

Kirknewton Primary School Parent council meeting minutes

(Thursday 18th February 2021 @ 8pm via Zoom)

Present: Jacob Jorgensen, Lesley Dicker, Pip Shiels, Simon Fuller, Pamela Berry, Angela Coulter, Natalie Tracey, Sara Wilczynska, Carol Allardyce, Karen Davidson, Ross Blackwood, Nikki Thomson, Erin White, Sara shaw, Sarah McNee, Adele Murphy, Kara Payne, Ashley McKenzie, Laura Stewart, Nicky Pascoe, Gill Donohoe, Devanshi Dyas, Julie Thynne, Becky Hay, Geraldine Lucas, Angela Hogg, Angela Herkes.

Apologies: Fiona Cain

1. **Welcome** (PS)
2. **Headteacher update** (NT):
 - Thanks to everyone for joining this evening.
 - **New post:** Moving on to a new post in another primary school, which has been a very difficult decision to make - letter issued to parents on 17.02.21. Mid-week next week, NT can give all parents next steps in terms of recruitment for new HT. At no point will the school be left with no HT. There would be an interim HT to take the post on when Mrs Tracey finishes until new HT is appointed. NT will work closely with the new appointee to give a smooth handover regarding priorities and a full understanding of the runnings of the school. This process is already under way. Still awaiting a date of when a permanent recruitment will take place (this will be before the end of the academic year). Mrs Murphy will be continuing in her post as Principal Teacher to ensure that this transition also runs as smoothly as possible. Unable to give the finer detail at this stage but will update in due course, as soon as possible. Mrs Tracey will think of the best way to tell pupils at the right time. It may be better to leave it a bit later. She will spend time with them in their classes when they return, talking to them and answering any questions they may have. She would also like to take the new HT round all classes to introduce them and spend time together to reassure the children.
 - **Hub provision** will continue for pupils who have been allocated a place since January. Slight change in that there will be no breakfast club in line with the current Scottish Government guidelines. Breakfast club and after school provision only available for those who attended the vulnerable / key worker provision previously. This is not a school or authority decision.
 - Same measures in place with level 4 protection (Covid-19). Children will be reminded of this. Staff also have access to twice weekly lateral flow testing. This is the only operational change currently.
 - **Survey** went out this week to Nursery - P3 parents to gather views on pupil return to inform staff in school.

Questions asked to Mrs Tracey prior to meeting - Responses from Mrs Tracey to parental questions:

NURSERY

- **New allocation of nursery hours** - We have a number of questions around how these will be allocated. After discussion with Flora Sharkey we were advised to take these forward pupil placement. Mrs McKenzie, the nursery rep will collate these and send them to Pupil Placement.

I have advised pupil placement to expect the email from Mrs McKenzie as Nursery rep. Decisions are made centrally about the allocation of the hours and as HT's we have no control of this. We are able to adjust the start / finish times(but still to reflect pupil attendance patterns allocated by pupil placement) to some degree to suit our community needs but allocation of hours is all handled centrally, we are only informed as parents and have to re-adjust our staffing working patterns accordingly.

- **P1 transition- is there a plan for an alternative transition ie. virtual?-**

Flora Sharkey advised this is being discussed in the coming weeks. An official email from School on this would be helpful to reassure parents once a plan is in place. There will be a transition process, building on the success of Kirky Bear Adventures last session, mainly virtually but also with access to building and staff so long as schools remain open. Staffing decisions are not made at this point, so that aspect will happen later in the session. Children already have ongoing access to the grounds, hall and other parts of the building so will continue to have these experiences. The Parent Council Communication Improvement group is also looking into information for the P1 transition.

- **Return to Nursery- feedback shows that some children are apprehensive about return to Nursery- could we have a video on sway by nursery to help with this?**

Flora Sharkey is going to provide this via Sway.

- **Staff Vaccinations/ testing - aware there may not be guidance on vaccination but lateral flow testing- can you confirm Mrs Tracey?**

This will be within the newsletter this week.

- **Shelter/ cover for the bike rack- this may sit in the fundraising group perhaps?**

Agree fundraising best placed for this, installation would be subject to project initiation and approval of maintenance inspector (lengthy process). ***PS to follow up and pass this over to Alix and the PSA to look into costs and fundraising for this.***

Primary 7

- **Are P7 going to get a physical visit to Balerno?**

Unsure of this yet, will advise when final decisions are made.

- **Is it possible for them to go back to school to prepare for high school better than at home?**

The Scottish Government will determine this within their phased plans.

- **When is it reasonable to start looking at doing something for them leaving?**

We will not be able to go on trips this academic year but all depending on National guidance - eg when will places reopen that pupils can visit. Alternative week type approach. Ceremony would take place similar to last year's P7's to mark the occasion, unable to advise if parents/ carers can attend yet. ***PS to follow up and pass to Alix and the PSA as they are usually involved in funding leavers activities.***

- **When is the trip money being refunded?**

This will be actioned in due course, as soon as possible. NT to chase this up with the school office.

Primary 3

- **If they are returning to school, can they outline to us**

*** what's permitted to take to school and LEAVE at school for wet/snow weather eg wellies, waterproofs, change of dry clothes.**

This will be outlined in the newsletter when schools reopen from holidays; a reminder of previously issued guidance.

*** What's the routine for ensuring a child does not remain in wet clothes for the remainder of the day?**

Teachers will advise children to change from wet clothes after break, in P3 child would be making a judgment call if they are wet or not and taking their change from their bag, changing in the toilet independently.

*** Are water bottles permitted and if yes, can the teacher give reminders to drink from them?**

Bottles have always been permitted at Kirknewton Primary. Children should bring bottles full to school and can keep on their desk, with full access to it throughout the day. Both home and school remind children why it is important to drink throughout the day. After break specific time for drinking milk or water highlighter but can be accessed by child at any time and remains on desk as a visible reminder of such.

*** Upon kids returning to school, I suspect some will find it difficult to transition emotionally & socially. What does the school have in place to look out for signs of this within the classroom AND in the playground?**

Similar surveys as last time will be issued to parents/carers in due course. Daily well-being check in's in class monitored by the teacher. Periodic self-reporting monitored by teacher and senior leaders, leading to Trusted adult conversations and further action required. Shared with parents if concerning. Observation of pupils in playground and class and sharing with teachers and SLT if concerned. Termly pupil tracking of pupil progress and well-being. Concerns leading to appropriate actions, range of supports provided in school, in liaison with parents/carers or referral for external supports.

*** How will this be communicated to parents/carers?**

This information will all appear within the upcoming newsletter.

*** How will the effectiveness of such action be monitored and reported/recorded/communicated?**

Ongoing review of range of data gathered, self-evaluation procedures. Communication with parents via teacher consultation or telephone meeting if relevant to their child. Professional communication within tracking meetings.

*** The effectiveness and success of homeschooling will vary greatly from child to child. How will the school assess 'where individual learning is at' and if the child requires being 'brought up to speed', will the school be communicating this with parents/carers and enlisting our help?**

Parental survey as before to form part of assessing. Teacher observation, ongoing assessment in a variety of forms. Pace of learning for all informed by teacher judgement based on a range of assessment methods, dialogue and observation. Appropriate differentiation. Interventions to support pupils judged off-track with learning, reviewed termly for measure of impact and success. Parents/ carers will be advised of ways they can support at home in next parental consultations or within discussion with Support for Learning / Child Planning meeting systems.

3. **Staff recruitment** (NT) - Nursery extended hours will not start until 19th April. Recruited extra staff (3) to allow this to run (nursery expansion). Also recruited to replace Mrs Gillan who has moved house to a different location. Fully staffed. Mrs Inglis was successfully appointed as support for learning teacher on a Tuesday and Wednesday. All staff are now in position.
4. **Feedback from remote learning surveys** (NT): Mrs Tracey to send highlights to parents/carers in the next parental letter. Positive engagement in the survey from parents/carers (48% responded in our school compared to 28% across authority) - much appreciated by the school. NT shared highlights with the parent council. Teaching staff are also very pleased with the response rate and responses. P1-P3 parents raised that they would appreciate more "live lessons" or a video call with their teacher during remote learning so this would be considered in any future occasions. Lots of positive comments from parents during the meeting regarding Live sessions and the amount of work posted on Seesaw. The HUB provision is also highly recognised by parents/carers and the work of the staff during this period was highly praised. A lot of hard work and dedication from all staff which has been a very big challenge for all and NT is thankful to all staff for this.
5. **Parent consultations** (NT): Teachers and parents have reported positively regarding this and how it was set up previously via phone call. Parents/carers were asked (via Google forms) about 3 main areas they would like the teacher to focus on which helped structure the report and was very informative. Next one will be in the final week of term before Easter (evening). School is exploring different ways to speak to the children prior to parents evening on a one-on-one basis (teacher and child - to reflect on their learning) and this content would be shared also. This process will now start. Potentially moving to video calls which was welcomed by the parent council - systems still being explored. This would be more sustainable and an approach which could be used for a long time. It will all be explained clearly to parents / carers. End of session written report will also be provided as well as parent consultation evening.

6. Improvement groups update (LD):

Summary for new attendees on how improvement areas were identified - through collaboration with HT to identify areas appropriate for the school and aligned with the School Improvement Plan then taken to the Parent Council to identify where parents have areas of interest and skills to support themes (survey sent to all parents as part of this). If anyone else wants to get involved in any of the themes identified, please contact class rep for more information.

5 themes agreed where staff and parents can work together and focus groups with parental leads and named school contacts have been set up:

- Communication (Karen Davidson leading / Barbara Dunlop, Mrs Wilson & Mrs Turnbull school contacts)
- Twinning with Saily-Lez-Lannoy (Geraldine Lucas leading / Caroline Kendall & Lisa Hunter school contacts/ Julie Thynne)
- Health & Wellbeing (Lesley Dicker leading / Adele Murphy school contact)
- Funding Requests (Fiona Cain leading / Natalie Tracey & Adele Murphy school contacts)
- Sustainability (Nikki Thomson leading / Barbara Dunlop & Jennifer Hocking school contacts)

We appreciate how challenging the current circumstances are but do not want to lose momentum for the themes, Groups have shared information collected to date and are working on actions relating to the themes. An update will be provided at the next meeting.

AOB (PS):

- PS thanked all staff at the school for everything they have done during lockdown. KD thanked NT for all of her hard work and dedication to the school and wished her luck in her new post.
- Next meeting to be held via Zoom on Thurs 22nd April at 8pm.

Meeting details:

<https://us02web.zoom.us/j/9375654099?pwd=UU9DRnZlVGthSk9ZNUZpWmFXlVlRBz09>

Meeting ID: 937 565 4099

Passcode: VJC8J8

Appendix:

Headteacher newsletter

Head Teacher Update – Reopening of Schools

Thursday 18th Feb 2021

Dear Parent/Carer,

As directed by the Scottish Government the phased re-opening of schools will begin on Monday 22nd Feb. Nursery to P3 pupils will attend school from Monday 22nd Feb, following their usual attendance pattern. We are very much looking forward to welcoming the pupils back and seeing their faces on Monday.

As yet we do not have a date for the return of P4 to P7 pupils, although the First Minister advised this would not be likely before the 15th March 2021. Therefore remote learning will continue for P4 to P7 pupils.

In school provision for P4 to P7 pupils will continue for key worker and vulnerable children. Breakfast club provision will continue for all children previously attending In-School provision since January.

As you will have seen in central communication there is **no Breakfast Club provision** for P1 to P3 pupils currently, in line with Scottish Government guidance, although free school meal entitlement will apply for all P1 to P3 pupils. You may wish to order this in the usual way or provide your own packed lunch. **P1 to P3 pupils should all then arrive for school at their start time.**

Simply Play are unable to operate within current guidelines and will contact parents/carers directly when this changes, so **there is currently no after-school provision for school pupils.**

Returning to school for Nursery and P1 to P3 Pupils

Nursery pupils should attend on usual days and at previously arranged drop-off and collection times, following the same procedures prior to holidays in December. (A Sway has been sent with reminders of this, face covering and one adult only). **Nursery pupils will not start any additional hours allocation until 19th April 2021.**

One P1 parent/carer/ adult is able to drop off and collect their child within the playground, wearing a face covering at all times, unless you have informed me of a medical condition that means you are exempt from this. Please also refrain from eating and drinking as much as possible, in the playground, as this means you are removing your face covering.

All other parents and carers should remain out with the playground and maintain social distancing.

Thank you for your ongoing support in following the guidelines to reduce the spread of Covid-19 and keep our community safe.

Pupils will line up at the cone space within the playground, directed by staff members. Please arrive as close to start time as possible.

Start/ Finish Times

<u>Monday to Thursday</u>	<u>Start</u>	<u>Finish</u>
<u>P1</u>	<u>8.45</u>	<u>3.10 and 12.20 Fridays</u>
<u>P2</u>	<u>8.50</u>	<u>3.15 and 12.25 Fridays</u>
<u>P3</u>	<u>8.55</u>	<u>3.20 and 12. 30 Fridays</u>
<u>P4 to P7 attending in-school provision</u>	<u>9.00</u>	<u>3.25 and 12.35 Fridays</u>

What safety measures are in place?

We are still operating within Tier 4 guidance and restrictions, as prior to closing for the winter holidays. Adults in school will remind children of the safety measures in place on return. Prior to returning to school on Monday can you please reinforce with your child:

- The need for regular handwashing, using warm water and soap, for 20 seconds. They will do this at least 3 times a day in school, with access to sanitiser in between.
- The need to keep a distance from adults in school and follow instructions to distance when advised.
- That adults will be wearing face coverings when walking around the school and when working closely with them (almost all of the time).

Other measures for your information:

- Children will remain in class bubbles, in the nursery the bubbles relate to attendance patterns. There will be no mixing of class bubbles as before.
- Children have allocated seatings and groupings, including at lunch time. Records kept to aid test and trace.
- Class bubbles do not mix in the playground or at lunch in the hall.
- Staff have the opportunity to participate in twice weekly lateral flow testing which will identify any asymptomatic individuals, leading to isolation and reduce of spread of Covid-19.
- Limited entry to the school except essential professionals.
- Social distancing for adults, in place at all times.
- Face coverings worn by staff in close proximity to children and when moving around the school.
- PE will continue with Mrs Davidov and this must continue to take place outdoors.

What to bring/what not to bring to school?

- As before please bring own snack each day, own filled water bottle.
- Provide own lunch if not taking a school lunch.
- Provide own change of clothing in case children get wet, this will remain in the child's bag and would travel home each day, for you to update as you wish. *Please speak to your child about being wet in school, when you would like them to get*

changed and why. Teachers will remind children after breaks that they have this opportunity to get changed if they feel they are wet.

- Indoor shoes such as gym rubbers should remain in class, so children can change out of any wet shoes they may be wearing after breaks and PE. You should check with your child if these still fit them from August.
- If you have a preference for your child to change to wellies these can be provided also and speak to your child about when they should wear wellies.
- On PE days which will be Monday and Thursday for all children just now, children can wear something suitable for outdoor PE to school, again if a change is in their bag they can change out of this if they are wet or muddy after.
- Reading books will begin to be issued by class teachers and they will advise which day to return this.
- A jacket should be worn to school each day.
- Please contact me if you require any support in providing a jacket or additional clothes for your child just now.

Please do not bring any pencil cases or toys/items from home.

How will the school support my child on return ?

As always at Kirknewton, Health and Well-Being is placed at the centre of our daily actions in school. A survey for Nursery to P3 parents will be issued today, similar to that issued for the August opening, where your views can be shared with us. We will use this information to help us tailor supports and interventions as best as possible within our means.

Class teachers will remind the children of health and safety measures in place and will also continue universal approaches to Health and Well-Being such as Meet and Greet (adapted for distancing), daily well-being check in's, trusted adult conversations, recognition board for praise and recognition and reminder of access to the calm corner to support self-regulation. As in August an emphasis will be placed on prioritising social well-being initially, with lots of planned opportunities for pupil –pupil and pupil teacher interaction, games and time to play with peers (within the restrictions and guidelines in place).

Should you have any initial or new concerns, contact your child's teacher and/or indicate within the survey.

In terms of learning and progress, we have had strong and positive engagement using See-Saw and learning has continued, teachers have continued to use a range of

methods to gather evidence of pupil progress and this will continue once back in school, with increased opportunity for observation and questioning. We are already aware of those children who require additional support with learning and supports will continue, alongside class teachers using their professional judgement to plan and progress learning and teaching at an appropriate pace to challenge and support all learners. The progress of all the children's attainment and well-being is tracked termly by the class teacher and Head Teacher and this will continue as usual. Previous supports and interventions are reviewed at this time to measure impact.

Parent Consultations

Parent Consultations will shortly be planned and you will be able to submit talking points in advance as in November consultations, keeping a focussed conversation. The nursery team will shortly advise on the next Nursery Natter dates.

Provision for P4 to P7

Remote learning will continue for P4 to P7 pupils. Pupils should continue to use Teams daily to engage with the planned teaching and learning experiences. Microsoft Teams allows your child to participate in live and/or recorded lessons, engage in learner conversation, share their learning, receive feedback and support where required. The engagement and quality of learning submitted has been of a very high and consistent standard across P4 to P7 and whilst the situation is not ideal for anyone, we are confident that learning is continuing for our pupils, thanks to their own motivation and participation and the guidance and support provided by you at home, alongside a varied, stimulating and challenging learning offer provided by class teachers.

Thank you to all of the families who responded to the WLC Survey about remote learning, we received some very positive feedback and I will summarise this in a letter tomorrow. Nearly all families and pupils who responded felt the amount of learning provided was 'just right' with a smaller percentage feeling there was "too much", this was smaller again in the pupil's own responses. I would like to reassure you again that you should not feel pressured to complete everything, if you are finding it is too much for your child, then you are best placed to make that decision and should agree with your child what they would/would not complete, going on their interest and motivation is really important too. The teachers will feedback on what they do receive, please don't feel obliged to explain if a particular task has not been completed. Some days and weeks will be easier than others and we all recognise and understand the pressures and challenges families are facing just now.

P7 transition process with Balerno High School will begin, initially with the class teacher completing transfer of information and liaising with Balerno Team as usual. There will also be some remote activities for the class to undertake and Mrs Dunlop will include this within the daily learning when we receive this. At this stage it is not known if actual visits to the building will take place. Last year this was not allowed and remote methods were used

instead. More information will follow in due course. We will also be considering how to mark the class's final weeks at Kirknewton, perhaps with a range of trips and activities, since Residential will not go ahead. This will depend on what the national restrictions are at the time, but we are very hopeful that some fun activities – for example trip to the beach/park, could go ahead. As usual we will involve the children in thinking about this process. Last year we were able to offer an outdoor ceremony for our learners and this would also be planned for this year. *If you are already aware that you are not catchment for Balerno High or you are choosing another school for your child can you please contact us as soon as possible.*

Staffing

Mrs Inglis will provide support for learning for those children in-school, as well as a continued link with families she already works with with remotely and Mrs Davidov will provide PE for those in school on Monday and Thursday.

The in-school provision for P4 to P7 learners for key worker and vulnerable children will continue. Mr Buckley will now teach this provision, supported by the pupil support team. *The key worker provision currently offered in school is only for children who have both parents and carers as key workers, who have no informal childcare available and who are attending their workplace on that day. If for example you are now shielding or have annual leave/ work part time, or are working remotely then your child should not attend the key worker provision on that day. The full time space is provided if it is required only and it is of crucial importance that both pupil and staff attendance in the school building is kept to the absolute minimum each day, as directed by the Scottish Government to minimise the risk of transmission of COVID-19.*

Our school team will continue to provide all available support to your child and family where we can during this challenging period.

Kindest regards,
Natalie Tracey, Head Teacher.