21 August 2020

Dear Parent/Carer

The first week back for all young people was calm: as I walked round school each day, I saw young people engaged in learning. Staggered entry in the morning at designated entrances has worked well. Young people can sanitise their hands on entry and additional cleaning in each lesson has become part of the school routine. However, the corridors continue to be crowded – particularly following break and lunch. Therefore, on Wednesday of this week I put a proposal to staff to further increase separation and decrease the congregation of young people. From Monday 24 August **break and lunch will remain the same for S4 - S6 and will change for S1 – S3.**

**S1- S3**

**Morning break 10.20 – 10.40 am**

Break will be taken within period 2 and pupils will return from break to complete their period 2 lesson.

**Lunch time will be from 12.05 – 12.55 pm**

Instead of going to their period 4 class pupils will have lunch and return at 12.55 for their period 4 class.

**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.

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| **Year** | **Entrance** | **Time** |
| S1 | All S1 pupils enter by community centre doors (swimming pool). | 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.

**Face Coverings and Physical Distancing in the Community**

All young people have been told that they will be expected to wear face coverings when shopping for their lunch. The school is part of the community and it is important that young people play their part in keeping everyone safe. Aberdeen City Council Wardens and Trading Standards Officers will be visiting local shops over the course of the coming weeks to check that local business are complying with the mandatory wearing of face coverings in shops.

**Parent Council**

Currently, it is even more important than ever before that home and school work together to support our children and young people as they return to full time in-school learning. If you would like to join the Parent Council which is the link between the wider parent body and the school our first meeting in on Tuesday 25 August at 7.15 pm. It will take place virtually. Please contact the school by email or phone using the details above to give your name and email address (through which the invitation will be issued) and your child’s name and class.

**SQA Exam Results 2020**

The office staff have posted home letters for all senior pupils who have had their SQA examination grades adjusted upwards in line with their estimate grades. The SQA have informed us that revised certificates will be sent to candidates on 8 September 2020.

**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/>

**AECC and P & J Arena buildings**

We have been asked by the new owners of the AECC building to inform young people that although the old P & J Arena building is being demolished that the AECC building is being renovated. The organisation that has bought the building is Kings Community Church who have relocated from their original premises in King Street. Their hope is to provide a centre that will not only support and strengthen the local community but also the city at large. During Lockdown there were two break-ins at the AECC building which were recorded on CCTV and resulted in considerable damage to the building. The police are dealing with this and will continue to monitor activity around this area and respond to any further reports of break-ins or vandalism.

**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.

**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](mailto: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 is 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.

**Canteen Facilities**

From Monday 24 August the school canteen will return to its normal service. Hot food and snacks will be available at across the entire lunch period from 12.05 to 13.55.

Please contact the school with your queries and I will get back to you as soon as I can and will do my best to answer them.

Yours sincerely



Daphne McWilliam

Head Teacher