



School Re-Start August/September 2020 – Revised Information

Please read the information below carefully as there are a number of changes to our operating procedures.

We will be returning to full capacity at school from the 1st of September and in order to do so with minimum risk in the context of the Covid-19 pandemic, we ask parents to observe the following protocols.

We have always taken pride in our strong sense of community and a part of this has been our open door policy. However, in order to minimise risk to you, your children and wider family circle, our staff and their families; adult access to school premises is to be kept to a minimum and parents will have access to school premises on an invitation only basis. Parents are not permitted beyond the green gates in the car park, must not linger on school grounds and must maintain social distance when dropping off and collecting children.

Please respect this and, in addition to adhering to the points below, we ask that parents do not attempt call into the office casually for any reason, queries should be made by telephone or email. For pick up and drop off to school children should be accompanied by **only one adult carer** to reduce the volume of people in the vicinity.

Routines and Procedures

1. Drop off in the mornings:

P1 Pupils

Parents can drop off pupils at the classroom door between 0845 and 0915 and should access and exit the area via the SIDE GATE.

P2 – P7 Pupils

Parents should drop off P2-7 Pupils at the FRONT GATE between 0845 and 0915 where members of staff will be on duty to direct children to the appropriate playground and classroom. Children will be supervised in the one of the playgrounds (or in their classrooms in poor weather) until lessons start.



2. Pick up in the afternoon

In order to reduce congestion at pick up times we will be operating on a pick up basis from September 1st as follows:

P2 pupils Pick up time 1.50pm from the front gate (right hand gate)

P3 pupils Pick up time 2.00pm from the front gate (left hand gate)

P4 pupils Pick up time 2.30pm from the front gate (right hand gate)

P5 pupils Pick up time 2.40pm from the front gate (left hand gate)

P6 pupils Pick up time 2.50pm from the front gate (right hand gate)

P7 pupils Pick up time 3.00pm from the front gate (left hand gate)



3. **School Uniform:** To enable parents to rotate freshly laundered clothes and reduce potential contamination we will be taking a more relaxed approach to school uniform during the pandemic period and uniform will not be compulsory. We suggest a first day uniform second day non-uniform approach so that children do get to wear their uniforms some of the time but have flexibility to maintain fresh clothing. The shop that supply our school uniform items in school, Truly Fayre, are operational again with social distancing measures in place.

Children will not require PE kits for the first few weeks of term – we will be doing plenty of exercise and activity but will avoid changing and keeping kits in school until we ‘find our feet’ with this new way of operating. Likewise, school staff may be more informally dressed than would otherwise be the case to allow for easy laundering of clothes.

4. **Personal belongings:** From September we will not be permitting children to bring school bags, pencil cases, toys or other personal belongings to and from school on daily basis*. The only items a child should have with them on a day to day basis are a coat for outdoor play and their snack, lunch and a water bottle, which should be clearly labelled and

washed daily. Lost property will not be held in school this year and any unidentifiable items will be disposed of. We will not be changing from indoor to outdoor shoes during this period and items travelling between home and school will be minimal so as to reduce the potential for cross contamination. **Your child's teacher will be in touch soon with a list of things that your child should bring to school for their use and to be kept in school. This will vary from year group to year group but will generally be everyday items like pencils etc.*

5. **School Meals:** Initially, school meals will be provided only to pupils who are entitled to free school meals and all other pupils will need to bring a packed lunch to school. Lunch boxes or bags need to be clearly labelled and should be cleaned daily. We will keep this situation under review going forward.
6. **Breakfast Club:** Will be operating on a limited basis to reduce the intensity of use of the school hall. Parents who applied for places for the new school year in July will be informed if there are places available for their child. We will keep the numbers under review and if we feel we can increase places in the weeks to come we will contact parents who applied but did not get offered a place.
7. **Club4Up:** Club4up have been in contact with parents directly and will be in further contact regarding their plans and procedures for the coming term.
8. **Communication and Payments:** We will not be handling any money or communications in an 'over the counter' fashion from September unless by invitation and all monies will be handled via an online payments system, details of which will be supplied to parents soon. Likewise, we are encouraging communication via electronic means to reduce the number of people within our buildings and help maintain social distancing.
9. **Hygiene and Protection, PPE and Face Coverings:** When we start to operate in September we will be encouraging handwashing and good hygiene as cornerstones of risk reduction. We will be promoting regular handwashing and discouraging children from touching their own or other's faces. *It will be the case that some pupils and staff will wear face coverings and staff may, at times need to wear other protective items such as medical grade masks, gloves, aprons or eye protection in the form of visors. We are conscious of the need to balance safe practice against anxiety.* Sometimes protective clothing or other items are necessary and other times they are not.

It will be useful to talk to your child about this before they come back to school so that they understand that this is 'normal'. It is fair to say that at this stage most children have become familiar with seeing people out and about wearing face coverings.

While we are not asking for face coverings to be worn by all children on a compulsory basis, we are supportive of parents who wish their children to wear one in school. If you do want your child to wear a face covering, please spend some time helping your child get used to wearing it, practising putting it on and taking it off and talk to your child about how to look after it. Non-disposable face coverings will need to be washed after a day's use. Please note that school staff cannot assist children in the donning and doffing of face coverings, nor can they be responsible for looking after them, or looking for them if they are lost (the face coverings, not your child!). For obvious hygiene reasons discarded face coverings found around the school will be disposed of and will not be held as lost property.

10. **Illness and Absence:** In any given year we see periods of illness and absence and we have to manage seasonal illness as a matter of course. We are regularly reviewing the PHA guidance on Covid-19 and we will act on the basis of that advice in the event of there being a case or possible case in our school. *In basic terms we ask that you do not send*

your child to school if they are unwell, display signs of Covid or other contagious illnesses. If a child becomes ill or shows symptoms of Covid during the school day parents will be contacted to come and collect the child from school immediately. In such circumstances a child will be removed from the classroom setting to an isolated space where they will remain, under supervision until collected by a parent. It is vital that we have up to date emergency contact numbers for all parents and carers.

11. **Medical and Additional Needs:** Please make sure that we are up to date with any medical issues, allergies or other additional needs your child may have. This is especially important at this time when we have additional considerations to account for when dealing with close contact and/or intimate care. Parents who have concerns about children who may be shielding or are concerned that they themselves are shielding and feel their children cannot attend school should contact the office to discuss their situation and concerns.
12. **Stop Covid Proximity App:** If you have not already done so we strongly encourage you to download the [NI Stop Covid Proximity App](#), which is easily downloadable and will help identify and contain Covid cases and assist you to take steps to protect yourself and your family.



We appreciate that there is a lot of information here, however, much of what we publish today is in line with previous guidance and we hope that for most parents and children the adjustments are easily taken on board. Thank you for your support and cooperation during these complicated times and we look forward to seeing your children in the near future.