hand sanitising/washing.

S1 pupils should stay in the school grounds at all times until after the October break.

Catering in school

Drummond is now a cash-less school. This means that all parents/carers need to set up an account on ParentPay. This will be the only way pupils will be able to pay to purchase items from the school canteen.

Break and lunch items will now need to be ordered during tutor time. Information on this process will be provided to pupils during their induction session in the first week back.

During the first week back there will only be packed lunches available to pupils this includes those who are entitled to free school meals. You may wish to provide your child with a packed lunch for the first week back. Separate dining areas will be provided for each year group or they can eat outside weather permitting.

Moving around the school

We will not be following a one-way system in school but tape will be laid in corridors and in stair cases to encourage pupils to stay to their left while moving around school.

Face coverings

Anyone, young person or adult, wishing to wear a face covering in school can do so. Cloth face coverings should be washed regularly.

School uniform

We still expect that full school uniform will be worn as part of our ethos, although please note that it will need to be washed more frequently.

School bags, pencil cases & planners

We will provide all pupils with planners and complete pencil cases. Pupils should not share any of their belongings with peers to minimise the risk of infection.

Pupil estimates

S5 & S6 pupils will be issued with their estimates in the first week back. Pupils eligible for Post Certification Review will be contacted by Mrs Sloan.

Pupils with symptoms of Covid19

It is essential that any pupil who is displaying any symptoms of COVID-19 remain at home until tested. Anyone with a positive test or living in a household with someone with a positive test must fully follow all government guidelines on self-isolation.

Any pupil who begins to display symptoms during school hours will be immediately isolated and parents / carers called to collect them immediately.

The school will comply with all Test and Trace regulations.

The phased return details are as follows:

Monday 10 & Tuesday 11 August: Inset Days for staff.

Wednesday 12 August: S1, S4, S5 & S6 in school. Home learning for S2 & S3 on Teams.

Thursday 13 August: S1, S2 & S3 in school. Home learning for S4, S5 & S6 on Teams.

Friday 14 August: All year groups in school.

S1: arrangements for Wednesday 12 August

1U: Miss Doran's tutor class	1V: Mr Ammann's tutor class (covered by Ms Rawluk in week 1)	1X: Mr Tuft's tutor class	1Y: Miss McDonald's tutor class
Enter the school through the front door. Queue to the left of the front door along the wall	Enter the school through the front door. Queue to the right of the front door along the wall	Enter the school through the front door. Queue to the left of the front door along the wall	Enter the school through the front door. Queue to the right of the front door along the wall
Sanitising hands before entering the building		Sanitising hands before entering the building	
8.25 – 8.50 am Concourse for Welcome and H&S briefing from SLT.		9am – 9.25 am Concourse for Welcome and H&S briefing from SLT.	
8.50– 9.10 am tutor with Miss Doran	8.50 am – 9.10 am tutor with Ms Rawluk	9.25 – 9.45 am tutor with Mr Tuft	9.20 am – 9.40 am tutor with Miss McDonald
9.10 – 9.45 = PSE with Guidance Teacher		9.45- 10.20 am PSE with Guidance Teacher	
9.45 – 10.20 am = period 2 is tour of school with PE teacher			
10.20 am break in Concourse/ school grounds.		10.20 am break in Concourse/ school grounds.	
10.35 am is period 3 Maths		10.35 - 11.10 am tour of school with Mr Steel 11.10-11.25 am remainder of P3 in Maths	10.35-11.10 am tour of school with Mrs Hemmings 11.10-11.25 am remainder of P3 in Maths
11.25 am is period 4 normal timetable		11.25 am is period 4 normal timetable	
12.15 pm is period 5 normal timetable		12.15 pm is period 5 normal timetable	
1.05 pm is lunch time in Concourse with Ms Sharp		1.05 pm is lunch time in Concourse with Ms Sharp	
1.45 pm is period 6 normal timetable		1.45 pm is period 6 normal timetable	
2.35 pm is period 7 normal timetable		2.35 pm is period 7 normal timetable	
3.10 pm end of school day – exit through front door.		3.15 pm end of school day – exit through front door.	

Thursday 13 August: S1 pupils go to their tutor teacher and remain there for period 1 as well for extended tutor time. Thereafter, pupils follow their usual P2-7 timetable and will be dismissed at the above times.

Friday 14 August: S1 pupils follow their usual timetable from tutor to P4.

S4 arrangements for Wednesday 12 August

4X Mr Gray's tutor class	4Y Miss Ferrier's tutor class
10.45 am enter school via Social Subjects fire door.	10.45 am enter school via Social Subjects fire door.
Go straight to tutor with Mr Gray. Timetables distributed.	Go straight to tutor with Miss Ferrier (beside Mrs Potier's classroom). Timetables distributed.
11-11.25 am Welcome & Health & Safety briefing with Mrs Sloan in Mr Gray's room.	11-11.25 am Welcome & Health & Safety briefing with Ms Hannan in Miss Ferrier's room.
11.25-11.45 am PSE with Ms Rawluk & Mr Paley in Mr Gray's room	11.25-11.45 am PSE with Ms Rankin & Mr Paley in Miss Ferrier's room
11.45 am go to period 4 Maths	11.45 am go to period 4 Maths
12.15 pm period 5 as per timetable	12.15 pm period 5 as per timetable
1.05 pm lunch Pupils are permitted to leave the school building but if they remain in school they will be supervised in the Sewing Room.	1.05 pm lunch Pupils are permitted to leave the school building but if they remain in school they will be supervised in the Sewing Room.
1.45 pm period 6 as per timetable	1.45 pm period 6 as per timetable
2.35 pm period 7 as per timetable	2.35 pm period 7 as per timetable
3.25 pm end of day & exit via Social Subjects doors	3.25 pm end of day & exit via Social Subjects doors

S4 pupils remain at home on Thursday 13 August.

S4 pupils follow their normal timetable on Friday 14 August from tutor to P4. Pupils will be dismissed at 12.15 pm.

S5 arrangements for Wednesday 12 August

5X Mrs Hemmings' tutor class	5Y Miss Malak's tutor class
12.15 pm. Enter school via side car park door (by bike shed).	12.15 pm. Enter school via side car park door (by bike shed).
After hand sanitation all pupils should head to the Concourse for a welcome and health & safety briefing from Miss Sharp.	After hand sanitation all pupils should head to the Concourse for a welcome and health & safety briefing from Miss Sharp.
12.40 pm - Tutor with Mrs Hemmings. Timetables distributed.	12.40 pm - Tutor with Miss Malak (Maths corridor). Timetables distributed.
1.05 pm lunch Pupils are permitted to leave the building but if they choose to remain in school they will be supervised by Ms Rawluk in ICT 3.	1.05 pm lunch Pupils are permitted to leave the building but if they choose to remain in school they will be supervised by Ms Rawluk in ICT 3.
1.45 pm period 6 - PSE with Guidance Teachers	1.45 pm period 6 - PSE with Guidance Teachers
2.35pm period 7 – with PE staff but pupils do not need to bring kit.	2.35pm period 7 – with PE staff but pupils do not need to bring kit.
3.25pm end of day & exit via Car park door (by bike shed)	3.25pm end of day & exit via Car park door (by bike shed)

S5 pupils remain at home on Thursday 13 August.

S5 pupils follow their normal timetable on Friday 14 August from tutor to P4. Pupils will be dismissed at 12.15 pm.

S6 arrangements for Wednesday 12 August

6X Miss Ahmed's tutor class	6Y Mr Young's tutor class (PE classroom)
12.15 pm. Enter school via side car park door (by bike shed).	12.15 pm. Enter school via side car park door (by bike shed).
After hand sanitation all pupils should head to the Community Lounge for a welcome and health & safety briefing with Mrs Sloan	After hand sanitation all pupils should head to the Community Lounge for a welcome and health & safety briefing with Mrs Sloan
12.40 pm - Tutor with Miss Ahmed. Timetables distributed.	12.40 pm - Tutor with Mr Young (PE Classroom). Timetables distributed.
1.05 pm lunch Pupils are permitted to leave the building but if they choose to remain in school they will be supervised by Mrs Adam in the Resource/Common Rooms.	1.05 pm lunch Pupils are permitted to leave the building but if they choose to remain in school they will be supervised by Mrs Adam in the Resource/Common Rooms.
1.45 pm period 6 - with PE staff but pupils do not need to bring kit.	1.45 pm period 6 - with PE staff but pupils do not need to bring kit.
2.35 pm period 7 – PSE with Guidance Teachers as per timetable.	2.35 pm period 7 – PSE with Guidance Teachers as per timetable.
3.25 pm end of day & exit via Car park door (by bike shed)	3.25 pm end of day & exit via Car park door (by bike shed)

S6 pupils remain at home on Thursday 13 August.

S6 pupils follow their normal timetable on Friday 14 August from tutor to P4. Pupils will be dismissed at 12.15 pm.

S2 arrangements for Thursday 13 August

2X: Miss Drummond's tutor class	2Y: Mr Barrie's tutor class (Resource Room)	2U: Miss Scott's tutor class in Graph Comm	2V: Miss Peculyte's tutor class
Queue to the left of the front door along the wall	Queue to the right of the front door along the wall	Queue to the left of the front door along the wall	Queue to the right of the front door along the wall
Sanitising hands before entering the building		Sanitising hands before entering the building	
8.40 – 9.00 am Concourse for Welcome and H&S briefing from SLT.		8.40 – 9.00 am Community Lounge for Welcome and H&S briefing from SLT.	
9.05- 9.30 am tutor with Miss Drummond. Timetables distributed.	9.05-9.30am tutor with Mr Barrie. Timetables distributed.	9.05 – 9.30 am tutor with Miss Scott. Timetables distributed.	9.05-9.30 am tutor with Miss Peculyte. Timetables distributed.
9.30-10.20 am period 2 as per timetable		9.30-10.20 am period 2 as per timetable	
10.20-10.35 am Interval		10.20-10.35 am Interval	
Period 3- PSE: Annandale pupils to Sewing Room Bellevue pupils to ICT 3 Claremont pupils to Resource Room		Period 3- PSE: Annandale pupils to Sewing Room Bellevue pupils to ICT 3 Claremont pupils to Resource Room	
Period 4 as per timetable		Period 4 as per timetable	
Period 5 12.15-1.05 pm is now lunchtime in Concourse supervised by Mrs Sloan if you choose to stay in school. This change of lunchtime is permanent until further notice.		Period 5 12.15-1.05 pm is now lunchtime in the Staffroom/ Community Lounge supervised by staff TBC. This change of lunchtime is permanent until further notice.	
1.05-1.45 pm becomes period 5. This change is permanent until further notice.		1.05-1.45 pm becomes period 5. This change is permanent until further notice.	
Period 6 as per timetable		Period 6 as per timetable	
Period 7 as per timetable		Period 7 as per timetable	
3.25 pm end of school day – exit through front door.		3.25 pm end of school day – exit through front door.	

Friday 14 August: S2 follow their timetable from tutor to P4.

S3: Arrangements for Thursday 13 August

3X: Mrs Karagianni's tutor class (HE 1)	3Y: Mr Kelly's tutor class (ICT1)	3U: Miss Bisset's tutor class in Hub 5
Enter via Social Subjects door at 9.30 am and sanitise hands and go directly to Concourse.	Enter via Social Subjects door at 9.30 am and sanitise hands and go directly to Concourse.	Enter via Social Subjects door at 9.30 am and sanitise hands and go directly to Concourse.
9.30-9.55 am Concourse for Welcome and H&S briefing from SLT.		9.30-9.55 am Community Lounge for Welcome and H&S briefing from SLT.
9.55-10.20 am tutor with Miss Karagianni. Timetables distributed.	9.55-10.20 am tutor with Mr Kelly. Timetables distributed.	9.55-10.20 am tutor with Miss Bisset. Timetables distributed.
10.20-10.35 am - Interval		
Period 3 - PSE: Annandale pupils to Sewing Room Bellevue pupils to ICT 3 Claremont pupils to Resource Room		
Period 4 as per timetable		
Period 5 12.15-1.05 pm is now lunchtime in Resource Room supervised by Ms Sharp if you choose to stay in school for lunch. This change of lunchtime is permanent until further notice.		Period 5 12.15-1.05 pm is now lunchtime in Common Room (beside Resource Room) supervised by Ms Sharp if you choose to stay in school for lunch. This change of lunchtime is permanent until further notice.
1.05-1.45 pm becomes period 5. This change is permanent until further notice.		1.05-1.45 pm becomes period 5. This change is permanent until further notice.
Period 6 as per timetable		Period 6 as per timetable
Period 7 as per timetable		Period 7 as per timetable
3.25 pm end of school day – exit through front door.		3.25 pm end of school day – exit through front door.

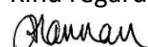
Friday 14 August: S3 follow their timetable from tutor to P4.

We are so pleased that we will be seeing our pupils in school next week and hope that they are also looking forward to coming back!

We fully recognise that challenges lie ahead but we look forward to working with all our parents/ carers to ensuring all our young people settle back into school and are able to take advantage of all the wonderful opportunities available to them at Drummond.

Please direct any queries to Admin@drummond.edin.sch.uk.

Kind regards,



Jodie Hannan
Headteacher