July 2020

Dear Parents and Guardians,

Senior Management & staff, in consultation with the school’s Board of Governors, have engaged in many planning meetings and discussions to agree the best way forward for our school community, in line with current advice from the government. We are aware that you may be trying to plan for the summer and make preparations for the new school year and so we want to send you out as much as information as possible at this stage. Please be aware however that this may be subject to change.

It is our plan to have our school return to a ‘safe normal’ as soon as possible. However we are ever mindful of the importance of safety and co-operating with the government, as we strive together to combat Covid-19.

The information presented in this document will provide you with an overview of our ‘return to school’ plans. When the government review the legislation, nearer the return to the school date, more detailed information will follow.

We have devised 2 return-to-school plans. It is our intention to re-open in the new academic year using PLAN A (see yellow area below).

|  |  |
| --- | --- |
| Plan A | Plan B |
| **Whole school back.**   * ‘Bubble’ system in operation. (to meet with current legislation on social distancing). * Staggered admission/dismissal times. * School dinners delivered to the classroom. Children will eat their lunch/dinner in the classroom to remain in their bubble. * Playground zoned to allocate specific play areas for children.   NB EA Guidance on social distancing acknowledges that in light of the nature of the Foundation Stage curriculum, it may not always be possible for schools to maintain 1 metre social distancing between pupils of this age | **Blended learning**   * Pupils attend school 2 days each week * 3 days each week remote learning. * Family groups will be accommodated from Nursery through to Primary 7. |

**No Breakfast Club, After-School activities or Homework Club (This will be kept under constant review)**

**Planned Return Dates**

|  |  |
| --- | --- |
| Nursery | Staggered Intake  Dates and times sent directly to parents |
| Primary 1 | Staggered Intake  Dates and times sent directly to parents |
| Primary 2 – Primary 6 | Group 1: 25th & 26th August  Group 2: 27th & 28th August |
| Primary 7 | 24th – 28th August |

You will be informed of which group your child is in during the week beginning 17th August.

This first week back is to gradually welcome and reintegrate our children back into school.

We will take it very gently and establish the “new normal” for our children.

All children will attend school until **12 noon** during the week of 24th -28th August.

We will endeavour to facilitate family groups as far as possible.

Please note that 31st August is a bank Holiday and school will be closed.

We will then return on Tuesday 1st September.

If you have returned from holiday, please ensure that you inform us and follow quarantine regulations for that particular country.

Please note that with the early return to school this year, we have had to adapt our holidays. (Please see school holiday list included.)

**Arrival at school:**  
Please take note of the staggered arrival times

|  |  |
| --- | --- |
| 8.45am | Families (i.e. more than 1 child at school)  LSC & ASC  Nursery children – to Nursery playground door |
| 9.00am | P2 – P7 children with no siblings at school |
| 9.15am | Primary 1 children – drop off outside classroom door |

School gates will remain locked until 8.40am each day.

There will be 2 options:

1. **Academy Road:** Member of staff present.

Socially distanced drop off.

Only 1 parent/guardian should come to the school gate.

In order to minimize congestion around the school gate, we would ask you to park a little bit further away and walk your child to the entrance.

If it is possible to walk to school, we would recommend that you do.

Parents/Guardians MUST remain with pupils until they have gained access to the school grounds. We would request that parents/guardians do not enter the school grounds, except at home time. (Exception will be made for Primary 1 parents/guardians who will be asked to accompany their children to the external door of the classroom at 9:15)

1. **Drive and Drop:** Cars drive in main entrance, up around mini roundabout and

drop children off at entrance to playground beside canteen.

Area will be supervised by staff.

  A one-way system will be in operation.

Children will line up in the playground in their allocated area. Teachers will collect them from here. Parents/guardians will NOT gain access to the school building.

**Should your child have been unwell within the last 24 hours, it is imperative that they DO NOT attend school until fully recovered in order to minimize risk to others.**

**Home time**

Please take note of the staggered departure times

|  |  |
| --- | --- |
| 2.15pm | Primary 2 |
| 2.40pm | Primary 3 – Primary 5  LSC & ASC |
| 2.50pm | Primary 6 & Primary 7 |

**Primary 1 will all go home at 12 initially**.

Younger children can remain in class until 2:55 to wait for older siblings.

Please note that our Rainbow Club will not be in operation as we cannot mix our bubbles.

At home time, parents/guardians are asked to remain outside the school grounds until the designated pick-up time for their child(ren). At your designated time, you will be invited into the main playground to wait for your child. Parents/guardians must adhere to social distancing guidance whilst waiting within the playground for your child to be dismissed by their teacher. Once you have collected your child/children, please leave the school grounds promptly.

**Class ‘Bubble’**

Each class will be known as a ‘bubble’. Each bubble will be its own separate entity and will not ‘mix’ with other ‘bubbles’. This will include break and lunch times, and the adult support within the bubble. School meals will be delivered to, and eaten within, each classroom.

**In-school Hygiene**

Pupils will be supervised washing their hands, regularly, throughout the school day. In addition, classrooms are equipped with sanitizers, paper towels and cleaning products which the class teacher will use on surfaces throughout the day. Alongside this, school has increased the daily hours of its cleaning staff to ensure a more robust cleaning regime.

Children are required to wear their school uniform daily. PPE is not necessary. Please ensure that children wear a freshly laundered uniform daily.

**Suspected case of Covid-19**

Should a child present with any of the following 3 symptoms (as identified by the Public Health Agency), they will be removed from their ‘bubble’ and taken directly to the designated isolation room (Parent/guardian’s Room) where they will be supervised until a parent/guardian collects them.

* Elevated temperature
* Continuous cough
* Change in taste/smell

After each use of the isolation room, a deep clean will take place.

**Equipment required**

On the first school day, each child will be asked to bring in a named pencil case with the following items:

|  |  |
| --- | --- |
| **Necessary Equipment** | **Other Essentials** |
| 2 pencils  Rubber  Sharpener  Colouring pencils  Ruler  Glue stick  Scissors  Tissues for the classroom  Packet of wipes for the classroom  **Please note that not having these items will impact on your child’s learning.**  **There will be no sharing of items. This stationary will stay in school.** | Water Bottle  Mid-morning snack  Lunch box (if not having school meals)  Coat (This is essential as children will line up every morning in the playground regardless of the weather)  Lunchboxes should be machine washable / sanitised daily.  NO SCHOOL BAGS, PE BAGS OR ANY OTHER ITEM should be brought to school until further notice |

**Learning Platforms**

Feedback from parental surveys have allowed us to review and adapt our use of a purposeful learning platform for our pupils. From September, remote/blended learning for all pupils from will take place via an app called Seesaw or Microsoft Teams. Guidance on the use of these platforms will be provided in August. Most homework, and if necessary, any work set as part of Blended/Remote learning, should be completed via these platforms. Purple Mash and Mathletics will continue to be used as part of our blended learning/homework.

Should a parent/guardian wish to speak with the class teacher, they should contact the school office or directly contact the teacher via the Seesaw App or gmail.

**Supporting our pupils:**

It is difficult to ascertain the range of experiences each pupil and family have dealt with during the last 12/13 weeks. Therefore, as a school, we have decided to embed a foundation of pastoral support across and within all year groups when school re-opens. This will encompass a significant part of the School Development Plan for Term 1. We will be working on a restorative curriculum within the first term with a focus on Literacy, Numeracy and Pastoral Care.

**Pupils with Medical needs**

Parents/guardians of pupils with medical needs will be required to provide detailed information about each individual circumstance which will become part of an individual risk assessment. This will be drawn up in consultation with staff, parents/guardians and other external professionals, as necessary.

**Policy adaptations**

The school’s Positive Behaviour Policy, Intimate Care Policy, Remote/Blended Learning Policy & Child Protection Policy will be reviewed in response to Covid-19 and uploaded to our website. In addition, the school has devised a catalogue of risk assessments in line with EA recommendations.

Our plans for school reopening are resultant of the Covid-19 pandemic. In these unprecedented times, we all need to work together to ensure the safety of our school community. These plans may change and will be kept under constant review. In the meantime, we trust we can rely on your support as we move towards a ‘new normal’.

Although this has been an extremely challenging time for us all over the last few months, I trust that you and your family continue to stay safe. I would like to take this opportunity to thank you for your continued support and wish you all a safe and restful summer break. We look forward to welcoming all our pupils back to school at the end of August.

Kind regards,

M Ramsey

Principal