

St Joseph's Primary School Meigh

School Restart Plan
Information for Parents
September 2020



St. Joseph's Primary School

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20th August 2020

Dear Parent/Guardian

I hope everyone had a good summer and is looking forward to getting back into a normal routine again. In preparation for the Restart for the New School Year 2020-21, I wish to provide you with updated information taking into consideration the latest guidance from the Department of Education : 'Northern Ireland Re-opening Schools Guidance – New School Day' published on 13th August. The guidance, whilst welcome, still does not give absolute clarity to schools with some of the areas being unclear or ambiguous, we are being left to interpret and implement it as best we can. We will also follow all guidance from the Public Health Authority.

At St. Joseph's Primary School, we understand the importance of children returning to school as soon as it is safe to do so. As a school we will be opening with a 'soft start' pastoral and wellbeing safety first approach. I know some of you may wish us, as a school, to move faster and open fully from day one but I would reiterate that this is for the health and wellbeing of the entire St. Joseph's PS school community. Indeed, as I write this correspondence, you will no doubt be aware that the levels of infection are rising again throughout all of Ireland. That being said, we will continue to provide a high standard of care for all our pupils. Our teachers and classroom assistants are dedicated and caring and all children will be looked after properly. Parents need not be anxious with regard to the welfare of their child. We have put in place a large number of measures to keep our children safe.

Within the Department of Education Guidance "The New School Day", the main aim is to achieve as much "face to face" teaching time as possible. It is NOT a **"Return to Business as Usual"**. This is just the start of the journey back to normality and only when CV19 levels are low enough will there be a further relaxation of the guidance.

The situation as regards Covid-19 in the community is obviously ever-changing and as a school we will review all practices and procedures at the end of the third week of each month. Pupils, staff and parents will be informed of any necessary changes in the fourth week of each month and **any necessary changes will be implemented at the start of each new month.** (Unless the change is urgent in which case it will be implemented immediately).

As Principal of St. Joseph's PS I would ask you to be considerate with us as we try to implement this guidance as we endeavour to protect and keep our pupils, your family, our school staff and the local/wider community safe.

Yours sincerely

G. Trainor

Principal

ARRANGEMENTS FOR ENTERING and EXITING the SCHOOL PREMISES & BUILDINGS

General

1. If your child has any symptoms of Coronavirus (or any member of your household) or feels unwell, you **MUST NOT** send them to school and should take actions in line with the Public Health Agency advice. Help and advice numbers are central advice line 119 or the PHA on 03005550114.
2. If your child comes into school with a temperature/cough etc they will be sent home immediately. Whilst waiting in school to be collected they will be isolated in a room as per DE guidance.
3. Before leaving home, all children should wash their hands with soap and water (minimum 20 seconds). Parents should check their child's temperature before leaving home. Children with a temperature **above 37.8°C** should not be sent into school.
4. At the present time there is no requirement for pupils to have their temperature checked by the school, however depending on PHA advice this is subject to change. *(If a child is displaying signs of high temperature or 'say' they are feeling 'hot.' the Principal/Vice Principal will take a reading with a temperature gun. Parents will be informed)*
5. Initial **staggered start times** to minimise congestion/footfall between **8.55am and 9.25am**. Entry of pupils can happen **any time** between the designated times. No earlier and no later please. **No pupil should be arriving after 9.25am.**
6. Initial **staggered finish times** to minimise congestion/footfall between **1.30pm and 2pm (P1-3) and 2.30pm and 3pm (P4-P7)**. Collection of pupils can happen **any time** between the designated times. No earlier and no later please.
7. On entering school, children will be asked to sanitise/wash their hands. **Washing of hands is the single most useful thing we can do in school to prevent the spread of infection.** This will reoccur at different times throughout the day. Pupils will be given clear procedures with regard to washing of hands – most pupils will be able to wash their hands in their classroom. *Pupils may bring their own mini hand sanitiser which will stay in school.*
8. Parents are asked to drop and go immediately after entry to; or collection from school.
9. Please respect social distancing of 2m at all times.
10. If pupils are being taken out of school prior to these new staggered finish times for medical appointments etc, they must be signed out as normal at the front office.
11. We also strongly request that the pedestrian entrance is always used for entry and exit. Please stay to the **left** at all times. The staff car park and delivery area is completely out of bounds for health and safety compliance.
12. Access to Primary 1 via car park gate is **STRICTLY PROHIBITED** at any time.
13. Adults are asked not to gather in the front porch area at any time but to remain below the steps at a 2m social distance.
14. Adults will not be permitted entry into the school building unless it is an absolute necessity or by prior appointment. Adults must wear a face mask inside school building. Only one parent will be allowed in the foyer at a time.

START DATES *(Parents should be aware of days of attendance from previous correspondence)*

Week Beginning 24 August

All Primary 7 pupils to attend on Monday 24th and Tuesday 25th August from 10am to 1pm. Full uniform day 1, PE uniform day 2. Disposable packed lunch required.

Week 1 Beginning 31st August *(We are open the Bank Holiday)*

P2 – P7 pupils phased return (Mon/Tues & Thurs/Fri)

Staggered start/finish times

No School meals available on 31st August due to Bank Holiday.

School Bus will operate on 31st August *(Face coverings regardless of age are 'strongly recommended' where it is appropriate for them to do so and they are able to handle them as directed) pg 38 DE guidance 13 August*

Week 2 Beginning 7th September

New P1 intake phased beginning short day (separate letter)

P2 – P7 pupils' phased return (Mon/Tues & Thurs/Fri)

Staggered start/finish times

School meals available

Breakfast Club and After School Wraparound begins

Week 3 Beginning 14th September and going forward

P1 – P7 pupils' full class return Monday to Friday

Staggered start/finish times

School meals available

Breakfast Club and After School Wraparound

Temporary Morning Routine & Entry Points (8.55am – 9.25am)

- Pupils will no longer gather in playground. **Pupils are not permitted on the school premises before 8.55am** unless they have a Breakfast Club place.
- Primary 1 pupils to be accompanied around to back of school and brought to P1 class exterior door.
- Primary 2, 3, 4 & 5 pupils will enter directly via main entrance and proceed to classrooms. *(Parents/guardian not to enter building)* **Please Note - This is a change to P3 routine**
- Primary 6 & 7 pupils to proceed around to rear of school and into mobiles. **Please Note - This is a change to P6 routine**
- Bus children will enter school directly via main entrance and go to supervised waiting area until 8.55am.

Temporary Home time routine and collection points P1 – P3 (1.30pm – 2.00pm)

(When collecting children during staggered time period please gently knock class window or 'wave' to teacher to let them know you are there)

- Primary 1 pupils to be collected from P1 exterior door
- Primary 2 pupils to be collected from rear playground beside P2 window **(any remaining P2 pupils at 2pm will be dismissed from front main entrance as normal)*
- Primary 3 pupils to be collected from outside P3 window **(any remaining P3 pupils at 2pm will be dismissed from front main entrance as normal)*

NB: No P1, 2 or 3 pupil will be permitted to leave with anyone under the age of 14

Temporary Home time routine and collection points P4 – P7 (2.30pm – 3.00pm)

*The following applies only to pupils being collected between staggered times of 2.30pm & 3pm.

(When collecting children during staggered time period please gently knock class window or 'wave' to teacher to let them know you are there)

- P4 to be collected from rear playground beside P4 window
- P5 to be collected from front area beside P5 window
- P6 to be collected from rear P6/7 mobile via back of school
- P7 to be collected from rear P7/6 mobile via back of school

*All remaining pupils at 3pm will be escorted and dismissed to the front of school collection area as normal. **NB: No pupil will be permitted to leave without adult escort before 3pm.**

Monday to Thursday

Arrival P1 - P7	Departure P1 – P3	Departure P4 – P7
8.55am – 9.25am	1.30pm – 2pm	2.30pm – 3pm

Friday Home-time Pick Up:

P1 – P7 1.30pm – 2pm

Bus children remain in classroom until 2.50pm (2pm on Friday)

BREAKFAST CLUB AND WRAPAROUND

- Breakfast Club and After School Wraparound will commence on Monday 7th September with limited numbers. Places **must** be booked in advance via the new school cashless system that is being introduced. Children attending wraparound will be collected directly from Ms Patrice at the Afterschool Hub.

Wraparound Times & Cost Reminder

8.00am-9.00am Breakfast Club	£1.00
2.00-3.00pm 123 Club	£1.00 Children may sign up for school clubs or go to after school care.
3.00-4.00pm Afterschool Care Programme Club (Homework)	£2.00 Children may sign up for school clubs or go to after school care.
4.00-5.00pm	£3.00 with Snack. Homework , games, relaxing ,TV, reading

- Places to be booked in advance via School Money (when operational)

TRANSITION & SETTLING-IN ARRANGEMENTS

To aid induction and return to school on day one, pupils will have the opportunity to settle into their new classroom with their teacher from last year who will greet them on entry and welcome them back. Following this the previous teacher will introduce new teacher who will discuss age appropriate new arrangements, procedures, expectations and routines going forward.

WHAT YOU CAN DO AT HOME TO HELP WITH THE TRANSITION BACK TO SCHOOL

- Talk positively to your child about restarting school
- Use a calendar to start the countdown for going back to school
- Get your child back into the school routine i.e. get to bed earlier, show them the school uniform, have a good morning routine
- Read books with your child at home
- Prepare their school uniform and have it in their bedroom for them to see
- Remind them of all the fun things they do in school e.g. see friends from their class, play outside, draw, paint etc
- Drive past school and remind your child of the journey they will take each morning
- Ask them to talk about three happy memories of school
- Explain to the children there will be changes in how the school operates eg play time, lunch time etc
- Ensure your child knows how to wash their hands thoroughly



CHANGE OF.....

Have you changed your:

- Email
- Telephone number
- Address

If you have, make sure the school has your up to date details. We will send out a Data Capture sheet on return.

PUPIL CONDUCT AND WELLBEING

As we welcome children back to school over the next few weeks we know that there will be a range of emotions from excitement and joy to nervousness and anxiety in varying degrees. Please be aware that we will be tailoring in lots of chat and 'Well being' activities throughout the first days and weeks to address any anxiousness and fears there may be. Please find the link below to a resource of activities kindly shared by Joanne Callan of Relax Kids.

<https://www.stjosephspsmeigh.org/cmsfiles/items/downloads/Back-to-calm-for-parents.pdf.pdf>

The school's usual Positive Behaviour Policy and rules for pupils are still relevant in the new school scenario, however, there are additional rules and routines pupils must now be aware of and follow. Any pupil unable to follow the school's current and amended rules will be unable to attend the school setting.

- Pupil wellbeing is paramount during their time in school.
- Children will be anxious over having missed school and their friends, ongoing news about the virus, bereavements and more.
- Part of the children's curriculum will focus on promoting good mental health, providing time to discuss their worries and concerns.
- Immediate or evolving pastoral concerns should be forwarded to the Designated Teacher for Safeguarding – Mrs Brennan, Deputy Designated Teacher – Mrs Garvey or the Principal Mr Trainor.

Open communication with the class teacher regarding pupil well being and possible 'new behaviours' since Covid is actively encouraged to aid us with our recovery programme. Each teacher email is available to you and this is the preferred method of 'first' communication in any circumstance during these new norms.

ADDITIONAL BEHAVIOURS PERTINENT TO COVID-19 AND SOCIAL DISTANCING

In line with DE's guidance, if a child's behaviour is deemed **high risk**, for example, refusing to adhere to safety measures, such as, hand washing, appropriate social distancing, remaining in their classroom or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at others, the following sanctions and disciplinary procedures could be used:

- 1. Referral to Principal**
- 2. Parents/Carers called to collect child from school immediately**
- 3. Immediate switch from onsite education offer to online/virtual education offer for a period decided by the Principal.**
- 4. Suspension**
- 5. Permanent exclusion**

CONTACT AND MIXING

- **Each class is in a 'protective bubble'** – each class is an individual bubble. The consistent part of the bubble is the pupils. The class bubble remains together for all activities and the interaction between classes will be kept to a minimum.
- Each class has a playground for themselves at break-time and lunch-time
- Lines and markings will be ruled in the school and posters will be on display around the school visibly emphasising the need for social distancing and handwashing.
- Desks will be forward facing as much as possible.
- Rules will be clearly discussed and displayed and staff will explain the new rules for movement around the classroom and maintaining appropriate social distancing. The pupils will be constantly reminded of the rules.
- Staff are required to maintain appropriate levels of social distancing from other adults in school and following the most up-to-date guidance on interacting safely with children.
- Toileting routines will be closely monitored to minimise numbers from different 'bubbles' congregating at the same time.
- Children will only move around the school when absolutely necessary.
- Clear procedures including a staggered starting/end times are in place.
- Clear guidelines are in place for parents and visitors entering the school.
- Dropping off, collection, break and lunchtime are staggered to reduce contact.
- As far as possible children will only mix with their own class group.

OTHER HEALTH & SAFETY MATTERS

The School has undertaken Risk Assessments and put together routines and procedures which we believe will provide effective protection. In addition, some advice from the Public Health Agency is set out below:

1. Minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19 symptoms) or who have someone in their household who does DO NOT ATTEND SCHOOL for a period of no less than 14 days.
2. Washing hands thoroughly for 20 seconds with running water and soap or using alcohol hand sanitiser will be an integral part of the everyday routine.
3. Ensuring good respiratory hygiene by promoting **"Catch It, Bin It, Kill It"** approach.
4. Cleaning frequently touched surfaces using standard products such as detergents and bleach.

5. Minimising contact and mixing bubbles by altering the environment (such as classroom layout) and timetables (staggered break/lunch times).

I must emphasise the importance to parents in following the guidance in point 1 and ask that you are vigilant in keeping your child at home if he/she feels unwell. It is crucial that you inform the school in the event of any person in your household being diagnosed with Coronavirus.

The arrangements outlined in this document may indeed change considerably over time.

EQUIPMENT & UNIFORM

Pupils are required to have a pencil case and some additional items for scribing, presentation and display. Stationery items will remain in school and will **NOT** be sent home each day with your child, therefore you will also need a supply of stationery at home.

P3-7

- 2/3 pencils
- small set of markers
- small set of crayons
- small set of colouring pencils
- eraser
- ruler
- 1 highlighter
- Pritt stick (not coloured)

We also kindly ask that **all pupils bring in;**

- **their own packet of tissues;**
- **their own packet of anti-bacterial wipes;**
- **their own hand sanitiser if they wish to use it.** These should be labelled with their name, they will be for their own personal use and they will remain in their own space.

Initially, children will NOT need to bring a school bag or lunch box with them to school each day (as per Department of Education Guidance August 2020). This will be reviewed in due course.

As per previous correspondence, **children will alternate between their formal uniform and PE uniform** with Monday, Wednesday and Friday formal uniform days and Tuesday/Thursday being PE uniform. With the introduction of PE and After School Clubs adaptations to the above will be made as and when required. **It is essential all items of school uniform are clearly labelled with pupil's name and class.**

There is no requirement for a freshly laundered uniform every day.

Current DE guidance states:

*“while coronavirus can land on fabrics and remain for some time, schools ARE NOT a high risk environment and while pupils should be encouraged to wear clean uniform or fresh uniform daily **but this is not essential**”*

Pupils may bring their own bottle of water. These do not have to be disposable. The bottle should be clearly labelled with pupil name and class. There will be no opportunity to re-fill

bottles at any time. Our water fountain is out of bounds. If pupils are thirsty and have forgotten to bring their water bottle we will gently remind them to bring one the next day.

Each pupil will have their own zip wallet/folder or personal tray. This remains in school on their desk. Each pupil will be provided with the same items in each classroom, to include a pencil, rubber, ruler (P.4 – P.7), crayons or colouring pencils, a Pritt stick etc...

SCHOOL MEALS, BREAK & LUNCHTIME ARRANGEMENTS

Children will stay with their 'protective bubble' for meal times. School meals and lunches will be eaten in either the pupils own classroom or assembly hall. If they are in the assembly hall with another 'bubble' strict social distancing between 'bubbles' will be in place. There will only be one choice of dinner for the foreseeable future. A menu will be provided as per normal.

Break and lunchtimes will be staggered to help with social distancing and the maintenance of protective bubbles.

As per previous correspondence, St. Joseph's will be going cashless in the new term. Details will follow later this week. When operational, all meals must be booked in advance for the week ahead online using 'SchoolMoney'.

As a reminder, if your child receives Free School Meals you must apply to the Education Authority each year for this to be renewed. It is the responsibility of parents and guardians to reapply for Free School Meals. Please note, we CANNOT give your child a free school meal unless we have received confirmation from the Education Authority that your child is entitled to this provision. Without confirmation EA you will be charged for school meals.

For more information on applying for Free School Meals please visit:

<https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants>

If your child brings a packed lunch from home, it is preferable this is brought to school in a disposable bag (preferably paper) which will be binned in school (this includes drinks – non fizzy) and a disposable spoon for yogurts. No uneaten food from lunch will be sent home but if your child does not eat their lunch we will inform you. **Please remember that we are a NUT-FREE school.**

Current DE Guidance August 2020 states that resources should not be sent from home to school or school to home. This will be kept under review.

Break – as per school policy on healthy break – fruit only please. At this moment we will not be ordering fruit. As some class lunchtimes have been changed to a later time to maximise social distancing it is important that pupils have nourishment for nutritional value and to sustain concentration.

CASHLESS SCHOOL

We have signed up to the online payment system – School Money. You will receive a text with a password and instructions in the coming days. We appreciate your cooperation in the early stages of rolling this system out to you.

ENHANCED CLEANING & HYGIENE IN SCHOOL

We all take great pride in the appearance and cleanliness of our building and this is down to the commitment and attention to detail by our building and grounds care team of Caroline McGinnis, Ann Byrne and Bernie Fitzpatrick in maintaining this high standard. Due to Coronavirus there will be an enhanced cleaning regime in school. In all documents relating to the spread of Covid-19 it is deemed as essential that there is good ventilation in enclosed spaces. Teachers will aim to leave the classroom door open at all times and have at least one window open.

Following guidance "Guidance to support safe Working in Educational Settings in Northern Ireland", children **SHOULD NOT** wear PPE (Personal Protective Equipment) e.g. face masks or face shields in school. In light of this, **St. Joseph's, Meigh does not permit the wearing of face masks/face shields in school for children.** If a child has a qualified medical letter from their GP/Consultant stating the wearing of face masks/shields please discuss this with the Principal. This may be reviewed in the coming weeks/months.

HOMEWORK

As a school we are currently considering how homework will operate (in line with DE guidance). This will most likely be a mixture of online (google classroom and paper packs which will be sent home and supported using school website and other digital platforms) Further information will be provided on this. There will be no homework until the week beginning 21st September.

A Parent's Guide to Digital homework

We have used Mathletics online for a number of years now and with the onset of 'lockdown' we endeavoured to expand our digital engagement to ensure that children were able to access and develop appropriate on line communication and collaboration skills. This will be a key whole school focus going forward and we will continually seek ways to adapt and evolve our ICT footprint. Below is some info on accessing key online communication platforms.

My School

Every school child in Northern Ireland has a My School account. This account is accessed with a user name that follows them to the end of secondary school. e.g. nhoran759. The user name is created from the first letter of the forename and their surname plus 3 random digits. In addition, the children use a password. A new password is usually requested 2 to 3 times a year.

The username for each child forms the basis of their email account e.g.

username: nhoran759

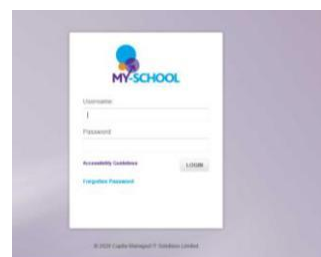
email:nhoran759@c2ken.net

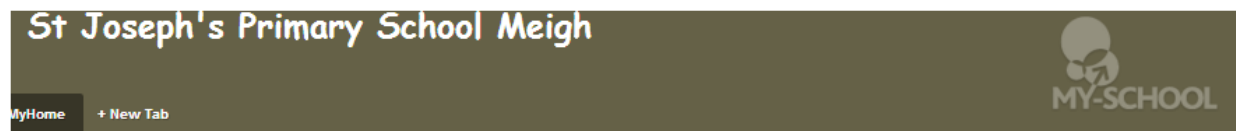
Access from home

A child can access their My School account from home on any digital device.

- Type 'my school' in to a search engine.
- Select MySchool Login (C2K) and the C2K site will ask for their user name and password.

They will then have access to their homepage.





Newsdesk

Click on 'My Links'

In the links section there is a link to Newsdesk. Here children can read and respond to articles by leaving a comment. These comments are moderated by C2K so they may not appear straight away.



Google drive



Each child has access to google drive via their My School log in for storing work at home and in school.

School Website

Go to <https://www.stjosephspsmeigh.org/>

During school closure this was our main means of communicating home learning schedules with our parents and pupils under the Home Learning menu and Useful Websites tab.



TRACK AND TRACE APP

'Stop Covid NI': this is **STRONGLY** recommended for use by all parents and all staff. Please download it if you have not already done so.

SCHOOL CLOSURE (PARTIAL/WHOLE SCHOOL)

There may be an occasion that a class, year group or whole school will be required to close due to CV 19. This will be done after consultation with PHA, CCMS and EA. If this is the case the school will endeavour to switch to the blended learning approach or the online approach. This option will be a last resort.

There may also be times when a class is asked to stay at home if we are having difficulties with teacher cover due to CV19. As a school we will keep you up to date via email/text etc. We would ask you to work in partnership with us should this be the case. In line with DE Guidance if there is a positive case within a class that classroom must be closed for a minimum of 4 days.








St. Joseph's Primary School, Meigh

Covid-19 Home School Agreement

By sending your child to school we will presume consent to this agreement and that you have agreed to follow government guidance on staying alert and safe.







School




The school will do its best to:

-  Provide an environment which has been risk assessed in response to the COVID-19 infection;
-  Adhere to the social distancing rules as set out by the government as much as we reasonably can, both in and out of school;
-  Provide a curriculum that meets the needs of your child's well-being, mental health and academic needs;
-  Contact parents/carers if your child displays symptoms of COVID-19;
-  Inform you if staff or children in your child's class show symptoms of COVID-19 as this will mean you will all need to self-isolate for at least 14 days or until the test comes back negative;
-  Continue our clear and consistent approach to rewards and sanctions for children as set out in our Positive Behaviour Policy as well as the expectations outlined in this agreement;
-  Communicate between home and school through notices, newsletters, text, email and the school website.

Parent/Carer











To help my child at school, I know and 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;
-  If my child, or another child in the group, shows symptoms of COVID-19 at school, I will collect my child from school immediately;
-  When dropping my child off and picking them up, I will adhere to the 2 metre social distancing rules.
-  I will be on time when dropping off and picking up;
-  I will insure that only one parent and carer will drop off and pick up
-  My child will not bring any items into school with them
-  My child **may** have their temperature taken on arrival and during the day if they feel or present as being unwell
-  I will remind my child about social distancing rules but accept they are difficult to follow
-  I will teach my child how to wash their hands properly
-  I will remind my child about the importance of “Catch it”, “Bin it” and “Kill it” for coughing and sneezing
-  I may not be allowed into the school without a pre- arranged appointment – make appointments via telephone or email;
-  I need to support all staff in their efforts to create an ‘as safe as possible’ environment;
-  Read all letters/messages/emails that are sent home;

-  I will provide up to date emergency contacts details.
-  If my child is deemed unsafe, he/she will be sent home and cannot return to school until they can be safe;
-  I understand that if my child is unwell at school, she/he will be immediately isolated from other children and staff

CHILD

I will do my best to:

-  Follow the social distancing rules in class and in the playground
-  Tell an adult if I feel unwell
-  Not bring things into school from home, or take things home from school
-  Only use the equipment provided to me by school
-  Not mix with any other year group in the school
-  Only enter and exit the school building from the designated gate
-  When coughing and sneezing use "Catch it", "Bin it" and "Kill it"
-  Wash hands regularly- use soap and water for 20 seconds/ hand sanitiser
-  Behave well at all times to keep myself and others safe
-  Follow the safety rules 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.

Washing our hands



Apply soap
on wet hands



Rub palm
to palm



Clean the back
of your hands



Get inbetween
your fingers



Clean thumbs



Rub nails and
fingertips against
your palms



Rinse
your hands



Dry with a
paper towel



HM Government



CORONAVIRUS

Have you been to an affected place
in the last 14 days

or

had contact with somebody
with Coronavirus,

and

do you have any of these symptoms?



Cough



Fever



Shortness of
breath

If yes, to protect yourself and others please go
home and call NHS 111 for expert advice.

Do not enter this building

Find out more at nhs.uk/coronavirus