

**To: All parents / carers of children attending St. Ronan's Primary School**

***(Separate guidance will be issued to parents / carers of St. Ronan's Nursery Unit)***

Dear Parents/Carers,

I hope everyone has had a restful summer despite the poor weather. I had to wait until guidance was updated by the Department of Education before forwarding our own guidance to you. Thank you for your patience.

Firstly, as a result of the relaxation of social distancing measures by the NI Executive, all children will be able to return to full time education on **Monday 24<sup>th</sup> August**. For the week (24- 28<sup>th</sup> Aug) and on Monday 31<sup>st</sup> August all children should bring a packed lunch to school as there will be no canteen services. A limited meals service will begin on Tuesday 1<sup>st</sup> September.

Our pupil's safety continues to be of utmost importance and when we return to school we will adhere to the following Public Health guidance.

- Pupils who present with symptoms must remain at home and adhere to the governments stay at home guidance.
- Pupils will wash their hands more often than usual using hand wash / soap in every class. Children will not need to bring their own sanitiser to school.
- Pupils will be encouraged to avoid touching their mouth, eyes and nose.
- Surfaces that are touched frequently will be regularly cleaned.
- Measures will be in place to minimise contact and mixing e.g. staggered break times, lunch times and end of day.
- Enhanced cleaning procedures in the school.
- Uniforms will be worn as normal.
- Parents and visitors will not be able to access the school building.

Before your child returns to school:

- encourage your child to wash their hands using the 20 second rule.
- teach your child the rules of use it, bin it, kill it when coughing / sneezing

### **Transport**

School buses will begin services again on Tuesday 1<sup>st</sup> September. **There will be no buses from 24<sup>th</sup> – 31<sup>st</sup> August.** The Department of Education strongly recommends that all children regardless of age should wear face masks on school buses for the journey to and from school where it is appropriate for them to do so and they are able to handle them as directed.

School in the new academic term will most definitely be different. Please see below a range of changes to normal procedures to ensure the safety of you, your children and staff:

### **Morning**

- School will start at 9.15am for all children each morning as normal.
- **The school grounds and buildings will not be accessible until 8.50am. Please do not attempt to come to school before that time.**
- **As the morning arrival can be very busy, children are encouraged to walk or cycle to school taking into account safety considerations.**

For those arriving by car, the car park area can become congested very quickly. In order to mitigate congestion, the following arrival times are given by surname:

A – L	8:50am
M - Mu	9:00am
N – Z	9:10am

For those children travelling by bus, they will arrive by normal bus time table.

Parents are asked to stay in their cars and not to accompany children to the playground or school building. Additional details will be issued to P1 and P2 parents.

### **Entrances**

Children will use different entrances to access the building.

P1 Mrs Hughes, P1 Mrs Hueston, P2 Mrs Maguire will enter by the Main Entrance.

P2/3 Mrs McDonald, P3 Mrs Kille, P4 Miss Bradley will enter through the playground gate and use the external doors to their classrooms.

P4 Mrs McGloin, P5 Mr Carey and P5 Mrs McGirr will enter through the playground gate and use the entrance door at the side of the 'red building'.

P6 Mrs Smith, P6/7 Mr McArdle and P7 Mr Shannon will enter through the playground gate and use the entrance door at the rear of the building.

Staff will be on hand to guide pupils to the correct entrances.

### **Break time**

Children will play within their own class groups in designated areas of the school grounds. They will not be permitted to mix with children from other classes. Children are encouraged to bring a healthy snack for break. Crisps and chocolate / sweets are not considered healthy options. We are promoting healthy eating throughout the school and expect parents to comply with this when considering snack options for your child. Children may also bring a refillable water bottle with name clearly attached. This bottle can stay in school.

### **Lunch time**

**For the week 24 – 28<sup>th</sup> August and Monday 31<sup>st</sup> August, children must bring a packed lunch to school.**

A limited menu option will be available from the school canteen from Tuesday 1<sup>st</sup> September. Once dinner options are finalised by the kitchen, details will be sent out. Children will eat in their classrooms initially. This will be reviewed after two weeks.

### **End of School Day**

In a further attempt to reduce contact, mixing and traffic congestion, the following times for ending the school day will be according to surname:

A – L	2:40pm
M – Mu	2:50pm
N – Z	3:00pm

P1 and P2 – additional details will be issued to parents.

Children who are travelling by bus will leave the school at 3pm as per normal bus timetables. Again children are encouraged to walk or cycle.

Parents must adhere to social distancing as per NI Executive guidelines and avoid gathering in groups.

### **Other measures to ensure the safety of children and staff:**

- All staff will have access to gloves, tissues, disinfectant spray, cloths, wipes and a mask.
- The pupils will each receive a plastic zip folder with a pencil, rubber, ruler, etc.
- Children will be unable to share equipment.
- Children will wash their hands when they come into school in the morning, and should be washed before and after break, before and after lunch and before leaving school. Children will be taught to wash their hands using the 20 second rule.
- Children should be taught the rules of use it, bin it, kill it. **Please ensure your child brings their own tissues from home (small pocket pack), which will stay in school.** They should be taught to sneeze into a tissue and bin it immediately.
- 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 must follow the school cleaning policy.
- After use, all toys, equipment, electronic devices will be cleaned. The sharing of resources will be limited as much as possible.
- There will be clear rules for children to follow and these should be carefully and regularly explained to pupils. In the unlikely event that children deliberately put others at risk through coughing or spitting, this will be considered a serious incident which may result in the immediate suspension of the child from school. This measure has been added to our Positive Behaviour Policy and was approved by the Board of Governors.

### **Moving around the school**

- Movement around the school must be kept to a minimum
- Children will not be sent on messages between classes
- If a child forgets their break or lunch, it will be provided by the school. **Parents will be unable to bring it into school**
- If a child needs to leave school early for an appointment, **you must phone the school before 12.00.**

### **School Uniform**

Children will be expected to wear school uniform as normal. Parents are encouraged to change or wash the uniform daily but this is not essential. Children may also wear PE kit (polo shirt and maroon

shorts). A common sense approach to uniform will be taken. Children are not expected to wear face mask in the school grounds or building. Please ensure all items of uniform are clearly labelled with your child's name.

### **School bag**

Children may bring a school bag to hold lunch and any materials which may be sent home from school. Children may bring a pencil case to school if they wish. The school will be providing pencils, erasers etc as mentioned above so as to avoid sharing items.

### **Breakfast Club and after school provision**

At this time there will be no Breakfast Club or after school provision. This will be reviewed after a number of weeks.

### **Health and Safety in the Office**

It is important that we keep office staff safe and indeed all visitors to our school. With that in mind please adhere to the following guidance:

- No parent is permitted to enter or go around the school unaccompanied.
- Parents advised that in the case of an urgent message you should contact the school via telephone call and Mrs Rice will call the teacher. Teachers are not available for a telephone conversation during the school day.
- Parents are only permitted to leave in critical items for children e.g. medication. These will be collected by Mrs Rice. **Items such as break or lunch will not be sent up to class.** If your child forgets their break or lunch the school will provide this.
- When paid dinners are introduced, parents will be asked to place the correct amount of money for dinners in an envelope. Change will not be given. Dinners must be paid for the week and must be paid on a Monday.

### **Contact details**

- **It is vital that we have your most up to date telephone numbers and email address so you can be contacted immediately if your child is ill.** Please contact the school office from 17<sup>th</sup> August to update contact details if necessary.

### **If your child is showing Covid 19 symptoms**

We sincerely hope that none of our children or staff will develop the symptoms of Covid 19. However, if this does occur we will follow this procedure:

- The Principal will be informed immediately.
- Your child will be collected from the classroom and will be supervised in the Meeting Room beside the Principal's Office.
- Mrs Rice will telephone you to ask you to come to the school and take your child home.
- Your child will remain in the Meeting Room until you arrive to collect your child at the main entrance.
- In an emergency we will call for an ambulance by dialling 999.
- You will be instructed that you should have your child tested for Covid-19.

- If the results are negative the child can return to school providing they are well enough and have not had a fever for 48hrs
- If your child tests positive, he/she should not return to school until 10 days after symptoms subside.
- If the results come back that any child in school has tested positive for Covid 19 the school will follow the guidelines set out by the PHA and all children and staff who have been in contact with the child will be required to self-isolate.

### **Well Being**

We recognise that when children return to school that they will need time to adapt to school and discuss with the teacher and class mates what their experience was like during the period of school closure. With that in mind children will:

- Have conversations to identify and acknowledge both negatives and positives in recent experiences. We will open a dialogue where pupils and staff (separately or together) start to consider what has been good or bad about the change to educational arrangements.
- Experience assemblies by video conference in class or in small groups.
- Have continued opportunities to talk about their experiences over the past number of months;
- Have opportunities for one-to-one conversations with trusted adults where they can feel supported;
- Experience some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe;
- Enjoy pastoral activity, such as positive opportunities to renew and develop new friendships and peer groups;
- Enjoy a variety of enriching creative and developmental activities.

### **Point of Contact**

In the first instance, parents should contact their child's class teacher.

### **Allergies**

Finally, there are a number of children in school who have severe allergies. These children may suffer a potentially life-threatening reaction on exposure to nuts. In order to manage the risk of an allergic reaction we ask for your co-operation. **We request that children do not bring these foods or food containing nuts into school.**

*The above measures should minimise the spread of Covid 19. However, we cannot eradicate the threat of Covid completely. As the term progresses there may be adjustments and changes to this guidance. We will inform you of any changes.*

*At the moment we ask that you take time to familiarise yourself with the guidance and to support the school as we make these changes. By working together we will try to reduce the risk for pupils, parents and the community. I thank you all in advance for your co-operation.*

### Quick Guide to Coronavirus related absences

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

If a child in your child's class presents with symptoms all siblings will have to remain at home also.