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**Date:** Friday 13<sup>th</sup> August 2021

## Return to School – Tuesday 17<sup>th</sup> August 2021

We hope that you and your family have enjoyed the summer break – we're looking forward to welcoming your child(ren) back on **Tuesday 17<sup>th</sup> August 2021** for the beginning of the new session.

Scotland moved [Beyond Level 0](#) on Monday 9<sup>th</sup> August 2021. Whilst the changes to the guidance over the summer have been a welcomed move in the right direction, there are a number of mitigations remaining for Early Learning and Childcare (ELC) settings and schools at the beginning of the session. Our COVID-19 risk assessment has been updated to reflect this, and any changes will continue to be published on the following link whilst mitigations remain in place.

[CLICK HERE – Cawdor Primary School COVID-19 Risk Assessment](#)

## Staffing Confirmed

We now have our staffing confirmed for the beginning of the session. We are delighted to welcome Emma McCall, a newly qualified teacher, who brings with her enthusiasm alongside current training in supporting children's development, learning and wellbeing. In addition to our core teaching team from last session, we are also pleased that Rachael Mackenzie will remain with us on a Thursday and Friday, and Joanne Harper on a Tuesday. Children will be allocated their class teacher on Tuesday 17<sup>th</sup> August 2021 and a note will come home at the end of the day on Tuesday detailing your child's teacher's name and their contact details. This will be posted on SeeSaw at the end of next week. In our ELC setting later this term, Adele Mackenzie will be going on maternity leave and Kristi Macleod will be returning from maternity leave. Our Pupil Support Assistants and our Additional Support for Learning teacher from last session remain in place until October, where any changes may be made following Highland Council's review on additional support for learning.

## First Day Drop-off/ Pick-up – Tuesday 17<sup>th</sup> August 2021

The following information is for the first day of term **Tuesday 17<sup>th</sup> August 2021**.

	ELC	P1	P2, P3, P4	P5, P6, P7
<b>Drop-off</b>	If you are also dropping off a child in P1-P7, you are welcome to drop off between 9.05am and 9.15am. If you are only dropping off a child in ELC, you are welcome to drop off from 9.15am.	Children to be dropped off at the front door at 9.20am where your child's class teacher will meet them to take them to class.	Front door opens at 9am for staggered entry. Children to come in to the hall and sit at P2, P3 and P4 cones by 9.15am. Your child's new class teacher will collect them there.	Gate opens for children only at 9am. P5-P7 children to go through playground gate and line up at the P5, P6 and P7 lines by 9.15am. Your child's new class teacher will collect them there.
<b>Pick-up</b>	If you are picking up a child in school, we have staggered pick-up from 2.45pm to coincide with the end of school day. All children to be collected by 3.10pm.	Children to be picked up from the front door at 3pm where your child's class teacher will dismiss them at the end of the day.	Children will be dismissed by staff from the side gate at 3.05pm.	

**Head Teacher:** James Cook, Cawdor Primary School, Cawdor, Nairn IV12 5XZ

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## **The remainder of term 1 – Wednesday 18<sup>th</sup> August until Friday 8<sup>th</sup> October 2021**

The following information is for the second day of term (Wednesday 18<sup>th</sup> August 2021) until the end of term (Friday 8<sup>th</sup> October 2021). There is an exception for Primary 1 for the first two weeks of term.

### **Early Learning and Childcare: Wednesday 18<sup>th</sup> August 2021 – Friday 8<sup>th</sup> October 2021**

If you are also dropping off a child in school, you are welcome to drop off your child to ELC between 9.05am and 9.15am. If you are only dropping off a child in ELC, you are welcome to drop off from 9.15am.

If you are picking up a child in school, we have staggered pick-up from 2.45pm to coincide with the end of school day. All children to be collected by 3.10pm.

*Under the revised guidance, if your child is requiring additional support to transition into ELC a parent of a child in ELC is allowed to enter the ELC setting (with a maximum of three parents at any one time). Families to liaise with the Early Years Practitioner on gate duty if appropriate.*

### **Primary 1: The first two weeks – Tuesday 18<sup>th</sup> August 2021 to Friday 27<sup>th</sup> August 2021**

Children to be dropped off at the front door at 9.20am where your child's class teacher will meet them to take them to class.

Children to be picked up from the front door at 3pm where your child's class teacher will dismiss them at the end of the day.

*If Primary 1 children are getting the bus to and from school in the first two weeks of term, let your child's class teacher know so that we can support them transitioning independently on and off the bus as appropriate.*

### **Primary 1: The remainder of Term 1 – Monday 30<sup>th</sup> August 2021 to Friday 8<sup>th</sup> October 2021**

The front door opens at 9am. We have a staggered start between 9am and 9.15am where your child will sanitise their hands and make their way to their classroom.

At the end of the day children will be dismissed by staff from the side gate at 3.05pm.

### **Primary 2-7: Wednesday 18<sup>th</sup> August 2021 – Friday 8<sup>th</sup> October 2021**

The front door opens at 9am. We have a staggered start between 9am and 9.15am where your child will sanitise their hands and make their way to their classroom.

At the end of the day children will be dismissed by staff from the side gate at 3.05pm.

## **Key Risk Mitigations**

In line with local and national guidance, the following key risk mitigations will be part of our day to day practice:

Rigorous hand washing, sanitising and cleaning throughout the day.

All adults in the building (unless exempt) will wear face coverings when moving throughout the building. In the middle and upper primary staff will continue to wear face coverings when interacting with children in close proximity. When not wearing a face covering, in the middle and upper primary adults will continue to maintain physical distance from children. Adults are able to be in closer proximity to support interactions in the early years and early primary, but may choose to maintain the wearing of a face covering.

All family members and other adults (unless exempt) entering the playground at pick-up and drop-off are asked to wear a face covering.

Staff will remain physically distanced from one another, following the current health protection guidance.

The building remains limited to staff and essential visitors that support the development, learning and wellbeing of children. Communication between families and the staff will predominantly be virtual.

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## Transport

School transport will continue to operate as usual. Children in P1-P7 **do not** need to wear a face covering whilst they are on school transport.

## Catering

Children in ELC and in Primary 1-4 receive a free school meal each day as of August 2021. From Tuesday 17<sup>th</sup> August until Friday 8<sup>th</sup> October 2021, the following menus detail the catering options each day. These are the same menus which were in place prior to the summer break.

ELC menu: [CLICK HERE](#)

P1-P7 menu: [CLICK HERE](#)

On the week beginning 16<sup>th</sup> August 2021 we will be on week 2 of the menu. Due to our food delivery on the first week of term the menu will be changed on Tuesday 17<sup>th</sup> and Wednesday 18<sup>th</sup> of August 2021. The menu for these two days will be as follows:

	Tuesday 17 <sup>th</sup> August 2021	Wednesday 18 <sup>th</sup> August 2021
ELC	<b>Choice 1:</b> Chicken pasta bake and crusty bread <b>Choice 2:</b> Jacket potato and baked beans	<b>Choice 1:</b> Burger and potato wedges <b>Choice 2:</b> Homemade soup and cheese sandwich
P1-P7	<b>Orange:</b> Chicken pasta bake and crusty bread <b>Green:</b> Jacket potato and baked beans <b>Blue:</b> Homemade soup and ham sandwich	<b>Orange:</b> Burger and potato wedges <b>Green:</b> Mexican burrito <b>Blue:</b> Homemade soup and cheese sandwich

## SeeSaw

On Tuesday 17<sup>th</sup> August 2021 we will be migrating all of our children into their new classes on SeeSaw. It is hoped that this will be completed by the end of the day, but this may take a few days. We recommend that families subscribe to the blog on [www.cawdorprimaryschool.com](http://www.cawdorprimaryschool.com) to ensure that they do not miss any notifications whilst the migration takes place. Key information is shared on the website.

## The Great Outdoors

As we continue to develop our approaches to outdoor learning, your child will be outdoors each day as part of their development, learning and wellbeing through play. It is important that your child has a jacket and suitable footwear with them each day for being outdoors (as well as any other items of clothing that may be appropriate for the weather). If you require any financial support to get a hold of these items so that your child is prepared for the outdoors, you can contact me via email or by telephoning the office to discuss how we can support you and your family.

## Physical Education

Physical Education (PE) will mostly be outdoors this term, however, we will also use our hall. For this reason, children should have a change of shoes and clothes for PE with them each day that can be stored in school. Teachers will let you know via SeeSaw what days of the week PE will take place this term.

## Pencil Cases

Children are permitted within the guidance to take in a pencil case if they wish. This will remain in school. This is not a necessity as classes have a bank of core resources available for the beginning of term.

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