

2 September 2020

Dear Parents/Guardians

I am delighted to report that the children have adapted extremely well to the arrangements which we have set in place for their return to school. I very much appreciate your support in accommodating the changes to drop-off and collection times and thank you for your understanding in the current difficult circumstances.

I fully recognise that at this time of year there will be an increasing number of minor colds and illnesses circulating in the community, which leaves it particularly difficult to decide whether or not to send your child to school. As a guide I attach a flow-diagram from the Department of Education which has been issued to school.

Children exhibiting symptoms associated with COVID-19 should not attend school. When a child has received a negative test result and everyone with symptoms who was tested in their household received a negative result, the pupil can return to school providing they are well enough and have not had a fever for 48 hours.

At the beginning of each academic year it is our procedure to issue the following documentation regarding policies and procedures. Please find attached the following documents:

- Pupils' Welfare and Safety in School which includes:
  - Contact Procedures
  - Child Protection Issues
  - Internet Permission
  - Complaints Policy
- Positive Behaviour Policy
- Managing Violent and Abusive Behaviour Policy

***Please note that the information contained in these documents has been prepared as if school is operating in 'normal' circumstances.***

***Arrangements which have been put in place as a result of COVID-19 restrictions regarding arrival and departure times, etc, will remain as at present for the foreseeable future.***

With regard to the Positive Behaviour Policy, behavioural management strategies will by necessity be tailored to comply with social distancing requirements.

If the health and safety of other pupils and staff members are put at risk by pupils spitting or coughing intentionally, or acting in a way towards other pupils and members of staff which could be perceived as putting their safety at risk, then this will be regarded as severely disruptive behaviour and will be dealt with as stated in the Positive Behaviour Policy.

With regard to school routine, I list below a number of areas in which I would appreciate your assistance:

### **Contact Details**

As it is important that we hold accurate and up-to-date information on our database, please ensure that you advise the office in writing if you have changed address or if any of your child's contacts have new telephone numbers (eg grandparents/childminder).

### **Dinner Money**

All dinners must be booked online. Payment should be made in advance in order to avoid repeated texts and emailed arrears reminders. Please note that parents of children who are entitled to Free School Meals will need to book their children's meals online and the system will be aware that your child's meal does not require payment.

### **Absence**

We are now introducing a paperless method of confirming your child's absence. You will have received a link which you should bookmark for accessibility if/when required. This will enable you to complete an online form which should be submitted on the first day of return following an absence from school, irrespective of whether or not you have sent a letter or telephoned to advise of an absence. The absence form may also be accessed on the top right-hand corner of the school website home page.

We are required to print Official Registers for audit purposes and, to ensure that our attendance records are as accurate as possible, I ask for your co-operation in ensuring that the online absence form is submitted promptly on your child's return.

### **Parking**

To avoid disruption to our neighbours we would ask all those dropping off and collecting children at school to show consideration to local residents when parking. Please do not park across driveways, thereby restricting access for homeowners, even when parking for a short period of time.

### **Uniform**

Please ensure that each piece of uniform is clearly named so that it may be returned to its owner if misplaced.

### **PE Kits**

Pupils should wear appropriate clothing for PE and Games, as detailed below:

- P1 and P2 pupils: black plimsolls
- P3 – P7 pupils: plain white t-shirt with navy or black shorts/tracksuit bottoms, and trainers (school tracksuit and Pond Park sky blue T-shirt *may* also be worn).

I will continue to communicate important information or changes as and when circumstances change.

Kind regards.

Yours sincerely



G T Cherry  
Principal