



Return to School Guide August 2020

Returning to school

Arrangements for week beginning 24th August 2020.

- Monday 24th August:
Primary 7 (9.00am – 12 noon)
- Tuesday 25th August:
Primary 7 (9.00am – 12 noon)

Primary 4 (9.05- 12.00pm)

Primary 2 (9.15 – 12.00pm)
- Wednesday 26th August:
Primary 7 (9.00am – 12 noon)

Primary 3 (9.00am – 12.00pm)

Primary 5 (9.05 – 12.00pm)

Primary 6 (9.15-12.00pm)
- Thursday 27th August:
Primary 2- Primary 7 (9.00am – 12.00pm)
- Friday 28th August:
Primary 2 and 3 (9.00am – 1.45pm)

Primary 4/5/6/7 (9.00am – 2.00pm)

(There will be no School Dinners on this day, so all pupils must bring in a packed lunch. School Dinner Service begins on 1st September 2020)

School is closed on Monday 31st August and will re-open for all on Tuesday 1st September

Thereafter school will operate as normal from Tuesday 1st September with all classes starting at 9.00am sharp and P1/2/3 finishing at 2pm and P4/5/6/7 finishing at 3.00pm Monday – Thursday and P1/2/3 finishing at 1.45pm and P4/5/6/7 at 2.00pm each Friday

Morning and afternoon drop-off procedures:

New drop off and pick up procedures have been introduced to avoid crowding and ensure social distancing when possible.

There will be 5 points of entry into school;

- The entrance at the back of the school for P1 and P3
- The entrance in the P2/3/4 playground for P2
- The back entrance to the old end, closest to the car park for P7
- The front entrance at the “old end” for P5
- The main school entrance for P4 and P6.

Only one P2/3/4 parent/carer is permitted to escort pupils to the designated entrance on the first week, thereafter children from P2-P7 should proceed to their allocated entrance independently.

All parents should maintain 2m separation between themselves and everyone else, apart from their own children, whilst on the school site. We would encourage this advice to be adhered to outside of the school gates, **please do NOT crowd school entrances and exits.**

If arriving to school by car, we strongly encourage all parents to consider using all available car parking; ie at back of school, in main chapel car park and Windmill Hill; and use the pedestrian entrances at the back of the school, the Nursery entrance and on the Windmill Hill.

Be prompt to leave the area after drop off and pick up to avoid unnecessary crowding, allowing all pupils to enter and exit the school safely.

Morning drop off:

It is essential that you check your child’s temperature is within the normal range (36.1C-37.2C) before setting off for school.

School entrances will open at 8.45am each morning with classes starting promptly at 9.00am.

Once you drop your child to school at the main gates, they will go directly to their classroom via the named entrance point.

Staff will be inside your child’s classroom to welcome them and to supervise hand sanitizing and entry into the building.

There will be NO supervision available before 8.45am and NO child should be in the playground areas before school starts.

All entrances to the classroom areas will close promptly at 9.00am and if your child is late to school a parent/carer should take them to the main entrance and remain with the child until Mrs Young or a member of staff is available to supervise the child's admittance into the school building.

Afternoon pick up:

We ask that you arrive at the allocated time to collect your child and leave the school premises promptly.

At 2.00pm Primary 1/2/3 parents can wait for their child in the school yard outside of their entrance doors. Primary 2 pupils will be dismissed via the back entrance in the P2/3/4 Playground area and Primary 3 pupils via the back door entrance.

It is important that parents remain socially distanced when waiting to pick up their child.

At 3.00pm pupils P4 pupils will be dismissed via the main back door, P5 through the front door entrance in the "Old End," Primary 6 via the main school door at the front of the school and Primary 7 via the back door in the "Old End."

All pupils will either be met by an adult in the car park or make their own way home, if the appropriate, 'Walk Home from School' forms have been completed. These are available from the school office and will be sent out to all in September 2020. on the school website.

Parental/Carer access to school:

Parents/carers should not enter the school building for any reason (other than by pre-arranged appointment). If you need to pass on information to any member of school staff or to your child, please do so via telephone or email to info@stmarysps.portaferry.ni.sch.uk

Classroom Layout:

We have reconfigured many of our classroom spaces to ensure that children will stay within the confines of their class bubble at all times with their class teacher and their classroom assistants.

- Children will have designated seating within their classroom, they will not be able to switch seats.
- Desks will be spaced as far apart as possible (in line with government guidelines).
- Children will need - Individual stationery list. See list at Annex 1

- Preferably ALL items should be labelled or personalised to reduce loss and there will be no sharing of items.
- All unnecessary items from classrooms, where there is space to store it elsewhere, have been removed, such as some soft furnishings, soft toys, and toys that are hard to clean.

Lessons and Curriculum:

No formal assessment will be introduced at this time. Teacher judgement will determine where individual children are and children will be supported at their own level.

Where possible outdoor learning will be scheduled for all classes.

No specialist in-house teaching will take place initially, such as music lessons. (This will be kept under review)

Break Times and Outdoor Play:

Children will remain in their class bubbles during all break and play times.

Each bubble will be assigned a separate playground/ area of play and will be staggered to avoid mixing of bubbles and overcrowding.

Toys and items from home must not be brought in for play times.

Lunchtimes:

School dinner service will begin on Tuesday 1st September and a full menu will be made available when finalised. Dinner will cost £2.60 per day and must be paid at the beginning of each week in a clearly marked envelope with your child's name and days on which they wish to have school dinners.

Plans are being made to bring dinners to your child's classroom and they will eat it there with all others eating their lunch.

For those having a packed lunch, please send your child to school with their own packed lunch in a clearly labelled lunch box, which must be taken home each day and washed thoroughly. It is preferably to use a plastic lunch box.

All contents of the lunch box will be placed back in the box and returned home for cleaning.

Children may bring a water bottle. This should be clearly labelled. There will be no opportunities to refill their water bottle during the school day.

Uniform:

Children will be required to wear full school uniform. We are planning for PE on two days per week and your child can wear their school tracksuit on these days.

A clean set of uniform should be worn as often as practically possible.

It is recommended that long hair needs to be tied back to reduce the number of times children touch their face during the day.

Medication:

Return any required medication which you usually have in school (such as inhalers) in a named bag/envelope. Please make sure the right medication is in school and in date for your child.

Belongings:

During the first week back please return any books the children took home and class library books. These need to be dropped into the labelled box at the designated entrance points before coming in the school doors.

Please restrict what your child brings to school: packed lunch, snack, water bottle and a coat/jacket if required. **No School Bags should be brought to school.**

No toys, or other items from home should be brought into school. Once your child has brought in their stationery on the first day it will be kept at school.

Homework:

Homework will begin on the week beginning 7th September for all P2-7 pupils. At the beginning of this and every week your child will be issued with a homework pack and this is to be brought back into school on the Friday of that week. Where possible answers will be provided for parents to check homework during the week and to sign all homework completed at the end of each week before returning to school. To allow for teacher marking and for quarantine of books, homework books will be issue on a two-week cycle. **Failure to return the books on Friday will mean that your child's work may not be checked by the teacher.**

Home reading books will be issued along with Homework packs and are to be returned along with Homework books. For pupils using the Accelerated Reader programme we aim to have 2 books home initially then new ones as required when a child has completed a quiz. The time limits will be relaxed to allow some quizzes to take place at home. The actual timing limits will be confirmed later.

After Schools Club:

This is constantly under review but we have no plans to run After School provision for at least the month of September.

Travel Abroad:

If you have recently returned from holidays abroad, we would ask you to check if the country of your travels requires you to quarantine on your return.

Attendance:

Once back at school, contact the school office to let us know if your child is absent due to sickness.

IT IS ESSENTIAL THAT WE ARE INFORMED IMMEDIATELY OF ANY CORONAVIRUS SYMPTOMS YOUR CHILD MAY HAVE.

Hygiene/Safety precautions in school**Social distancing:**

Desks will be spaced as far apart as possible. Children will have a designated seat within their classroom.

Children will stay within their class or 'bubble' at all times and will remain in the same classroom.

We will do our best to implement social distancing, but please note that government guidance acknowledges that this may not be possible in primary school settings. For example, when teachers need to help their pupils with their work or care for them if they've had an accident. Appropriate PPE will be available to all staff members should situations arise.

Indoor spaces:

Each bubble will only use their designated classroom, to minimise movement around school.

Windows and doors will be kept open, where possible, when the building is occupied, to aid ventilation.

The main school hall will not be used for large groups of children and will only be available for allocated class PE time should it not be suitable to avail of outside. No assemblies/shows/clubs etc. can take place under these new regulations.

Each class will be allocated their own equipment/resources/toys to keep in each bubble and cleaned after each use. Please note however, that the range and

variety of toys/equipment will be limited due to increased hygiene and COVID regulations.

Outdoor spaces:

If possible, opportunities for outdoor learning, in designated areas, will be scheduled.

Class 'bubbles' will have equipment/toy packs that can be used by individual children and then cleaned down after use.

The grounds will be divided up into zones for multi-use purposes, potentially more than one class could be outside at the same time, they will however be using different zones in the playgrounds.

Hand-washing:

Children and staff will wash their hands for the recommended time before leaving home, on entry into school, and at regular intervals throughout the day (including, but not limited to, eating/drinking, using the toilet).

Paper towels and bins will be provided, to ensure adequate drying of hands to prevent infection.

Handwashing routines will be reinforced by all staff.

Hand sanitiser will be available in all school entrances, every person entering the school MUST sanitise their hands.

Please send your child in with their own hand sanitiser, ensuring that this sanitiser is appropriate for any allergies or sensitivities your child may have.

Tissues and Facial Hygiene:

Disposable tissues are available in each room for both staff and children to use.

Children and staff must sneeze/cough into tissues (never into hands), adhering to the 'Catch it, bin it, kill it' guidance.

Used tissues will be put in a bin immediately after use.

Children will be reminded not to touch their face - eyes, mouth, nose.

Toilets:

Each bubble will have designated toilets near their classroom, they will only be permitted to use toilets within their own zone.

Staff will ensure that toilets do not become over-crowded, by limiting the number of children who can use the toilet facilities at any one time.

PPE:

PPE is available in school for staff to use when they cannot adhere to 2 metre social distancing, administering first aid or dealing with an unwell child.

Children are not required to wear PPE to school or when at school.

Cleaning:

In addition to the daily cleaning which takes place on site, a cleaning schedule will be implemented for more frequent cleaning and disinfecting throughout the day for high-touch areas, including door handles, light switches, toilet flushes, and taps, as well as toys, books, desks and chairs. A sanitizing kit will be available in each classroom to facilitate continuous sanitizing.

Bins for tissues and other rubbish are emptied throughout the day.

School will remain fully stocked with liquid anti-bacterial soap, sanitising wipes, anti-bacterial spray, paper towels, toilet roll, tissues, and PPE equipment.

Fire safety procedures:

Normal procedures will be in place for fire drills. A planned fire drill will take place in the month of September.

Visitors to the School:

Visitors to the premises will be discouraged and all non-essential visits will be cancelled or postponed.

Contractors are to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely.

Contractors will be asked to provide risk assessments prior to their visit which includes their own controls around infection spread prevention.

Hand sanitiser will be available in the school entrance for any visitors who must enter school.

Mental Health and Well-Being Support

Staff are aware that the coronavirus outbreak may be causing mental health or well-being difficulties for some children, and that there will be an increased need for mental health support in school and opportunities to talk and share experiences within the school day.

We have analysed the responses received through parent, and staff questionnaires and will be conducting pupil questionnaires upon their return to school. Pupil progress and well-being will be our focus in the coming weeks.

There will be support available at both individual and group levels where required.

Our trained Child Protection Team will help the children with any worries or anxieties they may have as will your child's class teacher.

Remember you can always talk to your child's class teacher via email or telephone if you have any concerns or questions.

Parents who have children with special educational needs may contact Mrs Mullan via email or telephone to discuss any worries or concerns.

Illness in School

Staff and children or young people should not attend if they have symptoms of Covid-19 or are self-isolating due to symptoms in their household.

Illness in school–children:

As with all illnesses, should a child become unwell during the period of time in school, their parent will be notified and asked to collect their child from school.

If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste) they will be immediately separated from the rest of their class bubble and brought to the isolation room.

Parents will be immediately notified and the pupil and any members of their household within that school setting will be sent home and advised to follow the PHA guidance for households with possible coronavirus infection.

St Mary's will keep a full record of such actions and request a parent / carer / guardian record their acknowledgement of this action.

All children over the age of 5 who are attending an education or childcare setting will have access to a test if they display symptoms of Covid-19, are encouraged to get tested immediately.

Procedure if a child displays symptoms of Covid-19 in school:

School will contact parent/carer.

Any staff member staying with the child will continue to look after them until their parent comes to collect them. PPE equipment is available for staff members.

If you are asked to collect your child due to symptoms of Covid-19 developing you will collect them from the Main entrance.

The staff member who has looked after the child will also be given time to disinfect the PPE (dispose of single use items in a double bag) wash hands and change clothing, if necessary.

The child (if aged over 5) will go for a test ASAP. Tests can be booked online at: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

The children within that class will remain in school until the outcome of the individual's test result.

Anyone who has been in contact with the child or shared a classroom environment must wash his/her hands for the recommended time.

Parents of the remaining children will be notified that a member of the class has been sent home with symptoms and that we will confirm the outcome of a test ASAP.

Where the child tests negative, they can return to their setting and the fellow household members can end their self-isolation.

School will need to see confirmation of a negative test result before allowing the child to return to school.

The child will return to school.

Where the child tests positive, the rest of their class, including the class teacher and classroom assistant will be sent home and advised to self-isolate for 14 days.

EA will be informed and relevant paperwork completed.

Illness in school–staff:

If a staff member becomes unwell with a new continuous cough, high temperature or loss of taste and smell, they must be sent home.

All staff who are attending an education or childcare setting will have access to a test if they display symptoms of Covid-19 and are encouraged to get tested in this scenario.

Procedure if a staff member displays symptoms of Covid-19 in school:

Staff member will return home and a replacement teacher will be brought in to teach the class.

The staff member will have a test ASAP.

The children in that class will remain in school until the outcome of the staff member's test result.

If there are no available teachers or assistants to cover, then children in that class will be collected from school.

Where the staff member tests negative, they can return to their setting and the fellow household members relating to the staff member can end their self-isolation.

Where the staff member tests positive, the class should be sent home and advised to self-isolate for 14 days.

EA will be informed.

Resourcesforparents/carers

Government guidance for education and child care settings:

<https://www.education-ni.gov.uk/>

<https://www.publichealth.hscni.net/>

<https://www.eani.org.uk/>

All of the above procedures will be kept under constant review and any changes will be notified accordingly through messaging and our school web site;

www.stmaryspsportaferry.com

Annex 1
P2 / 3 / 4
Stationery List

Item	Checked
Writing Pencils	
Pencil Sharpener	
Pencil Rubber	
Pritt Stick	
Colouring Pencils	
Scissors	
A bottle of Hand Soap and a box of tissues.	

P5/6/7
Stationery List

Item	Checked
Writing Pencils	
Pencil Sharpener	
Pencil Rubber	
Whiteboard marker	
Coloured Pens for marking with (Green, red of blue)	
Pritt Stick	
Scissors	
Colouring Pencils	
30cm ruler	
Mini Dictionary	
A bottle of Hand Sanitiser and a box of tissues	