

Education Services

Framework for Recovery, Resilience and Re-connection (RRR2020)

Reflections from Return to School Week 1 – Questions Answered

All schools and nurseries opened their doors to children and young people from Wednesday 12th August. Heads and their staff teams worked exceptionally hard in the two in-service days and the week before in their holidays in many cases, to get their schools ready. Of course, there were some teething problems, plans for smooth access into school didn't always go as planned. There were instances of parents gathering in large groups with limited physical distancing amongst the adults outside of schools. Schools will be constantly revisiting and updating their plans and reinforcing via their communication channels the importance of parents taking responsibility for their own safety and that of others by maintaining physical distancing of at least 2 metres. If this cannot be achieved, then parents could consider wearing face coverings, as is recommended when you are in a crowded area.

Overall, staff and children enjoyed being back at school – although many were very tired by the end of Friday!

What do I do, as headteacher, if I find out that a family has not respected the rules for quarantine?

There is no need to phone Public Health for this. Confirm with the family their destination and date of return – this could be through an email from their travel company showing flight times and from that count the 14 days and confirm in writing the date the child can return to school. An example of the letter is attached.

If the child has come into school, then ensure that parents are contacted as quickly as possible to collect their child. The risk to the other children in the school is very low. It may be necessary to send a letter home to reassure other families and as a reminder of the guidance and an example is attached.

Have there been any cases of COVID-19 among children and staff in school this week?

No. We did have some cases of young people in the North East of the city who had tested positive as part of a community cluster which were widely reported on the news. This affected two schools – one in Glasgow and one in North Lanarkshire. The Test and Protect worked very well and anyone who had been in contact with the 'index case' (that's the first person confirmed positive) were identified and asked to self-isolate for 14 days. Some of the positive cases were pupils at one of our schools. Public Health provided the school and

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council with excellent advice and a couple of letters were sent home to all parents (attached). The school was able to continue to deliver education to young people.

This was a great example for us as it showed that the partnership with Public Health is strong and it showed how decisions were led by Public Health to keep everyone safe. It also demonstrated how, in these circumstances, the school could stay open.

We know there will be other examples which arise and we might have to close a school in the future following advice from our public health colleagues. However, we are very confident that the processes in place are robust and give us the confidence that the safety of our children and staff is being prioritised by all.

When do I, as head of a nursery or a school, phone Public Health for advice?

You would only phone Public Health for advice if you had a confirmed case (confirmed by a positive test). If a child develops any of the symptoms, then as previously advised, they would be sent home. Children get high temperatures for a range of reasons and it may be that after a short time, their temperature returns to normal and they can return to school. If their parent chooses to have them tested then if the test is negative then they can return to school. If they are positive then Public Health will advise you on next steps.

Why can't water coolers be used in schools?

The advice from scientists/health and safety is that there is some risk if water bottles are placed under the tap as the top of the bottle will have traces of saliva which could then be transferred onto the tap and then carried to the next bottle.

An alternative is that the water coolers are used to put water into jugs – by a member of school staff - which could then be used to fill water bottles or you ask pupils to bring in a bottle/s of water from home to last all day.

Why can't we use cash for school meals?

As part of the Scottish Government's advice and guidance to help reduce the spread of coronavirus our families and staff are being asked to reduce cash handling as part of the school's risk assessment.

During the 2020/21 school year we will be introducing an online payment system to make it easier for parents and carers to pay for all school activities including school meals.

This will however take a bit of time to roll out across our schools and nurseries. As a short term solution we have organised for schools to use a bank transfer system for the online payment of school meals.

Please be reassured that no child or young person will be left without a meal – the school will contact families to allow them to catch up on the payment.

Free School Meals

Children and young people whose families meet the criteria for free school meal entitlement will continue to receive a breakfast and school meals with no change. You can find out more information at <https://www.glasgow.gov.uk/schoolsandlearning>

How Payments can be made

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From the 17 August our schools will no longer be able to accept cash for school meals to reduce the potential spread of the virus.

Parents will be given the bank details where money can be transferred for the advance payment of their child's school meals.

Families who don't have a bank account can visit a bank and pay in person over the counter – they will need to take the council's bank account details and their unique reference to be able to transfer.

Parents can choose to purchase a set number of meals. To reduce the administration it would be very helpful to purchase in sets that are equivalent to weekly, monthly, etc. However, we recognise that this may not always be possible.

Payment Rates are £1.90 per day and calculations of weekly, monthly and term cost are below, based on attending 5 days per week.

If your child only needs a school lunch two or three days a week then you should try to purchase in multiples as indicated below as they are not day or date specific and will roll over each week during term. You can also adjust this throughout the term.

Primary schools:

Period	No of Days	Cost	Period	2 meals/ week	Cost	3 meals/ week	Cost
£1.90		5 meals/ week	£1.90				
1 week	5	£9.50	17 Aug to 8 Oct	16	£30.40	24	£45.60
4 weeks	20	£38.00	19 Oct to 18 Dec	18	£34.20	27	£51.30
To October Break	37	£70.30	4th Jan to 5th Feb	10	£19.00	15	£28.50
Term 1	84	£159.60	8th Feb to 1st Apr	16	£30.40	24	£45.60
Term 2	58	£110.20	19th Apr to 24 June	20	£38.00	30	£57.00
Term 3	45	£85.50					
Full Year	187	£355.30					

17th August to 8th October is 8 weeks

19th October to 18th December is 9 weeks

4th January to 5th February is 5 weeks

8th February to 1st April is 8 weeks

19th April to 24th June is 10 weeks

The ready reckoner is to assist you. The 5 meals/week takes into account holidays and in-service days. Breakfast costs can be similarly calculated.

Breakfasts

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Period	No of Days	Child 1 (£2)	Child 2 + (£1)
1 week	5	£10	£5
4 weeks	20	£40	£20
To October Break	37	£74	£37
Term 1	84	£168	£84
Term 2	58	£116	£58
Term 3	45	£90	£90
Full Year	187	£374	£187

Rate = £1.90 per day

Rate = Child 1 £2

Child 2+ £1 per child

Term 1 17 Aug - 22 Dec inc
 To October
 Break 17 Aug - 8 Oct inc
 Term 2 6 Jan - 1 Apr inc
 Term 3 19 Apr - 24 June inc

Secondary schools:

Period	No of Days	Cost	Period	2 meals/ week	Cost	3 meals/ week	Cost
£1.90		5 meals/ week	£1.90				
1 week	5	£9.50	17 Aug to 8 Oct	16	£30.40	24	£45.60
4 weeks	20	£38.00	19 Oct to 18 Dec	18	£34.20	27	£51.30
To October Break	37	£70.30	4th Jan to 5th Feb	10	£19.00	15	£28.50
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The ready reckoner is to assist you. The 5 meals/week takes into account holidays and in-service days. Morning provisions can similarly be calculated.

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Morning provisions

Period	No of Days	Cost
1 week	5	£10
4 weeks	20	£40
To October Break	37	£74
Term 1	84	£168
Term 2	58	£116
Term 3	45	£90
Full Year	187	£374

Rate = £2 per day

What happens if my child doesn't attend every day for the time I've paid for?

The school will keep a record of the meals taken. The money you've paid will roll on to the next school day your child takes school meals.

How does the school keep a track of what I've paid for my child?

You should contact your school to tell them that you would like to pre pay your child's school meals.

The school will give you a unique reference number (s) that you need to use when transferring the money.

The school will send you a confirmation email with your child (s) reference number that can be used each time you transfer money to the school.

Each reference number is 13 digits long and for ease an L for lunch and B for breakfast/morning will be part of the number and unique to your child.

A reference number will be supplied for both breakfast/morning and lunch provision depending on what you are buying.

Each reference number should clearly identify what your child uses and will enable the school to keep track of what the balance is should your child miss either breakfast or lunch one day.

What if I don't have access to online banking or have a bank account?

Families should contact their school to discuss any problems that they might have using this interim process and the school will be able to help find a solution.

Payment can be made in person at a branch of any bank if they have all the correct council bank details and their child's 13 digit reference number and they can pay by cash.

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Why have we introduced this system?

The point of reducing cash handling for both pupils and staff is to help suppress and reduce the spread of coronavirus and part of the Scottish Government's guidance on the full time return to schools and nurseries.

What happens if schools have QCards?

For the time being QCards will not be used to reduce the risk and spread of the virus because this system also involves cash handling. Any money left on the card from before the lockdown will be retained on the card and can be used when the advice changes.

Why has Glasgow City Council not participated in the government scheme for half price meals on a Monday to Wednesday?

We are exploring whether or not we can participate in this. There are rules around this and it is intended to help the hospitality industry as opposed to school meals. We recognise that this could help some parents. We will update as soon as we are able.

Glasgow City Council is the only council that provides free school meals to all children in P4. This costs the council an additional £2m a year and saves parents up to £361 a year.

What's the update on advice/guidance on PE, Music lessons etc?

We will continue to follow the guidance, advice and scientific evidence from the Scottish Government and all updated information will be published here
<https://www.glasgow.gov.uk/article/25947/Recovery-Resilience-and-Reconnection-2020>

Schools will continue to communicate their bespoke and evolving plans to their families via their communication channels.

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Letter to parent regarding quarantine

Dear USE NAME TO PERSONALISE

Today it was brought to our attention that XX returned from a family holiday in XX. It is clear that XX did not undertake the required quarantine period of 14 days. In line with Glasgow City Council policy we asked you to collect XX from school immediately and then had to inform all parents in the school. As I'm sure you now appreciate this could potentially put others at risk, particularly some of our children and staff with underlying health conditions.

We have been in contact with Public Health Scotland who have requested that you inform us immediately if XX or anyone in your household develops symptoms related to Covid-19 or has a positive Covid-19 test.

In order to enable me to confirm when XX can return to school I would ask you to contact the school office to provide evidence for your return date. This could be an email which shows the times/dates of your flights perhaps from the holiday company. I am afraid that I cannot admit XX until we get that confirmation.

I look forward to hearing from you at your earliest convenience.

Yours

Headteacher

Letter to all parents regarding quarantine case

Dear parent/carer

Today it was brought to my attention that a child may not have undertaken the required quarantine period after returning from a holiday in Spain. We have been in contact with Public Health Scotland and the advice is that no changes to school procedures are currently required. We will continue to monitor the situation.

Anyone returning from a holiday abroad must follow quarantine procedures as outlined by Public Health and The Scottish Government.

If you need to communicate with us please contact the school by calling the office or via email – including your child's full name and class.

Yours sincerely

Head Teacher

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Example of letter from Public Health

Dear pupil/parent/carer

As you may be aware, NHS Greater Glasgow and Clyde is carrying out an investigation into a cluster of cases of COVID-19 in northeast Glasgow. Several of these cases are pupils at XX.

Today the NHS Greater Glasgow and Clyde Test and Protect service identified a further case who is connected to this cluster, and who is also a pupil at the school.

Until now, none of the cases who are pupils have been present at the school during the period in which they may be infectious to others. However, this new case was in attendance at the school for a period of time during which they may have been infectious to others. NHS Greater Glasgow and Clyde has immediately undertaken a careful risk assessment to identify any other pupils and staff that this individual had contact with during this time. These individuals are being contacted by the Test and Protect team and told to self-isolate at home. All other pupils and staff can continue to attend the school as normal. There is currently no evidence to suggest that there is transmission occurring within the school itself.

We would like to remind all pupils and their parents of the vital importance of continuing to observe the rules on social distancing and other measures to prevent infection such as regular handwashing. Individuals should stay off school or work and get tested if they experience any COVID symptoms, such a cough, fever or loss of taste or smell, even if they are mild.

Further information on COVID-19 including on what to do if you develop symptoms and how to access a test is available from NHS Inform: <https://www.nhsinform.scot/illnesses-andconditions/infections-and-poisoning/coronavirus-covid-19> .

Yours sincerely

Dr Daniel Carter,
Consultant in Public Health Medicine
NHS Greater Glasgow and Clyde

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