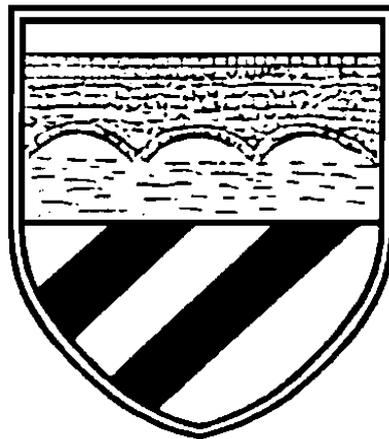


DRUMAHOE PRIMARY SCHOOL



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

Return to School Arrangements - Updated - 30th September 2020

To Whom It May Concern:

Pupils should arrive at the stipulated pick-up point (See Appendix 1) on time and 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.

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. The 3 priority contact persons detailed in the SIMS Data return will be contacted in that order 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 continue to arrive 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. Parents are respectfully requested to 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 & P6 parents use the Main School Car Park and P7's use the 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 but we will communicate more information about their opening in due course. The After-School facility (Kadet Klub & 2-3 Klub) is operational from 13:45-17:00.

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 they refrain from gathering in groups outside the classroom doors and should maintain distancing of 2m, as far as practicable, when dropping off and collecting the 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 they 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 pupils have been collected, they must exit the school grounds and not wait in the playground or be allowed to play on the equipment. The Play Park is now open and we would suggest that the parents & pupils can use this as an alternative area to wait for older siblings.

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

Parents should e-mail their child's class teacher with any information that they feel is relevant for supporting their child(ren) at school. The teacher's email address(es) have been included in the Induction/Orientation leaflet distributed during the first week back for each class which also included a thorough orientation on the new protocols for hygiene and movement around the school etc.

Return to School Arrangements

The school has provided plastic wallets/personal containers for each pupil and these hold books and personal resources for the children's sole use. 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, 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.) or have school assemblies.

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.

The lunch arrangements in school remain under constant review and those pupils entitled to 'Free School Meals' have, up until now, been availing of the School Meals Service for a packed lunch and almost all other pupils have been bringing their own packed lunch to enable classes to remain within their 'social bubbles'.

Pupils entitled to 'Free School Meals' now have the option to either book a *'hot meal' to be eaten in the Dining Centre or a 'packed lunch' to be eaten in the classroom. Both options must be booked* through iPayimpact. If you have not already registered for iPayimpact please contact Mrs Glenn at the Front Office.

Pupils not entitled to Free School Meals will also have the option of either continuing to bring their own packed lunch or requesting a hot meal or a packed lunch through the Schools Meal Kitchen (£2.60 per day). If the preferred option is through the Kitchen, this must be booked through iPayimpact and paid for accordingly.

The menu on offer should be discussed with the children thus ensuring they will eat the food provided for them. Meals to be provided by the Kitchen should be booked for the week ahead through iPayimpact and preferably booked by midnight each Sunday.

There is no charge for those entitled to Free School Meals. If you believe you may be entitled to Free School Meals, applications can be made online at www.eani.org.uk or sent electronically to your email address from the Education Authority or the Front Office (hglenn520@c2kni.net).

Please note that all hot meals will be consumed in the Dining Centre with the pupils eating in their 'class bubbles' at separate tables and not in the individual classrooms. Packed lunches will continue to be eaten in the children's classrooms within their 'class bubbles.'

A copy of the school menu for pupils is available under "News" on our School App, and also on the Website.

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!

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 has now become a priority since we have returned 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 are opened to ensure a healthy circulation of air in the rooms. The standards of cleaning within the school are excellent and remain a priority for the promotion of the health and safety of our school family. Mr Gardiner has been implementing additional cleaning protocols to ensure exceptional hygiene standards.

Hygiene

We have installed hand sanitising/washing facilities at each school entrance. There is a station at each entrance/exit door and also in the classrooms. Additional cleaning is also carried out during the school day to assist with the cleaning of door handles and other surfaces. There is also a responsibility on pupils and visitors to maintain high standards of hygiene whilst inside our school building. To this end, we 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. The 3 priority contact person details that have been given to school will 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.

