

Dear Parent/Carer

I hope you are well and have enjoyed a relaxing summer break.

Whilst I am delighted to be welcoming our staff and pupils back into the school building next week, I am also fully aware that following four months away, some pupils, parents and staff may be anxious about a full-time return. However, I would like to assure you that we have spent the last few weeks carrying out robust risk assessments to ensure the safety of pupils and staff, in line with government advice. As a result, we have implemented a range of new measures to mitigate the risks associated with Covid-19. In order to support pupils to familiarise themselves with the new measures and adjust to the changes, they will have an Induction on their return.

A reminder of the return dates, as previously indicated by West Lothian Council, are as follows:

Tuesday 11 August In-service Day
Wed 12 August S1, S2 and S3 pupils only
Thurs 13 August S1, S4, S5 and S6 pupils only
Fri 14 August All pupils.

As a school, our aim is to continue to provide the best learning experience possible for our young people whilst taking every precaution to keep all in our school community safe. In order to ensure that this can happen, it is our expectation that young people themselves take responsibility and ensure that they adhere to all measures at all times. This will be discussed as part of the Induction. However, could I also ask for your support in regularly reinforcing the importance of this with your child as repeated or deliberate failure to adhere to safety rules may result in pupils being removed from class and sent home, especially if their behaviour becomes a public health concern and puts others in danger.

Some of the **key operational changes** which will be explained during the Induction are as follows:

- Pupils will not be permitted to enter the building before 8.30 and, therefore, should not arrive early.
- There will be no tutor time and pupils will go directly to their period 1 class at 8.30.
- There will be increased entry and exit points to the building.
- A new one-way system will be in operation.
- Everyone will be expected to hand sanitise as they enter the building and regularly throughout the day.
- All pupils will be required to bring school bags and relevant materials as, in order to maintain good hygiene, there will be no sharing of resources within school. We will provide a stationery pack to all pupils on their first day. Thereafter, it is imperative that they take responsibility for this and bring it to school every day.

Headteacher: Tracey Loudon

Whitburn Academy, Shanks Road, Whitburn, West Lothian, EH47 0HL

T: 01501 740675 E: w/whitburn-ac@westlothian.org.uk W: www.whitburnacademy.org

A Community Learning Together



- The water coolers in school will not be in operation. Therefore, pupils must bring their own water bottle. We would suggest that they carry a small packet of tissues too.
- Pupils must always adhere to 2M physical distancing between staff and pupils
- Pupils should try to maintain a reasonable physical distance between themselves as much as possible. (They should not greet each other in a way that involves physical contact)
- Pupils must remain on the school campus during both interval and lunchtime. This is in line with all West Lothian schools and has been introduced to minimise the risk, both to our young people and to the public by avoiding significant numbers of young people accessing local shops over a short period of time. With the requirement of all shops to adhere to 2M distancing, it would be very unlikely that pupils could queue, order food, eat it, and return to school within the allocated lunch time. Since we are also required to engage with Test and Protect, we would not be able to fulfil our duty with this as we would be unable to account for young people's movement and contact if they are out in the community. We would, therefore, very much appreciate your support with this.

Structure of the School Day

Separate interval and lunch times for S1-S3 and S4-S6 pupils will be introduced.

School Day structure: S4 - S6

1	2	3	Interval	4	5	Lunch	6	7
8.30 - 9.20	9.20 - 10.10	10.10 - 11.00	11.00 - 11.15	11.15 - 12.05	12.05 - 12.55	12.55 - 13.45	13.45 - 14.35	14.35 - 15.25

School Day Structure: S1 - S3

1	2	Interval	3	4	Lunch	5	6	7
8.30 - 9.20	9.20 - 10.10	10.10 - 10.25	10.25 - 11.15	11.15 - 12.05	12.05 - 12.55	12.55 - 13.45	13.45 - 14.35	14.35 - 15.25

Catering

There are quite significant changes to our catering arrangements including:

- There will be no catering service at interval. Pupils must, therefore, bring their own snack to school
- Pupils must pre-order lunch on a new WLC Fusion Mobile App (more information at <https://bit.ly/3gPfxPD>). Please ensure you scroll down to FAQs update – 6 August.
- Pupils will be issued with contactless lunch cards to replace the existing keypad system. They need their card or their phone App to collect their lunch.
- Lunch cards should be pre-loaded using iPayImpact (via parentsportal.scot).
- If there is any difficulty using iPayImpact, downloading the App or pre-ordering then your child must bring a packed lunch until they are set up with the cashless system.
- Pupils entitled to a free school meal will have their contactless card pre-loaded automatically every day.
- Pupils entitled to a free school meal will be able to pick up a breakfast pack first thing in the morning from the dining hall.

Headteacher: Tracey Loudon

Whitburn Academy, Shanks Road, Whitburn, West Lothian, EH47 0HL

T: 01501 740675 E: w/whitburn-ac@westlothian.org.uk W: www.whitburnacademy.org



- Hot/cold meals will be served in disposable cartons using disposable cutlery.
- Pupils should not share food and must dispose of their own rubbish.

Travel to School

- School transport will be similar to what has been in place previously. Bus passes will be delivered to home addresses prior to school returning. It is imperative that pupils carry their bus pass and show it to the driver. In the event of a potential Covid-19 outbreak, this allows us to be certain of who has been on each bus and, as such, will allow us to effectively engage with Test and Protect. Existing free school bus passes are still valid for S2 to S4 pupils. Applications should only be made for pupils going in to S1, S5 and S6. If you have not yet applied for a bus pass, please do so immediately using this link <https://bit.ly/30CxWcE>. Pupils may not be allowed to board the bus without their bus pass.
- Parents dropping their children off must not enter the school car park, please use park and stride.

Curriculum restrictions

Due to their practical nature, there will be some restrictions to the delivery of some areas of the curriculum, including HE, Music and Drama. For the foreseeable future, PE is likely to be outdoors. Pupils will, however, have access to changing facilities and, therefore, should arrive wearing full school uniform, even on days when they are timetabled for PE.

Uniform

Our school uniform has **not** changed and consists of:

- White Shirt
- School Tie
- Black Trousers/Skirt (no denims or leggings)
- Black School Shoes (no trainers or canvas shoes)
- Blazer (S5 and S6 pupils only)
- School bag

Not only does school uniform promote a sense of affiliation or belonging for our young people, more importantly, it also ensures equity if everyone adheres to the same dress code. This then removes pressure for many of our young people and their parents/carers to buy expensive clothes and trainers that they cannot afford. It is my expectation that all pupils adhere to our strict uniform policy.

The school can also support parents/carers by providing school uniform if need be. Please contact the school office to speak to a member of the House Team if you require support with this.

Test and Protect

The school will be working with Public Health agencies to implement the national approach to Test and Protect. It is imperative that pupils remain at home if:

- They have any Covid-19 symptoms of high temperature, new or continuous cough or loss of taste or smell.
- They have recently been in contact with someone who has been confirmed as Covid-19 positive.

Headteacher: Tracey Loudon

Whitburn Academy, Shanks Road, Whitburn, West Lothian, EH47 0HL

T: 01501 740675 E: w/whitburn-ac@westlothian.org.uk W: www.whitburnacademy.org



If a student becomes unwell during the day with Covid-19 symptoms, we will contact you immediately and will ask for them to be collected from school.

Attendance and Vulnerable Pupils

Shielding in Scotland ended on the 1st of August, so it is expected that all pupils will return to school unless they have been given advice from a GP or healthcare provider not to do so. For pupils who have underlying health conditions that may require an individual risk assessment, parents/carers should contact the school and speak to the House Team to discuss any concerns. For any new medical details that the school is not already aware of, please also contact school before your child returns.

Visitors

In order to ensure our health & safety regime is adhered to, it is essential that all parents and carers arrange to meet with staff by prior appointment and do not visit the school without one. This will allow us to ensure adequate space is available for meetings with appropriate physical distancing and to clean surfaces before and after use.

Further Information

I still need to send year group specific information outlining the procedures for the first day back to ensure pupils can arrive physically distanced and can safely enter the building. For now, I will let you digest the contents of this letter and will send further year group information by Groupcall on Monday.

I fully appreciate that all of the changes may well be overwhelming and it will take some time for us all to get used to our new ways of working. However, if we all work together-staff, pupils and parents/carers- then we should ensure that our young people continue to experience the best possible learning experiences on their return whilst keeping everyone as safe as we possibly can.

Yours sincerely,



Tracey Loudon

Headteacher

Headteacher: Tracey Loudon

Whitburn Academy, Shanks Road, Whitburn, West Lothian, EH47 0HL

T: 01501 740675 E: w/whitburn-ac@westlothian.org.uk W: www.whitburnacademy.org

