

Knockloughrim Primary School

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17 August 2020



PLAN FOR THE REOPENING OF SCHOOL

17th August 2020

Foreword: *The plan for the reopening of school has been written in line with the latest guidance from the Department of Education, the Education Authority and the Public Health Agency. Whilst we aim to follow the plan explained below as we reopen our school, it is important to point out that any changes to the advice we have at present will prevail over the arrangements outlined in this letter.*

Dear parent(s),

Once again, I hope that you and your families are well and that you are making the most of the summer holidays. As mentioned in my letter to you on 14th July 2020, I am writing to provide you with some clearer information on what school will look like upon our return. Hopefully by reading this letter you will be able to see the structures and arrangements that we will be putting into place for the safe return of both our pupils and staff. As the Covid-19 virus is still present and continues to have other implications on our everyday lives, it is important that we retain a degree of flexibility within our planning so that we can best meet any issues that may arise as we return to school. As a school we are trying to keep the information as clear as possible. Please read all the information below carefully.

Due to the relaxing of 1 metre social distancing classes will be returning to the normal class structure. All classes will still be spacing seating as widely as possible within each classroom, with children facing the front of the classroom as much as possible and each child being assigned a particular desk. Pupils will no longer be required to bring a box with them.

Class Bubbles

P1/2 = Mrs Clarke

P2/3 = Miss Millar

P4= Miss A Elliott/ Mr Finlay (assembly hall)

P5/6 = Miss S Elliott

P6/7 = Mr Montgomery

1. Covid-19 Prevention

It is essential that all children are reminded of the significance of personal hygiene as they return to school, particularly around the importance of regular handwashing.

Children will be requested by staff to wash their hands regularly throughout the school day.

All pupils should bring their own labelled hand sanitiser bottle to school which will remain on their desk during the day. Please practice using hand sanitiser with your child at home before returning to school. Hand sanitiser will also be readily available throughout the school and the children will be encouraged to make use of it.

Although not a statutory requirement, some school staff may wear face covering at various points during the day. Please make your child aware of this.

The children will be instructed to follow good respiratory hygiene, following the principle of '**Catch it, Bin it, Kill it**' and will be discouraged from touching their eyes, face, nose and mouth. All pupils should bring their own packet of tissues to school.



If your child or anyone in your household is displaying one or more of the symptoms of Covid-19, they **must stay at home** and follow the latest Public Health advice. (Symptoms include: raised temperature, persistent cough, loss of taste and loss of smell). If any child demonstrates symptoms of Covid-19 in school, the child will be brought to an individual room and parents/guardians contacted (pupil's temperature may be taken at this stage). It is important that you collect your child as soon as possible and follow the most recent guidance from the PHA.

If there is a confirmed case of someone in the school having the Covid-19 Virus, the school will follow the Department of Health's 'Test, Trace and Protect' strategy. Therefore, the name and contact details of everyone who enters the school building will be recorded via the school's sign in system, including school staff, pupils, parents and visitors.

Pupil Behaviour

As per Department of Education guidance the school's behaviour policy is being reviewed to ensure that it covers COVID-19 related incidents, and as a means to prevent flagrant abuse of the COVID - 19 risks. It will make provision for the school to be able to sanction pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.

2. Social Distancing / Signage

Throughout the school grounds there will be many areas where signage and floor stickers are present. Both will be used to remind pupils, staff and parents of social distance requirements and hygiene practices to be used in school.

3. Arriving to School

Please enter the school grounds by the front 'pedestrian' entrance and depart via the gate at the staff car park. Parents should not use the staff car park for drop offs or collections. There will be a staff member available for directions at the beginning

We will be operating a 'flexible' timeslot for pupils arriving to school in the morning. This should avoid the congestion of a large number of pupils arriving to school at one time. We encourage as many people as possible to walk to school. If parents are required to walk pupils to their entrance point (as listed below), parents should enter school grounds via the front gate, not enter the main building or Key Stage 2 mobile, and exit school grounds via the pedestrian exit beside the staff car park gate.

Pupils may be left at school **at the following times for their 'Class bubbles'.** (There is no 'Breakfast Club' at present but this will be reviewed at the end of September.)

Arrival Time	Class Bubble	Entrance Point
8.30-8.40am	P6/7	P6/7 Fire Door
8.40-8.50am	P5/6	P5/6 Fire Door
8.50-9.00am	P4	Assembly Hall – Fire Door
9.00-9.10am	P2/3	New Extension Door
9.10-9.20am	P1/2	Main Door

Upon arrival, pupils must walk directly to their classroom. Pupils will wash hands when entering school.

Parents/Visitors are **not permitted** to enter the school building under any circumstances, unless an appointment has been made.

Pupils **will not** be using the playground area for play before school.

4. Break/Lunchtime Routines

Whilst in school, all pupils will remain in a 'bubble' with their own class.

Each class will eat their healthy break in their classroom, the canteen will still offer rolls and toast. Orders will be placed in advance and delivered to classrooms. (available from Tuesday 1st September)

Break Time will be staggered and all pupils will remain in a 'bubble' with their own class in their individual class 'play zone' in the playground.

It is essential that coats are brought to school by pupils every day. Pupils will be brought outside during break time, irrespective of the weather, to allow time away from the classroom. (Except in extreme circumstances).

Lunch Time will also be staggered. Pupils will now eat their lunch in the classroom, followed by a period of play outside with their own class in their class 'play zone'.

5. Catering

At present we are yet to receive definitive information regarding school catering, other than that school meals will resume on Tuesday 1st September 2020.

Only those pupils entitled to 'Free School Meals' can avail of the catering service initially and this will be in the form of a 'packed lunch' which will be delivered to classrooms. This will be reviewed after two weeks. No menu is available at present.

All pupils should bring their own packed lunch in a lunchbox or disposable packaging and this will be stored in their classroom. (***Please ensure that all lunchboxes are labelled and washed daily***)

The free school meals payment system will continue until the end of August 2020.

As soon as we hear further information, we will pass it on to you as soon as possible.

Any money being sent to school should be sent in a clearly marked envelope, with exact money and taken by pupils to a collection point in their classroom on a Monday morning. It is anticipated that very little money will be sent to school at the start of term.

6. End of School Day

School finishing times will be as follows (commencing Tuesday 1st September).

Collection Time	Class
12pm	P1
1.45pm	P2 (Mrs Clarke)
2.00pm	P2/3
2.25pm	P4
2.35pm	P5/6
2.45pm	P6/7

Regardless of the weather, all children will be brought outside by their class teacher at the end of the school day. Anyone collecting pupils should remain socially distanced around the school grounds and when a staff member sees you we will send your child to you.

Please remember younger siblings may arrive or be collected at the same time as their elder sibling. Please inform your child's teacher (younger sibling's teacher) if dropping off/collecting siblings at the same time.

Any pupil who is walking home must have written permission given to the school office before this can happen.

School staff appreciate your support in adhering to arrival and departure times to ensure the smooth running of the system and safety of all.

7. Breakfast Club and Windmill Club

Due to the 'Class Bubbles' it is not possible to have Breakfast Club and Windmill Club at present. This will be reviewed at the end of September.

8. School Uniform / Belongings

Pupils will be required to wear full school uniform upon our return to school (guidance states that this should be washed on a daily basis). Please ensure all items of uniform are labelled with your child's name.

PE – all pupils will take part in outdoor PE lessons (weather permitting) on Tuesdays and Thursdays.

On these days all pupils should wear 'PE Uniform' (Navy/Black tracksuit bottoms/leggings (no large logos) with their school PE polo shirt and school jumper. Trainers will also be permitted to be worn on these days. Pupils will not be required to bring plimsolls, and should wear velcro trainers if unable to tie laces independently.

Pupils' healthy breaks and packed lunches should be in a lunch box which should be cleaned daily, or a disposable bag should be brought. Individually labelled water bottles are permitted in school. They too must be washed on a daily basis.

Pupils should not bring a schoolbag to school on a daily basis. Stationary will be provided for P1-P3 pupils. P4-P7 pupils should bring their equipment on their first day, this will remain in school. (Equipment list is attached below.)

9. Homework

All main items of homework will be sent home on a Monday. Work sent home will not be returned to school, but will be uploaded via photographs on SeeSaw. Information regarding SeeSaw will be sent home at the start of term.

To allow parents time to access this platform and become familiar with how to use it, no written homework will be set for the first two weeks of September.

Some homework activity books may be sent home with the children upon their return to school. These are to remain at home and are to be used by the pupils as and when instructed by their teachers.

Reading books will be sent home and information regarding their return to school will be sent home by teachers.

Accelerated Reading Books when returned will be stored in a separate box until they can be returned to the main accelerated reading book area in each classroom.

10. Communication / Administration

It is important that school has the most up to date contact information for all our pupils and parents and as such you will be asked to inform the office of any changes upon the resumption of school.

All communication with parents will be carried out via Parentmail, our school website and Seesaw. If a pupil is absent, please inform school via a phonecall to the office. Written notes explaining pupil absence will be replaced by this phonecall at this stage.

As a school we have always prided ourselves on our 'Open Door Policy'. Unfortunately, this has had to change and teachers will not be available to talk with you during collection and pick-up times. If you wish to speak with your child's teacher, you will need to phone or email the school and the teacher will contact you directly.

11. Return to School - Key Dates

****If you have recently returned from a country on the UK Government's Quarantine List please ensure you follow the latest advice****

Start dates will generally be as previously advised in the holiday list 2020/21 with a few amendments.

Monday 24th August= P1 and P7

Tuesday 25th August= P1 and P7

Wednesday 26th August-Friday 28th August = Whole school in

There will be a phased return the week beginning Monday 24th August. Please see the following arrival and collection times for this week.

Drop off Times

Arrival Time	Class
8.30-8.40am	P6/7
8.40-8.50am	P5/6
8.50-9.00am	P4
9.00-9.10am	P2/3
9.10-9.20am	P1/2

Collection Times Monday 24th August – Friday 28th August

Collection Time	Class
11am	P1
11.20am	P2(Mrs Clarke)
11.30am	P2/3
11.40am	P4
11.50am	P5/6

12. Familiarisation

We understand that this is an extremely anxious time for parents and children. If your P2-P7 child is extremely anxious and you feel that they would benefit from a short familiarisation visit during the week beginning 17th August, then please ring the school to arrange a short visit. School will be open for receiving phone calls from Monday 17th August.

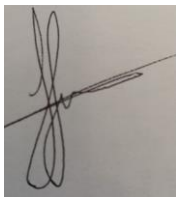
Primary 1 Pupils

As the Induction Morning did not take place in June, new P1 pupils may visit school on Thursday 20th August or Friday 21st August between 9am and 2pm. This will allow pupils the opportunity to meet their teacher and see their new surroundings prior to officially starting on Monday 24th. If you wish to visit school, please ring the school office.

As you can see, there will be many changes to our school life, with our priority remaining the health and wellbeing of all pupils and staff. However, we hope that these changes, whilst necessary, will still allow our pupils to have an enjoyable experience upon their return to school. We are looking forward to getting the children back into the classroom and helping them to reach their individual potential.

All arrangements will be kept under review and any changes will be communicated to you as and when appropriate and/or necessary. If you have any other queries or questions relating to the reopening of school that have not been answered through the information provided, please do not hesitate to get in touch.

Yours sincerely,



S Finlay

Principal

Knockloughrim Primary School

sfinlay665@c2kni.net

Equipment List for September 2020

List of Essentials for P1-P3

All clearly labelled please

- Change of clothes (including pants and socks) in a labelled bag.
- Please wear shoes with Velcro
- Coat to be brought everyday
- Lunchbox and water bottle
- Wellies in a sturdy bag
- Tissues and hand sanitiser
- Headphones
- No toys from home please
(all other equipment will be provided by school)

List of Essentials for P4-7

All clearly labelled please

- Pencil case including: pencils, colouring pencils, rubber, glue stick, white board marker, scissors and a blue/black pen. These items will remain in school.
- Coat to be brought everyday
- Lunchbox and water bottle
- Wellies in a sturdy bag
- Tissues and hand sanitiser
- Headphones
- No toys from home please

Please note that pupils should not bring a school bag to school at the start of term.

