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School

## Lasswade High School

**Guidelines on How We Will Work? (Version 3, 26/04/21)**

*Effective during our Summer Term 2021 and subject to regular review*

## Background

- From Monday 10<sup>th</sup> August to Tuesday 22<sup>nd</sup> December 2020 we embedded safe working practices which helped to sustain continuity in in-school learning.
- On Tuesday 8<sup>th</sup> December 2020 the Depute First Minister announced the cancellation of Higher and Advanced Higher exams; this built upon the October 2020 cancellation of N5 exams to complete the cancellation of the entire 2021 SQA Diet.
- On Saturday 19<sup>th</sup> December 2020, the First Minister announced that most students would learn remotely until Monday 18<sup>th</sup> January 2021. Subsequent statements extended this period of remote learning.
- On Tuesday 2<sup>nd</sup> February 2021 the First Minister outlined a possible return to school for some Senior Phase students to undertake essential practical activities related to SQA certification. On Tuesday 16<sup>th</sup> February 2021 this return, scheduled from Monday 22<sup>nd</sup> February 2021, was confirmed.
- On Tuesday 2<sup>nd</sup> March 2021 the First Minister outlined a phased return to school for all secondary students, with Senior Phase students prioritised, from Monday 15<sup>th</sup> March. The stated expectation was that all students would return to school on a full-time basis following the Easter Break. This return was confirmed on Tuesday 6<sup>th</sup> April 2021.
- The school opened for all students and staff on Tuesday 20<sup>th</sup> April 2021.

During Lockdowns 1 and 2 our DREAM vision and values statement was revised. A temporary, values basis of our work was agreed following a short consultation with available staff on Friday 20<sup>th</sup> March 2020. It reflected the acronym: **#SERVICE; Students and Staff, Effort, Resilience, Verve, Integrity, Creativity and Empathy**. Our temporary Mission Statement was; **'be Brave, stay Safe, be Brilliant'**

From Tuesday 20<sup>th</sup> April 2021, with our return to school, we will revert to our **DREAM** values base. These values and principles should help to shape and guide our decision making and actions in what will be challenging and uncertain times over the next few weeks and months. Our Mission Statement reverts to; **'Dream, Believe & Achieve @ Lasswade'**

## How will we work?

Our teams, teaching and non-teaching, will contribute in three ways, with a range of information available in folders within our shared Google Drives,

1. **SQA, Alternative Certification Model (ACM): SLT Lead, Ali Clark, with Campbell Hornell as Head of Centre**
  - Implementation of the ACM, in compliance with SQA Guidance, to establish Provisional Results for Senior Phase students. This includes assessment, moderation and quality assurance at school, Midlothian and national levels.
  - Ali Clark will oversee S4, Neil Chisholm S5 and S6. These Year Head roles include final decisions on changes of levels/withdrawals and analysis of attainment predictions.
  - Our SQA Tutor programme will continue under the leadership of Hana Petrie.
  - We will provide weekly SQA/ACM updates to all staff, Senior Phase students and parents/carers.

- We will adjust our Senior Phase PSEd programme and S4 Core RME to create additional time for student revision. S4 classes will continue to be supervised by teaching staff. We will allow private study for S5/S6 supported by an opt-in PSEd programme that reflects school priorities 1 and 3.

## **2. Safe and Sustained Return to In-school Learning: SLT Leads, Neil Chisholm, Caroline Brown, Suzanne Yule and Ruth Watson**

- All staff and students should attend school observing mitigations outlined in our school Risk Assessment. Our Risk Assessment, version 9, has been shared with all staff, mitigations have been shared with all students and parent/carers via our website and Google Yeargroup Classrooms. Regular reminders will be issued through our usual communication channels. Ruth Watson will lead on monitoring the implementation of our Risk Assessments.
- Neil Chisholm will lead on our Test and Protect responsibilities in the event of any Covid-19 confirmed cases.
- All students and staff will be strongly encouraged to take part in our at-home asymptomatic Sunday/Wednesday Covid-19 LFD testing programme. Ruth Watson will lead on this work.
- Our School Calendar has been reviewed and updated to ensure a focus on core activities. This creates capacity to effectively address our three priorities.
- Students' progress in learning should be provided for and monitored through our approaches to learning, teaching and assessment. Principal Teachers and Senior Leaders are responsible for the quality of this experience and should develop systems to monitor the impact of approaches. The practice of subject teams should reflect public health mitigations and our school L, T&A Policy and Practices. DHT Faculty links should maintain regular contact with PTs.
- All classes will follow our two-week timetable model.
- Student Support will revert to systems of home/school contact via telephone or e-mail to support student well-being, our statutory responsibilities and our three priorities.

## **3. Preparations for August 2021+: SLT Leads, Ali Mitchell, Caroline Brown and Campbell Hornell**

- We will work towards a move to our 2021/2022 Timetable on Monday 14<sup>th</sup> June. This will maximise time for learning, teaching and assessment to support the implementation of our ACM. It will also allow the school to visibly move forward into a new school session with associated benefits for wellbeing and progress in learning. Ali Mitchell will lead on this work.
- Our P7/S1 Transition Programme will continue to be based virtually/on-line. We will work towards in-school tours, led by S6 Buddies, in the last two weeks of term. Caroline Brown will lead on this work.
- An Enhanced Provision programme will be put in place for some of our most 'vulnerable' P7 students to support their transition. Sarah Fleming and Mick O'Gorman will lead on this.
- We will work with our partners to support School Leavers to ensure they secure a Positive Destination. This will include work with our S6LT to create a programme of events during w/b 14<sup>th</sup> June for our S6 students.
- We will work towards our statutory responsibilities in relation to school improvement planning. We will work towards our draft SQUIP being available for local authority scrutiny by the end of term. We will work towards securing a draft WTA and School Calendar before the end of term.

These three areas will be our priorities until further advice is received or until a review is required.

## Procedures for Staff working directly with students (and each other)

As stated almost all staff and students are now back in-school. Our Risk Assessment procedures should determine how we work safely. When direct working with others is unavoidable maintaining the mitigations outlined in our school Risk Assessment to help ensure safe working practices, in particular:

- be vigilant to students/staff displaying symptoms of Covid-19; high temperature and continuous cough
- all staff and students have the opportunity to take part in a programme of at-home Covid-19 Asymptomatic Testing, whilst not mandatory participation by all is strongly recommended
- all staff and students should wear a face covering when working in the school building
- avoid gatherings/groups; with appropriate spacing/distance between individuals, advised as 2m, as our default practice
- all staff and students should wash/sanitise their hands, applying well established public health advice; 20 seconds, etc., this is particularly important when students and staff enter the building
- build in regular opportunities for hand washing/sanitising in each session, insist they are complied with
- those staff in The Pod and Creative Learning should be vigilant to the mitigations outlined in their team's Risk Assessments

## Communication

- The school website and social media platforms will be updated on a regular basis.
- Students should be vigilant to their year-group Google Classroom; Year Heads and Student Support will use this method to communicate information.
- The School Office is staffed during school hours. However, we are encouraging parents/carers to use the following dedicated emails for the following matters
  - SQA; [LasswadeHS-SQA@mgfl.net](mailto:LasswadeHS-SQA@mgfl.net)
  - P7/S1 Transition; [Transition.Lasswade@mgfl.net](mailto:Transition.Lasswade@mgfl.net)
  - For all other matters, please use the 4 dedicated House e-mails;
    - [MEWellbeing.Lasswade@mgfl.net](mailto:MEWellbeing.Lasswade@mgfl.net) (Melville House)
    - [MKWellbeing.Lasswade@mgfl.net](mailto:MKWellbeing.Lasswade@mgfl.net) (Mount Esk House)
    - [SAWellbeing.Lasswade@mgfl.net](mailto:SAWellbeing.Lasswade@mgfl.net) (St Anne's House)
    - [SLWellbeing.Lasswade@mgfl.net](mailto:SLWellbeing.Lasswade@mgfl.net) St Leonard's House)
- Child Protection concerns must be passed to the Designated Member of Staff for Child Protection following the normal process. Suzanne Yule is our Child Protection Lead.