



Wester Cleddens Primary School
Wester Cleddens Road
Bishopbriggs
Glasgow
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6th August 2020

Dear Parents/Carers

Firstly, I would like to take this opportunity to thank you for all your support and patience while the Senior Leadership Team have put together information for a safe and happy return to school for your child/children. We are all extremely excited about welcoming back our amazing pupils and we have deeply missed them all!

Within this letter I have detailed the following:

1. The Class Structure for Session 2020/2021
2. Start and End Times for the return to school Wednesday 12th August (**Please note, ELR Times will be arranged separately with Miss Williamson, PT ELR (Acting) and Mrs Kynigos,HT).*
3. Entry to School and End of School Day Maps.
4. School Uniform
5. Breaks and Lunches

Further information regarding the return to school will follow over the next week.

1. Class Structure 2020-2021

Our Class Structure for this session is 13 classes. This includes our 3 ELR classes. All Class Teachers have been involved in transition information sharing where children have a change of Class Teacher this session. This happens every year, and we have continued to ensure this is in place to allow a smooth transition. **A separate letter will be emailed to all Parents/Carers stating what Class your child will be in and who their Class Teacher is.**

Class	Class Teacher
Class 1	Miss Muscat
Class 2	Mr McLachlan
Class 3	Miss Kettlewell
Primary 1	Mrs Dickson
Primary 2	Miss Miller
Primary 2/3	Mr Lockyer
Primary 3	Miss Ball
Primary 3/4	Miss McNair (NQT)/Miss Sawers
Primary 4/5	Miss Edwards
Primary 5	Miss Dunn (NQT)/Mrs Harvey
Primary 6M	Mrs Morris
Primary 6V	Miss Vallance
Primary 7	Mr Prentice

2. Start and End Times from Wednesday 12th August

- There are different start and end times for certain year groups.
- This will be in place for the first 3 days of school and then all pupils will attend 9am – 3pm, with the gates opening at 8.45am within the morning.
- **Access to the playground for Parents is restricted, and is currently only being allowed as Drop and Go for our P1, P2 and P3 pupils at the Start of the School Day.**
- **At the end of the day P1 – P5 Parents will be permitted into Zoned areas.**
- It is vital that you check the maps in this letter so you know what Zoned area to go to if you are dropping off or picking up your child.
- **ONLY 1 ADULT PER CHILD IS PERMITTED.**
- Primary 1 will be allowed 2 adults MAXIMUM, on their 1st day only.
- **2m PHYSICAL DISTANCING MUST BE ADHERED TO AT ALL TIMES.**
- On the first 3 days, we ask you to bear with us as we safely get the children out of school, as this may take a little longer than normal while we get the children used to our new routines.
- The Senior Leadership Team and other supporting members of staff will be at the School Gates and within the playground to oversee children entering and leaving the school premises.
- We are aware of family groupings and if there is an older child who is dismissed before the younger child, they may go to wait with an adult in the Zoned area for their younger sibling.

*****ALL ADULTS AND CHILDREN MUST LEAVE THE SCHOOL GROUNDS AS SOON AS THEIR CHILD HAS BEEN COLLECTED. THERE MUST BE NO GATHERINGS WITHIN THE SCHOOL GROUNDS OR PLAYING IN THE PLAYGROUND AFTER 3PM.*****

- Any child attending Out of School Care(OSC), Parents will be informed directly by OSC how they will be collected.

Primary 1

- **Primary 1 will start school at 10am on Wednesday 12th August.**
 - Primary 1 Parents may enter the school playground from 10am with their child. Please see **ENTRY TO SCHOOL MAP** included in this letter on how to enter the school playground.
 - The Senior Leadership Team, Support Staff and Mrs Dickson (P1 Class Teacher), will be at the school gates and within the playground to welcome our new P1s.
 - No Parent/Carer will be allowed entry into the school building.

- **Primary 1 will finish school at 2.30pm on Wednesday 12th August.**
 - Parents/Carers will be permitted on to the school grounds from 2.25pm.
 - Please see **END OF SCHOOL DAY MAP** included within this letter, which shows where to pick up your child.
 - Mrs Dickson and members of the Senior Leadership Team will support the children leaving school at the end of the day.
 - We are aware of family groupings and children who may be attending Out of School Care. If this is the case, we can continue to keep your child (should you wish) until 3pm, when they can be dismissed at the same time as their older sibling or be picked up by Out of School Care Providers. If you would like us to do this, please can you contact the school office to make us aware of this.

- **On Thursday 13th and Friday 14th Primary 1 will start at 9.30am and finish at 2.30pm**
 - The same entry and exit at the end of the day will apply as stated above.

- **From Monday 17th August Primary 1 Pupils will be able to enter the school playground from 8.45am – 9am and will attend school from 9 -3pm.**
 - When attending full days, Primary 1 Parents will be able to access the school grounds from 2.50pm and will be asked to go to the zoned area shown on the **END OF SCHOOL DAY MAP** to collect their child.

Primary 2 – Primary 3 (including P3 of P3/4):

- **Will start at 9.10am on Wed 12th August – Friday 14th August**
- **They will finish at 3.10pm on Wed 12th August – Friday 14th August**
- P2-P3 (*including P3 only of P3/4*) Pupils will be able to enter the school playground with 1 adult to Drop and Go.
- **No adult will be permitted to stay in the playground – it is a DROP and GO policy.**
- P2 and P3 pupils will be asked to be taken to the 2 zoned areas shown on the **ENTRY TO SCHOOL Map.**
- **Their Class Teachers will be there to meet them and take them into school.**
 - Please see the **ENTRY to School Map** within this letter for further information.
 - Pupils will be shown where they will line up in their classes and will be welcomed into the school by their Class Teacher.

Primary 4 – 5 (including P4 of P4/5) Pupils

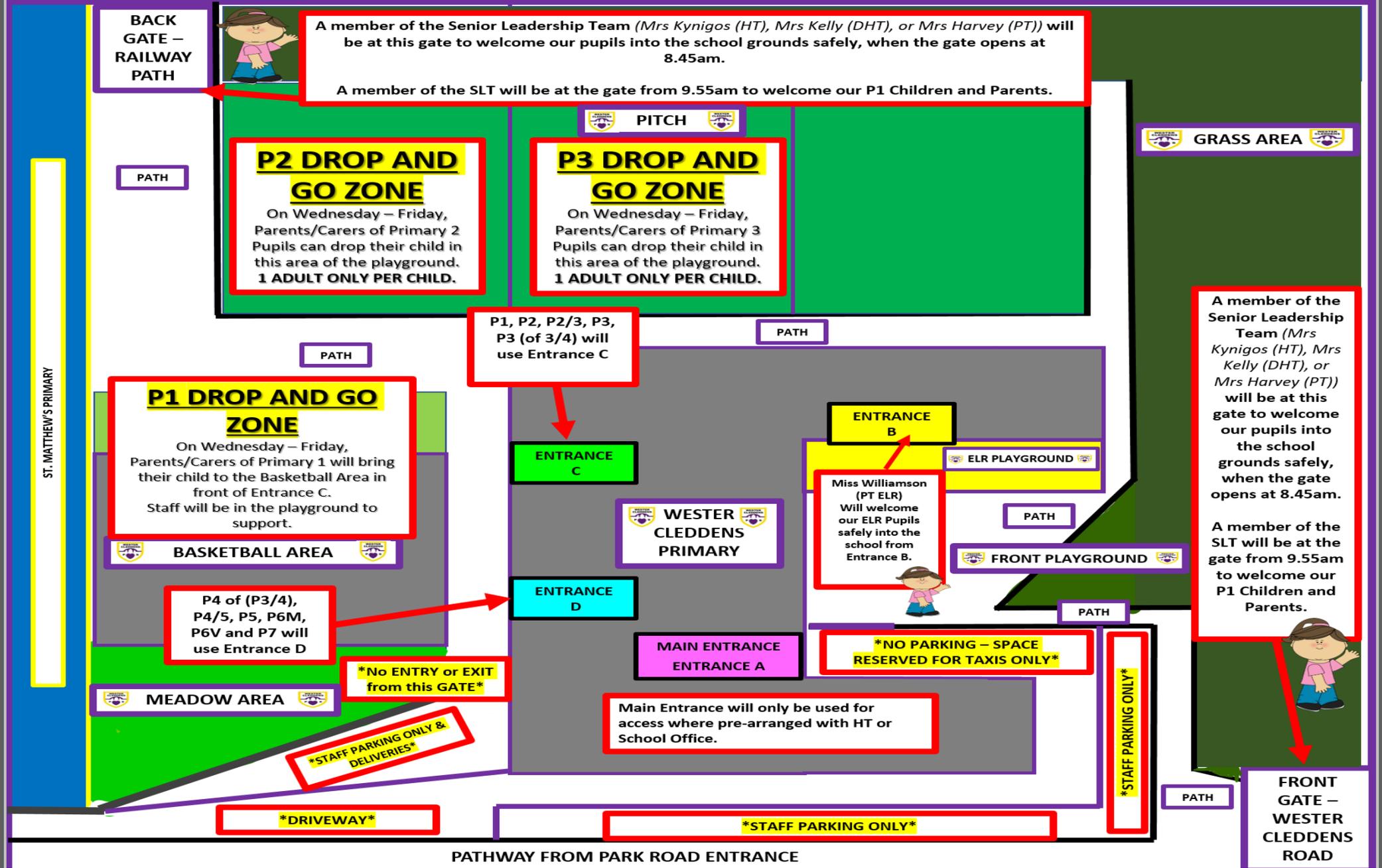
- **All Primary 4 and P5 pupils will start at 9am and finish at 3pm from Wednesday 12th August.**
- School Gates will open at **8.45am.**
- **To allow us to safely welcome all the children back into school at this time P4 - P5 Parents will NOT be permitted into the playground at this time. P4 – P5 Parents can only enter at the end of the school day.**
- The Senior Leadership Team will be at the School Gates and other school staff, including Teaching Staff will be in the playground to welcome our P4-P5s.
- **However, at the end of the day, Primary 4 and Primary 5 Parents are permitted into the school grounds. Gates will open at 2.50pm.**
- Primary 4 will be taken to the zoned area initially to be dismissed over the 1st 3 days.
- Primary 5s will be dismissed from Entrance D to the zoned area, should Parents wish to pick up their child from the school playground. We are aware that many Primary 5s normally leave the school grounds to meet parents outside the school grounds and this is fine to do.

Primary P6 – P7

- **Primary 6 – 7** pupils will start at 9am and finish at 3pm from Wednesday 12th August.
- School Gates will open at **8.45am.**
- **To allow us to safely welcome all the children back into school at this time P4 - P5 Parents will NOT be permitted into the playground at this time. P4 - P5 Parents can only enter at the end of the school day.**
- The Senior Leadership Team will be at the School Gates and other school staff, including Teaching Staff will be in the playground to welcome our P6-P7s pupils.
- P6 and P7 will be dismissed at 3pm and will be the first year groups to leave the school.
- **They will be dismissed from the school playground first and will walk to meet Parents/Carers outside the school gates or walk home.**
- Any pupils in P6 -P7 with younger siblings may meet their Parents/Carers in the assigned zone for their younger sibling.



3. (a) Entry to School in the Morning Map

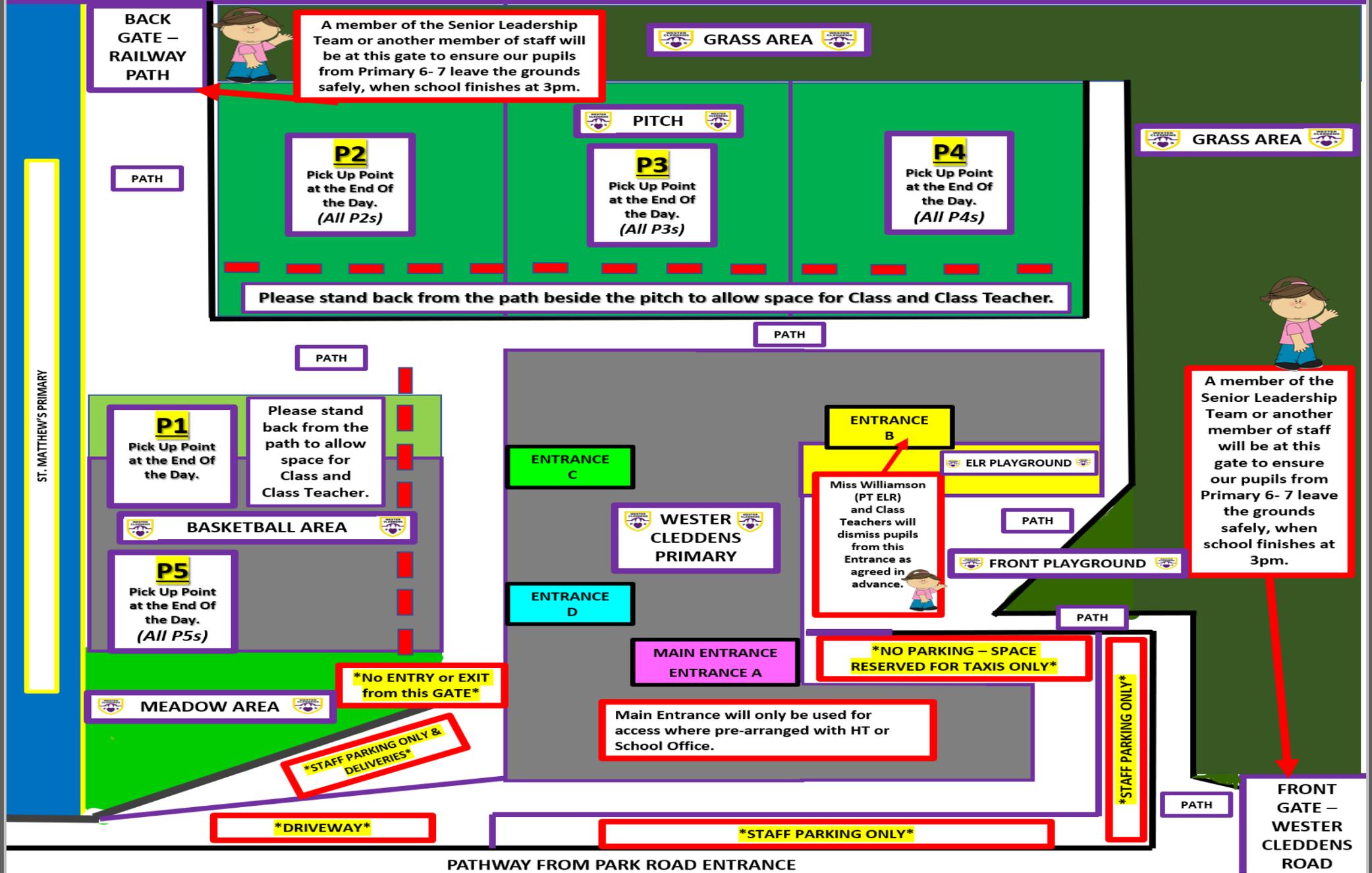


ST. MATTHEW'S PRIMARY

PATHWAY FROM PARK ROAD ENTRANCE



3. (b) End of School Day/Exit Map



BACK GATE – RAILWAY PATH



A member of the Senior Leadership Team or another member of staff will be at this gate to ensure our pupils from Primary 6- 7 leave the grounds safely, when school finishes at 3pm.

GRASS AREA

PITCH

P2
Pick Up Point at the End Of the Day.
(All P2s)

P3
Pick Up Point at the End Of the Day.
(All P3s)

P4
Pick Up Point at the End Of the Day.
(All P4s)

GRASS AREA

PATH

Please stand back from the path beside the pitch to allow space for Class and Class Teacher.

ST. MATTHEW'S PRIMARY

PATH

P1
Pick Up Point at the End Of the Day.

Please stand back from the path to allow space for Class and Class Teacher.

BASKETBALL AREA

P5
Pick Up Point at the End Of the Day.
(All P5s)

ENTRANCE C

WESTER CLEDDENS PRIMARY

ENTRANCE B

Miss Williamson (PT ELR) and Class Teachers will dismiss pupils from this Entrance as agreed in advance.

ELR PLAYGROUND

PATH

FRONT PLAYGROUND

PATH

A member of the Senior Leadership Team or another member of staff will be at this gate to ensure our pupils from Primary 6- 7 leave the grounds safely, when school finishes at 3pm.



ENTRANCE D

MAIN ENTRANCE ENTRANCE A

NO PARKING – SPACE RESERVED FOR TAXIS ONLY

Main Entrance will only be used for access where pre-arranged with HT or School Office.

STAFF PARKING ONLY

MEADOW AREA

No ENTRY or EXIT from this GATE

STAFF PARKING ONLY & DELIVERIES

DRIVEWAY

STAFF PARKING ONLY

PATH

FRONT GATE – WESTER CLEDDENS ROAD

PATHWAY FROM PARK ROAD ENTRANCE

4. School Uniform

We will continue to be flexible with our school uniform this session.

Children normally wear shirt and tie at WCPS, however, it is absolutely fine in this current climate for your child to wear a white, plain polo shirt instead of a shirt and tie – should you wish to do so.

School colours will remain; however, polo shirts, cardigans and jumpers do not have to have the school logo on them.

We will not be asking children to change into Indoor Shoes at this stage, so your child does not require to bring indoor shoes at this point. If this is to change, we will let you know as soon as possible.

What we do advise is that you ensure the following:

- Your child is dressed appropriately for the weather and comes to school with a jumper/cardigan and coat/jacket.
- All uniform is clearly labelled with names either written on labels, or name sticker labels used.

Children will be outdoors regularly throughout the school day, for breaks, lunches, PE and Outdoor Learning (where appropriate). It is therefore important that your child is always prepared for all types of weather.

PE Kit

- As stated in the EDC Back to School information leaflet, PE kit should be worn on the day of PE. At this current stage we have not finalised our PE days and therefore cannot share what days your child will have PE. We will endeavour to get this information to you as soon as possible.
- However, PE is going to take place outdoors at this current stage and therefore we would advise on the day your child has PE they wear the following clothes:
 - Grey or Black plain joggers. leggings or tracksuit bottoms.
 - A plain white t-shirt or polo-shirt.
 - A jumper/cardigan – as PE will be outside.
 - Trainers

Bags and Stationery

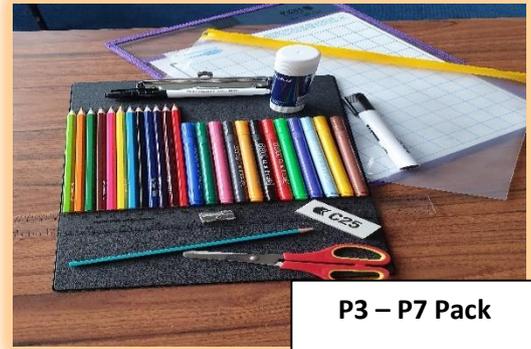
As stated in the EDC Back to School information leaflet, children can bring their school bag and pencil case to school every day. It is important that cleaning is undertaken of school bags as suggested within the EDC leaflet.

Children will not be allowed to share their pencil case materials with their peers in class. If you wish your child not bring a pencil case into school this is absolutely fine.

We have already created individual stationery packs for all our pupils to ensure no sharing of stationery and that all children have access to these resources. Children will have access to these packs in class. This is to ensure no sharing of stationery materials within class. A picture of what these packs include is shown on the next page.



P1 – P2 Pack



P3 – P7 Pack

4. Breaks and Lunches

Breaks and lunches will be staggered throughout the school day. There will be 2 cohorts for breaks times and lunch times. Both cohorts will be fluid, as changes to breaks may need to be made for a variety of different factors, however, children will always get a morning break and their lunchtime.

Breaks will be either: 9.50 – 10.10am or 10.40 – 11am

Lunchtime will be either: 11.50am – 12.30pm or 12.40 – 1.20pm

For Lunch, ALL children should bring a packed lunch. Children in receipt of Free School Meals (including pupils in P1-P3) will be offered a Grab Bag lunch. Please note, that if your child is in P1-P3 they do not have to take a Grab Bag lunch, they can bring their own Packed Lunch. This is also the case, if your child is in receipt of Free School Meals but you would prefer your child brings a Packed Lunch. If possible, we would advise that your child brings their lunch in a throw away bag to minimise the amount they have to carry.

Afternoon Break: Where appropriate, children will also have a short afternoon break.

*****PLEASE NOTE WE ARE A NUT FREE SCHOOL. WE HAVE CHILDREN WITH SEVERE NUT ALLERGIES WITHIN THE SCHOOL AND IT IS IMPORTANT THAT YOU CHECK YOU DO NOT PUT ITEMS WITH NUTS OR PEANUTS WITHIN YOUR CHILD'S PACKED LUNCH.*****

Further Information

I am aware that there is a lot of information to take in and I hope that the information included has been helpful. Further information will follow, on a variety of school matters.

There is an EDC FAQs page that may provide some further information, should you wish to access this:

<https://www.eastdunbarton.gov.uk/residents/council-democracy/covid-19-school-update>

If you have any further questions or need any support, please do not hesitate to contact the school via the school office email office@westercladdens.e-dunbarton.sch.uk.

Yours sincerely

Mrs Fiona Kynigos
Head Teacher



Happy Together, Learning Together, Achieving Together