

14 August 2020

Dear Parent/Guardian

There are many issues to be shared with you regarding our re-start and I will endeavour to cover these as succinctly as possible. (P7 pupils commence Monday 24 August; all other year-groups commence on Tuesday 25 August.)

Our plans have been put in place in order to minimise the spread of the virus and to keep pupils, staff and parents as safe as possible. You will therefore appreciate that these rules **must** be followed stringently by everyone. Please ensure that anyone who will be dropping off or collecting your child(ren) is aware of these arrangements.

PUPILS WHO EXHIBIT ANY SYMPTOM OF COVID-19 SHOULD NOT ATTEND SCHOOL OR IF SOMEONE IN A PUPIL'S HOUSEHOLD DISPLAYS ANY COVID-19 SYMPTOM THE PUPIL SHOULD NOT ATTEND SCHOOL. They can return to school when everyone in their household has received a negative test result and provided they have not had a raised temperature for 48 hours.

If children display any symptom of COVID-19 in school they will be isolated and a parent will be called to collect them.

Any pupil who has been out of the country and must self-isolate should ensure that the required period has elapsed before commencing school.

In order to alleviate concerns for the children, they will each receive a short video by Friday 21 August from their new teacher, welcoming them and showing them the route they should follow to their classroom on arrival. Signage will be clearly visible and staff will be on duty to assist on the first morning.

Parental Contact with School

- Parents will **not** be permitted to enter the school building.
- To speak to me or a member of staff it will be necessary to telephone the office to leave a message which will be dealt with, or your call will be returned as soon as practicable.

Arrival at School/Going Home Arrangements

- Adults should adhere to social distancing guidelines when leaving off or collecting children from the playground.
- Please adhere to arrival and finishing times which will be staggered, as detailed on page 2, to minimise interaction.
- The main entrance and Corby Drive gate will both be open, morning and afternoon. At collection time, parents should make their way to the playground at the allocated time and wait behind the marked boundary line which will run parallel to the school building.
- Adults leaving off or collecting children should not remain on school premises longer than absolutely necessary.

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Arrival Times

The entrance which is to be used by each class will be clearly shown in each child's personal video from their teacher.

P1 pupils attend at times previously advised for the first four days (25 – 28 August):

- ***Group A attend: 9.15 am until 10.15 am, and***
- ***Group B attend: 11.00 am until 12.00 noon***
- P1 enter via classroom fire doors (at back of school)

All pupils in P2 – P7 should arrive between 8.30 am and 9.00 am and walk straight to their classrooms via the following entrances.

- P2: Enter via 'delivery' stairs entrance (just inside wooden gate)
- P3: P3W and P3D/M enter via fire door; P3C/P enter via fire door from Senior Play Park
- P4: P4McC/P4McD enter via P4 fire door; P4G enter via fire door from Senior Play Park
- P5: P5P/P5L enter via P5 fire door. P5G enter via fire door from Senior Play Park
- P6: Enter via 'delivery' stairs entrance (just inside wooden gate)
- P7: Enter via back stairs

Collection Times

- P1 Collection from where children are left off in the morning, (eg at fire doors) at the times previously advised (and as shown above for 25 – 28 August).
- P2 1.50 pm from the playground
- P3 2.00 pm “
- P4 2.45 pm “
- P5 2.50 pm “
- P6 2.55 pm “
- P7 3.00 pm “

Uniform/Equipment

- School uniform is to be worn and kept fresh each day.
- School bags are optional.
- Each child will receive a zipped folder to hold their personal belongings.
- Children should arrive with their pencil case and required stationery items which should be left in school - children will be encouraged not to share equipment (each child will be reminded of the stationery items they require as part of their teacher's video).
- Each child should bring a packet of tissues and hand sanitiser to be left in school for their personal use. These will need to be replenished, as required.

Eating Arrangements/Packed Lunches

- ***School Dinners will not be available until Tuesday 1 September.***
- Children will need to bring a water bottle, break, and packed lunch, which they will eat in their classrooms. (P1 children will not require water or break during the first week (25 – 28 August).
- With effect from 1 September (when meal vouchers end), school will provide packed lunches which must be ordered (both free and paid) via eduspot. Free School Meals can only be provided when school has received confirmation of eligibility from the Education Authority. As soon as the situation allows, we will commence serving hot lunches.
- Break and Lunchtimes will be staggered and outdoor spaces will be divided into zones. Classes will remain in their class bubbles and not mingle with other classes in their year-group.

Sanitisation

- Children will sanitise their hands on arrival each morning and before leaving school. All children will be reminded to wash their hands before and after break and lunch and also at intervals throughout the day.
- Classrooms have been significantly changed and excess furniture and equipment have been removed to ensure that the classroom environment is as safe as possible.
- Staff will sanitise classrooms and equipment throughout the day and school will be thoroughly cleaned at the end of each day.

Teaching and Learning

- Opportunities will be taken to have outdoor learning, weather permitting.
- PE classes will take place outdoors in zoned areas.
- With staff required to observe the 2m distance rule (from children) pupils may be required, with teacher guidance, to self-mark their work.
- Homework will initially be set on a limited basis and may incorporate blended learning.

Breakfast Club/After-School Care

After-School Care will resume on Tuesday 1 September and Breakfast Club will resume on Monday 7 September. Those interested in enquiring about these facilities should contact Alison McCalister directly (07545 543 860).

I attach documents received today from EA for dissemination to parents/carers.

I am sure you will appreciate that the re-opening of our school has many associated challenges. We will review the situation continually and arrangements will be fine-tuned as necessary.

My aim is to ensure that the children feel comfortable and settle back into school quickly.

We rely on parents to adhere to the guidelines and I appreciate your continuing support.

Kind regards.

Yours faithfully



G T Cherry
Principal