

OUR LADY'S GIRLS' PRIMARY SCHOOL

Back to School Restart Programme Advice to Parents

**In response to Government Guidance
re COVID-19 Pandemic**

August 2020

14 August 2020

Dear Parent/ Guardian,

We are very pleased to welcome our Deanby girls back to school over the coming weeks.

Living through the pandemic over the last five months has been difficult for all of us. We want to reassure our families that we will do our very best to ensure the safety of your children and that of the staff who work within our school.

Included in this booklet, is information on how we intend to restart education at Our Lady's Primary. This will not be an easy task by any stretch of the imagination, but our staff is committed to making life as 'normal' as possible for our children, whilst keeping everyone safe.

Advice from PHA, DENI, EA and CCMS has been taken into account in writing this document and we feel the actions contained within, are the best fit for ensuring there is no spread of the virus in the school.

Please read our advice and guidance carefully. We know that you will work with us to minimise the risk of COVID 19 coming to the door of Our Lady's Primary School. We must also bear in mind that if circumstances change over the next few weeks, we will all have to take a flexible approach to any changes required.

In advance, thank you for your patience and understanding.

Yours sincerely,

Emer Hughes

Principal

BACK TO SCHOOL

Week beginning Monday 24 August 2020

	Monday 24	Tuesday 25	Wednesday 26	Thursday 27	Friday 28
Primary 7	9am – 1.30pm	9am – 1.30pm	9am – 1.30pm	9am – 1.30pm	9am – 1.30pm
Primary 6	9am – 12 noon				
Primary 5		9am – 12 noon			
Primary 4			9am – 12 noon		
Primary 3				9am – 12 noon	
Primary 2					9am – 12 noon

Primary 7 children will attend school all week from 9am to 1.30pm. There are no school dinners so children need to bring a packed lunch and a snack in a disposable bag, and a **labelled** water bottle.

Children in Primary 2 to Primary 6 will each attend school for one morning only this week. They need to bring a snack in a disposable bag and a **labelled** water bottle.

Primary 1 children will be contacted by letter, with details of their starting programme.

- All children can wear school uniform or our relaxed uniform. All long hair should be tied back. Children will not be allowed school bags or pencil cases.
- On their allocated day, the pupils will meet their new teacher and spend time with their 'class bubble'. The teacher will talk their pupils through the routine of the 'new' school day.
- Children can bring their own labelled, personal hand sanitiser if they wish and a small pack of tissues. These will be placed inside their personal box file, which they will receive that morning.

Children showing any symptoms of COVID 19 should not attend school.

Monday 31 August is a bank holiday. All pupils, apart from Primary 1, should attend school full-time from Tuesday 1 September.

Procedures for Back to School Restart Programme

Health and Safety

- In order to minimise the spread of infection, our pupils will each receive a box file with their name on it. In the box, there will be a supply of stationery and exercise books etc, for their own personal use. The box file will be kept in the classroom and will be wiped down at the end of every day and stored at their desk. Children will be unable to share equipment.
- Each child will have a designated desk space and chair.
- Any pupil can choose to wear a face covering if they can do this properly and if done so in accordance with PHA guidance.
- Children will wash their hands when they come into school in the morning, before and after break and before and after lunch. Children should be taught to wash their hands at home using the 20 second rule, as this will be the procedure required in school.
- Children should be taught to sneeze into a tissue and bin it immediately. If they have no tissue, they should be taught how to sneeze into their elbow.
- Children should only bring their break, lunch and water from home. Their lunch should be in disposable bags to be discarded afterwards.
- Children will be regularly reminded to avoid touching their face and hair – **all long hair must be tied up away from the face.**
- School bags should not be brought into school.
- School equipment or books will not be sent home or returned to school.
- Cleaners will wash all tables and exposed surfaces, including light switches, taps, handrails, door handles etc thoroughly, using soap and water and then disinfectant daily. Cleaning staff will follow a rigorous cleaning schedule.
- If a member of staff suspects that a child is unwell during school, their temperature will be taken. If they have a temperature, procedures will be followed to immediately remove the child from the class bubble. The child will wait in the Rainbow Room until they are collected by a parent. *(See Pg.7 – Child Presenting with Symptoms of Coronavirus).*

Classroom Layout

- Classrooms for our older pupils will be set out following guidance from DE and medics, with all children facing the same direction – currently there is no social distancing for children, but there is 2m distancing for adults and between adults and children in educational settings.
- There will be a designated staff area clearly marked in each classroom (Buffer Zone), which children will know they should not enter until invited to by the teacher or the assistant.
- Each child will have their own box file of resources, which will remain in school. Their resource pack will contain a pencil, rubber, ruler, scissors, sharpener, crayons, markers, a maths and literacy book, whiteboard and marker, reading book and workbooks.

Morning Arrangements

- In order to get all pupils safely into school in the morning, we need to ensure that social distancing is adhered to by all adults, both parents and staff.
- As starting times are difficult to stagger for families who have siblings in different year groups, we will now have an extended starting time from 8.50 to 9.20am. Families on arrival during this half-hour period, should observe social distancing and follow the guidance of staff in the playground. **NO parents or children are allowed onto school premises before 8.50am.**
- On arrival at school, children go straight to their classroom, where their teacher will be waiting for them.
- **We will monitor social distancing during drop off at school in the mornings and if it cannot be adhered to, we will change our starting times to specific times.**
- Only one adult should accompany their child/ren up to the school.
- When arriving at the school via Deanby Gardens on foot, parents should enter the first gate on the left hand side and follow the directions to the 'Drop Off Zone'. School staff will direct children to their classrooms from this point. Parents should exit the playground via the pedestrian gate, beside the church.
- When arriving at the school via Oldpark Terrace on foot, parents should enter the back gate. Priority should be given to parents **entering** the gate. Children should be left to the 'Drop Off Zone' and school staff will direct children to their classrooms from this point. Parents should exit via the same gate giving priority to people entering the gate.
- Children arriving at school by bus, will disembark at the back gate where they will be met by a member of staff and led into the school playground
- When arriving at the school by car, please ensure you are stopping safely to let your child enter the school playground and adhere to social distancing in the grounds of the church and the school.
- If a child arrives late to school after 9.20am, **parents must remain outside the school building** and let their child go to class via the external classroom doors (P1-P3) or through the main entrance (P4-P7). Parents will not be permitted to bring their child to class.
- **Parents will not be permitted to enter the school in the morning, to speak to any staff member.** If a parent needs to pass a message on to a teacher, they should telephone the school office who will then email or phone the member of staff.

Home-time Arrangements

In order to minimise risk of congestion in the playground the following staggered collection times have been devised. Please note the earlier finishing times on a Friday.

MONDAY TO THURSDAY:

- **P1-P3 classes will finish at 1.50pm** and pupils will be collected from their external doors. Staff will stand inside the door and children will be sent out to their parents.
- P4 Classes will finish at 2.05pm and will be escorted to the playground.
- P5 classes will finish at 2.20pm and will be escorted to the playground.
- P6 classes will finish at 2.35pm and will exit using the playground door.
- P7 classes will finish at 2.45pm and will exit using the playground door.

FRIDAY:

- P1-3 classes will finish at 1.00pm
- P4 classes will finish at 1.15pm
- P5 classes will finish at 1.30pm
- P6 classes will finish at 1.45pm
- P7 classes will finish at 2.00pm

Parents who are collecting younger siblings will also be able to collect older children at the same time. The school will work with you, so as you do not have to wait for your older child to be dismissed with the rest of her class. (This may take a day or two to organise).

Parents are asked to follow social distancing rules in the school playground at home time.

Break-time Arrangements

Break-times will be staggered to allow children to have space and time to play within their class bubbles. All children will play outside in a designated area, regardless of the weather, unless it is particularly wet.

All children should bring SUITABLE raincoats to school.

- All children will wash hands thoroughly before eating.
- Healthy breaks can be brought into school in a disposable bag or purchased as normal from the school kitchen, from 1 September (£2 per week).
- Any money for Healthy Break must be sent in on a Monday for the week, in a sealed envelope with the child's name, class and amount, written on the front.

Lunchtime Arrangements

To allow for ample play space for class bubbles and delivery of school meals, lunch times for pupils will be staggered.

- Children can take a packed lunch to school in a disposable bag or hot meals will be provided by the school kitchen, although choice will be limited.
- All children will wash hands thoroughly before eating.
- At lunchtime children will be supervised by staff. Children will play in their designated play area.

Use of the Bathroom - Children

- Only one girl from each class is permitted to use the bathroom at a time. This is easily monitored by the class teacher in P1 to P3.
- In P4 to P7, children should use their designated toilet block within which will be labelled toilet doors for their class use. This is to minimise cross-contamination of class bubbles. Their teacher will explain this system in detail during their induction morning.
- Posters reminding children to wash their hands properly are on display in the bathrooms.
- Paper towels only to be used to dry hands as use of hand driers are not recommended at this time.

School Bus

- The school bus should be available from Tuesday 1 September
- The school bus can be used when there is '*no alternative available... Walking to school carries the lowest rate of transmission of the virus*'. (Advice from DE- 13 August 2020)
- It is recommended that children should wear face coverings whilst travelling by bus, as long as they can manage them
- Children travelling by bus should have the correct money ready for the driver

School Uniform

Our school uniform has been relaxed **for this year only**. We allow:

- full school uniform
- relaxed -navy/black leggings or joggers, a white polo top and a dark sweatshirt
- school shoes or trainers – children **MUST** be able to tie their own trainer laces or they must have Velcro fastenings
- We expect every child to come to school each morning in freshly washed clothes

Moving Around the School

- Movement around the school will be kept to a minimum.
- Children will not be sent on messages between classes or to fetch equipment.
- If a child forgets their break or lunch, it will be provided. Parents will be unable to bring it into school during the morning.
- If a child needs to leave school early for an appointment, the parent must phone the school office before school starts. The child will wait in the school foyer for collection.
- Children must understand that they must follow the rules for moving around the school and maintaining social contact or they could be sent home.

Child Presenting with Symptoms of Coronavirus

Should any child display symptoms of COVID 19, she will be taken to the Rainbow Room (*our small office in Infant corridor*) where she will be supervised by a member of staff.

- The child's temperature will be taken.
- Parents will be contacted immediately and instructed to come to the school and take the child home.
- The parent will be instructed that the child should not return to school until after a 10-day period of isolation or until a negative test result is given.
- If the results come back that the child has tested positive for coronavirus, the school will follow the guidelines set out by the PHA and DE, and all children in the class bubble and staff who have been in contact with the child will be required to self-isolate for 14 days
- If a child is sent home from school with symptoms of coronavirus, they must self-isolate for 10 days.

Breakfast Club

Currently there is no plan to re-open the Breakfast Club, however we do realise that this is an important service for some of our families, so this will be reviewed mid-September.

Afterschool Clubs

Currently there are no plans to re-start our Afterschool Clubs. This will be reviewed mid-September.

Class Charters

All pupils in Our Lady's are expected to adhere to the following revised rules at all times. Classes will draw up their own class charters for their classrooms incorporating these rules. Children will be made aware of these expectations which MUST be adhered to without deviation:

- Children will enter and exit school following our school guidelines, keeping social distancing and following markings
- Children must wash their hands with soap and water when asked, throughout the day
- Children will remain with their class group at all times throughout the day
- Children must use tissues to cover their mouths when coughing or sneezing or cough into their elbow
- Children experiencing any symptoms must inform the adults who work with them and will be sent home
- Children will have their own space in the classroom and will be reminded to keep all their equipment to themselves
- Children must follow one-way system on the stairs
- Children will be guided to different zones of the playground for break and lunchtime
- Any child who refuses to follow the rules (rather than any child who does not understand the rules) must be risk assessed and measures put in place
- Any child who, following risk assessment and associated actions, is unable to follow the guidelines must be referred to a member of the Senior Leadership Team (SLT)
- Any child who coughs or spits at another person will be sent home immediately

Behaviour Expectations

Our Lady's Primary Behaviour Contracts

Please read the following contracts that we have drawn up in which we outline our commitment to you and your expected commitment to our school.

School Contract

The school will do its best to:

- Provide an environment which has been cleaned and prepared in response to the COVID-19 infection and Education Authority Risk assessment.
- Adhere to the social distancing rules as set out by the Department of Education as much as we reasonably can.
- Provide a curriculum that meets the needs of your child's well-being, mental health and academic needs whether they are in school or learning from home
- Contact parent/guardian if your child displays symptoms of COVID-19, as this means you will need to self-isolate until the test comes back as negative.
- Inform you if staff or children whom your child may have been in contact with, test positive for COVID-19 as this will mean you will all need to self-isolate for at least 14 days.
- Continue our clear and consistent approach to rewards and sanctions for children as set out in the Positive Behaviour Policy as well the expectations outlined in this agreement
- Communicate between home and school through notices, newsletters, Seesaw, text, email and the school website.

Parent Contract

Parent: To best support my child and the school, I understand that:

- If my child, or anyone in my household, shows symptoms of COVID-19, I **will not** send them to school, we will self-isolate for 14 days as a family. I will get them tested and I will let the school know as soon as possible via telephone. I will not send my child back to school until they have a negative result on the COVID-19 test.
- I will not attempt to "mask" any symptoms my child may have by using over the counter medication, as this puts children and staff at risk.
- If my child shows symptoms of COVID-19 at school, I will collect my child from school immediately. I will get them tested and I will let the school know as soon as possible via telephone.
- On my way to school, and when dropping my child off and picking them up, I will adhere to social distancing rules.
- When dropping off and picking up, I will strictly adhere to the school timings arranged for my child.
- My child will not bring any items into school with them or take items home from school.
- All correspondence with my child's teacher and school will be initially via email or by telephone.

- I will ensure that my child brings everything they need to school.
- I will not enter any area of the school without a pre-arranged meeting.
- Apart from a packed lunch and water bottles, my child will not bring any items into school or take any items home from school.
- I will support all staff in their efforts to create an 'as safe as possible' environment during this time.
- I will read all letters/messages/seesaw messages that are sent home.
- I will inform the school of any changes to parents/carers and emergency contacts details.
- I will follow social distancing rules at all times and understand if there is evidence that I have not followed social distancing, my child may be asked to remain at home.
- If my child is deemed unsafe, she will be sent home and cannot return to school until she can be safe.

Child Contract

Child: I will do my best to:

- Follow the school rules that keep me safe.
- Wash my hands as soon as I go into school.
- Tell an adult if I feel unwell.
- Not bring things into school from home, or take things home from school.
- Only use the equipment in my box file.
- Not mix with any other children in the school outside of my class bubble.
- Only enter and exit the school building from the designated door.
- Follow the 'catch it-bin it-kill it' rules, coughing and sneezing into elbow or tissue.
- Regularly wash my hands using soap and water for 20 seconds.
- Follow the rules at all times to maintain the safety of myself and others.
- I will not deliberately cough or sneeze on anyone and I know that if I do, I will be sent home.
- Follow these expectations and know that if I don't, I will be sent home and will not be able to come back into school until I can be safe.