



**Craigie High School**

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Dear Parent/Carer

Proposed Arrangements for Return of ESA Pupils in August

I hope this letter finds you and your family well. The purpose of the letter is to share with you our proposed arrangements for the planned return for pupils in August. School will look very different from what it has been previously. In planning for a return of pupils, our primary concern is the safety and wellbeing of pupils and staff and all local and national guidelines will be followed.

The timetable for each ESA Group is shown below:

Day/Year Group	AM	PM
Monday	Group 1	Group 2
Tuesday	Group 1	Group 2
Wednesday	Group 1	Group 2
Thursday	Group 1	Group 2
Friday	Group 1	Group 2

AM	PM
9- 11:30	12.30-3:00

I can confirm that Staff will return to school on Monday 10 August and this will be an In-Service day when pupils are not expected to attend. The date for return of pupils to school will be Tuesday 11 August. **Therefore, pupils will attend for the first time August 11<sup>th</sup>. As your child is in Group 2 they will attend the afternoon session 12:30pm – 3:00pm each day.** This arrangement will continue until the current situation re COVID-19 changes. If that happens, I will inform you by letter to let you know of any changes to the arrangements outlined above.

What the day will look like for ESA pupils

Pupils are split into two ESA groups. Pupils will attend either an am or pm session each day, timings of which are above.

Pupils will be based in their ESA classroom with up to 2 other pupils and will remain there for the time they are in the building with their ESA class teacher and a member of support staff delivering learning. Learning will initially focus on Literacy, Numeracy and Health & Wellbeing to support pupils to transition back into their ESA learning environment in Craigie High School.

### Breaks and Lunchtimes

Given that pupils will only be attending for 3 periods per day no official break is being built in. However, there will be opportunities built in for brain breaks throughout the sessions. No food can be provided by staff therefore pupils should bring in their own snack. We are still working on the arrangements for access to toilets and will inform you of this prior to your child returning in August.

At the moment we are still waiting for information from Tayside Contracts regarding arrangements for lunches including plans for pupils receiving Free School Meals. Once I have this information, I will share this with you.

### Infection Control

It will be extremely important that all pupils understand the importance of infection control when in school. Whilst we wish to make the return to school as easy as possible it is still necessary to ensure that we follow all local and national guidance on the minimising the risk of COVID-19. This means pupils being supported to understand good personal hygiene such as washing hands regularly, ensuring they follow physical distancing and do not share or swap equipment such as stationary. To support this staff have created appropriate visuals and will work with the young people to promote high standards of infection control. The attached visuals provide more specific guidance on Infection Control. For further guidance on infection control, you can also click the link <https://tinyurl.com/y6v945zn>

### Blended Learning

You may have heard this expression used quite a lot in the media etc. All it means is that when pupils are not actually in the building, they will be supported to continue learning through either Learning Packs provided by the Teacher or to continue with online learning through Microsoft Teams. Teachers will be able to share more information with families about this once they return.

### Pupils not able to return in August

It may be that a small minority of pupils who, for a number of reasons, will not be able to return in August. If this is the case it is important that as a parent/carer you make contact with the school to let us know the reason for this.

### Communication

We will continue as a school to keep in regular contact with you regarding arrangements or changes to arrangements outlined in this letter. We will do this via Twitter, the school website and by Text Messaging. Please ensure that the school has up to date contact details for your child including emergency contacts. If a

situation arises at school, it is essential that we can contact someone. You can continue to contact the school via email or telephone. I would ask parents not to just turn up at school expecting to see someone. Please contact the school by remote means first.

### Mental health and Wellbeing

This is our top priority for us along with physical safety. This has been an extremely challenging time for all of us and we have attached a leaflet outlining some websites and other areas which may be able to offer support to either yourselves or your child should it be necessary. In school we will focus on health and wellbeing on a regular basis with a view to supporting your child with any queries/concerns/worries they may have about their health and wellbeing or their learning. For further information click links <https://tinyurl.com/ybyyfbg> and <https://tinyurl.com/y9vlyhwh>.

### School Uniform

Pupils in all DCC Secondary Schools will wear uniform as normal. Wearing uniform has many benefits one of which means that children will have a sense of belonging which uniform brings. We know this may be difficult for some parents/carers given the circumstances and we would ask you to contact the school if there are difficulties with the uniform. I have attached a leaflet about CHS school uniform [click here](#).

### Entering and Leaving the Building

ESA Pupils will enter and exit the school by the front door. If your child does not travel to school via DCC transport, please ensure that your child is dropped off safely at the appropriate time. Please note staff are unavailable for supervision before class times. If you foresee any issues with these arrangements please contact Principal Teacher Support for Learning Mrs Smith [elle.smith@dundeecity.gov.uk](mailto:elle.smith@dundeecity.gov.uk)

I know this is a lot of information to take in and there are many questions you will have. We will make every effort to ensure you have the information you need when it becomes available. Again, I would emphasise our commitment to both the health and wellbeing and learning for your child. We will do everything we can to offer any advice, support or help that we can during the next few months. We look forward to welcoming your child back into our ESA provision. This letter, documents and relevant links can be found on your child's Microsoft team.

If you require any further information please call the school office on 431111 or email [elle.smith@dundeecity.gov.uk](mailto:elle.smith@dundeecity.gov.uk)

Take care and stay safe.

Andrena Waghorn

Respect ▪ Equality ▪ Responsibility ▪ Determination ▪ Honesty