14 August 2020

Dear Parent/Carer

The induction week appears to have gone well. Almost all young people appeared to be glad to be back in school and understood the purpose and content of the presentations. If your child was absent from school, please ask them to refer to the Google Classroom for their year and to go through the induction presentation before attending school on Monday 17 August. It is vital that all young people are confident in the procedures in place to keep them safe and well. Practical details about the full opening of school on Monday 17 August 2020 are below. This supplements my previous communication posted Monday 10 August.

**Symptomatic Pupils**

Any pupil who is displaying symptoms of Covid-19 should not attend school. This should be reported to the school office by telephone or email.

**The symptoms are:**

* a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
* a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
* loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal

**Pupils who develop symptoms during the school day**

* will be isolated within school
* we will request **immediate** collection by their parents/carers
* On collection, immediately leave the building and go directly home

**Pupil Contact with anyone displaying symptoms or who has had a positive test**

* Pupils must self-isolate if they have a person living in the same household or if they have been in contact with someone displaying COVID-19 symptoms for **14 days**.
* If a pupil has a positive test they must self-isolate for **10 days** following the positive test.

In all cases above follow current NHS guidance: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

**Start Times and Pupil Entrances**

Pupil must enter school each day using their own entrance. All pupils must sanitise their hands on entering school – using the sanitiser stations located at each entrance and go straight to their period 1 class. There will be no registration until further notice. Period 1 teachers will read any relevant bulletin notices.

|  |  |  |
| --- | --- | --- |
| **Year** | **Entrance** | **Time** |
| S1 | All S1 pupils enter by community centre doors. | 08.35 |
| S2 | All S2 Pupils enter by the doors that go into the Art Gallery area, beside the library windows.  | 08.35 |
| S3 | All S3 Pupils enter outside G10: where we enter school following a fire evacuation.  | 08.45 |
| S4 | All S4 Pupils enter by the doors going to GP2/canteen at the front of the school. | 08.45 |
| S5 | All S5 Pupils enter by the doors going to the library: outside the HE kitchen windows. | 08.45 |
| S6 | All pupils enter by the doors outside G17.  | 08.35 |

**School Bus Pupils**

All pupils must remain outside until their entry time. We have a contingency plan in case of really poor weather.

**Leaving School**

When pupils leave school, they must leave using the closest exit to avoid congestion on the main staircase.

**PE Kit**

Pupils who have PE MUST come to school in their PE kit. The changing rooms are out of use and so pupils will wear their kit for the day. No football kits, no offensive logos and no overly revealing items should be worn. Layers would be the best option as young people will be outdoors as per government guidance. There are alternative arrangements in case of very inclement weather – such as on Wednesday but this will not involve physical activity.

**Parents dropping off pupils – school car parks closed**

Parents/carers MUST NOT drop off pupils in the school car park as it puts pressure on the ability of staff to socially distance and to reverse park as per guidance. Parents and carers MUST drop off children in Braehead Way or other streets nearby. There are safe crossing areas here and pupils can then make their way safely around the school to their entrance. Alternatively, to avoid congestion, park further away and walk with your child to the edge of the school grounds - Park and Stride. We thank you in anticipation of your co-operation with this.

**Communication with school**

Now we are back in school we have been required to make changes to our channels of communication. If parents/carers wish to speak to their child’s Head of House please make contact via telephone (01224 707583) with the school office who will then email the teacher and ask them to make contact with you. Alternatively, please email the school bridgeofdon@aberdeencity.gov.uk directly and your enquiry will be passed on. Heads of House will not be able to respond to enquiries through Google Mail. In addition we are unable to receive visitors who arrive at school without a pre-arranged appointment and must keep those to a minimum. We should be able to address most concerns or enquires by telephone.

Crathes Mrs J Napier

Drum Miss V Howard

Fyvie Mrs L Marshall

**School Trips**

Unfortunately, in the course of the school holidays there has not been much to report on progress with the refunds from Voyager for cancelled Activities Week residential trips. We appreciate that this is frustrating for families.

Voyager have committed to refunds but we cannot process these for parents until we are in receipt of the monies from the company.

In advance of this, the school office are planning to create a form for parents to complete and return so we have the information required for a spreadsheet that tracks the refunding process. This will allow us to distribute Voyager’s refunds efficiently once they are in place.

**S3 Timetables**

There have been some changes to S3 timetables – everyone still has the same subjects but they may be scheduled for a different time in the week. New S3 Timetables will be posted in Google Classroom in time for Monday morning.

**Canteen Facilities**

See the school website for details of the packed lunch service available for week beginning 19 August 2020.

We look forward to welcoming all our pupils back to school on Monday 17 August 2020.

Yours sincerely



Daphne McWilliam

Head Teacher