

**Our New School Day**

**Welcome Back**

**Information for Parents**

# 1. Background

The Department for Education published their updated guidance for schools to return in September 2020 on the 13th August 2020. We have developed a detailed plan for children to return to school. The plan also takes note of guidance from various places including:

* [Department of Education](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)  <https://www.education-ni.gov.uk/news/latest-department-education-updates-relation-covid-19-coronavirus>
* Education Authority <https://www.eani.org.uk/education-restart>
* [Planning Guide for Primary Schools](https://neu.org.uk/planning-guide-primary-schools) (unions) <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance.html>

<https://neu.org.uk/coronavirus>

<https://www.unison.org.uk/at-work/health-care/big-issues/covid-19-advice-health-workers/>

* [Sage reports](https://www.gov.uk/government/groups/scientific-advisory-group-for-emergencies-sage-coronavirus-covid-19-response)  <https://www.gov.uk/government/collections/scientific-evidence-supporting-the-government-response-to-coronavirus-covid-19>
* Public Health Authority <https://www.publichealth.hscni.net/covid-19-coronavirus>

**Rationale for the Plan**

The following planning and guidance document is designed to identify the key aspects of a Covid-ready school return so parents understand and can support the staff in school when children return.

The main priority of our plan is helping your child/ren to return to school safely and settle back into school life happily.

This plan incorporates everything we are doing in the school to support children returning safely.

Please note however this is subject to change depending on advice from DE.

This plan is based on Prevention and Response.

**Prevention:**

1. To minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. To clean hands thoroughly more often than usual
3. To ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
4. To carry enhanced cleaning, including regular cleaning of frequently touched surfaces
5. To minimise contact between individuals and maintain social distancing wherever possible (as per guidance)
6. To where necessary, wear appropriate personal protective equipment (PPE)

**Response to any infection**

1. To engage with the NHS Test and Trace process if required.
2. To manage confirmed cases of coronavirus (COVID-19) amongst the school community
3. To contain any outbreak by following local health protection team advice

Further detailed advice about each section of this can be found in: <https://www.eani.org.uk/education-restart>

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# Organisation of the Day

# Start and End of Day

* Staggered start and end times will be in place as follows:
* Start of the day

**Arrival Times**:

*(This will be under review)*

**Children will arriving at the school from 8.50 a.m.** : there will be no breakfast club until further notice. Children can enter the school via both entrances. Younger children should be brought to their classrooms if necessary.

8.50 a.m Children/Families with surnames beginning with A-C

9.00 a.m Children /Families with surnames beginning with D-L

9.10 a.m Children/Families with surnames M—Mc

9.20 a.m Children with surnames N—W

Children who use school transport will be collected off the bus by a member of staff and brought to their classrooms.

**Arrangements for collecting children from Tuesday 1st September**

**P1/2**

**(Year One children will be collected at different times until the end of September)**

We have large numbers of children in Year one and Two so children must be collected at their designated time so as to avoid a build-up of parents at the gate and to ensure social distancing.

Year One children may be collected from the gate at the side of the Millennium Hall, Year Two children may be collected from the gate at the main road. Staff will bring children out to you.

1.50 p.m Children/Families with surnames beginning with A-C

2.00 p.m Children /Families with surnames beginning with D-L

2.10 p.m Children/Families with surnames M—Mc

2.20 p.m Children/Families with surnames N-W

**P3-7**

2.50 p.m Children/Families with surnames beginning with A-C

3.00 p.m Children /Families with surnames beginning with D-L

3.10 p.m Children/Families with surnames M—Mc

3.20 p.m Children/Families with surnames N-W

Children who use school transport will be put on the bus by a member of staff in the evenings.

Arrangements for collection are as follows:

* **Year 1**: Parents should wait at the gate below the Millennium Hall. The staff will come out and ask 1 child at a time to go to their parent. Adults must not come into the building or go near staff. Parents should exit via the main school pedestrian gate.
* **Year 2:** Parents should wait at the gate at the side of the school on the main road. The staff will come out and ask 1 child at a time to go to their parent. Adults must not come into the building or go near staff. Parents should exit via the main school pedestrian gate.
* **Year 3:** Parents should wait outside the main school gate. Parents should wait in line (2m distance) Children will be sent out to their parent. Adults must not come into the building or go near staff.
* **Year 4:** Parents should wait outside the main school gate. Parents should wait in line (2m distance). The class teacher will walk the class out. Adults must not come into the building or go near staff.
* **Year 5:** Parents should wait outside the main school gate. Parents should wait in line (2m distance). The class teacher will walk the class out. Adults must not come into the building or go near staff.
* **Year 6:** Parents should wait outside the main school gate. Parents should wait in line (2m distance). The class teacher will walk the class out. Children will be sent out to their parents or sent on if they are allowed to walk on home. Adults must not come into the building or go near staff. Parents should exit via the main school pedestrian gate.
* **Year 7:** Parents should wait outside the Millennium Hall (for now) and later on the main school gate. Parents should wait in line (2m distance). The class teacher will walk the class out. Children will be sent out to their parents or sent on if they are allowed to walk on home. Adults must not come into the building or go near staff. Parents should exit via the main school pedestrian gate.
* All children should wash their hands before leaving.

## **Late Arrival**

* Staff will be outside on duty for the drop of duration and will bring in any initial late comers.
* Parents will need to bring children around to the main entrance but should not come into the building. They should phone into school (028 66348598) and a member of staff will usher the child in. The child will sanitise their hands and be escorted / sent to their classroom.

## **Late Collection:**

* Children will remain in class / waiting area and parents will need to pick up from there.
* If a parent is 10 minutes or more late, staff should alert the main office and phone calls will be made. Children remain outside where possible or be taken back to their classes, while we wait for parents.

# When lining up for school please adhere to the markings on the pavement/road.

* Only one parent should come with a child to school to minimise the number of adults on site.
* Parents will not be allowed to enter the school premises.

**Break and Lunch**

**Break**:

* Children need to bring their own snack and drink in a lunchbox **(Clearly labelled with their name)**
* Children will have staggered breaks.

**Lunch**

* Children will remain in their classroom bubbles for lunch.
* School dinners are still available from 1st September and will be brought to each “bubble” at lunchtimes by dinner staff.
* If your child is taking packed lunches, please send in their lunch in a lunchbox which can be regularly cleaned.
* Children will have staggered lunch breaks.

**Safety and well-being for pupils**

At St Mary’s, we have a very strong ethos of understanding and support of the emotional wellbeing of pupils and with this in mind, these additional principles will need to drive the design of our wider opening plan: We want to

* Ensure that returning children feel emotionally and physically safe at school through the use of our positive implementation of new requirements; use of positive language “*We can’t do that at the moment but let’s see what we can do…*”
* Ensure only essential minimal changes take place in classrooms and wider school areas including class layouts, resources, markings.
* Ensure enough time and resources are given to the social and emotional aspects of the curriculum and allow children to express themselves in a safe environment.
* Ensure a mechanism is in place to offer effective 1:1 pastoral support if needed.
* Ensure those not attending due to shielding or illness have similar opportunities where possible through access to remote or supported learning.
* Ensure all children are in a protected “Bubble”

# Our Bubbles

# Each class will become a ‘Bubble’.

Each bubble will:

* Stay as a group throughout the day and not mix with any other bubbles (where possible).
* Have the same adult(s) where possible and where this is not the case, ensure staff social distance and have good hygiene
* Lunch staff will be assigned to a class and year group for supervision and will remain with them from collection, to dinner, to play.

**What to bring to your Bubble**

* Children should only bring their lunchbox (to contain their snack and packed lunch (if necessary) and a coat, nothing else is permitted at this time.
* Children should wear school uniform.
* Children will NOT be getting changed for PE therefore trainers, rather than school shoes, are allowed at the moment until any updated guidance is released.
* Although not a requirement, you may like to ensure that children are in fully cleaned clothes each day and clothes worn in school are taken off as soon as returning home and placed straight into the wash.

# Protective Measures & Arrangements

* Children in year one and two will be seated in small groups within their bubble.
* Children from year three to seven are all sitting at a desk on their own at a social distance of at least 1m. They are all arranged facing the front so children are not facing each other.
* Children will not move between tables or groups, wherever possible.
* All children will have a tray on/under their desk for their equipment (pens, pencils, glue stick, ruler, rubber and their class books etc)
* Coats will be hung on a cloakroom peg as they enter.
* Lunch bags will be placed in a box in the class as they enter.
* A returns box for reading books should be set up so that box can be left for 72 hours before being touched and returned to the shelves.
* Teaching will take place in the classroom space or outdoor spaces. **Before moving to a new space hands must be washed by everyone.**
* Windows will be open for ventilation as much as possible.
* External doors will remain closed for security and will be held open by an adult or wedged open when being used. Doors will not be held open by each child to pass to the next person.
* The classroom door will be open to avoid touching of handles and enable increased ventilation.

Children who have additional vulnerabilities will be seated in places where there is less movement of children and better ventilation.

In the event that any cases of COVID 19 are confirmed within a Bubble, families will be notified and the Bubble closed immediately. All other Bubbles will continue to operate as normal unless cases are identified in those. Parents must have arrangements in place to collect children in the event of immediate closure.

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| **What to do if…..** |  | **Action needed** | | | **Return to school when….** |
| ***My child has coronavirus*** |  | **DO NOT COME TO SCHOOL** | | | **The test comes back negative and** |
| ***symptoms*** |  | **Contact school daily** | | | **they are fever free for 48 hours.** |
|  |  | **Self-isolate** | | |  |
|  |  | **Get a test** | | |  |
|  |  | **Inform school immediately** | | |  |
|  |  | **about test result** | | |  |
| ***My child tests positive for*** |  | **Inform the school immediately** | | | **They can return to school after 10** |
| ***coronavirus*** |  | **about the test result** | | | **days even if they have a cough or loss** |
|  |  | **DO NOT COME TO SCHOOL** | | | **of taste of smell/taste. These** |
|  |  | **Contact school daily** | | | **symptoms can last for several weeks** |
|  |  | **Self-isolate for at least 10 days** | | | **once infection is gone. If they** |
|  |  |  |  |  | **continue to have a high temperature** |
|  |  |  |  |  | **they should stay at home.** |
| ***Somebody in my household*** |  | **DO NOT COME TO SCHOOL for** | | | **Stay at home for 14 days after the** |
| ***has coronavirus symptoms*** |  | **14 days** | | | **first person in your home started** |
|  |  | **Contact school daily** | | | **having symptoms.** |
|  |  | **Household member to get a** | | |  |
|  |  | **test** | | |  |
|  |  | **Inform the school immediately** | | |  |
|  |  | **about the test result** | | |  |
|  |  |  |  |  |  |
| ***Somebody in my household*** |  | **Inform the school immediately** | | | **The child has completed 14 days of** |
| ***has tested positive with*** |  | **about the test result** | | | **self-isolation** |
| ***Coronavirus*** |  | **DO NOT COME TO SCHOOL** | | |  |
|  |  | **Contact school daily** | | |  |
|  |  |  |  |  |  |
| ***The Track and Trace scheme*** |  | **DO NOT COME TO SCHOOL** | | | **The child has completed 14 days of** |
| ***has identified my child as a*** |  | **Contact school daily** | | | **self-isolation** |
| ***close contact of somebody*** |  | **Self-isolate for 14 days** | | |  |
| ***with symptoms of confirmed*** |  |  |  |  |  |
| ***coronavirus*** |  |  |  |  |  |
| ***My child has travelled abroad*** |  | **Returning from a destination** | | | **When the quarantine period of 14** |
| ***and has to self-isolated as part*** |  | **where quarantine is needed** |  |  | **days has been completed** |
| ***of the quarantine process*** |  | **DO NOT COME TO SCHOOL** | | |  |
|  |  | **Contact school daily** | | |  |
|  |  | **Self-isolate for 14 days** | | |  |
|  |  | **Provide information to the** | | |  |
|  |  | **school as per attendance** | | |  |
|  |  | **policy** | | |  |
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| ***Staff or pupils in my child's*** |  | **Inform the school** | | | **When a negative test is confirmed or** |
| ***bubble have tested positive*** |  | **DO NOT COMETO SCHOOL** | | | **the necessary isolation period has** |
|  |  | **Everyone in the bubble must** | | | **been completed.** |
|  |  | **self-isolate and take a test.** | | |  |
|  |  |  |  |  |  |

**Covid-19-What to do if……………**

Updated information can be found on the Public Health Agency Website on <https://www.publichealth.hscni.net/covid-19-coronavirus>

Please ensure you have access to the most recent updated information in respect of any query. Download the track and trace app from the website too.

**Hygiene**

* Children will wash their hands regularly including the start of the day, after any outdoor play, before and after lunch and before they go home.
* Children will also wash their hands or use sanitiser if they cough or sneeze in class or have used shared equipment and of course after using the toilet. “Catch it, Bin it, Kill it” strategy will be taught to all children.
* Children and staff will wash or sanitise their hands as they enter school. How to wash hands, will be modelled and supervised for younger children. There will be staggered times for children to wash hands.
* Children and staff will be permitted to bring their own hand sanitiser into school as long as it is at least 70% Ethanol.
* Staff will revisit hand hygiene regularly with pupils including a demonstration or by using age appropriate materials.
* Bins will be positioned away from children and staff in each room
* Classrooms will have hand sanitiser but ideally soap and water should be used for class-based hand washing. Hand sanitiser could be used for occasional use after coughing and sneezing etc.
* Classrooms will also have a supply of paper towels and tissues.
* Posters will be displayed to remind children about how to wash their hands.
* Bins will be emptied as part of the cleaning schedule at the end of the day.
* Sanitiser stations will be in all communal areas mainly for adults and occasional pupil use where permitted. Children will wash hands before eating. Soap and water are best from the classroom sink.
* Gloves are **not recommended** to be worn all the time, as they provide a false sense of safety and are difficult to take off without contamination. However, where a member of staff is treating a pupil or dealing with intimate care, it is recommended gloves and usual PPE is worn and then disposed of safely afterwards

**Toileting**

* There will be staggered times for using the toilets. Ensure children flush and properly clean hands afterwards. Staff should avoid being in the toilet areas. Parents please ensure you have completed and returned an intimate care form if your child may need any help.
* If children need to use the toilet during outside time, break or lunch they will only use the following:
* Year 1: -all children use toilets beside the

classroom.

* Year 2 and 3: – use allocated toilet in toilets

beside classroom.

* Year 4: -use toilet in classroom,
* Year 5/6:-use girl’s toilets nearest classroom
* Year 6/7: - use toilets in Millennium Hall.

**Cleaning**

* Cleaning routines will follow the [Government guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and the Building Supervisor will liaise with the Education Authority to agree any additional cleaning required.
* All classrooms will be cleaned daily, at the usual times, with particular focus on high contact areas.
* Doors should be left open unless kept closed for safety or security.
* Lights should be left on and pupils told not to use the switches.
* Toilets will be cleaned at the end of the school day, paying attention to taps, handles and toilet seats.
* Classrooms will be equipped with cleaning fluid and cloths to wipe surfaces when needed. Staff will wash their hands thoroughly after doing any cleaning.
* Any resources and play equipment (Early Years) used by children will be washed periodically with soap and warm water or put into quarantine for at least 72 hours.

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## **Distancing and adult to child contact**

* It will be difficult to fully distance staff from pupils especially the younger they are, however staff will endeavour to stay 2m away from children and other staff.
* Staff will not sit face to face –they will try to be away from direct contact with faces.
* Staff will be mindful of other staff in class and around the school, maintaining distancing, where possible.
* There will be reduced and coordinated movement within school, achieved through staggered playtimes and lunchtimes. Therefore, there is no need for a one-way system as enforcing it could increase the times children and staff are in the corridors. However, staff and children are encouraged to continue with a ‘stay left approach’.
* Children will be limited in using the main corridors or other shared spaces as much as possible; shortest exit routes should be used.
* The number of pupils inside the toilets will be limited to one.

## **Outdoor Spaces**

* The field and outside playground at the front and sides will be able to be used. Mixing classes outside will not happen, although 2 classes may be outside, socially distanced safely.
* Playgrounds will be split into sections to ensure bubbles are not mixing There will be a rota to enable the different bubbles to have access to different parts of the playground over the weeks.
* Equipment such as footballs can be used by the individual bubbles with access to this. Children will need to be shown how to play while attempting to keep a social distance, while staff will understand that this will be tricky for some children to achieve. In these cases, staff should ensure they are keeping a good supervisory distance away and maintaining the child to adult social distancing.
* Equipment WILL NOT be shared between bubbles unless it has either been quarantined for at least 72 hours or cleaned.

**Medication & Illness**

**If your child displays any Covid-like symptons, they must not attend school. Please see our COVID-19 What-if page for further information.**

If your child requires medication for an ongoing medical condition such as asthma, diabetes etc please inform the school. We will continue to administer this medication to children who require it. Please email the school if your child requires GP-prescribed medication throughout the day.

We will not administer calpol/anti-biotics etc until further notice as any child who requires this medication will be under par and should not be at school as they would be more vulnerable to infection.

If your child has a serious health condition (clinically extremely vulnerable), please speak to their doctor or specialist medical staff (if involved) and get medical advice immediately as to whether your child should return to school. Please inform the school immediately and we will then work together to create a Risk Assessment specific to your child where appropriate.

Children who are living with someone who was previously shielding , should have an individual Risk Assessment conducted before their return, please contact us to discuss this.

# After school clubs/Breakfast Club

* These will not take place initially
* Clear records of attendance will be in place for track and trace purposes when they do start.

# Office & Communications

* The office will be open to essential visitors only, with parents encouraged to communicate via e-mail or telephone.
* The office window will remain closed to protect staff within the office.

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A drop off box on the school front foyer will be available to avoid face to

face contact.

* Parents should communicate with the child’s teacher via email or telephone, please be advised teachers will only be able to respond to phone-calls/emails etc after teaching hours.
* Updates for parents will be sent via website or social media.
* All contact forms will be re-issued to you for updated information, please include your email address.

**Monies**

All money must be sent into the school in an envelope clearly marked with the child’s name and the purpose of the money i.e dinner money etc. Money will not be accepted any other way. Money will then be left for 72 hrs before being touched by staff.

# Use of PPE in school;

# PPE will be used in school in certain situations

* PPE will be available for any member of staff who requires it to assist with a pupil in close proximity, including personal care.
* PPE will be worn when staff support changing of a child’s clothes ,changing the child from the side in a ventilated room.
* If a child requires first aid to be closely administered.
* If there is a suspected case of Coronavirus.
* If a parent requires their child to wear a mask, then they should contact the school office to discuss this

We hope you find this information useful, should you require any further information please contact the school.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What to do if….. |  | Action needed | | | Return to school when…. |
| *My child has coronavirus* |  | **DO NOT COME TO SCHOOL** | | | The test comes back negative and |
| *symptoms* |  | Contact school daily | | | they are fever free for 48 hours. |
|  |  | Self-isolate | | |  |
|  |  | Get a test | | |  |
|  |  | Inform school immediately | | |  |
|  |  | about test result | | |  |
| *My child tests positive for* |  | Inform the school immediately | | | They can return to school after **10** |
| *coronavirus* |  | about the test result | | | days even if they have a cough or loss |
|  |  | **DO NOT COME TO SCHOOL** | | | of taste of smell/taste. These |
|  |  | Contact school daily | | | symptoms can last for several weeks |
|  |  | Self-isolate for at least **10** days | | | once infection is gone. If they |
|  |  |  |  |  | continue to have a high temperature |
|  |  |  |  |  | they should stay at home. |
| *Somebody in my household* |  | **DO NOT COME TO SCHOOL** for | | | Stay at home for 14 days after the |
| *has coronavirus symptoms* |  | 14 days | | | first person in your home started |
|  |  | Contact school daily | | | having symptoms. |
|  |  | Household member to get a | | |  |
|  |  | test | | |  |
|  |  | Inform the school immediately | | |  |
|  |  | about the test result | | |  |
|  |  |  |  |  |  |
| *Somebody in my household* |  | Inform the school immediately | | | The child has completed **14** days of |
| *has tested positive with* |  | about the test result | | | self-isolation |
| *Coronavirus* |  | **DO NOT COME TO SCHOO**L | | |  |
|  |  | Contact school daily | | |  |
|  |  |  |  |  |  |
| *The Track and Trace scheme* |  | **DO NOT COME TO SCHOOL** | | | The child has completed **14** days of |
| *has identified my child as a* |  | Contact school daily | | | self-isolation |
| *close contact of somebody* |  | Self-isolate for **14** days | | |  |
| *with symptoms of confirmed* |  |  |  |  |  |
| *coronavirus* |  |  |  |  |  |
| *My child has travelled abroad* |  | **Returning from a destination** | | | When the quarantine period of 14 |
| *and has to self-isolated as part* |  | **where quarantine is needed** |  |  | days has been completed |
| *of the quarantine process* |  | DO NOT COME TO SCHOOL | | |  |
|  |  | Contact school daily | | |  |
|  |  | Self-isolate for 14 days | | |  |
|  |  | Provide information to the | | |  |
|  |  | school as per attendance | | |  |
|  |  | policy | | |  |
|  |  |  | | |  |
| *Staff or pupils in my child's* |  | Inform the school | | | When a negative test is confirmed or |
| *bubble have tested positive* |  | DO NOT COMETO SCHOOL | | | the necessary isolation period has |
|  |  | Everyone in the bubble must | | | been completed. |
|  |  | self-isolate and take a test. | | |  |
|  |  |  |  |  |  |