



Hillhead Primary School
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7 August 2020

School Update

Dear Parent/Carer,

Please be reassured that we are working extremely hard to ensure the school is ready for the return of all of our pupils and we are looking forward to welcoming them all back. As I am sure you understand there is a lot of information to digest and it is important that we consider very carefully all of the structures and procedures that we put in place to ensure a safe and confident return to full time education for all.

I understand that there are many important questions about your child's return to school and we will be communicating with you regularly between now and next week to ensure you have all of the information that you require. We are looking to do this in an organised way and are keen to ensure that you receive the most important information first. We issued information relating to your child's allocated class and class teacher yesterday and outlined the days that your child would attend school next week, we realise this is essential information to allow parents to organise their working week and childcare arrangements.

We provided further detailed information to all of our Primary 1 and Primary 2 parents about their child's phased return earlier today and the plans for the return of our Primary 3 to Primary 7 children is detailed below.

- Monday 10th August – In-Service Day for staff (no children will attend on this day)
- Tuesday 11th August – In-Service Day for staff (no children will attend on this day)

Wednesday 12th August

- Primary 3, Primary 5 and Primary 7 in school all day (**Primary 4 and Primary 6 will not attend on this day**)

- **Primary 3** will enter and exit via the Otago Street Gate, they will line up on the Riverside (cones will identify where), staff will collect them from their line and travel round the building to the normal entrance for P3 in the Courtyard.

- **Primary 5** will enter and exit from the Park gates and they will line up in the Grove playground (cones will identify where), staff will collect them and escort them to their classrooms via the main Grove entrance (previous P6 and P7 doors beside the Nursery).

- **Primary 7** will enter and exit from the Park gates and they will line up in the Grove playground (cones will identify where), staff will collect them and escort them to their classrooms via the main Grove entrance (previous P6 and P7 doors beside the Nursery).

Primary 3, Primary 5 and Primary 7 will **begin the school day at 08.50 and finish at 15.00** this will continue until further notice and is to allow for classes to enter and exit the building in smaller numbers.

Thursday 13th August

- Primary 4 and Primary 6 in school all day (**Primary 3, Primary 5 and Primary 7 will not attend on this day**)

- **Primary 4** will now enter and exit the building from the Piazza playground, they will line up here (cones will identify where), staff will collect them and escort them through the building to their classrooms.

- **Primary 6** will enter and exit from the Park gates and they will line up in the Grove playground (cones will identify where), staff will collect them and escort them to their classroom via the main Grove entrance (previous P6 and P7 doors beside the Nursery).

Primary 4 and Primary 6 will begin the school day at 09.00 and finish at 15.10 this will continue until further notice and is to allow for classes to enter and exit the building in smaller numbers.

Friday 14th August

All pupils will return to school full time from Friday 14th August, all of the arrangements outlined above will remain in place until further notice.

Key points to note for Parents and Carers

- Parents and Carers will not have access to the school playground at the moment, please drop your child(ren) at their allocated gate and staff will guide and support them to their lines.
- Parental queries should be dealt with via telephone call or email, please do not enter via the Main Entrance (Otago Street) unless by appointment, we will be happy to facilitate this for you but we need to maintain controlled access to the school building at all times.
- We will issue further details about the materials your child should/should not bring to school and also the arrangements for playtimes and lunchtimes (structure of the school) to allow you to share these with your child(ren) prior to re-entry to school.
- There will be supervised access to all playground areas for pupils from 08.40 and we anticipate breakfast club running as normal, further details will follow.
- We would encourage only one parent/carer to drop off and collect their child and where possible arrangements could be made for one adult to collect small groups of children to minimise the number of adults waiting at gates.
- All adults dropping off or collecting their child(ren) should look to adhere carefully to social distancing guidelines and we would suggest adults bring face masks that can be worn when moving to collect their child(ren) from the gate.
- If you are collecting more than one child from different gates please don't be concerned as staff will wait with your child until they are collected safely, we would suggest younger children are collected first.
- It is very important that parents and carers arrive on time to collect their child(ren) and that any change to arrangements for children being collected are communicated to our school office as soon as possible. In these situations staff will ensure your child is taken to the school office where arrangements can be made for collection.

These are exceptional times and is regrettable that we have to take these measures, we are very keen to ensure continuing dialogue and connection with parents albeit in a very different structure and with unfortunate constraints. We have always as a school encouraged an open door policy and we will continue to be available to work with all parents, carers and local partners to ensure the highest quality of care and education for your children. We look forward to the easing of restrictions that will allow us a return to more familiar interaction.

We will be issuing further information over the coming days but if you have a question or concern please do not hesitate to contact any member of our Leadership Team.

Headteacher@hillhead-pri.glasgow.sch.uk – Andrew Robson (Head Teacher)

SThomson@hillhead-pri.glasgow.sch.uk – Susan Thomson (Depute Head Teacher responsible for P1 and P2)

KBarclay@hillhead-pri.glasgow.sch.uk – Karen Barclay (Depute Head Teacher responsible for P3 and P4)

LLurinsky@hillhead-pri.glasgow.sch.uk – Lois Lurinsky (Depute Head Teacher responsible for P5, P6 and P7)

New Staff for Session 2020-21

We have a number of new staff members for this school session and we very much appreciate that there will not be the same opportunity to meet and engage with them early in the new term so we will be looking to introduce them to you virtually as soon as possible.

We are delighted to welcome back Lizi Dunn this Session from maternity leave. We wish Kathryn Philips, Alan Garry and Alison Henderson the very best and look forward to welcoming them back next

Session. We are also looking forward to welcoming Gillian Sim, Becky Glendinning, Christina Butcher and Kara Rafferty back to school later this Session.

We are also delighted to be able to welcome back Beatrice and Isobel who have resumed their janitorial duties. Simone and Lorraine will continue to work with us too for the next few weeks and this will be of great benefit as we transition back to school full time.

Thank you and best wishes,

A handwritten signature in black ink that reads "Andrew Robson". The signature is written in a cursive style with a long, sweeping tail on the letter 'n'.

Andrew Robson
Head Teacher