



05.08.20

Dear Parent/Carer,

AUGUST UPDATE: Preparing for the start of the new school term - S1, S2, S3, S4, S5 and S6

I do hope this letter finds you and your family safe and well. I also hope that over the school summer break you have found some peace to rest and recharge, whilst keeping informed of the many national changes that continue to impact our lives.

As I am sure you are aware, last week (30 July 2020) the Scottish Government announced updated guidance for school leaders on preparing for the start of the new school term in August 2020. Again, I have been working hard with colleagues across Children and Families Service, including our own Senior Leadership Team, to fully understand this guidance and its impact on our learning community – in terms of supporting, for all our young people and staff, a safe return to school and learning. This evening, I met with our school's Parent Council to discuss and consult on the major implications of this new guidance and the practicalities of returning to school. I am now in the position to share with you our updated plans for August 2020 ([article 29, UNRC](#)).

A copy of the Scottish Government's 'Coronavirus (COVID-19): Guidance on preparing for the start of the new school term in August 2020' document can be found here:

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/>

Should you have questions that are not answered as a result of this update, then please refer to the excellence FAQs resource that Dundee City Council have produced for parents:

<https://www.dundee.gov.uk/coronavirus/faqs-for-parents-about-the-re-opening-of-schools-and-nurseries>

Arrangements for August

As before, Monday 10 August 2020 remains an in-service day for staff. However, during the summer holidays, it was announced by Dundee City Council that Tuesday 11 August 2020 would also be an in-service day.

In-service days (staff only):

- Monday 10 August 2020
- Tuesday 11 August 2020

In line with both the local and national approach, pupils will return to Baldragon Academy from Wednesday 12 August 2020, on a phased return, as detailed below:

Wednesday 12 August 2020

- S1 attending a shortened first day, starting period 1 (8.45am) until the end of period 5 (1.10pm), when they will return home. Pupils in receipt of Free School Meals can collect a packed lunch to go. S6 School Captains will support and buddy all new S1 classes throughout their first day.
- S5/6 attending at 10.45am until the end of day (3.40pm).



Thursday 13 August 2020

- S1, S5/6 attending at the start of period 1 (8.45am) until the end of day (2.50pm).
- S4 attending at the start of period 1 (8.45am) until the end of day (2.50pm).
- S2 attending at 10.45am until the end of day (2.50pm).

Friday 14 August 2020

- S1, S2, S4, S5/6 attending at the start of period 1 (8.45am) until the end of day (2.50pm).
- S3 attending at 9.35am until the end of the day (2.50pm).

Monday 17 August 2020

- Normal school day will resume for all year groups.

Please note that Dundee City Council secondary schools operate an asymmetrical week:

- Monday to Wednesday finish at 3.40pm.
- Thursday/Friday finish at 2.50pm.

All year groups should arrive via the pupil entrances on either Harestanes Road or via the side lane leading from Balgowan Drive at their allotted time slot. From the playground, pupils will be directed to specific classrooms for a full induction and safety briefing by the Senior Leadership Team. They will then follow their new timetable. Pupil timetables, along with any other relevant information, will be shared during their induction period. For S1, this will include the distribution of their NEC cards. NEC cards must be activated in order to allow you to allocate money to your child's account. Details on how to do this will be shared during your child's induction.

Pupil entry to the building

Young people will not be able to enter the school building, from the playground, before 8.40am. On arrival, all young people must go straight to their timetabled class and not gather in social groups.

Learning Resources

To help minimise the sharing of resources, and in a bid to help reduce to the cost of the school day for all, we will be providing every pupil with their own set of learning resources on their first day of school. This will include standard school stationery (pencil case, pen, pencil, rubber, ruler, protractor, sharpener and coloured pencils). It is expected that your child will carry a school bag and bring these resources to school every day for their own exclusive use, both in school and at home.

Morning Break and Lunch Arrangements

A limited meals service will be available, to allow for catering staff to facilitate physical distancing measures within kitchens and the dining environment. Initially there will only be a lunchtime provision. Therefore, to minimise congestion, from 12 August 2020, we will implement a staggered break and lunch.

Morning break will be staggered and allow for a welfare break ([article 24, UNRC](#)). Please note that catering will not be available at this time. The timings of our new morning welfare break will be shared at your child's induction.



Lunch times will be staggered.

- S1, S2 and S3 will receive lunch at the normal time:
 - Monday, Tuesday and Wednesday at 1.10pm to 2.00pm.
 - Thursday and Friday at 12.20pm to 1.10pm.
- S4, S5 and S6 will receive lunch at the adjusted time:
 - Monday, Tuesday and Wednesday at 12.20pm to 1.10pm.
 - Thursday and Friday at 11.30am to 12.20pm.

Free School Meals will continue to be provided by Tayside Contacts. All young people requiring lunch will complete a 'snack order card' during period 1. This provides a limited number of choices. Each sheet requires completion of the child's name and class to identify them. Lunches will then be provided within sealed containers in a snack bag for collection at designated points throughout the school during lunch time.

Young people are no longer able to use cash to top up their accounts, as all Dundee City Council schools are now operating a cashless catering service. Your child's account can be topped up through ParentPay <https://www.parentpay.com/parents/> or PayPoint <https://consumer.paypoint.com/>. Payment for the meal will be removed centrally following receipt of a young person's lunch order. If you would like support in using ParentPay, please contact the school office by telephone or email.

At Baldragon Academy, we have limited indoor social spaces. To reduce in-school congestion, we will be encouraging the full use of our outdoor space ([article 31, UNRC](#)). Food can only be consumed in our formal dining space. For health and hygiene purposes, food will not be permitted in any other area of our school building. However, food can be collected and consumed outdoors.

As usual, we do not encourage any young person to leave the school premises during lunch times, unless of course it is for a home lunch. For those young people who choose to go out for lunch, we would appreciate your support in reminding them of the current national restrictions, including physical distancing and the mandatory wearing of a face covering in all shops.

Water fountains will remain isolated for Health and Safety reasons. Therefore, please ensure your child has a fresh bottle of water.

Welfare and Out of Class

We appreciate that young people may need to use the toilet during a lesson. However, this should be an exception to the rule as young people have adequate opportunities throughout the day to access school welfare facilities. Our revised procedures for returning to school encourage us all to act more responsibly and to be aware of the impact of our actions and indeed the health and safety of ourselves and others. Therefore, please support us in encouraging your child to remain in class and in learning; unless of course when absolutely necessary ([article 24, UNRC](#)).

Safe Working Procedures

I am fully aware that COVID-19 has not gone away. To ensure that we continue to focus on the health and wellbeing of our young people and staff, various measures will be in place on our return to the school building. They include:



- Hand sanitising stations located at pupil entrances/exits and throughout the building.
- Anti-bacterial hand gels and wipes, along with tissues in each classroom.
 - Young people must use the available hand sanitisers on entry and exit from each classroom.
- Hand sanitising stations located at staff and visitor entrances/exit.
- A strict 'keep left' protocol in our corridors and stairwells.
- A 'clean as you go' system in all classrooms and for all shared resources.
 - Young people will be given an antibacterial wipe to wipe down their desk, chair and work area at the start and end of lessons – including any special or shared resources.
- Any young person or staff member who wishes to wear a face covering will be free to do so.
- Enhanced day-time cleaning regime by Tayside Contracts.
- Physical distancing will be strongly encouraged wherever practically possible.
- A staggered interval and lunchtime.
- Controlled entry and exit from the building and clear safety signage throughout.

Our Risk Assessments and Safe Working Procedures will be frequently reviewed by our Senior Leadership Team and in consultation with our Pupil Council, Parent Council and Staff Consultative Committee. This approach will help to ensure we are doing all we can to learn and work in as safe an environment as possible ([article 12, UNRC](#)).

A copy of our presentation to young people and staff, detailing our safe working practices, will be made available to parents/carers via links from our twitter feed and Xpressions App. **Please continue to support our school by discussing the importance of good health and hygiene and that every member of our school community has the right to feel safe and protected** ([article 19, UNRC](#)).

Relationships for Learning

At Baldragon Academy, we will continue to operate our relationships for learning policy to develop skills for life and work by following a simple work-based approach - first warning; second warning; consequence; referral - as part of our stages of positive intervention and wider de-escalation strategy. At the heart of our approaches are pupil choice and an opportunity for a fresh start ([article 28, UNRC](#)).

It is your child's responsibility to ensure that they keep themselves, and those around them, safe.

Therefore, pupils will always be expected to follow these simple additional steps:

- regularly sanitise their hands – including on arrival and exit;
- remain seated at their desk / work area and not move around the room wherever this is possible. At the end of lessons, pupil should remain seated until directed by the teacher. Staff members will be the only people who have free movement around classrooms. This must be respected to ensure physical distancing for adults;
- cooperate with adults and follow their instructions;
- stay in class;
- follow all safe working procedures – including safety signage, 'clean and go' protocols, one-way systems and restrictions on movement – including 'no go' areas;
- treat everyone within the school with respect.

We will ensure that these expectations are frequently taught and reinforced. However, if any pupil does not follow these simple expectations or behaves in a way that puts their safety, or the safety of others at



risk, then I may advise that they are removed from school until a meeting can be arranged to discuss what measures should be put in place to allow their safe return to school. As always, I look for your ongoing support and to discuss and reinforce these simple expectations with your child and to help them make the most successful return to school.

School Uniform

After discussion with our Parent Council and as previously shared, it has been agreed that all pupils will wear a full school uniform in August 2020. We firmly believe that school uniform, as part of our broader range of improvement measures, supports the development of a positive whole school ethos and therefore helps to improve behaviour, discipline and motivation. We believe that school uniform promotes a sense of pride and belonging to the school, encourages equality and inclusion and improves the climate for learning. These are values which we will need to draw upon more than ever in the 'new normal' school session.

If you are in receipt of Income Support, Job Seekers Allowance - Income Based, Income Related Employment and Support Allowance, Universal Credit (where take home pay is less than £610 per month), Support under Part VI of the Immigration and Asylum Act 1999, Housing Benefit, Council Tax Reduction or Child Tax Credit with an income of less than £16,105 (as assessed by HMRC), you may be entitled to receive a grant towards the cost of buying essential clothing to enable children up to the age of 16 to attend school.

<https://www.dundee.gov.uk/service-area/children-and-families-service/school-clothing-grants>

Our school uniform policy is clear and very simple:

- white blouse or shirt;
- black trousers or skirt;
- black pullover or cardigan (with school tie showing);
- black footwear;
- school tie (striped for S1 to S4, senior tie for S5 and S6);
- black outdoor jacket;
- braided school blazer.

(Prefects and the Pupil Leadership Team are recognised by the stripes on their sleeves).

Apart from our school badge, school clothing should not have brand names, slogans, symbols, pictures or logos.

PE will resume, albeit with some adjustments, and adhering to current national guidance to maintain health and safety. Outdoor spaces will be maximised. Please ensure your child arrives with an appropriate PE kit:

- white T-shirt or polo shirt;
- shorts (white or black) or track suit bottoms;
- training shoes and sports socks (white).



Communication between school and home

Please note, school visitors will only be accepted by agreed prior appointment. Therefore, the methods of parent/school contact are:

- **Telephone:** 01382 436170 for our school office.
- **Emailing:** general enquiries can be emailed to baldragon@dundee.gov.uk
- **Groupcall Xpressions:** this is our new service to help make home-school communication easier, more effective and more accessible. Xpressions is completely free of charge to you. The Xpressions App can be installed on your Apple iOS or Android phone. Download the app at www.parents.groupcall.com and register using the mobile phone number and email address that you have given to our school. You must keep your personal details up to date with our school.

For general concerns, complaints and/or compliments, your first point of contact should be with your child's guidance teacher.

- **Emailing the Guidance Team:**
 - Balgay House Mr A McArtney balgay.guidance@dundee.gov.uk
 - Craigowl House Mr C McArtney craigowl.guidance@dundee.gov.uk
 - Kinpurney House Ms Smith kinpurney.guidance@dundee.gov.uk
 - Law House Mrs Honeyman law.guidance@dundee.gov.uk

At Baldragon Academy, Depute Headteachers are also have Year Head responsibilities. These are:

- S1 – Ms Innes
- S2 – Mrs Lowe
- S3 – Mr Montgomery
- S4 – Mrs Lowe
- S5 – Ms Spence
- S6 – Mrs Ross

Should a matter escalate or remain unresolved, this approach provides a consistent and specific member of the Senior Management Team for both you and your child.

I would also encourage every member of our school community to follow the Twitter feeds - **@BaldragonAcad** and **@DundeeCouncil** - where all up to date information will be posted along with links to relevant resources and emerging advice and updates to FAQs.

Supporting people who become COVID-19 symptomatic

If you or any member of your family show symptoms of COVID-19, your child should not come to school and you should call the school as soon as possible to report this. For more information, please follow: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>.

As a reminder, the symptoms are:

- A new, continuous cough
- A high temperature
- Loss of, or change in, sense of smell or taste.

If your child display symptoms during the school day, we will call for them to be collected as soon as possible (preferably this should be another adult member of their household and not a grandparent).

Baldragon Academy

Mr H McAninch – Headteacher
69 Harestane Road, Dundee. DD3 0LF
Telephone: 01382 436170



email – baldragon@dundee.gov.uk
website – www.baldragon.ea.dundee.gov.uk
twitter – @BaldragonAcad & @Baldragon_HT
Remote Learning Portal:
<https://sites.google.com/dd.glow.scot/baldragonacademyrlp>

SQA Update

This week, our Seniors received their SQA results. I am delighted to celebrate the many outstanding achievements of our young people and indeed, at this very early stage, inform you that our school continues to progress and improve across many local and national attainment and achievement measures. I do hope that everyone is happy with their achievements. I am aware, as is the case every year, that some young people may be disappointed. This year the SQA have made an amendment to their Post Results Service. Very shortly, I will issue a letter explaining the specific process for SQA appeals at Baldragon Academy. In the meantime, please be patient. My letter will give very specific instructions on how we can organise and progress SQA appeals accurately, efficiently but most importantly, safely.

Additional Information

I will continue to work closely with our Pupil and Parent Council's and ensure a full consultation to all aspects of school life as we review these procedures and protocols.

I am delighted that this opportunity awaits. Thank you again for your patience, understanding, resilience and support. Together, we will make this a fantastic year for our young people and I look forward to working with you throughout 2020/21.

My very best wishes,

H McAninch
Headteacher