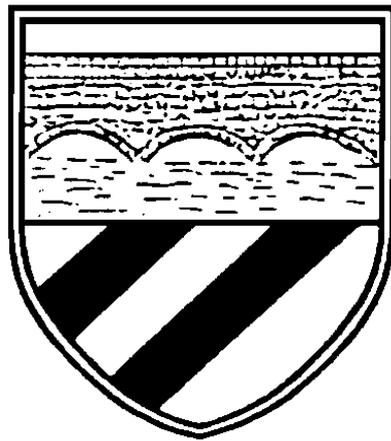


DRUMAHOE PRIMARY SCHOOL



**Return to School
Arrangements
August/September
2020**

19th August 2020

Dear Parent/Guardian,

As you are now aware, it is our intention for the new term to commence for all Year 7 pupils and the ASC/LSC on Monday 24th August 2020. During this week we will also have some individual appointments scheduled for parents of pupils with additional educational needs as well as an '**Induction/Orientation Morning**' for each individual class – see table below for dates and times.

In light of the many new arrangements required to open the school safely, we feel it is necessary to run these Induction/Orientation Morning sessions for every class next week. We intend to replicate the different staggered start times for the different classes up until the end of their mid-morning break after which they will go home. Please ensure that your child arrives at the stipulated pick-up point (See Appendix 1) on time and that exact arrangements are in place for a prompt collection. Pupils will have their temperature taken using a contactless thermometer on entry to the school building.

Induction/Orientation Dates – Week 1 (Mon 24th – Friday 28th August 2020)

Monday 24th August	9.15 – 11.15 a.m. 9.15 – 11.15 a.m.	LSC – Induction & Orientation Morning – LSC Room P7H – Assembly Hall
Tuesday 25th August	9.15 – 11.15 9.15 – 3.00 9.15 – 3.00 8.45 – 10.45 9.00 – 10.45 9.15 – 11.15	LSC – Induction & Orientation Morning – LSC Room P7H – Assembly Hall P7S - Room 7 Induction & Orientation Morning - P1G – Room 1 Induction & Orientation Morning - P3McK – Room 4 Induction & Orientation Morning – P6W – Room 8
Wednesday 26th August	9.15 – 11.15 9.15 – 3.00 9.15 – 3.00 8.45 – 10.45 9.00 – 10.45 9.15 – 10.45	LSC – Induction & Orientation Morning – LSC Room P7H – Assembly Hall P7S - Room 7 Induction & Orientation Morning – P2H – Room 3 Induction & Orientation Morning – P4H – ASC Room Induction & Orientation Morning – P5J/S – Room 11
Thursday 27th August	9.15 – 11.15 9.15 – 3.00 9.15 – 3.00 8.45 – 10.45 9.00 – 10.45 9.15 – 10.45	LSC – Induction & Orientation Morning – LSC Room P7H – Assembly Hall P7S - Room 7 Induction & Orientation Morning - P1S – Room 2 Induction & Orientation Morning – P3C/S – Room 12 Induction & Orientation Morning – P5B – Room 10
Friday 28th August	9.15 – 11.15 9.15 – 3.00 9.15 – 3.00 8.45 – 10.45 9.00 – 10.45 9.15 – 11.15	LSC – Induction & Orientation Morning – LSC Room P7H – Assembly Hall P7S - Room 7 Induction & Orientation Morning – P2G – Room 5 Induction & Orientation Morning – P4B – Room 6 Induction & Orientation Morning – P6C – Room 9

Designated Doors

When pupils arrive at school they **should wait at the appropriate point outside their designated classroom door** (see Appendix 1) where they will be greeted by a member of staff who will advise them to use the sanitising facilities provided. Pupils must adhere to the **2m social distancing rule where possible** while preparing to enter the school building.

Temperature Checks on Entry

Pupils will have their temperature taken daily using a contactless thermometer on entry to the school building. Where a pupil's temperature is above 38°C on 3 consecutive occasions, the pupil will be isolated and parents will be contacted to collect their child. Please make sure that the 3 priority contact person details that you give to school are up to date and in the order that you wish for them to be contacted in an emergency.

Once pupils arrive into school they **MUST go straight to their classroom where they will wash their hands**. They will remain there until their teaching commences. Pupils should not walk through the corridors unless travelling to their designated classroom as detailed above and must not go into any of the playgrounds before school starts.

Start and Finish Times

All children will be arriving to school until further notice with staggered start and finish times which have been determined by the Year Group that they are in and also the different entrances that they use. Use of staggered arrival times, using marked drop-off areas (footprints) and asking parents to remain on or outside the school grounds, where possible, will help with limiting interactions.

These staggered times are to ensure there is no mass gathering or congestion outside the school building each morning and afternoon. As pupils arrive at schools, we must ensure that our arrangements provide for avoidance of any such congestion and large gatherings of children and parents near the school gates or entrance areas to the building. We would respectfully request that you adhere to these arrangements otherwise we will revise them without hesitation.

At both arrival and collection times, parents are discouraged from entering the school buildings as a means of preventing spread of the virus. **If parents must enter the school buildings, they must do so by making an appointment through the Front Office (028-71302284) and appropriate hygiene measures must be in place ie. wearing a face covering.**

Each class has been designated an entry/exit door (see Appendix 1) and an arrival/departure time.

P1 & P2 classes will arrive at **8.45 a.m.** and classes will finish at **1.45 p.m.** **If you are arriving by car, P1/2 parents use the MUGA Car Park to both drop off and pick up.**

P3 classes will arrive at **9.00 a.m.** and classes will finish at **2.15 p.m.** **If you are arriving by car, P3 parents use the Main School Car Park for drop off and pick up.**

P4 classes will arrive at **9.00 a.m.** and classes will finish at **2.30 p.m.** **If you are arriving by car, P4 parents use the Main School Car Park for drop off and pick up.**

P5 - P7 classes will arrive at **9.15 a.m.** and classes will finish at **3.00 p.m.** **If you are arriving by car, P5-P7 parents can use either the Main School Car Park or MUGA Car Park for both drop off and pick up.**

It is strongly recommended that all pupils wear a face covering on all dedicated school transport including buses and taxis where it is appropriate for them to do so.

These arrangements will allow the classes to arrive and enter school before the next classes arrive etc.

N.B. Where there are siblings, we would ask that they arrive in the morning at the later slot together but are picked up at the designated times in the afternoon. At the moment we are still unsure about the functioning of the Breakfast Club and the After-School facility but we will communicate more information about their opening in due course.

Parents in School

As previously mentioned, where parents must enter the school buildings they must do so by making an appointment through the Front Office (028-71302284) and appropriate hygiene measures must be in place ie. face covering

At both arrival and collection times, parents are discouraged from entering the school buildings as a means of preventing spread of the virus.

If parents or carers are dropping off younger children (P1-P3), we would request that you refrain from gathering in groups outside the classroom doors and should maintain distancing of 2m, as far as practicable, when dropping off and collecting your child(ren).

Those parents arriving by car are encouraged to park further away from the school and then walk with their children ('Park and Stride') to avoid congestion or alternatively you may consider using active travel routes where feasible. Car sharing with children of other households must be avoided if the children are in different 'school bubbles.'

Parents of children with additional needs who normally dropped their children off within the school building should make an appointment with the Class Teacher and/or the SENCO (Mrs A Johnston) to discuss future arrangements.

Once you have collected your child(ren) you must exit the school grounds and not wait in the playground or allow your children to play on the equipment. The Play Park is now open and we would suggest that you can use that as an alternative area to wait for older siblings.

Whole School Return

As mentioned above, the whole school will return to the 'New Normal' on Tuesday 1st September 2020 with our new P1 children being admitted in two cohorts. The first P1 pupils will be attending on Tuesday 1st September and the second cohort on Tuesday 8th September 2020.

Details surrounding these cohorts will be communicated to you via post and in the information supplied at your child's Induction/Orientation morning P1G – 25.08.20 & P1S – 27.08.20. Please make sure to download the School App as all important information will be made available there and sent directly to your phone/tablet.

On the children's return, we will be concentrating on the need for the pupils to have the time and guidance to be able to respond to the new routines in a calm and organised fashion. We want them to feel safe and welcomed back to school in a comfortable and reassuring way.

The new revised school year calendar (Appendix 2) is also attached for your convenience.

Class Teaching Arrangements

Teachers will teach from the front of the classroom to follow the 2 metre social distancing rule that applies to staff. There will be no 'at the elbow' support from teachers or classroom assistants.

Parent Communication

Please e-mail your child's class teacher with any information that you feel is relevant for supporting your child(ren) on their return to school. Your teacher's email address(es) will be included in the Induction/Orientation leaflet distributed next week and the first week back for each class will include a thorough orientation on the new protocols for hygiene and movement around the school etc.

Return to School Arrangements

The school is providing plastic wallets/personal containers for each pupil and this will hold their books and personal resources for their sole use which the school will supply. Children should bring in a pencil case on the Induction/Orientation morning or the first day back (01.09.20) and leave this in school. Under current guidance there will be no sharing of resources within the classroom. School bags will not be required in school and the only thing which should be transported daily from home is the packed lunch bag. Children should refrain from bringing anything else into school due to the risk of transmitting the virus. If there is a specific need for a personal item, this must be discussed with either the Class Teacher or Principal and these can be kept safely in an appropriate place during the school day if necessary.

Risk Mitigation - Social Distancing & Protective Bubbles

The "New School Day" guidance, provides information on key risk mitigation strategies such as regular cleaning, adjusting physical layouts in classrooms, use of segmentation (or '**Bubbles**') and ensuring maximum distancing between pupils (within the age group and with others) and with adults (with other adults and with pupils).

While the requirement for social distancing at 2m has not changed, the Executive has agreed that, due to the introduction of other mitigating measures, strict social distancing between all pupils will be relaxed but will remain in place between adults and, as far as is practicable between adults and pupils. Where this is not possible, the aim should be to maintain at least 1m social distancing for as much of the time as achievable.

For younger pupils whilst not a requirement, social distancing will be encouraged and facilitated where practicable as part of other mitigating measures.

Protective 'Bubbles'

'Bubbles' will also be used as a key mitigating action where possible. The protective 'Bubble' arrangements will be used to separate pupils into a consistent group as far as is practicable. In our school it is envisaged that in most cases each class will act as a single consistent 'Class Bubble' when inside the building but we will allow the children to play with others in their year ('Year Group Bubbles') when outside at break and lunch.

With the DE Guidance referring to children in school being contained within their own 'bubbles' it will not initially be possible to run the Breakfast Club, Extra-Curricular After-School programmes (eg. Dance, Netball, Football, Cross-Country etc.), have school assemblies or host the whole school having meals in the Dining Centre.

Mid-Morning Break/School Meals

We want to encourage healthy eating among pupils in our school. At break it is great to see our pupils eating fruit and vegetables although unfortunately the school will not be able to supply fruit platters (P1-P4) as per normal due to the current situation.

We **prefer** to say **NO** to sweets, chocolate, crisps, savoury snacks or biscuits at break time. Please also remember our no kiwi or nuts policy, as we have pupils and staff with severe allergies.

N.B. It is our preferred option that all children will be having packed lunch in their own classrooms, and children entitled to free school meals will have a packed lunch provided by the School Meals Kitchen.

Please remember not to send energy/fizzy drinks as part of the packed lunch and also keep the contents as healthy as possible. It would be greatly appreciated if the items included in the packed lunch are user-friendly and that the children can open and eat their contents independently. N.B The classrooms are carpeted!

Children will have their lunch within their own classroom and will be supervised both in their room and during their outdoor play to ensure that social distancing is adhered to.

Please note that due to payment changes over the summer months, Free School Meals will only be available in the form of a packed lunch from Tuesday 1st September 2020 unless a special request is made. Parents also need to re-apply for entitlement to Free School Meals for September 2020.

The Minister announced last week that school meals would be available in schools from 1st September 2020. It is expected that where possible a hot meal, suitable as the main meal of the day, would be available for free school meals pupils and other pupils who wish to avail. As stated, we would prefer the children to avail of the packed lunch option, but anyone requesting a hot meal should do so through Mrs Glenn at the Front Office (028-71302284).

Uniform

School uniform from September 2020 will be the wearing of the red P.E. Uniform (Red Sweatshirt/ Black Jog Pants (plain)/White Polo Shirt/Black trainers) **5 days per week** until further notice. The use of outdoor spaces will become a priority when we return and this is the rationale behind permitting the children to wear their P.E. uniform daily which is more appropriate in these circumstances.

The Assembly Hall will be used as a class learning space and P.E. activities can only be facilitated outdoors. At this stage, only outdoor trainers are required for P.E. Since the children will be wearing their black trainers as part of their P.E. Uniform, their indoor shoes, that are normally sent with the pupils on the first day of school in a draw string bag for P.E. will not be needed at this time. A warm waterproof coat is required for outside when necessary for both break/lunch playtimes and for P.E.

Ventilation

Windows in classrooms will be opened to ensure a healthy circulation of air in the rooms. The standards of cleaning within the school are excellent and will remain a priority for the promotion of the health and safety of our school family. Over the summer there has been a thorough deep clean of the whole school building and Mr Gardiner will be implementing additional cleaning protocols to ensure exceptional hygiene standards.

Hygiene

We will be installing hand sanitising/washing facilities at each school entrance. We have ordered a number of hand sanitiser dispensers that will support us in ensuring high standards of hygiene in school. There will be a station at each entrance/exit door and also in the classrooms. Additional cleaning will also be carried out during the school day to assist with the cleaning of door handles and other surfaces. There will also be a responsibility on pupils and visitors to maintain high standards of hygiene whilst inside our school building. As a result, we will insist that all parents/guardians who enter the school building must wear a face covering and remain socially distanced.

Parent/Guardian Responsibility

If a child is showing symptoms associated with Covid19 **they must remain at home**. Pupils who develop symptoms in school will be isolated before being sent home. It will be necessary for parents to confirm a negative coronavirus test result before the child can return to school.

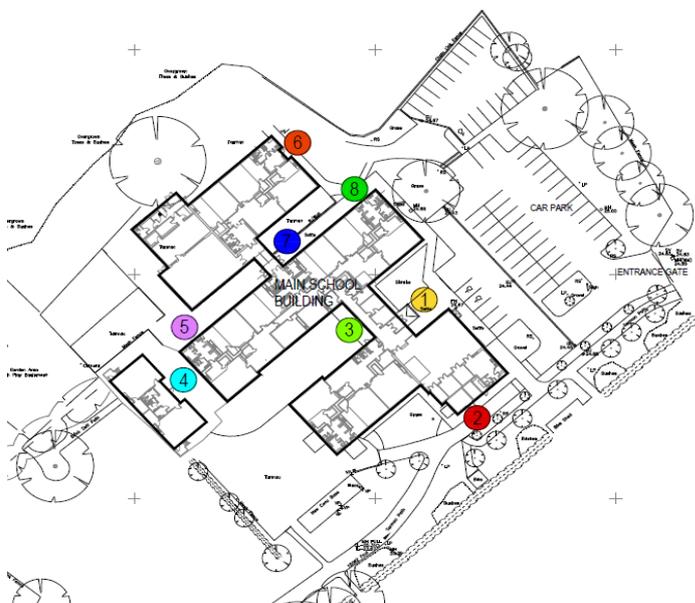
As previously stated, pupils will have their temperature taken daily using a contactless thermometer on entry to the school building. Where a pupil's temperature is above 38°C on 3 consecutive occasions, the pupil will be isolated and parents will be contacted to collect their child. N.B. Please make sure that the 3 priority contact person details that you give to school are up to date and in the order that you wish for them to be contacted in an emergency.

I would ask you to be aware that many of these arrangements may be subject to change as current scientific/medical advice and guidance may alter and I thank you in advance of your ongoing support, understanding and patience.



T R McMaster B.Ed. MBE
Principal.

DRUMAHOE P.S ENTRANCE / EXIT POINTS FOR CLASSES



Key - Entrance/Exit Door

- 1 Entrance 1 - P7H (09:15/15:00)
- 2 Entrance 2 - P1S - RHS of Door & P2H - LHS of Door (08:45/13:45)
- 3 Entrance 3 - P1G (08:45/13:45)
- 4 Entrance 4 - P4H (09:00 & 14:30) - LHS of Door & LSC (09:00 & 14:15) - RHS of Door
- 5 Entrance 5 - P3McK (09:00/14:15) & P2G (08:45/13:45)
- 6 Entrance 6 - P3C (09:00/14:15) & P5J (09:15/15:00)
- 7 Entrance 7 - P4B (09:00 & 14:30) P5B- RHS of Door & P7S - LHS of Door (09:15/15:00)
- 8 Entrance 8 - P6W - RHS of Door & P6C - LHS of Door (09:15/15:00)

When pupils arrive at school they should wait at the appropriate point outside their designated classroom door (see Appendix 1) where they will be greeted by a member of staff who will advise them to use the sanitising facilities provided. Please ensure that your child arrives at the stipulated pick-up point on time and that exact arrangements are in place for a prompt collection. Pupils will have their temperature taken using a contactless thermometer on entry to the school building. Pupils must adhere to the 2m social distancing rule where possible while preparing to enter the school building and throughout the school day when practicable.

DRUMAHOE P.S. HOLIDAY LIST – 2020/2021**2020:****Autumn Term:**Monday 24 August – Friday 18 December **(inclusive)****School Days:****August Bank Holiday:**

Closed:

Monday 31 August

1 day

Half-Term:

Closed:

Monday 26 October – Friday 30 October

5 days

Christmas and New Year: Autumn Term ends for pupils at noon on Friday 18 December**2020.**

Closed:

Monday 21 December – Monday 4 January 2021 **(inclusive)**

11 days

2021:**Spring Term:**Tuesday 5 January – Friday 26 March **(inclusive)****Half-Term:**

Closed:

Monday 15 February – Friday 19 February

5 days

St Patrick's Day:

Closed:

Tuesday 17 March

1 day

Easter: Spring Term ends for pupils at noon on Friday 26 March 2021.

Closed:

Monday 29 March – Friday 9 April **(inclusive)**

10 days

Summer Term:

Monday 12 April – Friday 25 June (inclusive)

May Day:

Closed:

Monday 3 May

1 day

Whit Bank Holiday:

Closed:

Monday 31 May

1 day

School will close at noon on Friday 25 June 2021 for the Summer Vacation.

You are notified well in advance of all holidays and I respectfully request that you arrange your vacations within these dates as prolonged absences from school often leads to interruption of work and consequent lack of progress. It is not practical for the school to provide work for children when on holiday.