



# CORONAVIRUS

# STAYING SAFE

# AT SCHOOL

UPDATE:  
MARCH 2021



EDUCATION

# CORONAVIRUS

## Staying safe at school

Throughout the school day, everyone will be responsible for safety. This means that you will need to follow the rules that have been put in place to help lower the risk of Coronavirus. All schools will follow the guidance from the Scottish Government, but these rules may change, to help keep everyone safe. Your teachers will tell you about any changes that affect you at school.

We have put arrangements in place to help keep you safe at school. This handbook will explain these changes and answer some questions you may have about being at school.

**Do not come into school if you or someone at home needs to self-isolate due to symptoms of Coronavirus, or if you have been advised to stay home under the test and protect scheme.**

If you aren't sure of the new arrangements, or are worried about anything, please ask a member of staff for assistance.

# Please remember to follow these 4 rules.

They will help protect you and others from Coronavirus.



1. Wash your hands regularly.



2. Avoid touching your eyes, nose and mouth.



3. Catch coughs and sneezes in a tissue and put the tissues in the bin.



4. Follow the rules set out for classrooms and other areas of the school.



## Moving around the school

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You will see signs around the school to tell you how to keep yourself safe, e.g. the maximum number of people allowed in some small spaces, like toilets. These signs might change following Government guidance, so please check them regularly.

Lifts may only be used by pupils who have permission to use them, and signs showing the maximum number of people allowed in the lift must be followed.

Cleaning staff will keep all areas clean, with extra cleaning of door handles and other areas that are touched most often. You must wash your hands or use hand sanitiser after touching these areas. There will be hand sanitiser in different areas around the school, but you should try to avoid touching things in the corridors and other areas that you don't need to touch.



## Face coverings

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Primary school children will not need to wear a face covering in the classroom, but may choose to do so. Secondary school pupils, including those who attend special schools, will need to wear a face covering when in the classroom, moving around the school or other communal areas (e.g. toilets). If you have issues with wearing a face covering, e.g. due to medical issues, you should make the school aware that you are unable to wear one.

When using a face covering in school, please make sure:-

- Your hands are clean before putting it on
- You avoid touching your face when putting it on and taking it off
- It covers your nose and mouth
- If it is a reusable face covering, put it away safely after each use, e.g. in a sealed bag or container and make sure it is washed after each day's use

- If it is a disposable face covering, put it in a bin when you have finished using it for the day, or if it becomes damaged or dirty
- Do not sit your face covering on any surfaces when you take it off
- Do not share your face covering with anyone else
- If you lose your face covering or do not have one with you, speak to school staff as they will be able to provide a disposable face covering for that day

Staff are required to wear a face covering in classrooms, communal areas and when moving about the school.

If you travel by school transport or public transport you will need to wear a face covering while on the vehicle, in line with public transport advice.



## Travelling to and from school

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If you are in primary school and normally travel by school transport you will not need to distance from other pupils.

If you are in secondary school, distancing will be necessary and arrangements will be made wherever possible for each pupil to sit on their own. Pupils from the same household are allowed to sit next to each other. The driver or escort may ask you to sit in the same seat each day or have areas reserved for each year group.

You will need to sanitise your hands before getting on the vehicle and you must not eat or drink while you are on the vehicle.

If you normally get dropped off by a parent/carer, they may need to park a short distance from the school and you walk the rest of the way, but the school will let you know what your arrangements are.



## Arriving and departing school

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The school will let you know the arrangements for arriving and leaving school. This might mean arriving at a different time from others, going straight to a designated area (e.g. classroom) or having drop off points where your parent/carer will drop you off and pick you up.

When you arrive at school, do not wait in large groups in the playground and follow instructions on where to go. Your parent/carer cannot come into school with you, and they will need to keep 2m distance from other adults when dropping you off.

You must sanitise your hands each time you come into the school and also when you leave.

You will not need to get your temperature taken when you come into school.

If you are unsure of anything when you get to school, please speak to a member of staff and they will be able to help you.



## Lunch and break times

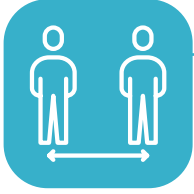
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You should stay with your group at break times where you can and avoid mixing with people from other groups.

You will still be able to get lunch from the dinner hall, but you will need to pre-order in advance. The school will let you know where you will be eating your lunch. This may be in your classroom or in the dinner hall or other identified area. Teachers will explain how the pre-order process works.

You can bring in a packed lunch, but you must put all rubbish in the bin and take your lunchbox home for cleaning each day.

Please remember to wash or sanitise your hands before and after eating.



## Distancing

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Primary school children do not need to distance from each other, but should avoid direct contact like hugs or holding hands. Please try and stay in the class/ year group you are given and don't mix in large gatherings.

Secondary pupils must maintain 2m physical distancing from other pupils and adults.

Teachers will follow the 2m distancing rules with pupils and other staff members, wherever possible. Staff may need to be close to you at times to provide help or additional support, for example, if you are injured.



## Classrooms

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Primary pupils do not need to distance in classrooms, but there may be some changes to the furniture layout to make things easier and safer for staff to work with you.

Secondary pupils are required to be seated 2m apart in classrooms.

If you normally take your school bag into the classroom, you should place it on the floor and not on the desk or any other work surfaces.

Classrooms with shared equipment, such as computers and science apparatus, can still be used but the equipment must be cleaned before and after use.

Practical classes will have different arrangements in place to keep you safe, like cleaning your hands before using the equipment. These will be explained to you before you start any practical work.



## Break-out areas

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If you normally use break-out areas, or have one-to-one support or other additional sessions, these will still be available but with some changes in place. Staff will explain these changes and will help with any questions you may have.



## Equipment and resources

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You will be able to bring your own school bag, pens, pencils, water bottle, workbooks and other items, however these must not be shared with anyone else. You might have your own tray or locker for keeping your items in, depending on the classroom layout and the school year you are in.

If you need to share equipment, like iPads, books, games, etc. that other people have used, you will need to wash or sanitise your hands before and after you use it.

Your teacher will explain the process for handing out resources and returning completed work. This may mean placing your work in a drop-off zone, items being placed at your desk, or doing the work on the computer.

You will be able to take items home, like books, and you will be told where to put them for cleaning when you bring them back in.



## Playground and PE

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You should try to stay in your own group in the playground and avoid mixing with other groups if possible. Games can be played as long as they are non-contact.

PE will take place and will be held outdoors.

Please follow instructions for getting changed and washing your hands before and after using equipment.





## Cleaning arrangements

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Some classrooms have sinks installed and where available these should be used to wash your hands. In classrooms which don't have a sink, hand sanitiser will be made available for you to use.

Cleaning arrangements are in place to ensure areas that are touched most often, such as door handles, are being cleaned more often. You will see cleaners around the school during the day carrying out extra cleaning tasks. The cleaning products used are very long lasting, so these, along with the increased cleaning and regular hand washing will help to protect you.



## Toilets

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Everyone should follow normal school procedures for using the toilets, e.g. asking for permission. There will be signs showing the maximum number of people allowed in the toilets. If the toilets are busy you should wait and come back and avoid queueing if possible.

If you normally need help going to the toilet, this will still be available, but staff might wear a mask or other Personal Protective Equipment (PPE) when helping you. If you have any medical conditions that mean you need to use the toilet more often, staff will make sure you are still able to.

Toilets will be cleaned regularly with long lasting cleaning products. Remember to wash your hands with soap and water after using the toilet.



## First Aid or feeling unwell

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The school will still have First Aiders and if you hurt yourself, you should report this to an adult as normal. First Aiders will wear Personal Protective Equipment (PPE) - a mask, gloves, apron and visor - when they are giving first aid, to protect you and themselves. They have been given instructions on how to give first aid, and this may mean asking you to do some things yourself, if you are able, like putting on a plaster yourself.

First Aiders will wash their hands before and after helping you and you should also wash your hands after receiving first aid.

If you get a cough or a temperature or can't taste or smell properly when at school, you must report this to an adult, who may take you to the medical room and arrange for you to be sent home.

The adult supervising you will wear a face mask and you can also wear one if you are able, the school will provide a disposable face covering for this.

If you have symptoms of Coronavirus and test positive you need to stay off school for 10 days and the rest of your household also need to isolate for 10 days. If you test negative, you can return to school as long as you have had no fever for 48 hours and are feeling well, and the rest of your household do not need to isolate.

If you are told to isolate by test and protect you must isolate for 10 days, even if you test negative.

If someone in the school tests positive for Coronavirus, the school will follow guidance from the NHS and the test and protect system. They will let the school and relevant families know if they need to self-isolate and will arrange for deep cleaning to be done where needed.



## Travelling abroad

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If you have been on holiday to any country, you need to stay off school and quarantine for 10 days.

# Frequently asked questions

## Primary School Pupils

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**Q. Will I need to wear a face covering in Primary School/Transport?**

**A.** You don't have to wear a face covering in school, but will need to wear one if you travel to school on a bus.

## Secondary School Pupils

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**Q. Will I need to wear a face covering in Secondary School/Transport?**

**A.** You will need to wear a face covering when in classrooms, moving around the school and in communal areas. All pupils travelling on school/public transport must also wear a face covering, unless exempt for medical conditions.

**Q. Will I always have to maintain 2m physical distancing in school?**

**A.** 2m physical distancing will remain in schools until we receive more information from the Scottish Government.

**Q. Will I always have to do PE outdoors?**

**A.** Whilst in Tier 4 (lockdown) PE must be undertaken outdoors.

Whilst in Tier 0-3 PE can be undertaken indoors and outdoors.

For the purposes of exam assessment PE can be allowed indoors for exceptional circumstances, for example: extreme weather conditions.

2 metre distancing between pupils for the purposes of outdoor activities in PE may be relaxed.

**Q. Do I have to do a test before coming to School?**

**A.** Currently, senior phase pupils (S4-S6) can test themselves twice weekly at home. After the Easter holidays all pupils will also have the option to test at home. Taking a test is not mandatory for you to attend school.

## All School Pupils

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**Q. Can I still be dropped off at school?**

**A.** Yes, but adults won't be able to come into school with you. They will be asked to drop you off in a certain area and stay 2m away from other adults in the school grounds. They may not be able to park near the school, so you might need to walk a short distance to the school.

**Q. Will things be cleaned after we use them?**

**A.** Yes, items that are handled will be cleaned between users.

**Q. Can I bring things in from home, like a water bottle, sanitiser, books etc.?**

**A.** Yes, you can bring in things from home that will only be used by you, and that you are likely to need while in school. You must not share these with other pupils. You should keep your bag on the floor and do not place it on a desk or any other surface.

**Q. Will I be able to take things home, like library books or other resources?**

**A.** Yes, the school will limit the number of items you need to share with others, but where items are taken home, they will be kept separate or cleaned before another person uses them.

**Q. How often will toilets and other areas be cleaned?**

**A.** Toilets will be cleaned several times a day, using cleaning products that are long lasting (3 days). You will see the cleaners in the school during the day.

**Q. Will we still be able to play games, use equipment, do practical classes?**

**A.** Yes, non-contact games are allowed in the playground. Practical lessons will still take place, but with some changes. Equipment will be cleaned between users and you will work in set groups.

**Q. What will happen if someone in the school gets symptoms of Coronavirus?**

**A.** Anyone with suspected symptoms will be taken to a room away from others while arrangements are made for them to go home. If the person tests positive for Coronavirus, the Health Protection Team will let the school and relevant families know if there is any need to self-isolate.

**Q. Will I need to wear a uniform?**

**A.** Normal school uniform policies will apply and clothes worn in school can be washed as normal. No special precautions are required.

**Q. I usually get help from a classroom assistant, will they still be there?**

**A.** Yes, classroom assistants will still be there to help you. They will try to keep 2m from you wherever possible to protect themselves and you and will wear a face mask in classroom. Please ask them for more information on how they will be helping you.

**Q. Will things still feel the same?**

**A.** The school will try to keep things as normal as possible, but the extra hand washing, cleaning and other procedures will make things feel a bit different.

# Remember to wash your hands!



Soap and water



Wash for 20 seconds



Dry with a paper towel

## Remember to do this...

- After going to the toilet
- After break time and PE
- Before you leave the house
- When you get to school
- Before you eat
- When you get home

