



**Return to Primary School Guide
31st August 2021**

Updated 24/8/21

Returning to school

School will operate as normal from Tuesday 31st August with all classes starting at 9.00am sharp and P1 finishing at 1.55pm, P2/3 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 drop-off procedures for pupils:

Drop off and pick up procedures are there to avoid crowding and ensure social distancing when possible.

There will be 3 points of entry into school from Tuesday 31st August 2021;

- The main entrance at the back of the school for P1, P3 and P7
- The entrance in the P2/3/4 playground for P2
- The main school entrance for P4, P5 and P6.

These doors will open at 8.45am to welcome our pupils and close at 9.00am sharp. Any pupils arriving after this time must enter via the main school entrance.

All pupils should proceed to their allocated entrance independently and 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 to enter the school grounds. Please note that the main school gates on Windmill Hill will be closed.

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 welcome your child into the school building to supervise hand sanitising 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.

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.

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

Afternoon pick up:

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

At 1.55 Primary 1 and at 2.00pm Primary 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 1 and 3 pupils via the main back door entrance.

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

At 3.00pm P4 and P5 pupils will be dismissed via the main back door situated facing the back chapel car park, Primary 6 and 7 via the main school door at the front of the school.

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 "Walk Home from School" forms are available from the school office and on the school website.

Please ensure that your child is aware of the pick-up arrangements when they arrive in school. If this arrangement changes, please contact the school office to make us aware of this fact.

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 to the school office on 028427 28278 or email to info@stmarysps.portaferry.ni.sch.uk

Also, if you wish to speak with the class teacher about any aspect of your child's participation in school, please contact the school office via telephone or email info@stmarysps.portaferry.ni.sch.uk

Classroom Layout:

Pupils will be taught in a classroom and they will stay within the confines of their class at all times with their class teacher and their classroom assistants.

- Children are requested to have a filled pencil case- Suggested stationery list attached in Annex A
- Preferably ALL items should be labelled or personalised to reduce loss

Break Times and Outdoor Play:

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

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

Lunchtimes:

A full school dinner service will be available from Wednesday 1st September 2021 and a full weekly menu will be published in the weekly Parent Newsletter published on the school website each Sunday night. 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.

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.

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.

School Bags

School bags are permitted.

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. Confirmation of PE days will be published in the calendar section of the school website.

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.

It is our policy **not** to distribute medicines unless the child's parent completes a Medication Consent Form. These can be obtained from the school office.

Belongings:

No toys, or other items from home should be brought into school.

Homework:

Homework weekly tasks will be given home each Monday and all completed homework is to be returned to school on Friday morning.

Attendance:

Once back at school, **a written note must be sent into school** upon your child's return to school. If a written note is not sent in, a form will be sent home with your child for you to complete and return to school. This is even the case should you have already contacted the school via telephone to inform us of your child's absence.

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

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

Children will stay within their class during lesson periods.

It is recommended that appropriate PPE is worn by staff members.

Indoor spaces:

Each class will only use their designated classroom and designated areas, 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 etc. will take place at present.

Outdoor spaces:

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

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.

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 class will have designated toilets near their classroom, they will only be permitted to use these toilets.

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 sanitising kit will be available in each classroom to facilitate continuous sanitising.

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.

Visitors to the School:

Visitors to the premises will only be permitted via appointment of prior notice.

Contractors are to attend by agreement 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.

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 continuing 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.

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. Mrs Breen is our Designated Teacher for Child Protection and Mr Denvir our Deputy Designated Teacher for Child Protection.

Remember if you wish to contact your child's teacher about any aspect relating to your child's participation in school, please contact the school office via telephone on 028427 28278 or email to info@stmarysps.portaferry.ni.sch.uk to arrange an appointment.

Parents who have children with special educational needs may contact Mrs Dorrian 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.

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.

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 school entrance on Windmill Hill.

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 be advised to 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, as normal, 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.

Where the child tests negative, they can return to school.

Where the child tests positive, the school will seek advice from the PHA and follow the recommended procedures for contact tracing.

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 will be 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 be advised to have a test ASAP.

The children in that class will remain in school, as normal, 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 school.

Where the staff member tests positive, the school will seek advice from the PHA and follow the recommended procedures for contact tracing.

EA will be informed.

Resources for parents/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 through messaging and our school web site;

www.stmaryspsportaferry.com

P 1/2/3
Recommended Stationery List

Item	Checked
Writing Pencils	
Pencil Sharpener	
Pencil Rubber	
Pritt Stick	
Colouring Pencils (Preferably Twistables)	
Scissors	
Ruler (P3)	

Pupils are also requested to bring in a donation of Hand Soap Dispenser, and Hand Sanitiser and tissues for use by the whole class.

P 4/5/6/7
Recommended Stationery List

Item	Checked
Writing Pencils	
Pencil Sharpener	
Pencil Rubber	
Pritt Stick	
Colouring Pencils	
Scissors	
Ruler	

Pupils are also requested to bring in a donation of Hand Soap Dispenser, Hand Sanitiser and tissues for use by the whole class.