



# Coagh Primary School

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## PLAN FOR THE REOPENING OF SCHOOL

**\*12<sup>th</sup> August 2020\***

**Foreword:** *The plan for the reopening of school has been written in line with the latest guidance from the Department of Education, the Education Authority and the Public Health Agency. Whilst we aim to follow the plan explained below as we reopen our school, it is important to point out that any changes to the advice we have at present will prevail over the arrangements outlined in this letter.*

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Dear parent(s),

Once again, I hope that you and your families are well and that you are making the most of the summer holidays. As mentioned in my letter to you on 3<sup>rd</sup> July 2020, I am writing to provide you with some clearer information on what school will look like upon our return. Hopefully by reading this letter you will be able to see the structures and arrangements that we will be putting into place for the safe return of both our pupils and staff. As the Covid-19 virus is still present and continues to have other implications on our everyday lives, it is important that we retain a degree of flexibility within our planning so that we can best meet any issues that may arise as we return to school.

As a school we are trying to keep the information as clear as possible. Please read all the information below carefully.

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### 1. Covid-19 Prevention

It is essential that all children are reminded of the significance of personal hygiene as they return to school, particularly around the importance of regular handwashing.

Children will be requested by staff to wash their hands regularly throughout the school day.

All pupils should bring their own Hand sanitiser bottle to school which will remain on their desk during the day. (Hand sanitiser will be used with supervision by staff). Please practice using hand sanitiser with your child at home before returning to school.



Hand sanitiser will also be readily available throughout the school and the children will be encouraged to make use of it.

School staff may wear PPE (such as visors, aprons or gloves) if they are required to work in close proximity with a child or to perform first aid if required.

The children will be instructed to follow good respiratory hygiene, following the principle of '**Catch it, Bin it, Kill it**' and will be discouraged from touching their eyes, face, nose and mouth. All pupils should bring their own packet of tissues to school.



If your child is displaying any of the symptoms of Covid-19, they should **stay at home** and follow the latest Public Health advice. (Symptoms include: raised temperature, persistent cough, loss of taste and loss of smell)

Each classroom in school has its own non-contact thermometer and If any child presents as unwell, a member of staff will take the temperature of the child. The child will be brought to an individual room while medical advice is sought, and parents/guardians contacted. It is important that you collect your child as soon as possible and follow the most recent guidance from the PHA.

If there is a confirmed case of someone in the school having the Covid-19 Virus, the school will follow the Department of Health's 'Test, trace and Protect' strategy. Therefore, the name and contact details of everyone who enters the school building will be recorded via the school's sign in app, including school staff, pupils, parents and visitors. The School's Sign in App is now contactless and available through the camera function/QR reader on smart phones. It is also necessary to complete a Covid Questionnaire when signing in.

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## 2. Social Distancing / Signage

Throughout the school grounds there will be many areas where signage and floor stickers are present. Both will be used to remind pupils, staff and parents of social distance requirements and hygiene practices to be used in school.

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## 3. Arriving to School

**\*Please enter the school ground by the front 'pedestrian' entrance and depart via the gate at the church hall. There will be a staff member available for directions at the beginning\***

We will be operating a 'flexible' timeslot for pupils arriving to school in the morning. This should avoid the congestion of a large number of pupils arriving to school at one time. We encourage as many people as possible to walk to school. If you live outside walking distance, we hope you will consider 'park and stride', there are many parking spaces available in the main village square and it is a short distance to school.

**\*Please avoid parking in front of the school along the 'zig zag' lines. This area will be used for those with a disabled parking permit because the front gates of the school car park will remain closed throughout the day to facilitate social distancing. \***

Pupils may be left at school between **8:30am - 9:00am. (There is no 'Early Bird Club' at present but this will be reviewed regularly)**

Upon arrival, pupils must walk directly to their classroom, entering via the doors shown below.

Teachers/Assistants will be present to greet the pupils as they arrive.

Before entering the classroom, pupils must use the hand sanitizer provided.

Parents/Visitors are **not permitted** to enter the school building under any circumstances.

Pupils **will not** be using the playground area for play before school.

### **P1 and P2 Pupils**

Pupils should enter via the Resource Room Door in the school playground



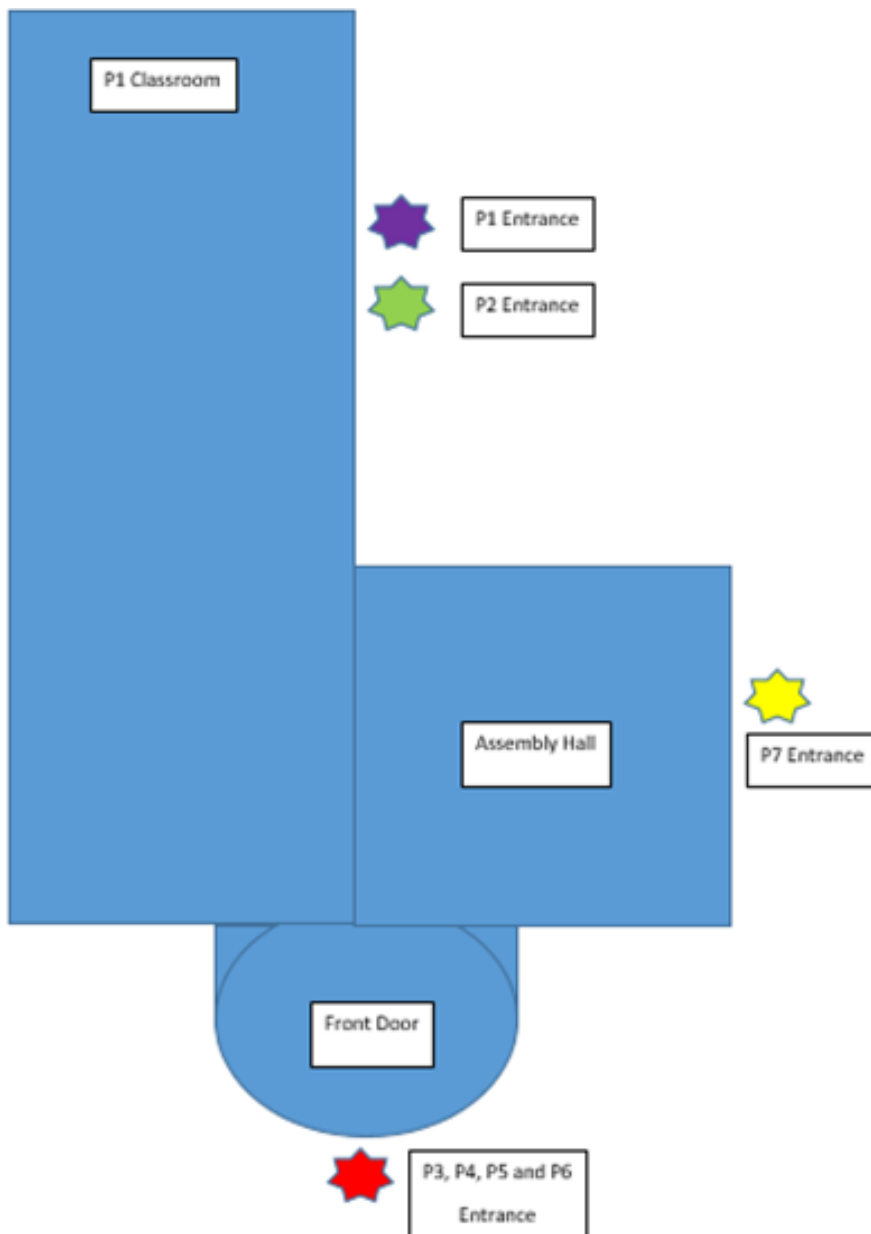
### **P3, P4, P5 and P6**

Pupils should enter via the front door to the school



## P7

Pupils should enter via the Assembly Hall 'Fire Exit' in the 'Staff Car Park'



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#### 4. Break/Lunchtime Routines

Whilst in school, all pupils will remain in a 'bubble' with their own class.

Each class will eat their healthy break in the classroom (Please send in daily with your child. At present we are unable to facilitate our Healthy Break Scheme in Foundation. This will be reviewed at Half Term)

Break Time will remain 10.30 am – 10.45 am and all pupils will remain in a 'bubble' with their own class in their individual class 'play zone' in the playground.

It is essential that coats are brought to school by pupils every day. Pupils will be brought outside during break time, irrespective of the weather, to allow time away from the classroom. (Except in extreme circumstances).

Lunch Time has been extended and will run from 12 noon – 1pm. Pupils will now eat their lunch in the classroom from 12.00 – 12.30, followed by a period of play outside with their own class in their class 'play zone'

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#### 5. Catering

At present we are yet to receive definitive information regarding school catering, other than that school meals will resume on Tuesday 1st September 2020.

Only those pupils entitled to 'Free School Meals' can avail of the catering service initially and this will be in the form of a 'packed lunch' which will be delivered to classrooms. This will be reviewed after two weeks. No menu is available at present.

All pupils should bring their own packed lunch in a lunchbox or disposable packaging and this will be stored in the classroom. (**\*Please ensure that all lunchboxes are washed daily\***)

The free school meals payment system will continue until the end of August 2020.

As soon as we hear further information, we will pass it on to you as soon as possible.

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#### 6. End of School Day

School finishing times will be as follows.

##### P1 Pupils

**12noon** (First two weeks of school beginning Thursday 27th August)

**1pm** (For two weeks beginning Monday 14th September)

**1.45pm** (Beginning 28th September. P1 pupils can then avail of Fun Club and Homework Club)

**\*P1 pupils should be collected from the 'staff car park' at the front door\***

**P2 Pupils will finish at 1.45pm** and should be collected from the resource room entrance in the school playground.

**P3 Pupils will finish at 1.45pm** and should be collected from the 'staff car park' at the front door.

**P4 Pupils will finish at 3pm** and should be collected from the 'staff car park' at the front door.

**P5 and P6 Pupils will finish at 3pm** and should be collected from the resource room entrance in the school playground.

**P7 Pupils will finish at 3pm** and should be collected from the assembly hall fire exit in the 'staff car park'.

\*Regardless of the weather, all children will be brought outside by their class teacher at the end of the school day to the designated 'collection point'. Anyone collecting pupils should remain socially distanced in the collection areas around the school grounds and when a staff member sees you we will send your child to you. \*

***Any pupil who is walking home must have their 'School Pick Up' Form updated before this can happen.***

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## **7. Early Bird, Fun Club and Homework Club**

**Early Bird Club** will not be running initially, however staff have amended their working hours to facilitate 'supervision' in each classroom from 8.30am – 9am. This allows for a flexible approach to drop offs rather than 'prescribing' particular times for families/classes.

**Fun Club** will be available for P2 and P3 pupils from Tuesday 1<sup>st</sup> September. This will be extended to P1 pupils when they begin to stay until 1.45pm from 28<sup>th</sup> September.

**Homework Club** will be available for P2-P7 pupils from Tuesday 1<sup>st</sup> September. This again will be extended to P1 pupils from 28<sup>th</sup> September when they begin staying until 1.45pm.

***\*To ensure social distancing/maintaining bubbles it is important to book both Fun Club and Homework Club in advance. More details on booking will be send home shortly\****

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## **8. School Uniform / Belongings**

Pupils will be required to wear full school uniform upon our return to school. (Guidance says that this should be washed on a daily basis) \*Please ensure all items of uniform are labelled with your child's name\*

Wednesday is PE day for all pupils. On a Wednesday all pupils should wear 'PE Uniform' (Navy/Black tracksuit bottoms/leggings (no large logos) with their school Polo Shirt and Jumper. Trainers will also be permitted to be worn on these days.

Pupils should ensure that they have all the items they need on a daily basis in their school bag, pencil case and lunch box as stationery items cannot be shared amongst pupils during the school day.

Cloakroom areas of school will be closed to pupils, so coats will be hung over the children's chairs.

Pupils' healthy break and packed lunch should be in a lunch box or disposable box which should be cleaned daily.

Individual water bottles are permitted in school.

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## **9. Homework**

All main items of homework will be shared with the pupils online via 'Seesaw'

To allow parents time to access this platform and become familiar with how to use it, no written homework will be set for the first two weeks of September.

Information on how to access and use Seesaw will be shared with parents when school reopens.

Some homework activity books/Maths Boxes may be sent home with the children upon their return to school. These are to remain at home and are to be used by the pupils as and when instructed by their teachers.

Reading books will be sent home at the beginning of each week and will be returned on a Friday. (Usually reading books would have been sent home on a Monday and returned each Monday.)

Accelerated Reading Books when returned will be stored in a separate box until they can be returned to the main accelerated reading book area.

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## **10. Communication / Administration**

It is important that school has the most up to date contact information for all our pupils and parents and as such you will be asked to complete an information refresh form upon the resumption of school. We ask that these are returned to school promptly so that we can update our records accordingly.

All communication with parents will be carried out via text message, our school website, Seesaw and a new school App that is currently being developed (Further information will be sent when it is available)

As a school we have always prided ourselves on our 'Open Door Policy'. Unfortunately, this has had to change and teachers will not be available to talk with you during collection and pick-up times. If you wish to speak with your child's teacher, you will need to phone or email the school and the teacher will contact you directly.

With the development of the new school App we hope to eradicate cash handling arrangements in the school, however this hasn't been possible just yet. Therefore, we would ask you that when sending cash to school, it is placed in envelopes, clearly labelled as to what it is for.

**•It is essential that the correct amount of money is also provided. Separate envelopes should be used for each transaction i.e. Fun Club, Dinner Money and Homework Club Money is separate envelopes.**

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## 11. Return to School - Key Dates

**\*\*If you have recently returned from a country on the UK Government's Quarantine List please ensure you follow the latest advice\*\***

Start dates will generally be as previously advised in the holiday list 2020/21 with a few amendments.

**\*\* During full week beginning 24th August, pupils will be in school between 9am – 12noon \*\***

**Monday 24th August** P7 Pupils (9am – 12noon)

**Tuesday 25th August** P7 Pupils (9am – 12noon)

**(P1 pupils and their parents have the opportunity to visit school during Tuesday and Wednesday at a time of their preference between 9am and 12 noon. This will allow them the opportunity to meet their teacher and see the new surroundings prior to officially starting on Thursday)**

**Wednesday 26th August** P7 and P3 Pupils (9am – 12noon)

**Thursday 27th August** P7, P3 and P1 Pupils (9am – 12noon)

**Friday 28th August** All pupils P1-P7 (9am – 12noon)

**Monday 31st August Bank Holiday (School Closed)**

**\*\*Fun Club and Homework Club are available from Tuesday 1st September- More details on booking system and limits on numbers will be communicated during week beginning 24th August\*\***

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## 12. Familiarisation

We understand that this is an extremely anxious time for parents and children. If your P2-P7 child is extremely anxious and you feel that they would benefit from a short familiarisation visit during the week beginning 24<sup>th</sup> August, then please ring the school to arrange a short visit. School will be open for receiving phonecalls from Friday 21<sup>st</sup> August.

New P1 pupils and their parents do not need to ring school to arrange a visit. P1 staff are available on Tuesday 25<sup>th</sup> and Wednesday 26<sup>th</sup> between 9am and 12noon. Please visit at a time convenient to yourselves and a member of P1 staff will show you around. You may have to wait outside if others are in school to maintain social distancing.

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As you can see, there will be many changes to our school life, with our priority remaining the health and wellbeing of all pupils and staff. However, we hope that these changes, whilst necessary, will still allow our pupils to have an enjoyable experience upon their return to school. We are looking forward to getting the children back into the classroom and helping them to reach their individual potential.

All arrangements will be kept under review and any changes will be communicated to you as and when appropriate and/or necessary. If you have any other queries or questions relating to the reopening of school that have not been answered through the information provided, please do not hesitate to get in touch.

Yours sincerely,





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