



Learning
Today,
Tomorrow,
Forever

HAWTHORNDEN PRIMARY SCHOOL
POLTON AVENUE ROAD
BONNYRIGG
MIDLOTHIAN EH19 2NZ

Telephone 0131-271-4600
Fax 0131-654-2046

Jackie Mellon, Headteacher

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Dear Parent/Carer

As we are in an ever changing situation with regards to COVID-19, I wanted to update you on our safety measures and contingency plan at Hawthornden Primary School.

If your child has symptoms, you and your child will have to isolate and book a PCR test. If the results are negative your isolation can end. If, however, the results are positive, you need to isolate for 10 days.

If there is a positive case within your child's class you will receive a *Warn and Inform* letter advising of this. (We have been posting these on our school APP and school website since we returned). Unless there are a large number of cases within one class, classes will remain open.

Staff and parents are still expected to wear masks when in communal areas around school. We continue to have restricted numbers of staff allowed in our staffroom at any one time. Touch point cleaning takes place regularly across the school day, and all persons – pupils and adults – are asked to sanitise/wash hands at regular points.

Parents are only permitted into the school building if invited to school to attend a meeting, otherwise you will be asked to wait outside the building.

Contingency Planning for Hawthornden Primary School:

Scenario 1

Due to significant outbreak (confirmed by the HPT), the school has to close a class or stage.

OR

Due to there being insufficient staff, the school has to close a class or stage:

- We will follow all guidance and procedures as instructed by the Health and Protect Team and Midlothian Council
- We will communicate with parents and carers via our usual communication routes, the school app, email and school website, keeping you up to date with the current situation and expected return dates to school

· During the closure of a class, learning activities will be provided for children on Google Classroom

Scenario 2

Due to a significant outbreak (confirmed by the HPT), there is a FULL closure of the school.

OR

Due to there being insufficient staff, the whole school needs to close:

In this situation we will follow the same procedures as in scenario 1 but all classes will access learning online.

We will provide ongoing communication to parents and carers via our school app, email and school website, keeping you up to date with the current situation and expected return dates to school.

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.

Many thanks for your continued support.

Kind Regards,

Jackie Mellon

Head Teacher