



**Braes High School
Back to School
Pupil Guide**

Introduction

We are looking forward to seeing you in Braes High School in the new school year. These last few weeks and months have been difficult for everyone. We know you have missed out on a lot of memorable moments.

It is normal to feel both excited and nervous about starting back at school. We hope this guide helps you feel confident and excited about coming back. We are grateful to the Pupil Council who have helped inform our thinking and we will be speaking again with pupils about our school arrangements when we return in the new term. I know that the Braes staff are looking forward to you being back in school. Staff have been very impressed with the way you have dealt with the challenge of learning at home.

For everyone in our community, these last few months have been challenging, emotional and uncertain. As we come together in our school building again, our school motto, `Build Respect and Earn Success – be part of it!’ will never have been more important. Our school might look and feel different but our values will remain the same. We need to be respectful and understanding of one another, look out for each other, and be supportive of those around us. We also need to make sure we continue to learn as best we can, doing our best and taking pride in our work. Helping us through this is the fact that we are part of a community. We work well together. We care about one another. Although school may feel different for a while, our school values and ethos remain as strong as ever. The guide has been broken down into sections so that you can spend time becoming familiar with each one before you return to school.

Mr Iain Livingstone
Head Teacher

Scottish Government Guidance

The Scottish Government published advice on 30th July 2020 on the reopening of schools. Some of the key points were:

- The Scottish Government's intends that all children and young people will return to school full-time in August 2020
- It is not expected that schools reopening is a return to normality
- Schools must remain alert and continue to manage the risks of COVID-19
- Schools should put practical and proportionate control measures in place
- It will be the responsibility of every individual in the school to practice good hygiene
- Cleaning of schools will be increased
- Distancing should be implemented in a proportionate way. Specific approaches adopted should not prevent a full time return to school.
- Schools should try to keep groups apart from other groups where possible
- Two metre distancing between adults, and between adults and children and young people who are not from the same household should be maintained.

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Section 1 – The First Week Back

Different year groups will attend on each pupil day of the first week. This will let pupils get used to the new arrangements and to take part in induction and recovery activities. The schedule for the week is as follows:

Day	Activity
Monday 10 th August	<ul style="list-style-type: none"> In-service 1 (staff only)
Tuesday 11 th August	<ul style="list-style-type: none"> In-service 2 (staff only)
Wednesday 12 th August	<ul style="list-style-type: none"> S4/5/6 pupils attend school for induction experience S1/2/3 pupils learn at home
Thursday 13 th August	<ul style="list-style-type: none"> S2/3 pupils attend school for induction experience S1/2/3 pupils learn at home
Friday 14 th August	<ul style="list-style-type: none"> S1 pupils attend school for induction experience S2/3/4/5/6 pupils learn at home

First Day Structure for each year group:

Wednesday 12 th August	S4-6 pupils
9.00am – 10.40am (soft start from 8.50am)	Pupils attend their designated form class and participate in induction activities.
10.40am – 10.55am	Morning interval
10.55am – 11.45am	Period 3
11.45am – 1.10pm	Period 4 Period 4 learning for S4-6 pupils will take place between 11.45am and 12.35pm. Thereafter S4-6 pupils take their lunch between 12.35pm and 1.10pm.
1.10pm – 2.00pm	Period 5
2.00pm – 2.50pm	Period 6

Thursday 13th August	S2/3 pupils
9.00am – 10.40am (soft start from 8.50am)	Pupils attend their designated form class and participate in induction activities.
10.40am – 10.55am*	Morning interval
10.55am – 11.45am	Period 3
11.45am – 1.10pm	Period 4 At 11.45am S2/3 pupils will take their lunch break which will conclude at 12.20pm. At 12.20pm S2/3 pupils should then return to their period 4 class to complete their period 4 lesson, which concludes at 1.10pm.
1.10pm – 2.00pm	Period 5
2.00pm – 2.50pm	Period 6
2.50pm – 3.40pm	Period 7

Friday 14th August	S1 pupils
9.00am – 10.40am (soft start from 8.50am)	Pupils attend their designated form class and participate in induction activities.
10.40am – 10.55am*	Morning interval
10.55am – 11.45am	Period 3
11.45am – 1.10pm	Period 4 At 11.45am S1 pupils will take their lunch break which will conclude at 12.20pm. At 12.20pm S1 pupils should then return to their period 4 class to complete their period 4 lesson, which concludes at 1.10pm.
1.10pm – 2.00pm	Period 5
2.00pm – 2.50pm	Period 6

* There will be staggered intervals when all year groups are in school. However in order not to disrupt the induction form period, morning interval will be taken at 10.40am by all year groups in week 1.

On their designated day in school during the first week of term, when pupils are directed into the school building, their Induction Lesson during periods 1 and 2 will take place in rooms noted below. S2-6 pupils should take note of the room you will be moving to at this time. S1 pupils will be guided by staff and older pupils.

Class	Teacher	Room	Class	Teacher	Room
1/1C	Mrs Molly Rae	216	1/4L	Mrs J Liesse-Fernandes	211
1/2C	Mrs E Horne	110	1/5L	Miss R Halliday	315
2/1C	Mrs L Rooney	103	1/6L	Miss G McDonald	213
2/2C	Miss H Stevenson	113	2/4L	Mrs L Murray	210
2/3C	Mr R Ledger/Miss E Veldon	323	2/5L	Mrs Diane Patterson / Mr D Bevan	212
3/1C	Miss A Sime	218	3/4L	Mrs S Ferguson	303
3/2C	Mrs M Shaw	309	3/5L	Mrs A Sinclair	106
4/1C	Miss E Taylor	Drama	4/4L	Miss S Robins	316
4/2C	Mrs Mairi Rae	112	4/5L	Miss N Sullivan	105
5/1C	Mrs D Allan	111	4/6L	Mrs C O'Donnell	214
5/2C	Mr D Yeates	212	5/4L	Mr G McIntosh	109
6C1	Mr A Grant	320	5/5L	Mrs Donna Patterson	311
6C2	Mr A Bear	202	6L1	Miss T Jennings	313
1/7O	Mr B Smith	318	1/10P	Mrs C Sinclair-Cain	122
1/8O	Ms S Lumsden	310	1/11P	Mrs L Clarke	121
1/9O	Mrs C Jones	325	2/10P	Miss L Robinson	220
2/7O	Mrs N Buchanan	308	2/11P	Dr J Quinlan	204
2/8O	Mr R Bennett	306	2/12P	Miss L Tapley	115
3/7O	Miss E Shanks	319	3/10P	Miss S McQuade	221
3/8O	Mrs S Corsie	307	3/11P	Miss K Mackie	219
3/9O	Mrs C Haggon	312	4/10P	Mrs E Reid	116
4/7O	Mrs F Williamson-Jones	209	4/11P	Mrs P Sneddon	206
4/8O	Mr G Bell/Miss C Smith	302	5/10P	Mrs E Menzies	207

5/70	Mr I Fergus	301	5/11P	Mrs G Kinloch	223
5/80	Miss C Godfrey	324	6P1	Mrs C Wardlaw	201
601	Mr A Smith	321	6P1	Mr N Gowans	222
602	Miss J Binnie	326			

Support for S1 in the first week

We know that even though our new S1 pupils have completed much of the primary/secondary transition programme, more support is needed to help you feel part of it at Braes High School. So, Friday 14th August will see our **new S1 pupils** arrive in school. S1 will be the only pupils in school on this day.

The aims of this day include:

- allowing pupils from different associated primary schools to interact with each other
- providing a finale and emotional closure to the young people's primary experience, highlighting the shared values and expectations across Braes Cluster
- raising awareness among our new S1 pupils of the emotional, pastoral and curricular supports on offer
- our young people taking part in activities which are fun, boost confidence, promote interaction, develop teamwork and are rooted in the key value of respect for self and others

Arrival arrangements for S1 pupils only – (please arrive for 8.50am soft start)

On your first day S1 pupils should gather in the following areas:

- Wallacestone / Avonbridge / Drumbowie / non-cluster pupils – bus bay at side of school
- Maddiston – junior social space at the back of the school
- Shieldhill / California – front of school

There will be a significant number of staff and S4 pupils in the outdoor spaces to guide pupils so we would appreciate parents and carers only escorting pupils to the school grounds entrances.

Induction Session

S1 pupils will be split into small groups in the outdoor spaces and escorted to a classroom by staff and S4 buddies to meet their house group. You will spend time with an assigned House Tutor completing a welcome programme.

During this session you will get the chance to meet the Head Teacher and members of your House Team including: House Depute, Pastoral Head and Pupil Support link. Buddies will remain with pupils throughout this session and the rest of the day.

Timetable

You will follow your timetable for the rest of the school day, period 3 to period 6, to experience moving around the school and to start your learning journey in Braes High School. Staff and buddies will stay with you throughout the day.

Interval and lunchtime

Pupils should bring a snack for break and a packed lunch if they wish to (in a disposable bag). The Hub canteen will be available for pupils to buy refreshments and lunches too. Grab bag lunches will be available for young people who are entitled to school meals. Spaces will be available for young people to eat lunch and pupils will be encouraged to be outside, weather permitting, during break and lunch.

At the end of break and lunch you will be asked to gather at the front of the school building, beside the swimming pool, in house groups (as you will when all year groups are in school). Staff and buddies will escort you to classes.

End of day

To allow our S1 pupils to experience end of day arrangements they will be released to access school transport or to travel home independently from their period 6 classes at 2.50pm. Buddies will accompany them.

Ties

Any young person who has not been able to get into school before Friday to purchase a tie will be able to buy a tie during the initial welcome session on Friday morning. Young people should bring £6 in an envelope clearly marked with their name.

Support for pupils in S2-6 in the first week

Each young person will be given pupil-friendly guidance, an outline of what to expect when coming back to school. This will focus on the importance of health and wellbeing in our return to school, both physical and mental, and will give an outline of information like where to go when arriving in school, what the one way system will be like, what the new signage will look like etc. We know school will feel different for our young people when they return and we want them to feel as relaxed, comfortable and confident as possible about how they will return and also how they can contribute to the restart and recovery. There will be a focus on health and wellbeing, with activities designed for pupils to help re-establish our school's positive ethos and our pupils' identity as Braes students.

To support each year group in this return, they will have the opportunity to experience the new set-up and structure with fewer pupils than normal in school. This will give pupils a chance to see first-hand the new arrangements, become aware of the supports that will be on offer for young people, and spend time with their year group peers socially.

Each of these days will be in line with our 3 key planning principles of: ensuring our school environment is as physically safe as possible; a focus on emotional wellbeing of all in our school community; and learning and teaching. We will provide time for pupils to reflect on the experience of recent months, and to take part in activities to help our school community restart and recover. We also expect our pupils would experience learning and teaching in our new school environment.

Uniform

We are keen for your return to be as normal as possible. We want you to feel part of Braes High and to benefit from the security and positive ethos school uniform supports. All pupils are expected to wear full school uniform. If you are having difficulty buying or finding uniform, please contact your Pastoral Head.

Consortia Arrangements

A number of you have chosen to study a course at another school in Falkirk. In the short term, all of the schools have agreed that they will deliver these courses online until it is deemed safe to transport pupils across the authority.

College Arrangements

College courses are due to start back on the week beginning Monday 24th August. More information will be given regarding college arrangements in the week beginning 17th August.

Some pupils are starting or are going into year 2 of Foundation Apprenticeship courses. These have work placements built in. Forth Valley College are looking at the work placement implications. They are planning to ensure our young people can safely complete the work placement element of the course. If this is not possible they may offer a further academic qualification to young people.

While college courses are not restricted to Tuesday and Thursday afternoons, transport from school will be arranged when these courses are up and running. Until college courses are set up, you can choose to work from home or work in a study area provided in school.

Section 2 – New Structure of the School Day

From Monday 17th August, all year groups will be in school. The flow of the pupil day will be as follows:

Timing	Activity
9.00am – 9.50am (soft start from 8.50am)	Period 1
9.50am – 10.55am	Period 2 S1-3 morning interval -10.20am-10.35am. At 10.35am, S1-3 pupils will return to their period 2 class to complete the lesson which concludes at 10.55am, then move to period 3. S4-6 morning interval 10.40am-10.55am. At 10.55am S4-6 pupils move onto their period 3 lesson.
10.55am – 11.45am	Period 3
11.45am – 1.10pm	Period 4 S1-3 lunch break 11.45am-12.20pm. At 12.20pm S1-3 pupils should then return to their period 4 class to complete their period 4 lesson, which concludes at 1.10pm. S4-6 lunch break 12.35pm and 1.10pm. At 1.10pm S4-6 pupils move onto their period 5 lesson.
1.10pm – 2.00pm	Period 5
2.00pm – 2.50pm	Period 6
2.50pm – 3.40pm (Tue & Thu only)	Period 7

Bells

Bells will ring only at the following times:

- 8.50am – ‘soft start’ managed access to building
- 9.50am – period changeover
- 10.20am – beginning of S1-3 interval
- 10.35am – end of S1-3 interval
- 10.40am – beginning of S4-6 interval
- 10.55am – end of S4-6 interval/period changeover
- 11.45am – period changeover/beginning of S1-3 lunch
- 12.20pm – end of S1-3 lunch
- 12.35pm – beginning of S4-6 lunch
- 1.10pm – end of S4-6 lunch/period changeover
- 2.00pm – period changeover
- 2.50pm – period changeover Tue & Thu/departure Mon-Wed
- 3.40pm - departure (Tue & Thu only)

Section 3 – In and around the school building

Entering the Building

Staff supervising the outside areas will co-ordinate the entry of pupils into the building. Pupils will be instructed to use doors in their designated outdoor space, observing physical distancing. Use the following doors:

- S1/2 - the main entrance, the entrance next to the swimming pool, and potentially the doors at the English stairs.
- S3/4 - the Drama stairs, the PE base, and potentially the two games hall external doors.
- S5/6 - the door next to the Hub, at the Pupil Support stairs, and potentially the door at the back of the Hub.

Once in school, pupils will flow into the one way system.

Morning Interval

We can't have too many pupils in the Hub at once. So, we will have two staggered morning intervals. These would take place as follows:

- S1-3 classes and their teachers take interval between 10.20am and 10.35am
- S4-6 classes and their teachers take interval between 10.40am and 10.55am

There will be bells to signal the beginning and end of the S1-3 interval. Pupils would only enter the Hub to access the canteen facilities. There will be additional dining space in the Games Hall to begin with. Apart from accessing toilets, pupils should remain outside during morning interval in the spaces designated below:

- S1/2 – the area next to car drop-off area at the front of the school main entrance, extending round to area next to the swimming pool
- S3/4 – the area along the side of the school next to the bus bay
- S5/6 – the area at the back of the school (behind the Hub)

Lunch

We have to minimise interactions, in school and in the community. At the beginning of the session, we will have two staggered lunch breaks of 35 minutes each. This will be kept under review as the session progresses.

To begin with the following timings will be in place:

- S1-3 classes and their teachers take their lunch between 11.45am and 12.20pm. At 12.20pm S1-3 pupils will then make their way to their period 4 lesson, which will conclude at 1.10pm.
- S4-6 classes and their teachers take their lunch between 12.35pm and 1.10pm.

A bell will ring at 12.20pm to signal S1-3 pupils to make their way to their period 4 class. It will ring again at 12.35pm to signal S4-6 pupils to begin their lunch break.

Pupils will only enter the Hub to access the canteen facilities. Additional dining space will be available in the Games hall to begin with.

Apart from using toilets, pupils should remain outside in the spaces designated below:

- S1/2 – the area next to car drop-off area at the front of the school main entrance, extending round to area next to the swimming pool
- S3/4 – the area along the side of the school next to the bus bay
- S5/6 – the area at the back of the school (behind the Hub)

The lunch card machine can still be used by pupils. However we strongly encourage families to use the online payments system when adding funds to lunch cards. Therefore use of the card machine should only be used as a last resort.

Pupils who do not wish to access the Hub for food should go straight to their outside area. Pupils who do wish to use the Hub canteen should make their way to the Hub and queue around the edge of the hall as pupils would normally do, observing physical distancing. There will be markings on the floor and staff to help pupils with this.

There will be 2 separate serving stations to help pupils get served as quickly as possible. Choice will be different and more limited than normal, although the canteen staff are keen to offer some of the pupils' favourite options. At lunchtime the options will be similar to a packed lunch, served in a bag, with 5 items such as a sandwich, fruit, yoghurt, tray bake snack, water and perhaps crisps, in line with the types of foods schools canteens can serve.

Pupils bringing a packed lunch are advised to bring it in a disposable bag rather than a lunch box, if you can.

Pupils are discouraged from going off-site for lunch. If pupils do go offsite for lunch, they should follow the rules in place for wider society, for example wearing a face covering when entering a shop. On returning to school pupils will require to follow hygiene advice and ensure their hands are cleaned/sanitised on entering the building.

Leaving school at the end of the day

Teachers will end lessons at different times for each year group to let pupils use the one-way system in a managed way. Staff will supervise corridors around their classroom to help pupils with physical distancing.

Moving between lessons

Teachers will end lessons at different times for each year group to let pupils use the one way system in a managed way. Staff will supervise corridors around their classroom to help pupils with physical distancing.

Toilet Access

We have to manage access to pupil toilets. The following arrangements will be in place before school, at interval and lunch:

- Campsie and Lomond pupils will use the toilets outside the Hub
- Ochil and Pentland pupils will use the Senior toilets

In these communal toilets, no more than 4 pupils will be able to gain access at one time. Staff will supervise access and exit.

At breaks and lunchtimes the following individual toilets will be available for use by pupils if they are required:

- Accessible toilet in SMT corridor
- Accessible toilet next to the main toilets outside the Hub
- Individual toilets in PE changing rooms

Unlike normal, we will not discourage pupils from using toilets during class time.

Bad Weather

If the weather is bad before school staff will decide to bring pupils into the building. Pupils can then gather, observing physical distancing, in the areas below:

Year group	Area
S1/4	Hub (assembly hall)
S2/5	Games Hall
S3/6	2 x upstairs gym

Seating will be possible for many pupils in these areas however some pupils will need to, and may prefer to, stand, observing physical distancing.

At morning intervals and lunchtimes pupils can use the Games Hall and the Hub.

One Way System

Our goal is for pupils to keep to a one-way system as far as possible. This means we have to make some changes to our existing one-way system.

On the Ground Floor, the one way flow goes from the Pupil Support corridor, through the Senior Social Space, along past Reception, towards Stair 3. Pupils leaving Drama to move to their next class would move along to the area outside the Hub and then join the one way system, moving along past the Senior Social Space and so on.

The 1st Floor corridor will become one way, with pupils moving from English to Technical.

The 2nd Floor corridor will remain one way as it now, with pupils flowing from Modern Languages towards Science.

The 3rd floor corridor will remain one way as it is now, with pupils flowing from Humanities to Maths.

Stair 1 (next to Technical) will be for upwards travel only.

Stair 2 (next to Music) will be for downward travel only.

Stair 3 (next to SMT) is for upwards travel only

Stair 4 (next to English) will be for downward travel only.

At the beginning of the day, all stairs will be used for upward travel.

Lift

Only one person will be able to use the lift at one time.

If there is more than one person needing to access the lift, you will need to queue for its use and remember to keep your physical distance whilst waiting.

Lift passes will only be given out if they are absolutely needed.

Reception

If you need to go to the school reception for anything, please remember to keep 2 metres away from the desk.

There will be markings to help you with this.

At the moment parents/carers should not normally be coming into school and instead should make contact with the school via email or telephone. The school's email address is braeshighschool@falkirk.gov.uk and the telephone number is 01324 719551. If it is absolutely necessary for a parent/carer to attend the school in person they should enter only by the school main entrance and follow the direction of the person at reception, observing hygiene and physical distancing protocols. Until further notice any meetings with school staff will take place remotely.

Water Dispensers

Until further notice, you will not be able to use the water dispensers around the school.

You should bring your own drinking water.

Section 4 – Attending School

Transport

Pupils who travel to school on school buses are not required to social distance or wear a face covering. You can choose to do so. It is advised that young people follow personal hand and respiratory hygiene – wash your hands and catch coughs and sneezes in a tissue and then bin it.

Hand sanitiser will be available on the school buses and pupils should use it as they get on the bus. Any siblings travelling on school transport should travel on the same bus and sit together.

When queuing for the bus, pupils should follow social distancing measures where possible. Members of the Extended Management Team will ensure that our young people are queuing and boarding the bus safely.

Arriving at school in the morning

We would strongly encourage you, when possible, to either walk, cycle or come by car to school.

The school has a cycle storage area which pupils can use.

If you get dropped off by car, the normal drop-off area should be used for this. Your parents/carers should try to remain in their vehicles when dropping you off.

If parents or carers are accompanying you to school, they should not enter the school grounds.

These procedures should also be followed at the end of the day.

As it seems healthier just now for people to be outside, when you arrive at school you will remain outside the building in the school grounds. On arrival in the grounds, you should go to the outside areas below:

- S1/2 – the area next to car drop-off area at the front of the school main entrance, extending round to area next to the swimming pool
- S3/4 – the area along the side of the school next to the bus bay
- S5/6 – the area at the back of the school (behind the Hub)

We know there will be pupils in different year groups who you may want to spend time with. We hope that as the school year progresses, we can make changes to these arrangements when we are able to. It is also likely that there will be crossover of year groups as pupils make their way

to the correct area. Staff supervision and marks on the ground will help you with physical distancing.

There will be a bell at 8.45am to signal that it is time to get ready to enter the building.

Registration

Registration will take place twice each day, in the morning and afternoon, as usual.

Late Arrival

Pupils who arrive late to school should enter at Reception and follow staff instructions.

Fire Evacuation Procedures

Fire Evacuation arrangements will be different as we will require more space for you to stand and be able to observe physical distancing. During your initial experience in school you will be taken through these new arrangements.

Section 5 - Learning & Teaching

What will learning and teaching be like for pupils?

As pupils will be back at school full-time, you will attend all timetabled classes. If the Scottish Government or medical guidance changes, we may need to go back to a different model of learning and teaching. We have a plan in place to support pupils and families to help them learn at home if this is needed. For now, keep using Microsoft Teams and your Glow account. If the school does need to close, this will make sure the move from in-school to at home learning is smooth.

Physical Distancing in learning spaces

Teachers and staff in school will help you to follow physical distancing guidelines when moving to and from classes and when moving around in classes. Teachers and staff will also advise you on how to look after equipment and your learning space to make sure we are following Scottish Government Guidelines.

Learning packs will be issued to all pupils to minimise the use and sharing of school equipment. You should only use equipment from your own pack. You should not share items. If you need an item replaced, ask your teacher.

The style of teaching you are used to will have to change. We cannot use active or group learning. Teachers will deliver most lesson content in a tutorial or lecture based format. This means your teacher will deliver content, knowledge and skills, from their work station (desk) or they may model tasks on the board. Pupils will then work on their own to complete tasks. Teachers will not circulate the class to check work. If you need to have your work checked, you can use a 'show me' board or an assigned table in the class where you can leave your work for the teacher to collect. Classroom discussions will play an important role in moving learning forward.

Pupils will continue to make use of Microsoft Teams to complete tasks that are set both in class and for homework. Teachers will be able to check knowledge and understanding by using Assignments on Teams.

We must put the health and safety of our pupils, their families and staff first. Our approach will also be flexible so that when medical guidance allows we can reinstate our usual active and exciting approaches to learning and teaching.

Pupils are coming back to school full time but we must still follow guidance on physical distancing. So, some lessons will be taught spaces other than classrooms. For example, in the gym halls or assembly halls.

Classroom Health & Safety

Government and medical advice means we all have to follow health and safety guidelines:

Entering Learning Areas

- Wash or sanitise hands on entry to all learning spaces
- Teachers will tell pupils when to enter the learning space
- Pupils should then go to their designated seating,
- Seats should be filled from the back of the room first
- Seating to be used by each pupil will be clearly marked or indicated by the teacher

While in Learning Areas

- Stay in your designated seat – you should not leave your seat for any reason. There will be no moving around the learning area for any reason
- Staff will avoid any unnecessary movement around learning areas
- Only use the equipment provided for you within the resource pack – you should not “borrow” any equipment. Any equipment that is lost from your pack will be replaced by the teacher
- Avoid touching your face unnecessarily
- If you cough or sneeze, catch it in a tissue, put it in your pocket and then put it in a bin during your break times
- Do not place bags on tables
- If you need a teacher to look at your work use your ‘Show me’ board or ask permission to leave your work where the teacher can see it. Tasks/work will mainly be checked through the uploading of completed work in the assignments section of Teams
- Your devices should be sanitised with wipes before use in a classroom – this includes any keyboards used in computing areas
- You should try to use the toilet at break or lunch, but if required your teacher will allow you to toilet access during a teaching block

End of Lesson/Leaving the Learning Area

- If your teacher is moving to a different learning space they will wipe down their work area for the next member of staff to use
- If pupils are moving:
 - Pupils should wipe down all surfaces in their learning area
 - Under direction of the teacher pupils will leave the classroom ensuring social distancing is maintained starting from the front
 - Wash your hands or use the hand sanitiser provided
 - Follow the one way system to your next learning area

Note: Pupils should also ensure they wash/sanitise their hands before and after interval and lunch

Practical Subjects

To begin with pupils will not complete practical aspects of their courses. Plans are in place to prepare for these restarting and risk assessments are taking place to make sure we can do so safely.

Bring Your Own Device

The school 'Bring Your Own Device' strategy has not changed. As always, if you are bringing a device with you remember to bring it fully charged.

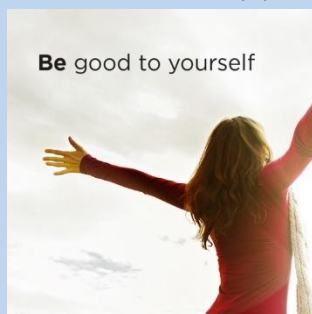
Will there be any larger-scale events?

Until further notice, there will be no in-person assemblies, events, concerts, shows etc. Rather, it is envisaged these will take place virtually with pupils remaining within classrooms. As soon as we are able to resume more normal arrangements for such event we will do so.

Will there be excursions?

Until further notice, there will be no out of school excursions. As soon as we can move to more normal arrangements we will do so.

Section 6 - Support



Coming back to school after lockdown will mean that we need to take really good care of each other.

Your teachers are all looking forward to seeing you back at school. We know that this is going to be a big change coming back but there will be plenty of support for you.

Pastoral Team, Pupil Support and Open Doors

We know how important it is for you to speak to Pastoral Heads, Pupil Support and Cheryl. When you come back to school you can access support in these ways:

- You will attend PSE classes on a weekly basis with your Pastoral Head which will support wellbeing
- Pastoral and Pupil Support staff will be visible during social times so that you can ask for support
- Support staff will contact classroom teachers to arrange contact and, wherever possible, collect pupils from their lesson and return them after, using available school spaces to facilitate discussion.
- QR codes for each House Team and for the Open Doors service (Cheryl) will be posted around the school to allow pupils to self-refer to house teams.

Campsie –

Mrs Dempsey linda.dempsey@falkirk.gov.uk / Mr Deane kevin.deane@falkirk.gov.uk

Lomond –

Mr Burns michael.burns@falkirk.gov.uk / Mrs White janine.white@falkirk.gov.uk

Ochil –

Mr Burnett george.burnett@falkirk.gov.uk / Mrs McIntyre diane.mcintyre@falkirk.gov.uk

Pentland –

Mrs Eckles laura.eckles@falkirk.gov.uk / Miss King
lynsey.king@falkirk.gov.uk

Pupils will not be allowed to leave classrooms to seek their Pastoral Head, gain access to nurture spaces or to see Cheryl Butler without prior arrangement with the member of staff/Pupil Support team through their classroom teacher. So, you must make contact using one of the methods above.

Physical distancing and hygiene guidelines

Promoting Physical Distancing

Advice will be given to pupils to maintain distance where possible. This does not have to be strict distancing of 2 metres if this is not possible. Pupils will be directed not to crowd together or physically touch their peers.

To promote physical distancing pupils will be advised to:

- maintain distance where possible
- avoid social physical contact, e.g., hand greetings/hugs
- use all available space in classrooms to promote distancing where possible
- Sit side by side in class, rather than face to face
- Avoid situations that require pupils to sit or stand in direct physical contact with one another
- Restrict any movement around classroom to minimise any groupings

Minimising groupings

Our pupil day, timetable structures and pupil spaces are designed to keep groups apart from other groups where possible. In order to minimise groupings in our school the following will be in place:

- S1-3, our timetable will promote consistent pupil groupings as far as possible
- rooming of classes will reduce circulation of pupils around the school as far as possible
- our senior phase pupils will be considered as a group in and of itself, hence our staggered breaks and designated pupil spaces
- our timetable will include more double periods than previous sessions

Meetings with parents/carers and others

Any meetings involving adults in your life will take place remotely until further notice.

Pupils' observation of physical distancing

So far our pupils have followed physical distancing where asked to do so. The key messages will be reinforced to pupils regularly. If a young person does not follow this advice the matter will be dealt with through communication with parents/carers, the pupil concerned and potential modification of the pupil's learning arrangements.

Promoting good hygiene

All in our school community have a responsibility to ensure and promote good hygiene. This includes:

- frequent washing/sanitising of hands for 20 seconds and drying thoroughly, particularly when entering/leaving the building and before/after eating
- encouraging pupils/staff to avoid touching their faces including mouth, eyes and nose
- using a tissue or elbow to cough or sneeze and use bins, that are emptied regularly for tissue waste

You should sanitise your hands on entering the building. There will be hand sanitiser for you to use. There will be signs in place to promote personal hygiene standards. There will also be hand sanitiser at key areas. The opening of doors and windows will be encouraged to increase natural ventilation and also to reduce contact with door handles. When you place items in a bin please make sure to not to touch the bin.

Support for Minority Ethnic pupils

The Scottish Government has noted that there is some wider evidence that children, young people and adults from a Minority Ethnic background who are infected with COVID-19 seem to be at higher risk of severe disease. If you are from a Minority Ethnic background and are worried, speak to your Pastoral Head.

Extra-Curricular Activities



There will be no extra-curricular activities at the start of the session. Once we are settled into the term, we will look to bring in some activities that can take place in a virtual or other socially distanced way.

Cost of the School Day



The Onwards and Upwards Team have been working with the Pupil Council and teachers around the school on ideas to make the cost of the school day more affordable for pupils and their families. There are lots of programmes that have been running this session, such as:

- Pop up Shops for Winter Clothing and Prom.
- Support with school uniform, school trips and excursions.
- Braes Breakfast Club.
- Braes Bake at Home Packs and Meal Kits.
- Emergency packs for lockdown.

Section 7 – Physical Health & Wellbeing

What happens if a pupil in school presents with symptoms consistent with coronavirus?

The Scottish Government has advised that there should be a zero tolerance of coronavirus-like symptoms. This means we all have to look out for symptoms. Scottish Government guidance notes that the most common symptoms are:

- new Continuous cough
- fever/high temperature (37.8C or greater)
- loss of, or change in, sense of smell or taste (anosmia)

Further guidance on symptoms can be found on the NHS Inform website.

If you have symptoms of coronavirus you should not attend school, and neither should anyone from their household. If it seems a young person has symptoms of coronavirus, the following process will take place:

- The pupil concerned will be directed and supported to get to the medical area with all their belongings
- The pupil will be based within a specific space in the medical area
- Contact will be made with the pupil's family
- Arrangements will be made for the young person to leave school to be with their family and follow NHS advice
- The Scottish Government advise that the pupil is collected from school by an adult member of the household and not a grandparent
- They will not be able to use public or school transport to make their way home
- Until the pupil has been tested and told if it is safe to leave home, they should not come into school, and neither should anyone else from their household
- If there is a positive test, the school should be informed as soon as possible
- The class of pupils the young person was in will move to another learning space
- The learning space the young person has been in will be cleaned accordingly

When following this process, staff in school will help to keep you and others around you calm. You should be kind and caring if another pupil has to leave your class.

What if someone in my house is vulnerable or shielding?

Your parents/carers should be aware of guidance about people who are clinically vulnerable, shielding or in any other groups who may be at a higher risk of poor outcomes if infected by COVID-19. This information is on the NHS Inform website. If families feel there is an issue for their young person in attending school, please contact your young person's Pastoral Head to discuss the matter.

Is there advice about the NHS Test and Protect system?

Your parents/carers should be aware of the Scottish Government's Test and Protect system. Guidance can be found at the web link below :

<https://www.nhsinform.scot/campaigns/test-and-protect>

A key message is that if someone has symptoms consistent with coronavirus, they should make sure they self-isolate at home straight away and advise the school. Until they have been tested and told if it is safe to leave home, they should not come into school, and neither should anyone else from their household. If there is a positive test, the school should be informed as soon as possible.

Like all members of the public, it is possible that pupils could be advised to self-isolate by NHS contact tracing. Should this happen your parent/carer should contact the school and arrangements can be made to support your education for the period of self-isolation.

Should face coverings be worn?

Scottish Government advice is that face coverings should not be required for most children, with the exception of those advised to wear a covering. However if you would like to wear a face covering you can do so. As always please make sure if it appropriate for school. The Scottish Government states that face coverings should be worn where adults cannot keep 2 metres distance and are interacting face-to-face for a sustained period (e.g. 15 minutes or more).