

Dear Parent/Carer,

I hope this letter finds you well. We are looking forward to welcoming all our new S1 pupils on Wednesday 12th August as they begin the next step on their educational journey at Hamilton Grammar. We appreciate, however, that some of our new pupils may be anxious and, therefore, I hope that this summary letter helps to provide some reassurance.

We should all remember that, although this is a return to education for our pupils, it will not be a return to normality. That said we will do everything that we can, under the circumstances, to make the experience as much like our normal school day as possible.

Detailed guides and videos are available on the HGS and SLC websites which include key messages and health and safety information, however, we felt that a quick summary would be helpful for our new pupils.

### INSTRUCTIONS FOR WEDNESDAY THE 12<sup>TH</sup> OF AUGUST

#### At school:

All pupils should wear School uniform (details on school website = P7 handbook).

All S1 Pupils will enter the building through **Door 6**. Door 6 is at the **very top** of the playground -facing towards you- See below:



On entering the building, pupils should sanitise their hands using the wall-mounted equipment provided near the doors (additional hand sanitising

procedures will be communicated to pupils). Teachers will guide pupils to their allocated class. Pupils should avoid physical contact with other pupils at all times during the day, both inside and outside the school building. The school day will operate as normal with an 8.45 am start and a 3.35 pm finish. At the end of the school day, pupils should sanitise their hands and follow the one-way system which will be clearly signposted.

### **Interval and Lunch:**

#### **All S1 pupils will remain within the school grounds**

Interval will be from 11.15 to 11.30, however, S1 pupils will be released at 11.10am for a limited period to allow them to become familiar with the layout.

Lunch starts at 1.10 -1.55, however S1 pupils will again be released at 1.05 for a limited period.

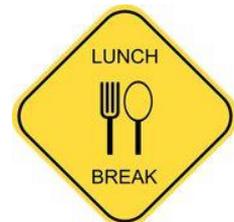
There will be an area for packed lunches and arrangements for purchasing food at the canteen will be shared with pupils when they arrive. We have been informed that there can be no tables in the dining hall or the Open Area, to ensure hygiene levels are maintained.

Once pupils have finished their lunch they will be encouraged to proceed to the playground for fresh air. Alternative arrangements will be made in the event of inclement weather.

Initially there will be no lunchtime or after school clubs. We will look to introduce these as soon as we can and taking account of Government guidance on these matters.

### **In Class:**

Pupils will be given an induction on arrival in their PLP (Personal Learning Plan) and registration class. Pupils will receive their timetable, school layout, one-way system plan and other key documents. Several documents require to be completed and returned; therefore, we would ask that you make the necessary arrangements for this to



be returned the following week. Please also note that there is no requirement for pupils to bring their PE kit to school on Wednesday.

In order to support our S1 pupils to navigate the school, teachers will provide additional support for the first week in relation to the location of subject classrooms and our school facilities. Our primary focus during the initial period will be on wellbeing and helping our new pupils to feel settled in the School environment.

**Placing Requests:**

All new S1 pupils who are placing requests need to provide the school with a copy of their birth certificate. On Wednesday please send the original birth certificate in with your son / daughter in a sealed envelope. This will be photocopied for our records and returned to your son / daughter the same day.

We hope that these arrangements will enable our 1<sup>st</sup> year groups to commence their formal timetable from Monday 17th of August.

Mrs Goring and Miss Brien

S1 Year Heads