



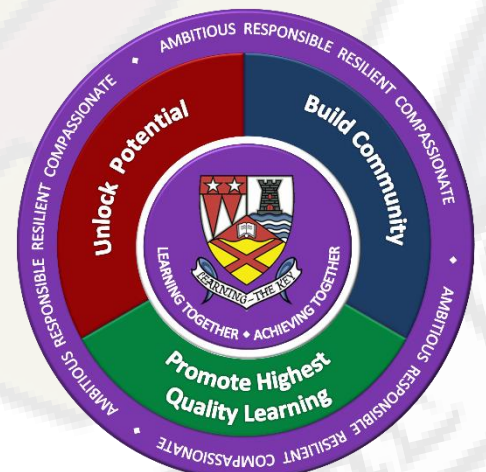
KINROSS HIGH SCHOOL

LEARNING TOGETHER ♦ ACHIEVING TOGETHER

SCHOOL RECOVERY HANDBOOK

version 11 updated

30 August 2021



School Recovery Handbook

August 2021

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KHS & Covid-19

This handbook has been developed to help parents/carers support young people as they attend Kinross High School safely during the Covid-19 global health pandemic.

In this document, we will refer to the ways the school will operate, the safety measures we have put in place and our expectations around attendance at school, hygiene and behaviour. These routines and measures have been put into place to mitigate the risk of the virus spreading to our school community.

Introduction from Mrs Brown

Having spent a full school year under Covid restrictions, the 2020-21 session will certainly be remembered as the most surreal year in the history of Kinross High School. We began August 2020 with high hopes that Covid would disappear as quickly as it arrived, yet little did we know that our learning community would have many more hurdles to overcome.

It is only when we step back from the day-to-day challenges that we realise just how far we've come. Now that Scotland has hopefully made it through the worst of the pandemic, what stands out from our reflections on a school year unlike any other, are the memories of everything we have achieved under the most trying of circumstances.



We have continuously adapted the way in which we operate in line with the latest government guidance to ensure that Kinross High School is as safe a place as possible for our learning community and that unnecessary isolations are avoided. Our young people have demonstrated resilience and responsibility through this difficult time and I could not be more proud of them.

With the roll out of the vaccination programme progressing well, there is hope that restrictions will continue to ease however, we must retain a package of mitigations in order to minimise the spread of the virus. Handwashing routines are still in place and we will continue to keep windows open in classroom to ensure better ventilation.

All young people at Kinross High School are required to wear a face covering at all times unless seated for dining, taking part in physical activity or if they are exempt and it's important that staff and students stick with [at home Covid testing](#) to help break the chains of transmission. This will be completely new to our incoming S1 pupils but I am confident they will take the health and safety measure in their stride.

The wellbeing of all young people is at the heart of everything we do at Kinross High School. You'll find useful resources on our school website which focus on [pupil wellbeing](#) and can equip parents/carers with the advice and tools to support their young person to attend school.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'S. Brown', written in a cursive style.

Mrs Sarah Brown
Headteacher / Campus Leader

School Values in Practice

Although the roll out of the vaccination programme is progressing well, it's important to remember that the virus hasn't gone away. Therefore, we need to make adjustments to the normal operation of the school to ensure the health, safety and wellbeing of all.

Our core values underpin the principles we have put in place to determine how the school will operate:

Ambitious

Our School Improvement Plan 2021/22 continues to focus on recovery. We want to re-build the pupil experience around wider achievement to compliment the progress made in the virtual learning environment and during the period of blended learning. Pupils will re-connect with their teachers and classmates to form strong bonds and many of the measures we have implemented will be retained as we re-imagine our school.

Responsible

Safety has been at the heart of our approach to planning. Our staff and pupils are undertaking new routines and participating in bi-weekly lateral flow testing to keep everyone safe.

Resilient

Health and wellbeing remains a focus during 2021/22 by ensuring appropriate and specialist wellbeing support is available for the learning community as we continue navigate through these uncharted waters.

Compassionate

The actions our pupils take on and off campus will help keep us all safe and we will continue to practise good hand and respiratory hygiene throughout the day. Sanitisation facilities are available in every classroom and pupils are encouraged to clean their hands regularly. Pupils understand that wearing a face covering and cleaning their work area and shared equipment at the beginning and end of the lesson protects them and those around them. They have also signed up to participate in the at home Covid testing programme to stop the virus spreading in the community.

Attendance at School

Young people must not attend school if

- they or someone in their household have symptoms of Covid-19
- they or someone in their household has a positive result from a Lateral Flow testing kit (at home test kit)
- they or someone in their household has had a positive result from a Covid testing centre (PCR Test)
- they have been advised to self-isolate as a result of being identified through contact tracing as part of the Test and Protect approach

What are the symptoms of Coronavirus (Covid-19)?



a new continuous cough



a fever/high temperature above 37.8C



loss of or change in sense of smell/taste

It should be noted that Covid-19 can be spread in two ways:

Directly - from close contact (less than 2 meters) with an infected person where respiratory secretions can enter the eyes, mouth, nose and airways. The risk increases the longer someone has close contact with an infected person.

Indirectly - by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching own mouth, nose or eyes. The virus can survive on environmental surfaces for up to 72 hours.

To keep our campus safe and open, it is **vital** that pupils remain at home if they or anyone else in their household (including siblings who also attend school) is displaying symptoms of Covid-19.

[Covid-19 Related Absence: a quick reference guide for families](#)

Please refer to [NHS Inform](#) to keep up to date with the latest advice about the symptoms of Covid-19 and self-isolating.

What if a pupil becomes symptomatic during the day?

Dedicated first aid will be provided to support pupils and staff on campus. If a young person reports that they have symptoms of Covid-19, we will:

- isolate the pupil
- check their temperature
- call parents/carers or the designated emergency contact and ask that they be collected from school

Whilst our staff will talk to pupils about their symptoms, we will not be able to determine whether or not a young person has Covid-19.

It is important that young people are collected promptly from the campus. We would advise that parents/carers [book a test](#) immediately and the pupil should not return to school **for at least 10 days** or until a negative test result is received and no one else in the household has symptoms. All members of the household will need to self-isolate, therefore parents/carers will also need to collect any other members of the household who attend school and follow [NHS guidance about self-isolation](#).

If a member of your household tests positive for Covid-19, please contact us as soon as possible on 01577 867100.

Travelling Abroad

During holiday periods, you may plan to take your family abroad. If you return from, or travel through, a country which is on the red or amber quarantine list near to when schools return, you should not send your child(ren) back to school until they have completed the required test(s) and quarantine period. As the red, amber and green lists are subject to change at a moment's notice, please refer to the latest Scottish Government guidance. Direct teacher support will not be provided by the school over the period of quarantine for these circumstances.

Please see the useful links below for further information regarding quarantine arrangements:

[Overview of International Travel Quarantine](#)

[International Travel Quarantine Red, Amber and Green List](#)

[Check UK Government foreign travel advice for different territories](#)

[NHS Inform - Covid-19](#)

At Home Covid Testing

At home Covid testing or Lateral Flow Device testing is offered to all staff and pupils at Kinross High School.

Why are we taking part in at home Covid testing?






The strain of coronavirus known as the UK or Kent variant is thought to spread much more easily than the original virus and is thought to account for 85% of all new cases in Scotland (as of March 2021).



It's thought that one in three of us will contract Covid-19 and not display symptoms. By taking part in this testing programme, young people can have confidence that they are Covid free.

How does the test work?

The at home testing programme requires a swab from the throat and nose mixed with a solution and placed on a test strip. The results will be available in 30 minutes:

	Positive result: Self-isolate immediately and take a PCR test, following the current public health guidance				Void result: Take another LFD test. If you receive 2 void results in a row you should book a PCR test.
	Negative result: No need to self-isolate, you can go to your workplace/school.				

For more information on how to take part, please visit our [school website](#).

Supporting your child at school

The first Minister Nicola Sturgeon is often quoted as saying that things should not feel 'normal' and the same will apply to the routine of the school day. We hope that the new procedures and measures that we are outlining in this handbook will provide reassurance that we are taking precautionary measures to reduce the risk of the virus spreading.

Conversations about Covid-19

We understand that for some, the prospect of coming to school will heighten anxiety. We've published some resources on our [school website](#) which you can discuss as a family and use to help pupils feel more confident about attending school safely.

You may wish to remind young people about:

- the importance of practising good hand and respiratory hygiene at all times
- maintaining physical distancing where possible
- wearing a face covering
- following the instructions given to them by school staff and the importance of adhering to new routines to keep themselves, everyone at school and everyone at home safe
- participating in the at home Covid testing programme
- their role in keeping the wider community safe

Getting ready for the school day ahead

What should pupils wear?

For term 1, we are continuing with our relaxed approach to [uniform](#). Pupils are encouraged to wear black bottoms and white tops or school uniform on days when they don't have PE. We would ask for your support in ensuring that pupils don't come to school wearing inappropriate clothing ie items which would not usually be part of the uniform such as crop tops, ripped jeans, football strips etc.

In order for us to continue to limit opportunities for the virus to spread, doors and windows will be kept open to ensure that rooms are properly ventilated. This means classrooms will be cooler and pupils should dress appropriately for the building conditions.

Pupils should come to school wearing kit on the days they have PE. To prepare for weather conditions, young people should plan ahead by checking the weather forecast and wearing suitably warm clothing as PE may still take place outdoors.

Our changing rooms and lockers will remain off limits however, young people may choose to bring additional items such as a change of socks/shoes to make themselves more comfortable should the weather conditions be unfavourable.

Face Coverings

All pupils and staff are now required to wear face coverings at all times during the school day except

- When seated for eating or drinking
- When the teacher asks you remove it to participate safely in physical activity during PE
- If they are exempt

Staff and pupils should ensure they:

- bring their own face covering and a spare to school
- store these safely in a washable, sealable bag or container when not in use
- wash reusable face coverings at 60°C at the end of each day
- safely and hygienically dispose of disposable face coverings after use

A face covering can be as simple as a scarf, snood or other piece of cloth which covers the nose and mouth.

It is understood that there are some staff and young people who cannot wear a face covering for good reasons and that position will be respected. If your young person is exempt from wearing a face covering, please let the school know by completing the form on our website:

[Face Covering Exemption Form](#)

By completing this form, young people will be issued with a card they can carry to provide them some reassurance that we recognise they are not breaking the rules by not wearing a face covering.

If you think you may have difficulty in sourcing or covering the cost of face coverings please [contact your child's House Pupil Support Team](#).

If a young person's face covering is forgotten, lost or damaged, we will let you know that this has happened and provide a mask for your child to wear.

The more masks we need to hand out each day, the less funds we will have to spend on learning resources for young people so we would appreciate if you could encourage your child to pack a spare in their school bag, just in case their face covering gets forgotten, lost or damaged.

What should pupils bring with them?

Pupils should only bring what they need with them. As they are coming to school dressed in kit on the days they have PE, there will be no need to bring a separate PE kit.

Pupils should bring their own basic materials to school with them, such as pens, pencils, a calculator, highlighters etc. We will still have a stock of items available for pupil use, however they will be asked to assist in the wiping of these items before and after use.

On days where pupils have Home Economics they should bring their own apron with them. We will have a limited supply available for those who forget. If this is likely to cause any financial difficulty for your family, please contact your child's House Team in the first instance.

Pupils will not have access to their lockers at this time to reduce the opportunity for direct contact with others and indirect contamination.

And don't forget a face covering!

Break and Lunchtime Arrangements

Pupils will be able to use outside space, however the staggered nature of the day will mean that some pupils will be in class while others have break. To minimise disruption to classes, pupils will access outdoor space from the North (Milnathort) pupil entrance and be directed to appropriate areas. Staff will supervise this area to ensure that pupils are clear on where they can go.

Pupils are permitted to leave campus at lunchtime if they wish and will be welcomed back into school 5 minutes before the end of lunch; pupils are not permitted to leave campus at break.

On a Friday, pupils can leave at 13:10 however they will not be readmitted to the building. All pupils are welcome to stay for lunch and we strongly recommend that pupils using school transport stay on campus for lunch before embarking at 13:40.

Meals, Snacks and Drinks

The ability to drink directly from water fountains is turned off however water bottle filling taps will still be available for use in the campus, so we recommend that pupils bring a refillable water bottle with them and clean their hands before and after touching the taps.

Pupils can bring a snack/packed lunch with them or pre-order lunch, snacks and drinks from Tayside Contracts using the Fusion Online app. Tayside Contracts offer a varied menu to all year groups. More information can be found on our [school website](#). Notice is required so all online orders must be placed by 9am on the day required. Pupils should only use paper order slips if they have limited access to a device or if they arrive late.

If for any reason, a pupil does not receive their lunch, they should visit the main servery area where a member of the catering team will assist them – we don't want anyone to go hungry!

Pupils will be seated in year groups on the ground floor and those who wish to spend time outdoors will not be able to access the building again until the end of lunchtime, so it is important that pupils are dressed appropriately for inclement weather.

There will be no breakfast service.

To advise us of any medically prescribed diets or allergies, please complete the [Diet and Allergy School Meals form](#).

Paying for School Meals

We cannot accept cash for school meals. You can add funds to your child's [ParentPay](#) account to pay for schools meals.

ParentPay is a secure online payment system designed to make it easy for you to pay for school related items such as school meals, trips, school ties and much more. Please [visit our website](#) to learn more.

If you don't know your login details, please email KinrossHigh@pkc.gov.uk so we can send you an activation code. All new S1 parents/carers will be sent an activation code during the Summer holidays.

Getting to School

Active travel to school is encouraged and where possible, young people should walk or cycle to school.

If you need to bring your child to school, we would ask you, where possible, to drop off or pick up **out with** school grounds.

Designated transport has been organised so that it only serves one school and there will be no shared transport between schools. Pupils must follow [FACTS](#) guidance when accessing transport.

Hygiene and cleaning routines in school

Handwashing

Effective handwashing is one of the main defences against the virus spreading in our community and we will encourage pupils to wash their hands regularly throughout the day:

- young people will be encouraged to wash their hands as they enter and exit the building
- easily accessible hand washing stations will be open for use by staff and pupils throughout the building
- handwashing or hand sanitising facilities will be available in every classroom
- hand sanitiser dispensers have been installed in the dining hall area which is the main route through the school
- posters will be on display throughout the building to reinforce this message

Respiratory Hygiene

Good respiratory hygiene will also be encouraged by following the familiar protocol *Catch it, Bin it, Kill it*:

- a supply of tissues will be available in every classroom
- pupils will be encouraged to sanitise their hands after binning products
- antibacterial wipes will be available for wiping surfaces if necessary
- posters will be on display to remind pupils to wash or sanitise their hands
- face coverings will be worn to protect our learning community

We ask you to support us by reiterating these good practice messages with your young person at home.

What Cleaning regimes will be in place?

Regular cleaning is undertaken daily on Campus with an enhanced focus on touch points and toilets during the day. When pupils change classrooms and use communal equipment, they will be asked to assist with the cleaning of items such as their desk and chair using appropriate non-toxic antibacterial wipes.

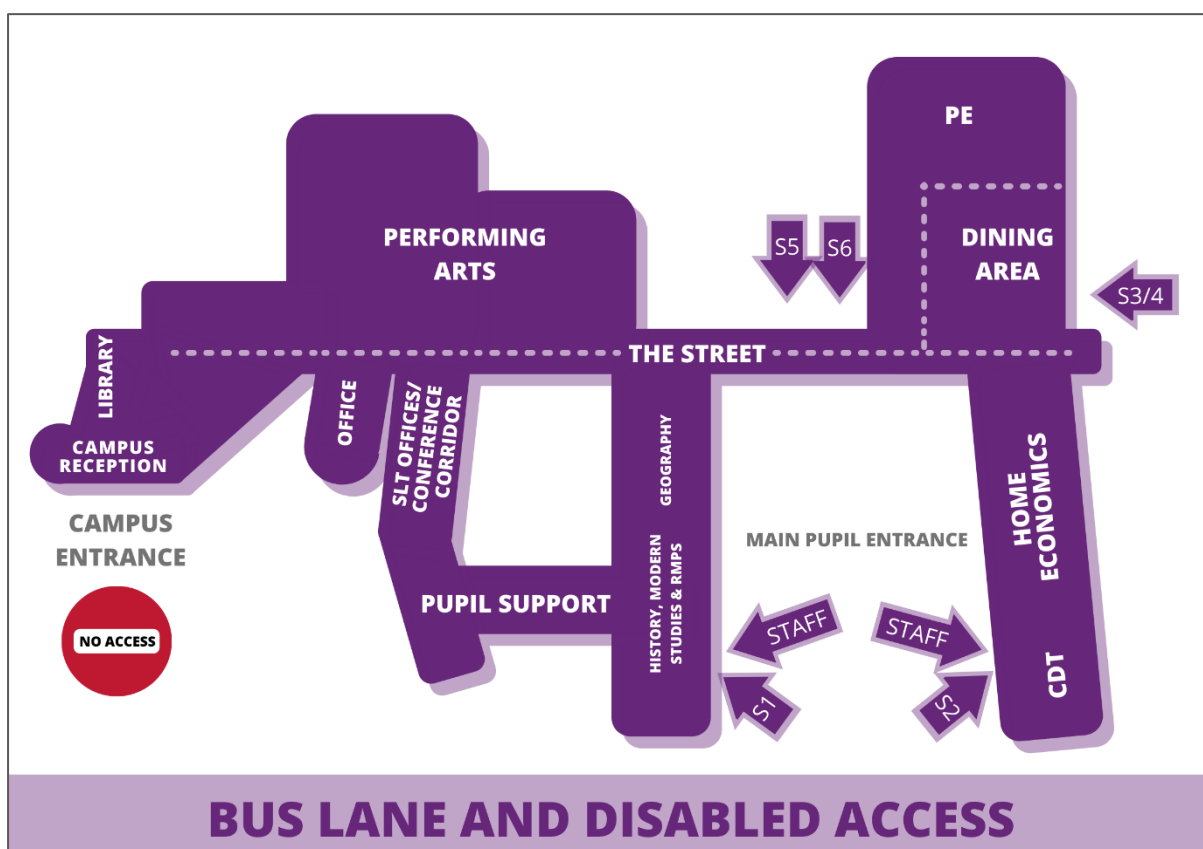
The School Day

Access to the Campus

During the school day, Loch Leven Community Campus will remain closed for non-school activities and parents/carers will **not** be able to access the building.

Doors will open to pupils at 08:40. All pupils must clear the campus by 16:00 (13:45 on Friday) and will not be permitted to wait in the building.

To reduce mixing of groups, pupils will enter the building at a designated access point.



These entrances have been chosen as they all provide easy access to handwashing facilities and pupils will be reminded to wash their hands before moving through the building. A [one-way system](#) will be in operation all day for pupils, with two exceptions:

- At the start of the day – pupils should follow the most direct route to their classroom.
- At the end of the day – pupils should take the most direct route out of the building

If a pupil arrives late to school they should go to the door at Pupil Support (accessed via the path behind the bus stop) and ring the bell. A member of staff will ask their name and their reason for being late to school before giving them access to the building. They should sanitise upon entry and proceed to class.

Pupils leaving school to attend an appointment should report to the office to sign out then follow the one-way system through Social Subjects to the Pupil Support exit. Please note, parents/carers should notify the Business Support Team of all appointments and absences. [See Communicating with KHS.](#)

Pupils will wash their hands before leaving the building at the end of the school day and should leave via the nearest exit.

Pupil Learning

Learning blocks will remain longer to try to minimise the number of different groups that pupils will mix with during the [school day](#).

Pupils will continue to follow week A and week B timetables. When they return to school on August 2021, they will follow the week A timetable.

The Pupil Day

We are reintroducing Tutor Support Group (TSG) for the 2021-22 sessions to give pupils a dedicated time to access the bulletin, hand in any notes and speak to their designated TSG teacher. As a result, the timings of the school day have been tweaked slightly.

SCHOOL DAY 2021-22					
MONDAY - THURSDAY					
	TSG	BLOCK 1	BLOCK 2	BLOCK 3	BLOCK 4
S1-3	TSG 08:45 - 08:55	Block 1 08:55 - 10:00	Block 2 10:40 - 11:30	Block 3 11:30 - 12:10	Block 4 14:00 - 15:40
		Break 10:00 - 10:15		Lunch 12:10 - 13:00	
		Block 1 cont 10:15 - 10:40		Block 3 cont 13:00 - 14:00	
S4-6		Block 1 08:55 - 10:25		Block 3 11:30 - 13:10	
		Break 10:25 - 10:40		Lunch 13:10 - 14:00	

FRIDAY				
	TSG	BLOCK 1	BLOCK 2	BLOCK 3
S1-3	TSG 08:45 - 08:55	Block 1 08:55 - 10:00	Block 2 10:40 - 11:30	Block 3 11:30 - 13:10
		Break 10:00 - 10:15		
		Block 1 cont 10:15 - 10:40		
S4-6		Block 1 08:55 - 10:25		
		Break 10:25 - 10:40		

S6 Study

S6 pupils who have a study period **Monday - Thursday during block 4** will be allowed to sign out from lunchtime and go home to study if they wish to do so.

It is our expectation that young people will use their time wisely whether they're using the study room in school or studying at home.

Pupils who have study periods during blocks 1 and 2 will be expected in school and will be marked as an unauthorised absence if they do not attend. Pupils in receipt of EMA risk not receiving payment if they do not meet attendance expectations. Pupils choosing to sign out to study at home will not be permitted to re-enter the building. We strongly advise that any pupils who rely on school transport remain in school to study for track and trace purposes.

Pupils Attending Perth College

Senior pupils attending college should follow Perth College's [Guidance on the current Coronavirus \(COVID-19\) outbreak](#).

Behaviour Expectations

All pupils and staff have an equal right to attend school in safety and peace of mind. No one has the right to interrupt or interfere with the work or progress of others or their enjoyment of what the school has to offer.

All members of the Kinross High School Learning Community are expected to be:

- **Ambitious** in their learning
- **Compassionate** to everyone
- **Responsible** in all that we do
- **Resilient** in dealing with challenges

We ask for the support of parents/carers in upholding the following:

Classroom Expectations

- Enter and leave as directed by staff in an orderly manner
- Phones should be away unless being used for a learning activity
- Follow all staff instructions the first time given without question
- Treat all pupils and staff as you wish to be treated
- Face coverings will be worn during lessons
- Maintain a 2M physical distance from staff

Corridor Expectations

- Maintain a 2M physical distance from staff
- Eating and drinking are not allowed in teaching block corridors during lesson changeovers
- Walk along the corridor and follow the one way system as directed
- Move purposefully between classes to ensure you maintain good time keeping
- Enter the class quickly and avoid loitering in the corridor

Covid-19 Health and Safety Routines

Our expectation is that all young people will follow the Covid-19 Health and Safety rules at all times on our campus to ensure the safety of all at Kinross High School.

Personal Hygiene and Cleaning Routine

There is a clear expectation that all young people will:

- Engage in frequent handwashing/sanitising of hands and dry thoroughly upon entry, frequently throughout the day, after using the toilet, before and after eating, and when leaving the campus
- Participate in sanitising their personal workspace and shared equipment
- Try to avoid touching their faces including mouth, eyes and nose
- Use tissues or an elbow when coughing or sneezing
- Wear a face covering as described on [page 9](#)
- Maintain a 2m physical distance from other households at all times

Movement Around School

We have modified our timetable to minimise the movement of pupils and staff around the school.

There is a clear expectation that all young people will:

- Enter the campus when directed using their designated entry point
- Follow the one-way system in corridors and staircases
- Maintain physical distancing from staff and as much as possible from each other
- Remain seated in allocated area at break and lunch time
- Not attempt to re-enter the building until the end of lunch if they choose to go outside and wash their hands on re-entry
- Follow the Health and Safety requirements out with school

Communicating with KHS

Any concern about a young person at Kinross High School should be raised with their House Pupil Support Team in the first instance:



BenartyPST@pkc.gov.uk



LomondPST@pkc.gov.uk



OchilPST@pkc.gov.uk

For more general enquiries, you can email KinrossHigh@pkc.gov.uk, call 01577 867100 or complete our [online enquiry form](#).

To report pupil absence, please call 01577 867199 or text 07860 049504.

If you need to raise a concern about a child out of school hours, you can get help by contacting the PKC Child Protection Duty Team on 01738 476768 or ChildProtection@pkc.gov.uk.

In an emergency call 999

Police Scotland (non-emergency)	101
NHS 24	111
Childline	0800 1111
Crimestoppers Scotland	0800 555 111

Please note, parents/carers will not be able to access the campus; therefore, any meetings will take place online or by telephone.