



EDUCATION  
KING'S PARK PRIMARY SCHOOL  
20 CROFT STREET  
DALKEITH  
EH22 3BA

Head Teacher : Mrs Laurinda Renton  
Telephone: 0131 271 4610  
[Kingspark\\_ps@midlothian.gov.uk](mailto:Kingspark_ps@midlothian.gov.uk)

Dear Parents and Carers,

09.10.20

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 e.g. 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 King's Park Primary School and ELC Setting**

#### **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*

We will follow all guidance and procedures as advised by the Health and Protect Team and Midlothian Council.

We will continue to use our School App, Website and Group Call to communicate with you regularly and to keep you up to date with the current situation and expected return dates to school.

Your child will be provided with daily in-home learning activities through Seesaw with a particular focus upon Literacy, Numeracy and Health and Wellbeing.

### **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*

Similar to Scenario 1, we will follow all guidance and procedures as advised by the Health and Protect Team and Midlothian Council.

We will continue to use our School App, Website and Group Call to communicate with all of our school community regularly and to keep you up to date with the current situation and expected return dates to school.

If we are required to close the whole school and ELC setting, as part of our contingency plan we will provide daily in-home learning activities through Seesaw for all of our children, with a particular focus upon Literacy, Numeracy and Health and Wellbeing.

### **In-home Learning**

We will provide daily in-home learning activities through Seesaw in the event of our contingency plan for Scenario 1 or Scenario 2 being implemented. Seesaw is a platform that all of our children are familiar with and confident in using. Seesaw activities will have a particular focus upon Literacy, Numeracy and Health and Wellbeing. Our teachers and support staff will continue to support your child's learning over the course of the week and provide feedback upon their learning. Seesaw also provides a simple method for two way communication between home and school. All of our families have been provided with their Seesaw codes for this session. Please do not hesitate to contact us if you have any difficulties accessing Seesaw. If you are in need of any support or materials during this period, please do not hesitate to contact us.

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.

### **Provision of lunches for ELC and P1-P3 children**

We will deliver lunches to our ELC and P1- P3 children in the event of our contingency plan being implemented, should you require it. We will be in contact with our ELC and P1-3 families soon to find out if you would require a lunch to be delivered.

### **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 has 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. We have tried to ensure that all of our families have access to a device. If you require support, or if your circumstances change at any time, please contact us directly by telephone or if the school is closed by sending us an email at [kingspark.ps@midlothian.gov.uk](mailto:kingspark.ps@midlothian.gov.uk)

## **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 of our parents and carers in relation to your 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 us 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.

Kind regards

A handwritten signature in black ink that reads "Laurinda Renton". The signature is written in a cursive, slightly slanted style.

Laurinda Renton  
Head Teacher