



**Craigie High School**

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Dear Parent/Carer

Proposed Arrangements for Return of S1 Pupils in August

I hope this letter finds you and your family well. I am delighted to welcome you and your child to Craigie High School and I look forward to meeting all of you in person once the current situation improves.

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. We are planning on bringing back each year group for the equivalent of two days per week but spread across morning and afternoon sessions.

The days for each year group are shown below –

Day/Year Group	AM	PM
Monday	S1/S2	Seniors
Tuesday	S2/S3	Seniors
Wednesday	S1/S3	Seniors
Thursday	S3/Seniors	S1/S2
Friday	S1/S3	S2

AM	PM
9-9.50 9.50-10.40 10.40-11.30	12.30-1.20 1.20-2.10 2.10-3.00

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, any child in S1 will attend for the first time on Wednesday 12 August.** This arrangement will continue until the current situation re COVID-19 changes. If that happens, I will inform you by letter, Twitter and Text Messages to let you know of any changes to the arrangements outlined above. I will also send a letter out the week before the school returns to confirm arrangements and update you with any new information that has come in over the holidays.

### What the day will look like for S1 pupils

Pupils will follow a 3 period day timetable. The day will start at 9 am with learning episodes lasting 50 minutes. Please see above for the times of each of the learning episodes.

Pupils will be based in a Home Room with up to 11 other pupils and will remain there for time they are in the building with Teachers coming to them to deliver lessons. We aim to have Literacy and Numeracy every day with all other subjects on a rota so that over a 3 week period all pupils will have input from all of their subjects. Please note pupils will not necessarily be taught by the Teacher that they will have once we return to normal. We will do our very best to ensure that pupils are taught by subject specialists but depending on staffing we may not be able to guarantee this.

### Breaks and Lunchtimes

Given that pupils will only be attending for 3 periods per day no break is being built in. 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 follow instructions in school regarding infection control. 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 taking responsibility for good personal hygiene such as washing hands regularly, ensuring they follow physical distancing and do not share or swap equipment such as mobile phones etc. As a parent I would expect you to regularly remind pupils of their responsibility before they come to school and work with us if your child is not following necessary routines. Click the link <https://tinyurl.com/y6v945zn> for more specific guidance on Infection Control.

### 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 expected 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 pupils 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. Pupils will also have access to their Guidance Teacher at some point during the days they are in school. Click links <https://tinyurl.com/ybyybfbg> and <https://tinyurl.com/y9vlyhwh> for further information.

### 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. Click the link for our Craigie Handbook which includes a guide to school uniform [click here](#).

### Entering and Leaving the Building

Pupils are not permitted to use the front door. Pupils should enter by either the Arbroath Road (North Playground) entrance or the Brington Road (South Playground) entrance where staff will be on hand to direct pupils to their Home Room. Whilst in school pupils will be expected to follow a one way system when they are moving around the building. It is really important that all young people follow the instructions in school regarding movement and behaviour in relation to managing infection control. I would ask parents/carers to drop pupils off at these entrances rather than come into the car park.

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. I would like to thank you for all the support you have given to your child and the school during the last few very difficult and challenging months and hopefully we can move forward to a more normal approach to school life over the coming weeks and months.

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

Take care and stay safe.

Andrena Waghorn  
Head Teacher

Respect ▪ Equality ▪ Responsibility ▪ Determination ▪ Honesty