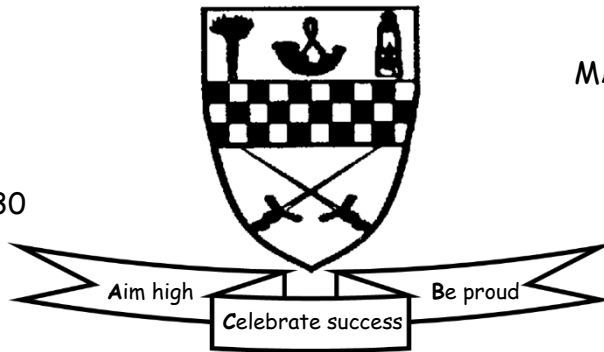


Mrs Judith Mathers  
HEAD TEACHER  
Telephone: 0131 271 4630  
Fax: 0131 271 4631



MAURICEWOOD PRIMARY  
SCHOOL  
MUIRHEAD PLACE  
PENICUIK  
EH26 OLE

09.10.20

Dear Parents and Carers

Following a very successful return of our children and young people to schools and Early Learning and Childcare (ELC) facilities in August, it is now essential for us to finalise contingency arrangements in case they are required at any point in the future.

Our school Contingency Plans are now complete, which reflect scenarios that may occur as we continue to operate under COVID restrictions and National Guidance for schools.

I am sure you will understand that the exact circumstances that would necessitate the implementation of the Contingency Plan of a single school, a locality, or across the whole of Midlothian, and any such decisions would be taken jointly with the relevant partners eg NHS and Scottish Government. These plans have however been developed based on a requirement for full-time education for all learners with a blend of in-school and in-home learning where possible, with in-school learning being the main aspiration.

If a 'local lockdown' for schools is imposed by Scottish Government/ Health Protection Team (HPT) it also cannot be assumed that these contingency arrangements will be required, as it will depend on the extent or type of restrictions imposed.

The focus in developing these contingency plans has been to ensure that learning provision, both in-school and in-home, meets the needs of every pupil and that they are supported individually in a way that helps them to achieve their learning targets and prepare them for the future.

Our absolute priority continues to be the safety of our pupils and staff.

### **Contingency Planning for Mauricewood Primary School:**

#### **Scenario 1**

Due to an outbreak (confirmed by the HPT), the school has to close a class or stage or in an ELC setting you have to close a room or part of a room (if room split and only one cohort group affected)

**OR**

Due to there being insufficient staff, the school has to close a class or stage or in an ELC setting there being insufficient staff for the room or cohort group.

If we have to communicate about a class or year group closing we will use Group Call to email or text. If for any reason Group Call was not available we would use the School App and Web Site to alert our parents. General information is given out through the School App.

Parents/Carers can communicate with staff by telephone 0131 271 4630 or by email [mauricewood\\_ps@midlothian.gov.uk](mailto:mauricewood_ps@midlothian.gov.uk)

Home learning grids with 2 weeks of work for Early, First and Second Level are always available on our School App and in the Home Learning Hub (code rtql37w) in the Google Classroom. If the class teacher and class are not in school there will also be work for children on their own Google Classroom provided by their class teacher.

If parents (P1 to P3) require a school lunch to be provided then please request this from the school office and they will advise on whether this can be delivered or collected according to staff availability.(see Free School Meals below)

If you do not have a device for home learning please let us know.

## **Scenario 2**

Due to a significant outbreak (confirmed by the HPT), there is a FULL closure of the school or ELC setting

**OR**

Due to there being insufficient staff, the whole school or ELC setting needs to close

If the school had to close we would alert parents through Group Call email / text and the School App and Website would be updated with relevant information.

Home learning grids with 2 weeks of work for Early, First and Second Level are always available on our School App and Home Learning Hub (code rtql37w) in the Google Classroom. However in the event of a school closure teachers would support home learning within the relevant google classrooms. Support for Learning Staff would supplement this for children with additional needs where necessary.

If parents have any concerns or require support with any aspect of Home Learning during a closure they can still access staff through the school email. If you would rather talk to a member of staff just ask for a call back in your email.

Any parent (P1 to P3) wanting to request school lunches for their child should email the school. (see Free School Meals below)

If you do not have a device for home learning please let us know.

Wherever possible, children and young people will be in school, however this is only possible where the pupil roll, physical capacity of buildings and staffing capacity is able to accommodate this.

## **Blended Learning**

Over and above the above scenarios, if the Scottish Government was to announce that social distancing measures needed to be put back in to place for young children, we may need to consider a blended learning experience, where children are in school part of the week, and learn at home for the rest of the week.

## **Digital Devices to Support Learning**

The Scottish Government have supported our own efforts to ensure that all young people have access to a device and internet connectivity to access learning online. This includes access for every child in a household. If your family require support, or if your circumstances change at any time, please contact your school directly.

## **Enhanced Provisions**

Provisions will try wherever possible to be open Monday to Friday as normal. Staff will be equipped with enhanced PPE as required to ensure that Midlothian Council can continue to support our most vulnerable children and young people. Where children that would have accessed an enhanced provision cannot be in setting staff will be in regular contact with parents / carers and appropriate risk assessments will be undertaken to ensure the child's safety.

## **Early Learning and Childcare**

Provision of ELC face to face, will be a priority due to the age and developmental needs of younger children and to support childcare.

This may be for a reduced number of hours over the week.

## **Childcare**

We understand that in the event of a Contingency Plan being implemented, this may pose a difficulty for some parents and carers in relation to their work commitments. We recommend therefore that you make your employer aware of the potential need for such arrangements, which will only be put into action when absolutely necessary.

The exact arrangements will depend on the individual circumstances requiring the contingency arrangements to be put in place.

Whilst it is not currently a requirement, it may be that Scottish Government requires local authorities to provide critical childcare in the event of a further 'lockdown'. In order for us to be prepared for that, we will shortly be sending you a survey to support the school to know who Category 1 key workers are.

## **Free School Meals**

If any Contingency Plans are put into practice, we will continue to provide BACS payments for those P4-7 families whose household income has been assessed and an award made in respect of Free School Meals. BACS does not include the universal provision in ELC and P1-3, however anyone else in need of support will also be able to apply for help to feed their children when they are not in school. The authority will always fulfil its duty to provide a free school meal.

Should contingency arrangements be required at any time we will of course ensure that parents, carers are fully informed of the arrangements, and that all necessary support is in place.

### **Educational Psychology Helpline**

The Educational Psychology Helpline will cease on 29<sup>th</sup> October 2020 unless contingency plans are implemented.

If you have any concerns or questions about any of the above information please do not hesitate to contact the school in the first instance.

Many thanks for your continued support.

Yours sincerely

Judith Mathers  
Head Teacher