

**GLENIFFER HIGH SCHOOL**

**RETURN TO SCHOOL ARRANGEMENTS**

**AUGUST 2020**

3rd August 2020

Dear Parent/Carer

I am delighted that we are progressing with a full return to Gleniffer High from Wednesday 12th August.

The Director of Children’s Services provided information on Friday regarding what this phased return will look like in the first week. I appreciate there will be much anxiety about specific arrangements for pupils and I am hoping to address some of these in this communication, which will cover:

* Phased Return
* New S1 pupils
* Uniform and equipment
* Eating arrangements
* Hygiene measures
* Visitor access to the school
* School Transport
* Options renegotiations
* SQA Appeals 2020

**Phased Return**

As intimated last week pupils will return to school, **reporting to the main pupil entrance** in the following pattern:

**Wednesday 12th August S1 and S6 pupils.**

S6 pupils should report for 8.50am prompt and new S1 pupils 9.15am. If using school bus transport, then report for 8.50am as normal.

**Thursday 13th August S1, S4, S5 and S6 pupils.**

S5 pupils should report for 8.50am prompt and S4 pupils 9.15am. If using school bus transport, then report for 8.50am as normal.

S1 and S6 pupils will report to period 1 classes which start at 8.50am and follow their school timetable.

**Friday 14th August All pupils**

S3 pupils should report for 8.50am prompt and S2 pupils 9.15am. If using school bus transport, then report for 8.50am as normal.

S1, S4, S5 and S6 pupils will report to period 1 classes which start at 8.50am and follow their school timetable.

This staggered start will allow us to welcome cohorts of pupils back to school, go through health and safety measures and issue individual timetables.

**New S1 pupils**

I appreciate this is an anxious time for our new S1 pupils who may be unsure what to do on the first day. We will have everything in place to support them in their first days of school, heavily supported by our S6 pupils who will be on hand to guide them around the school, make sense of timetables and identify any worries they may have so that we can address them quickly.

On the first day, Wednesday 12th August, S1 pupils will be organised into house groupings at the front of the main pupil entrance (here’s hoping for dry weather!). They will then be accompanied to separate areas where we can welcome them, reassure them, go through all the arrangements for health and safety and give out timetables before sending them on to class. They may not get into a normal timetabled class until after interval on that first day, as we will have lots to go through with them. It would be advisable to bring PE kit on that day as some pupils will have that timetabled on a Wednesday.

Pupils will be dismissed at 2.50pm as normal at the end of the day. Any young people traveling on school transport home should wait outside the staff and visitor entrance to the school and the Head Teacher will accompany them to buses. **Any S1 pupils travelling in by school bus in the morning can report to the playground in front of the pupil entrance where they will be met by school staff and supervised until the rest of the year group arrive at 9.15am.**

**Uniform and equipment**

It is expected that all young people will wear the full Gleniffer uniform on their return to school.

* White shirt or blouse with school tie
* Black trousers or skirt
* Plain black jumper or cardigans
* Black footwear

Pupils will require school bags to carry their own equipment. We will be trying to reduce the sharing of materials as much as possible and will have stationary packs available for pupils who have not been able to purchase these. I would recommend pupils have their own water bottle to use and bring it to school filled. There will be reduced access to water machines in staff bases etc for Health and safety reasons.

You can apply for clothing grant through <https://bit.ly/3a34ZK9>

**Eating arrangements**

Initially, school lunches will be a grab and go packed lunch. Hopefully, we will soon be able to resume our normal lunch service. Where possible, it may be prudent to provide a packed lunch in the short term. S1 pupils do not have permission to leave school grounds at lunchtime at any time and any other pupils who choose to do so must be mindful of the need for a face mask to be worn in local shops and observe physical distancing guidance.

Please note there will be a limited food service from 8.30am every morning and again at interval.

Pupils entitled to free meals will be provided with a packed lunch every day. You can apply for free meals through <https://bit.ly/3a34ZK9>

Seats in the social area will be reduced capacity and pupils will be encouraged to be outside in the fresh air, which we know is the safest option.

**Hygiene measures**

Hand sanitizing stations are fixed at all pupil entrances. Pupils will enter the school building via the following doors, **after their initial induction day** and will sanitize their hands upon entry.

S1, S4 and S6 main social area doors.

S2 and S5 side doors in social area.

S3 side doors at PE.

Pupils are reminded to wash hands as often as possible using warm water and soap, of which there is plenty. They may also use their own hand sanitizer throughout the school day. Pupils should also sanitize hands when exiting the building. Regular cleaning of hard surfaces throughout the school and toilets will take place during the day. However, pupils will be expected to wipe down their desk and seat when arriving and before leaving class.

Young people are not required to wear face masks but may choose to if advised by a health professional, however any young person may choose to wear a face mask, which they will be required to bring with them.

Please note staff may choose to wear face masks and will be maintaining a 2m physical distance as much as possible in classes and throughout the school. Staff and young people should not be within 2m of each other and pupils are asked to respect this distance.

**Visitor access to the school**

It is always better for parents and carers to arrange appointments to meet with staff, however at the moment, following government guidance, I must insist that no unplanned visits take place, unless you are asked to collect your child from school. This will allow us to ensure adequate space is available for any meetings and surfaces can be cleaned between meetings.

Pupils being collected for appointments during the course of the day should be met by parents or carers at the front of the school building. At the moment, there are to be no mass gatherings and therefore information sessions for parents and parents’ nights will be planned following government guidance.

**Pupils travelling to school by car should be dropped off at the loop or on Amochrie Road unless you have a specific arrangement with the school. I ask that all parents and carers adhere to this policy.**

**School transport**

School buses will operate as normal. As far as possible, we will organise young people by year groups on to buses to minimise the interaction between different cohorts. This may affect journey times slightly, however for Gleniffer pupils should not make a significant difference. Any pupils travelling on public transport should wear a face mask as per government guidance.

**Options renegotiations**

Any pupils requiring changing subjects (new S5&S6 only) should arrange a telephone interview with Mrs Prentice. This can be arranged by calling the school office on Tuesday 4th August. This service is only for changing SQA courses.

**SQA Appeals Process 2020**

Results will be received on Tuesday 4th August. Some young people will be delighted with their achievements and others, unfortunately, may be disappointed.

This year due to the cancellation of the exam diet and alternative processes for certification, there will be a SQA appeals process.

In order to submit an appeal to SQA following 2020 certification, the following criteria are required by SQA:

* **the candidate must have been awarded a lower grade than the estimated grade forwarded to SQA by the school**
* **the school must forward evidence to SQA to support the estimated grade**
* **the candidate must consent to submit the appeal**

Where the criteria above are met, department staff will be requested to collate all evidence in support of an appeal.

Department staff will be looking at final grades awarded to candidates to determine if an appeal process **can be supported** for individual candidates.

If your child didn’t get the SQA result they were expecting in a subject, please contact Miss Feggans to discuss with her any possible appeal of the SQA grade awarded. **If** an appeal can be considered a meeting with Miss Feggans will be arranged with the candidate.

Candidates should contact the school office on 0300 300 1313 from 4th August to discuss appeals. Meetings will take place from 5th August. Miss Feggans will meet with candidates in the school social area at the allocated appointment time.

The deadline for appeals to be registered with SQA are as follows:

August 14th for those wishing to confirm a college or university place

August 21st for all other appeals

On receipt of the appeal and evidence to support the appeal request, SQA will review the evidence and determine the final grade to be awarded to the candidate.

There are three possible outcomes:

* a higher grade is awarded. If the result is for a college or university place, SQA advise the school/college, the higher education institute and UCAS.
* no change to the grade
* a lower grade is awarded

No doubt on our return we will adapt and identify where improvements can still be made. Health and safety requirements and risk assessments will be regularly reviewed in line with government guidance. The main focus now is to settle your children back into the school environment safely and productively, maximising class teaching time and supporting the wellbeing of our school community.

I look forward to welcoming all Gleniffer pupils back from 12th August and will keep pupils, parents and carers informed throughout the session of developments as we get more information and guidance changes. However, I hope this letter provides some information to get session 2020-21 started.

Kind Regards

Lisa Chalmers

Head Teacher