



Recovery, Reconnection and Resilience

Covid-19 – our school response

Our staff and pupils are now required to work in ways that support national health measures in place to combat the spread of Covid-19.

The following guidance outlines measures put in place to ensure the safety and welfare of all members of our school community, underpinned by our continued commitment to ensuring the best possible outcomes for the young people entrusted to our care.

This advice is based upon our adherence to government rationale that shapes our current decision making.

- **Increasing separation**
- **Decreasing interaction**
- **Making use of all available space**

Specific attention is given to the hygiene and risk management measures now in place in our school.

Increasing Separation

To allow for all members of our school community to adhere to social distancing rules the following steps have been taken:

- Our school day has been altered slightly to ensure a safer arrival and departure for pupils.
- Pupils in S4-S6 should arrive no later than 8.40am, ready for lessons to begin promptly at 8.45am. It is critical that our senior pupils arrive on time, not only to maximise learning opportunities but also to avoid overcrowding the entrances at the arrival times.
- We would ask therefore that pupils in S1-S3 arrive at 8.45am, ready for lessons to begin at 8.55am; this will reduce large numbers of pupils interacting and congregating in the building before lessons begin.
- Pupils in S1-S3 will be dismissed 5 minutes early each day (3.25pm on Monday, Tuesday and Thursday and 2.35pm on Wednesday and Friday)
- Support for Learning workers will only assist in classrooms when required; at other times their role will be to supervise and support transitions and movement around the school building.
- Pupils meeting face to face with staff will be required to do so from a socially distant position
- Parents/agencies requiring a face to face meeting with school staff should telephone the school office who arrange a mutually convenient meeting time with the relevant member of staff.
- **No unscheduled meetings will take place in school** – all contact should be initially by e-mail or telephone.
- When a meeting is arranged, consideration will be given to social distancing measures and the school hygiene routine as described in this document.
- Fire evacuation plans now take account of the need to remain physically distant.

Decreasing interaction

To further minimise the risk of infection the following measures have been taken to decrease interactions in our school community:

- Pupils will remain in classes when learning is underway; there will be no unplanned movement around the school corridors.
- Staff who are required to support with personal care will be provided with PPE to do so.
- Entrances and exit points will be supervised at key points during the day to ensure all pupils adhere to the requirements of good hygiene.
- The collection of lunch will be supervised to support social distancing measures in place – markings on floor, queuing system etc.
- Pupils will make use of alternative and designated eating areas within the school building at break and lunchtime: S1 - the canteen, S2 and S3 - the social (assembly) area, S4 and S5 - the large gym, S6 - the small gym
- Pupils will be encouraged to maintain social distancing at these times, in line with government guidance
- Pupils will be encouraged to pre-order lunch to remove the need for cash transactions.
- Due consideration will be given to health advice about working in practical lessons, with “bubbles” created to minimise interactions and resource sharing.
- Pupils will be encouraged to walk / cycle to school each day and to remain on the school site at lunchtime.
- Pupils travelling to school by taxi should wear a face covering and sanitise hands both before and immediately after the journey
- When possible pupils must sit side-by-side and not opposite one another in taxis

Use of all available spaces

To allow for the optimum educational provision for all members of the school community the following steps have been taken:

- Consideration of every current teaching area in the school to confirm capacity.
- To increase the capacity to deliver face-to-face learning experiences, some areas of the school, such as staff bases, assembly hall, and gym hall may be re-assigned as teaching areas; full use will be made of all outdoor learning areas, including the local park.
- Staff have been provided with ipads and can therefore make use of any available base area in the school when planning and preparing lessons, mindful of the need to remain socially distant.

Other measures to support good Health and Hygiene

Alongside risk assessments in place and to minimise the risk of contracting or spreading Covid-19, the following health and hygiene measures are now in place:

1. Attending / Visiting the school building

- Hands must be washed or sanitised upon arrival; all pupils, staff and visitors will be required to sanitise their hands on arrival to school and before moving around the school building
- Sanitising stations have been placed at all entrances and exits to facilitate this good hygiene practice
- Sanitising stations are also in place on every level in the school to allow pupils to clean their hands as they move from subject to subject
- In keeping with government advice, pupils do not need to be 2 metres from their peers in a classroom setting - however as teachers

- are still advised to maintain social distancing
- measures, classrooms have a 2 metre marking that indicates where staff and pupils will safely work. All pupils are required to respect these social distancing measures at all times.
- Pupils will no longer sit in group arrangements in classrooms - desks will be arranged side-by-side and forward facing.
- Staff and visitors will enter through the front door (visitors by appointment only) where a sanitising station will be positioned.
- Visitors must make sure to provide accurate contact details to support any test and protect follow-up contact by NHS colleagues should this be required.
- Pupils will strictly follow the one way system when required to move around the building.

2. During the school day

- Transitions will be staggered; additional bells will allow staff to ensure corridors do not become overly crowded at times of transition to and from break/lunch.
- Classroom, base and offices doors will be ajar at all times.
- Windows will be opened each morning to allow fresh air to circulate.
- SFLW will assist in the safe movement of pupils around the building and/or operating the lift when required
- Classrooms will have soap and water or to allow pupils to clean surfaces at the start and end of lessons / at points of class changeover.
- Where ICT or shared resources such as instruments are used (keyboards etc), with wipes provided for cleaning before and after use.
- In practical lessons such as Design and Technology and Home Economics, SFLW will assist with additional cleaning and hygiene measures.
- Large pedal bins have been purchased provided for the safe disposal of cleaning materials, tissues etc.

- Staff dealing with bodily fluids (nosebleeds, vomit etc) must wear appropriate PPE at all times.
- Door stops have been provided to minimise the need to touch door handles.
- Classroom, base and office surfaces will be clear of all resources and materials to ensure that thorough cleaning can take place at the end of each school day.
- Pupils must adhere to social distancing and hygiene measures as directed by all staff in our school community; **unwillingness to do so will result in pupils being sent home from school.**

3. Pupils reporting as unwell during the school day (Covid symptoms)

- Teaching staff should contact school office who will alert relevant Year Head /Headteacher
- Pupils will be collected from the classroom by the relevant member of staff wearing appropriate PPE and make arrangements for the pupil to be collected from school as a matter of urgency.
- Pupils aged 16 years or above may be asked to make their own way home, adhering to government advice re social distancing, public transport etc.
- Pupils should wait in the ventilated medical room, taking due care to avoid touching surfaces; pupils should be offered a face covering to wear - this has been designated as an “infection control area” and will be subject to additional cleaning and restricted staff access.
- Parents will be advised to follow national health service advice regarding test and protect systems, informing school of any positive result.

4. Staff reporting as unwell (Covid symptoms)

- Staff should contact Ms McRae or the Headteacher by telephone; arrangements will be made to ensure their safe departure from the school, if required.
- Staff will must follow national health service advice regarding test and protect measures, informing school of any positive result.
- A register of Covid-19 related absence will be held and managed by Senior Leaders.

5. Particular arrangements for PE lessons

Regular physical activity is central to the physical and mental well-being of our pupils. To allow for PE lessons to continue the following arrangements have been made:

- All learners will wash hands before entering working area.
- The focus will be on outdoor learning with classes using our considerable outdoor space. Classes will use the AstroTurf pitch, running track and yard. When possible, pupils will use the surrounding area including Maryhill Park.
- All equipment will be washed before use, pupils will not be use bibs or shared kit.
- Lessons will focus around the individual mastery of skills. Large group work will not be used.
- Conditioned games will be used only when guarantee social distancing guideline can be adhered to.
- Each teacher will have their own equipment not shared with other staff.
- Pupils will use different entrance and exit routes to ensure an efficient and safe flow of pupils through the department.

- Pupils will use additional changing rooms, now organised to take account of social distancing measures.

6. The use of shared resources (phones, photocopiers, kettles)

- Phones in every classroom/base will be cleaned after use; wipes will be provided to allow staff to do so.
- Before and after using photocopiers staff should clean equipment with wipes provided.
- Computers in every classroom/base must be cleaned after use; wipes will be provided to do so.
- Staff should avoid sharing cutlery, mugs etc and bring, retain and remove their own items each day.
- In classrooms, the use of shared resources such as text books will be only when absolutely necessary for learning and when no other digital resource will suffice.
- All pupils will be provided with an individual set of basic school equipment on their first day (pens, pencils, ruler); pupils must bring these resources on each day of attendance.

7. Risk Assessments

- A detailed school risk assessment has been undertaken, incorporating the steps described in this document.
- Further individual risk assessments have been agreed with all staff requesting such support
- Pupils known to have an underlying health condition that increases their vulnerability will also have an individual risk assessment in place - parents and carers should contact their child's Pupil Support Teacher to arrange an appointment to create this assessment as a matter of some urgency.

John Paul Academy

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Your support and understanding in these unprecedented times is much appreciated. Should you have any concerns at all, please do contact one of the Senior Leadership team as soon as possible.