

St Mary's P.S, Mullymesker

Prospectus 2022/23



St. Mary's
= MULLYMESKER =



Telephone:02866348598

December 2021

Dear Parents/Guardian,

This year has undoubtedly been a challenging one for our whole school community. However here at St Mary's we have been working our way through all of the challenges that COVID-19 has thrown our way. We kept our school open throughout all of lockdown and have endeavoured to support and help our families and children navigate this strange journey we are all on. COVID-19 has meant that we have had to modify and change some of the ways we do things and we have risen to the challenge. We have a great spirit here at St Mary's and a commitment to every child who comes to our school that we will help them become "the best they can be". Hopefully soon we will see some normality coming back into our lives. This school prospectus can only give you a glimpse of the work we do here and the fun we have whilst doing it. Please do have a look at our website at www.stmaryspsmullymesker.com where you can see what we get up to every week. I have added an appendix regarding Covid-19 where you can observe how we have adapted our practices to keep our whole community as safe as possible throughout this pandemic. If you would like any further information about the school, please don't hesitate to contact me here at the school.

Yours faithfully,
Mrs Helen Ingram
Principal

Teaching Staff (September 2021)

Principal /P.2 Teacher	Mrs Helen Ingram
Year 1 Teacher	Miss Finola Tracey
Year 3 Teacher	Mrs Michelle Mc Dermott
Year 4 teacher	Mrs Leanne Maguire
Year 5/6 Teacher	Mrs Helen Devine
Year 6/7 teacher	Mrs Denyse Miller

Mrs Clair Waterson teaches Year Two when Mrs Ingram is doing Principal duties.

Support Staff

School Chaplain	Fr. Quinn
Secretary	Mrs I Mc Dermott
Classroom Assistants	Mrs D. Gilroy Ms F. Storey Mrs S. McAloon Mrs S. Dunne Ms S. Martin Mrs M McKenna Mrs P McGrath Mrs A Maguire Mrs R Murphy Mrs M Love Mrs N Boyle Miss R Malanaphy
Caretaker	Mr. F McGourty
Lunchtime Supervisors	Ms M. McElhinney Mrs I Mc Dermott

In addition, the school enlists the services of other teachers to support the learning environment.

Mrs B Mc Aler (EA Western. Peripatetic Music Service) provides tuition in the violin.

Miss Claire Mc Grath takes traditional Irish music lessons.

St Mary's Parents, Friends ,Teachers Association

The school prides itself on having good relationships with all parents and invites all parents to become fully involved in the life of the school.

The PTFA was set up to support the work of the school and offers invaluable help in organising fund raising events to provide extra resources for the pupils in the school.

All parents are welcome to join this group if they so wish and we would be delighted to see you.

It is only with the great support which we get from our parents that we can provide so much extra for the children in our school.

The PTFA has recently supplied the school with our Accelerated Reading Programme, four new laptops and continues to support our After-School Provision, as well as Relax Kids.

The work they do and the funds they raise through grant application and fundraising really supports us in the work that we do here at St Mary's and we are so lucky to have them. All parents can join our PTFA app by signing up to **classlist** which is available on Apple or Google play.

Classes at St Mary's Primary School

In St Mary's Primary School we have six classes.

Year One , Year Two, Year Three , Year Four , Year Five/Six and Year Six/Seven .

Our Pupil Teacher Ratio is extremely low with one teacher for every 21 children.

We have two composite classes i.e which may change from year to year depending on the numbers of children in the school.

We endeavour to keep our class sizes small so that children gain the full advantage of individual support from their teacher.

To this end we also employ classroom assistants in all classes particularly the Foundation Stage to support the learning of all children.

So parents can be assured that all children in St Mary's will "be the best they can be" and will reach their full potential.

General Information about the school



St Mary's Primary School is a Catholic Maintained School set in the beautiful Fermanagh landscape. You can find us on the Arney Road about 1 $\frac{1}{2}$ miles from the village of Bellanaleck and beside the village of Arney.

We are across the road from St Mary's church, nestled between the GAA Football Pitch and the Millennium Hall: right at the heart of the community.



We have just recently completed work on a new double mobile on our school site which is a fantastic addition to our school.

Pastoral Care

At St Mary's Pastoral Care permeates all aspects of school life. It reflects the values attitudes and beliefs of our Catholic faith and involves all members of our school community-staff, pupils, parents and the school chaplain.

We strive to create an atmosphere in which children feel secure, know they are valued as individuals and reach their full and true potential, spiritually, morally, physically and intellectually.

The atmosphere in the school is based upon respect and tolerance where good relationships between staff, parents and pupils are the very essence of the school.

All staff are committed to creating an environment of care and trust where children are happy, confident and considerate of the needs of others.

We recognise and value the role that parents play in the education of their children and every effort will be made to make parents feel welcome and to empower parents to help their children as best they can.

We ensure that all children have a voice in the school -our democratically elected school council ensures that everyone has their say on everything that goes on in the school.

Playground friends ensure that everyone is happy and content at break and lunchtimes. We always help each other out.

Positive Behaviour Management

Good order and discipline is established and maintained in St Mary's through the implementation of our Positive Behaviour Management Policy. In St Mary's Positive Behaviour is rewarded and praised at all times. We pride ourselves on the beautiful behaviour of the children who attend this school

The foundation of this policy is built upon the establishment of good relationships between pupils and teachers which can only be achieved by positive, stimulating teaching and learning being experienced by all children across the school.

Through our Positive Behaviour Policy we concentrate on recognising rewarding and praising all instances of success evident throughout all areas of school life. This will be achieved by issuing individual and class rewards, school assemblies, newsletters etc.



Safeguarding

Safeguarding/Child Protection is everyone's concern at St Mary's. We have a very active Safeguarding/Child Protection Policy in place which ensures that all our children are protected and are safe at all times.

All parents who enroll their children at St Mary's receive a Parent Information Booklet which outlines Positive Behaviour Management, Child Protection and Anti-Bullying Policies in more detail. We also discuss these policies thoroughly at our induction meetings for new parents later on in the year. Throughout the year the children engage in activities which promote personal safety and provide them with all the information and strategies they need to stay and keep safe. If you are concerned about your own or indeed any child, please contact the school immediately. Our Safeguarding/Child Protection Team will be able to help.

Safeguarding Team 2021/22

Miss Caroline Meehan: Designated Governor for Child Protection

Mr Noel Cox: Chair of Governors

Mrs Helen Ingram: Designated Teacher for Child Protection

Mrs Helen Devine: Deputy Designated Teacher for Child Protection

The Revised Curriculum

"St Mary's Primary School promotes high achievement and learning for life by working with children to achieve a broad and balanced curriculum delivered with support and encouragement to succeed."

In line with the Revised Northern Ireland Primary Curriculum it is the aim of this school to:-

- Create a stimulating and challenging learning environment;
- Continually strive for improvement, working together towards common goals.

There are now three distinct stages covered from 3-11 years.

- **The Foundation Stage** consists of Year One and Year Two.
- **Key Stage One** - Year Three and Four
- **Key Stage Two**- Years Five, Six and Seven.

St Mary's delivers the Revised Curriculum across all age ranges. The Revised Curriculum is made up of a range of learning areas which foster attitudes and dispositions. These incorporate, assessment for learning which aims to promote and encourage learning experiences. These include the following:

Whole Curriculum Skills and Capabilities

In St Mary's we will provide children with opportunities to engage in active learning across all curriculum areas and progressively develop in them.

Cross-Curricular Skills

- Communication
- Using Maths
- Using Information and Communications Technology

Thinking Skills and Personal Capabilities

- Thinking, Problem-Solving and Decision Making
- Self-Management
- Working with others
- Managing Information
- Being Creative

We plan to develop the following attitudes and dispositions:

- Personal Responsibility
- Commitment
- Determination
- Self-Confidence
- Tolerance
- Respect
- Concern for others
- Openness to new ideas
- Curiosity
- Flexibility

- Resourcefulness

The revised Curriculum explores Topics through shared learning and experience.

There are seven learning areas in the Revised Curriculum

The areas of study are defined as: -

- **Language and Literacy** (including Talking and Listening, Reading and Writing);
- **Mathematics and Numeracy** (focusing on the development of mathematical concepts and numeracy across the curriculum);
- **The Arts** (including Art and Design, Drama and Music);
- **The World Around Us** (focusing on the development of knowledge, skills and understanding in Geography, History and Science and Technology);
- **Personal Development and Mutual Understanding** (focusing on emotional development, social skills, learning to learn, health, relationships and sexuality education and mutual understanding in the local and global community);
- **Physical Education** (focusing on the development of knowledge, skills and understanding through play and a range of physical activities)
- **Religious Education**

Curriculum objectives

In St Mary's we aim to: -

Develop the young person as:

An individual, a contributor to society and a contributor to the economy & environment.

The Revised Curriculum in St Mary's

Language and Literacy

Language and Literacy are fundamental in the development of each individual child's ability to interact, express and communicate with confidence.

Children's knowledge, skills and understanding are nurtured through a range of talking and listening and reading and writing activities.

Pupils in the Foundation Stage and in Key Stage 1 use supplementary reading material. The school also teaches Synthetic Phonics through the Read Write Inc. approach.

In Key Stage 2 pupils use an extensive range of class novels and supplementary reading material. The school uses the Read Write Inc Language and Literacy scheme to support the development of Literacy.

The school also does the Accelerated Reading Programme from Year 3-7 to promote independent reading at home and school.

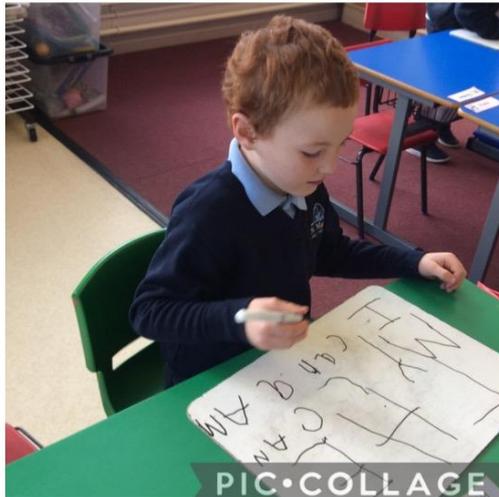
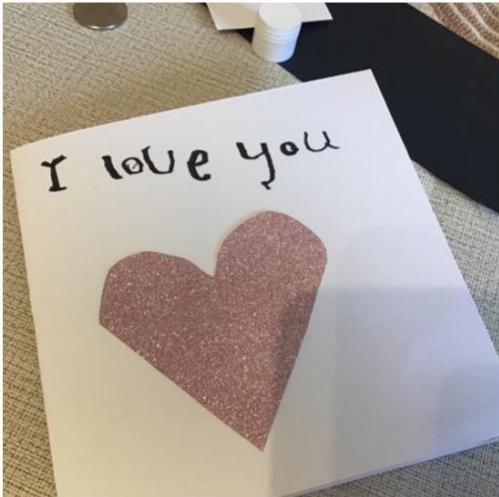
The school provides opportunities to celebrate children's reading achievements such as Parents Evenings, Assemblies etc.

The school promotes children's writing through Read Write Inc as well as bringing in Storytellers, Authors and Poets to stimulate writing and ideas.

Every year we have a special Literacy Week dedicated to promoting books and reading for enjoyment, which our children love taking part in.



Literacy



Mathematics & Numeracy

The Foundation Stage and Key Stages 1 and 2, aim to develop the application of mathematics and numeracy across the curriculum and in real life situations. Children are encouraged to explore and investigate a wide range of purposeful activities. In all stages pupils are involved in making full use of electronic sources, practical materials and resources. Children are stimulated through practical opportunities to further develop and use their mathematical knowledge and skills.

Children are provided with valuable experiences which enable them to develop: processes in mathematics, number, measures, shape and space and handling data. We have just purchased a new Numeracy Scheme which supports the teaching of Numeracy across both Key Stages and is used comprehensively across the school as a teaching tool to stimulate discussion and teach strategies needed across all stages. This is further supplemented by other texts and mathematical investigations.

The school is now doing *Mathletics*: a computer package which promotes independence in maths with activities to complete at home and school. Children are also given lots of opportunities to apply their mathematical knowledge in well structured, well planned activities which combine many mathematical skills and knowledge.



Numeracy



The World Around Us

(Geography, History and Science and Technology)

The World Around Us throughout all stages is planned to connect learning across the three areas mentioned above. Children are provided with opportunities to develop their Literacy, Numeracy, ICT, Critical and Creative Thinking, Personal and Interpersonal Skills through a range of topics. At all stages children are encouraged to become active participants in the learning process, Linking learning to current events. The learning is supported by trips and excursions which enhance children's experiences and opportunities for learning. We are delighted to announce that we are now an Eco-School and have our Green Flag which is the highest accolade a school can have. We have just been given access to the field beside the school and we have plans for a community garden to include a poly tunnel, outdoor classroom, wild life area, fruit trees etc to encourage biodiversity and give us all opportunities to explore the world around us.



The Arts (Art and Design, Music and Drama)

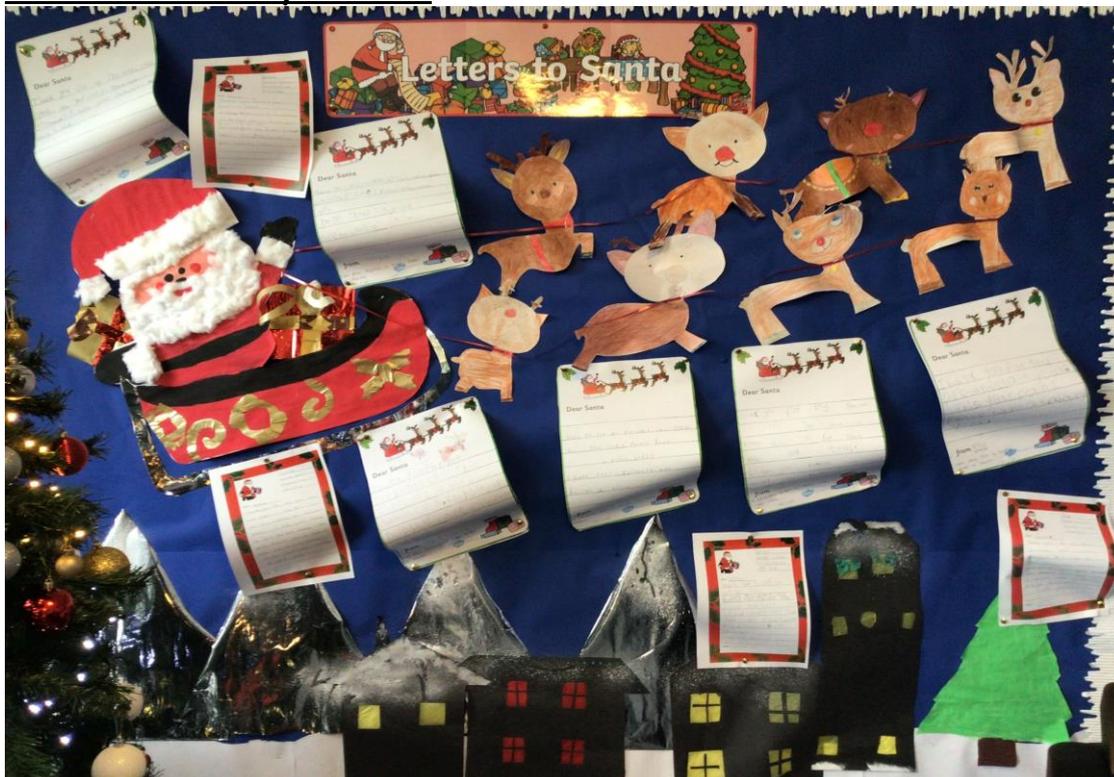
Children are able to express their ideas, feelings and interpretations of the world in diverse ways by developing their creativity through Art and Design, Music and Drama. Each individual is encouraged to explore and combine their own experiences with their imagination and natural curiosity. These are developed and built upon from year to year fostering children's artistic, musical and kinesthetic talents and intelligences. Throughout the year, many opportunities are offered for children to participate in role-play, assemblies, speech and drama festivals, seasonal plays and concerts.

We take part in local events and travel to Belfast to take part in National events such as the Peace Proms.

We are also currently involved with the Cleanish to Cuilcagh programme which has enabled us to work with an artist and a playwright to date exploring our cultural heritage.

Currently we have traditional and classical music on offer in the school which children can take part in.

Some of our lovely artwork



Remote Learning / Blended Learning

Over the last year the school has introduced Remote Learning and Blended Learning for our children. This was particularly important during lockdown and continues to be vitally important for children who are self-isolating or who are off school for other reasons. We offer our remote learning/ blended learning across two platforms: Through the Home Learning page on our school website (for which all parents have a password) teachers are able to set work from packs which have been sent home for use in the event of children being off school. We also provide Remote Learning via SeeSaw which is an app which allows us to set activities and pieces of work for our children to complete at home and for us to communicate directly with our families. Children can then send us back the work via Seesaw to be corrected and commented on by their teacher. They can also send us back little videos and let us know how they are getting on at home .This ensures that we are always able to communicate with our families regardless of the circumstances.

Physical Education

The PE curriculum includes games, athletics, swimming and dance. Through a wide range of physical activities children will develop their knowledge, understanding and skills by participating in a broad and balanced physical education programme.

Facilities for sport in the school include a large games hall and marked playgrounds for games such as hop scotch, rounders etc. The markings in the playground also allow for team games such as football, basketball, netball and athletics. The school also has access to our local Gaelic football pitch suitable for Gaelic, camogie and hurling. Swimming lessons are provided by qualified ASA swimming coaches at Fermanagh Lakeland Forum. Coaches from GAA come in to the school to teach Gaelic and Hurling. The school also uses coaches for Netball, Athletics and Hip-Hop.



Religion

The Religious Education programme of study holds a central position within the school curriculum. Sacraments celebrated during primary school include:

- Reconciliation
- Holy Communion
- Confirmation

Religious Education seeks not only to impart knowledge but also to develop understanding of religious experiences, feelings and attitudes. It is concerned with the spiritual growth of the individual, both in relation to the school and parish community.

The school chaplain, Fr Seamus Quinn visits the school regularly and celebrates class masses, throughout the year. Masses are also arranged to mark special occasions e.g. beginning of the year (September), Year 7 Thanksgiving Mass (June). These liturgies are made as relevant and meaningful as possible by encouraging the active involvement of the pupils, parents and staff. Prayer Services are held throughout the year for years 1 - 7.

All pupils follow the recommended *Grow in Love* series. Teachers pass on Christian values and beliefs through example and personal witness. Our religious faith is also celebrated through numerous assemblies, concerts and outside events which occur throughout the school year. Our pupils fund-raise for numerous charities showing generosity and concern for others less fortunate.

SVP collecting hampers which the children made for them.



Personal Development and Mutual Understanding

In St Mary's Primary School, we believe that Personal Development and Mutual Understanding is very much about the development of values and attitudes, learning in this area is therefore active, with children being encouraged to investigate for themselves, to suggest solutions and to make decisions based on what they have learned, thus helping them to become more confident, independent and responsible when making decisions and choices throughout their lives. We have recently introduced the PATHS programme (Promoting Alternative Thinking Strategies) to support and develop social and emotional education across the school.

Children will experience these skills and attitudes through 2 strands:

- Personal understanding and health
- Mutual understanding in the local and global community

We aim to enhance the emotional development of the children, their understanding of themselves and their relationships with others. Children are given frequent opportunities to enhance their self-esteem and confidence by making choices and decisions and working co-operatively with others in the classroom.



Learning Through Play

In Year one and two children learn primarily through play. Teachers provide opportunities for children to explore their world through play. We now have two outdoor areas outside our foundation classrooms where children can explore their world and learn new skills and knowledge.



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Shared Education

Our school is currently part of The Claddagh Glen Learning Community. We collaborate with three other local schools: Florencecourt Primary School, St Mary's, Killesher and St Naile's , Kinawley in delivering the Shared Education Programme.

Through Shared Education our children work, learn and play with the children from all the other schools developing, deepening and enhancing their relationships with children from all communities.



Health Education

The school operates a Healthy Eating Policy. This ensures that there is always a focus on children's health and well-being. All children should bring a healthy snack to eat at break-times. Our older children also run a fruit tuck shop, where the children can buy a piece of fruit at break-time. Our school canteen provides healthy, balanced lunches every day. As you are aware there has been a lot of research done recently into the benefits of drinking water throughout the day. To this end we encourage our pupils to drink more water every day. Pupils are allowed to bring a bottle of water to school each day to drink

The school has recently been awarded the Smart Snack Award is the proud holder of the *GOLD* Award for Health Promoting Schools.

Children are taught how to live fit and active lives. We are currently focusing on Mental Health and Well-being. Our Neuronimo Programme educates children as to how their brain works and gives them strategies to support their mental well-being.



Healthy Eating



Extra Curricular activities

This year the school provides After-school activities for Years Three -Seven which begin at 3.15 p.m. and end at 4.15 p.m. These include a very popular gardening club, netball, gaelic, soccer, running etc (Currently suspended due to COVID_19 restrictions but will resume as soon as possible)

We will endeavour to offer a range of activities to children of all ages throughout the year.

The school provides a wide range of extra-curricular activities, such as school outings to The Ulster American Folk Park, W5, Belfast Zoo, Florence court, Peace Proms, and many, many more.

We also bring many visitors in to the school to enhance children's understanding of a particular area e.g. Storytellers, Authors, The Firemen, Ambulance, PSNI, Science/Technology Fair, Action Mental Health, FIND, Sentinus, Santa etc and we actively encourage the children's families to come to the school as often as possible.

We have strong links with other countries throughout the world. We celebrate different cultures and beliefs.

Children experience a wide and varied curriculum and given lots of opportunities to develop all aspects of their being.



Sentinus



Assessment

Children are continuously assessed using a variety of formal and informal testing. Assessment for Learning is an integral part of the Revised Curriculum. We see assessment as an integral part of the learning process, as children are actively involved in their own learning. We do this by

- Sharing learning intentions with children
- Developing their awareness of the skills and knowledge that are being developed
- Developing their awareness of the strategies they employ in their learning.

We ensure that children are given effective feedback which challenges and improves the quality of children's work as well as giving children an immediate and positive boost to their self-esteem.

We also encourage children in the use of peer and self-assessment so that they can improve their own and others work.

The school also tests children regularly to ensure that they are making appropriate progress. These tests are carried out systematically throughout the year and a summative assessment is carried out at the end of the year.

The results of these tests are available to parents at any time.

Records of attainment and progression are kept on each child. These are passed onto each successive teacher and are used to inform teacher's planning for the future needs of each child.

At the end of each key stage the children take part in statutory assessments of Maths and English.

At the end of Year Seven pupils will transfer to post primary schools following the procedures as laid down by EA Western Region. Parents will be very much involved in the whole transfer process and will be afforded every opportunity to meet the class teacher and Principal for advice and support.

Care is taken at all times to match the curricular provision for all pupils to their particular stage of development and to take account of any difficulties or special talents which may emerge, the Code of Practice for pupils with Special Educational Needs is being fully implemented throughout the school.

If a pupil is identified by their class teacher as having a particular need advice will be sought from the SENCO (Special Educational Needs Coordinator), parents will be informed and an individual education plan will be drawn up to ensure that the needs of the child are fully met. When necessary the SENCO will seek advice and support from the EA who will then provide additional help and resources to fully meet the needs of the child. At all times parents will be kept fully informed and given support and advice on how to best help their children at home.

Homework

This school believes in the value of homework as it gives the child an opportunity to consolidate, reinforce and practice learning experiences from school. It also gives parents an opportunity to involve themselves in the educational development of their own children and encourages better home/school links.

Children's homework will cover the full range of subjects as laid down in the National Curriculum but will vary according to the needs and abilities of the children. The homework will include written, mental and oral work-children will be asked to read, learn tables and spellings, complete set exercises in Maths and English as well as practising musical instruments and undertaking some type of research for project work in Year 7.

The period of time a child should spend at homework will vary from child to child but guidelines are set out in the school's homework policy which is available from the school.

Meetings will be held throughout the year to guide and support parents in how best to help their children at home. If at any time your child is having difficulty with their homework please inform the class teacher as soon as possible so that the matter may be addressed.

Home/School Links

The school welcomes parents and strives to ensure that good relationships exist between parents and the school and parents are welcomed into the school at all times. Parents are kept fully informed of everything going on in the school through newsletters and parent information leaflets. We also provide a text messaging and email service for parents whereby we will text you and let you know of any important events coming up in the school e.g. Assemblies, Christmas Shows etc. You can keep up to date with everything going on at www.stmaryspsmullymesker.com

Year 1 and 2 Class begins at 9.15 a.m. and ends at 2.15 p.m.

Year 3-7 Class begins at 9.15 a.m. and ends at 3.15 p.m.

Break All pupils have a break from 10.45-11.00 a.m.,
when milk is available from school.

Dinner

Year 1-4 12.15-1.00 p.m.

Year 5-7 1.00-1.45 p.m.

The school canteen offers high quality meals through our cafeteria system or pupils may bring a packed lunch.

Dinner times may change depending on activities being offered.

After school activities begin at 3.15 pm and end at 4.15 pm for Year 3-7.

At the beginning of the school year parents are asked to fill in a form detailing travel arrangements home from school.

It is essential that all children arrive in good time for school, properly attired in their full school uniform. All pupils must attend school for the full 185 days as is required by law. If a child should miss school through illness, bereavement or for any other reason the school must be informed either by telephone or in written form i.e. a note explaining the circumstances. The Educational Welfare Officer visits each school every month and monitors attendance.

The School Uniform

The school uniform consists of

Boys

A pale blue t-shirt
A navy v-neck sweatshirt
Navy Trousers

Girls

A pale blue t-shirt
A navy v-neck sweatshirt/cardigan
Navy Skirt/Pinafore
Blue and White Summer Dress

A reversible coat and embroidered hat are also available to match the uniform.

P.E Uniform

A P.E Uniform -consisting of a blue t-shirt with the crest embroidered on it and navy blue shorts should be worn for P.E.

Uniform items have the school crest embroidered on them and are available to purchase from LeGraphics in Enniskillen or at www.schooltrendsonline.com

The school is very proud of its uniform and insists that all children wear it every day.

Footwear

Children may wear flat shoes or trainers to school as you so wish.

Charging and Remissions Policy

In line with the requirements of the Northern Ireland Education Reform Order 1989, it is the policy of the Board of Governors to:

- maintain the right to free school education for all pupils:
- establish that activities organised wholly or mainly during school time should be available to all pupils:
- require parents to pay charges for board and lodging for their children, on residential trips, taking account of any relevant remission arrangement:
- confirm its right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school:
- make charges in respect of optional extras, as determined by the Board of Governors.

A copy of the full charging and remissions policy is available at the school for inspection by parents.

Extras

Morning Club

The school currently offers a supervised breakfast club from 8.30 a.m to 9.00a.m.

2.15-3.15 p.m

The school will be running an afterschool club from 2.15p.m -3.15p.m every day, children from P.1 and 2 will be able stay on in school and take part in some fun activities.

(Currently suspended due to COVID-19 restrictions but hoping to resume as soon as possible)

Just a few of the activities we get up to here at St Mary's.





PIC•COLLAGE





COVID-19

Information for Parent

All of the information contained in this guidance is correct at time of issuing however it is subject to change in line with *Government Guidance*.

1. Background

The Department for Education published their updated guidance for schools to return in September 2021 on the 16th August 2021.

We have developed a detailed plan for children to return to school. The plan also takes note of guidance from various places including:

- Department of Education <https://www.education-ni.gov.uk/news/latest-department-education-updates-relation-covid-19-coronavirus>
- Education Authority <https://www.eani.org.uk/education-restart>
- Planning Guide for Primary Schools (unions) <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance.html>
<https://neu.org.uk/coronavirus>
<https://www.unison.org.uk/at-work/health-care/big-issues/covid-19-advice-health-workers/>
- Sage reports <https://www.gov.uk/government/collections/scientific-evidence-supporting-the-government-response-to-coronavirus-covid-19>
- Public Health Authority <https://www.publichealth.hscni.net/covid-19-coronavirus>

Rationale for the Plan

The following planning and guidance document is designed to identify the key aspects of a Covid-ready school return so parents understand and can support the staff in school when children return.

The main priority of our plan is helping your child/ren to return to school safely and settle back into school life happily.

This plan incorporates everything we are doing in the school to support children returning safely.

Please note however this is subject to change depending on advice from DE.

This plan is based on Prevention and Response.

Prevention:

- 1) To minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) To clean hands thoroughly more often than usual
- 3) To ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) To carry enhanced cleaning, including regular cleaning of frequently touched surfaces

- 5) To minimise contact between individuals and maintain social distancing wherever possible (as per guidance)
- 6) To where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection

- 7) To engage with the NHS Test and Trace process if required.
- 8) To manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) To contain any outbreak by following local health protection team advice

Further detailed advice about each section of this can be found in:

<https://www.eani.org.uk/education-restart>

Organisation of the Day

Start and End of Day

- Staggered start and end times will be in place as follows:
- Start of the day

Arrival Times:

Children will arriving at the school from 9.00 a.m. : there will be no breakfast club until further notice. Children can enter the school via both entrances. Younger children may be brought to their classrooms if necessary.

9.00 a.m Children/Families with surnames beginning with A-L

9.10 a.m Children /Families with surnames beginning with M-Z

Children who use school transport will be collected off the bus by a member of staff and brought to their classrooms.

Parents should observe social distancing at the school gate at all times.

Arrangements for collecting children from Wednesday 1st September

P1/2

(Year One children will be collected at different times until the end of September)

We have large numbers of children in Year one and Two so children must be collected at their designated time so as to avoid a build-up of parents at the gate and to ensure social distancing. Year One children may be collected from the gate at the side of the Millennium Hall, Year Two children may be collected from the gate at the main road. Staff will bring children out to you.

2.00 p.m Children /Families with surnames beginning with A-L

2.10 p.m Children/Families with surnames M—Z

P3-7

3.00 p.m Children /Families with surnames beginning with A-L

3.10 p.m Children/Families with surnames M—Z

Children who use school transport will be put on the bus by a member of staff in the evenings. Arrangements for collection are as follows:

- **Year 1:** Parents should wait at the gate below the Millennium Hall. The staff will come out and ask 1 child at a time to go to their parent. Adults must not come into the building or go near staff.
- **Year 2:** Parents should wait at the gate at the side of the school on the main road. The staff will come out and ask 1 child at a time to go to their parent. Adults must not come into the building or go near staff. Parents should exit via the main school pedestrian gate.
- **Year 3-7:** Parents should wait outside the main school gate. Parents should wait in line (2m distance) or in their cars. Children will be sent out to their parent. Adults must not come into the building or go near staff.

Late Arrival

- Staff will be outside on duty for the drop of duration and will bring in any initial late comers.
- Parents will need to bring children around to the main entrance but should not come into the building. They should phone into school (028 66348598) and a member of staff will usher the child in. The child will sanitise their hands and be escorted / sent to their classroom.

Late Collection:

- Children will remain in class / waiting area and parents will need to pick up from there.
- If a parent is 10 minutes or more late, staff should alert the main office and phone calls will be made. Children remain outside where possible or be taken back to their classes, while we wait for parents.

When lining up for school please adhere to the markings on the pavement/road.

- Only one parent should come with a child to school to minimise the number of adults on site.
- Parents will not be allowed to enter the school premises.

Break and Lunch

Break:

- Children need to bring their own snack and drink in a lunchbox (**Clearly labelled with their name**)
- Children will have staggered breaks.

Lunch

- Children will remain in their classroom bubbles for lunch.
- School dinners are still available from 1st September and will be brought to each "bubble" at lunchtimes by dinner staff.
- If your child is taking packed lunches, please send in their lunch in a lunchbox which can be regularly cleaned.
- Children will have staggered lunch breaks.

Safety and well-being for pupils

At St Mary's, we have a very strong ethos of understanding and support of the emotional wellbeing of pupils and with this in mind, these additional principles will need to drive the design of our wider opening plan: We want to

- Ensure that returning children feel emotionally and physically safe at school through the use of our positive implementation of new requirements; use of positive language *"We can't do that at the moment but let's see what we can do..."*
- Ensure only essential minimal changes take place in classrooms and wider school areas including class layouts, resources, markings.
- Ensure enough time and resources are given to the social and emotional aspects of the curriculum and allow children to express themselves in a safe environment.
- Ensure a mechanism is in place to offer effective 1:1 pastoral support if needed.
- Ensure those not attending due to shielding or illness have similar opportunities where possible through access to remote or supported learning.
- Ensure all children are in a protected "Bubble"

Our Bubbles:

Given the high incidence of COVID 19 in our community at present, children will remain in class bubbles for the time being. This will be reviewed monthly.

Each classroom will remain a 'Bubble'.

Each bubble will:

- Stay as a group throughout the day and not mix with any other bubbles (where possible).

- Have the same adult(s) where possible and where this is not the case, ensure staff social distance and have good hygiene
- Lunch staff will be assigned to a class and year group for supervision and will remain with them from collection, to dinner, to play.

What to bring to your Bubble

- Children should only bring their lunchbox (to contain their snack and packed lunch (if necessary) and a coat, school bags are permitted for Year 3-7 children, Year 1 and 2 children should bring their school pack as directed by the class teacher.
- Children should wear school uniform.
- Children will NOT be getting changed for PE therefore trainers, rather than school shoes, are allowed at the moment until any updated guidance is released.
- Although not a requirement, you may like to ensure that children are in fully cleaned clothes each day and clothes worn in school are taken off as soon as returning home and placed straight into the wash.

Protective Measures & Arrangements

- Children in year one and two will be seated in small groups within their bubble.
- Children from year three to seven are all sitting at a desk on their own where possible. They are all arranged facing the front so children are not facing each other.
- Children will not move between tables or groups, wherever possible.
- All children will have a tray for their equipment (pens, pencils, glue stick, ruler, rubber and their class books etc)
- Coats will be hung on a cloakroom peg as they enter.
- Lunch bags/School bags will be placed in a box in the class as they enter.
- A returns box for reading books should be set up so that box can be left for 72 hours before being touched and returned to the shelves.
- Teaching will take place in the classroom space or outdoor spaces. **Before moving to a new space hands must be washed by everyone.**
- Windows will be open for ventilation as much as possible.
- External doors will remain closed for security and will be held open by an adult or wedged open when being used. Doors will not be held open by each child to pass to the next person.
- The classroom door will be open to avoid touching of handles and enable increased ventilation.

Children who have additional vulnerabilities will be seated in places where there is less movement of children and better ventilation.

In the event that any cases of COVID 19 are confirmed within a Bubble, families will be notified and the guidance followed. All other Bubbles will continue to operate as normal unless cases are identified in those. Parents must have arrangements in place to collect children in the event of immediate closure.

Updated information can be found on the Public Health Agency Website on <https://www.publichealth.hscni.net/covid-19-coronavirus>

Please ensure you have access to the most recent updated information in respect of any query. Download the track and trace app from the website too.

Hygiene

- Children will wash their hands regularly including the start of the day, after any outdoor play, before and after lunch and before they go home.
- Children will also wash their hands or use sanitiser if they cough or sneeze in class or have used shared equipment and of course after using the toilet. "Catch it, Bin it, Kill it" strategy will be taught to all children.
- Children and staff will wash or sanitise their hands as they enter school. How to wash hands, will be modelled and supervised for younger children. There will be staggered times for children to wash hands.
- Children and staff will be permitted to bring their own hand sanitiser into school as long as it is at least 70% Ethanol.
- Staff will revisit hand hygiene regularly with pupils including a demonstration or by using age appropriate materials.
- Bins will be positioned away from children and staff in each room
- Classrooms will have hand sanitiser but ideally soap and water should be used for class-based hand washing. Hand sanitiser could be used for occasional use after coughing and sneezing etc.
- Classrooms will also have a supply of paper towels and tissues.
- Posters will be displayed to remind children about how to wash their hands.
- Bins will be emptied as part of the cleaning schedule at the end of the day.
- Sanitiser stations will be in all communal areas mainly for adults and occasional pupil use where permitted. Children will wash hands before eating. Soap and water are best from the classroom sink.
- Gloves are **not recommended** to be worn all the time, as they provide a false sense of safety and are difficult to take off without contamination. However, where a member of staff is treating a pupil or dealing with intimate care, it is recommended gloves and usual PPE is worn and then disposed of safely afterwards

Toileting

- There will be staggered times for using the toilets. Children will flush and properly clean hands afterwards. Parents please ensure you have completed and returned an intimate care form if your child may need any help.
- If children need to use the toilet during outside time, break or lunch they will use the following:
 - Year 1: -all children use toilets beside the classroom.
 - Year 2 and 3: - use allocated toilet in toilets beside classroom.
 - Year 4: -use toilet in classroom,
 - Year 5/6/7:-use toilets in new mobile

Cleaning

- Cleaning routines will follow the Government guidance and the Building Supervisor will liaise with the Education Authority to agree any additional cleaning required.
- All classrooms will be cleaned daily, at the usual times, with particular focus on high contact areas.
- Doors should be left open unless kept closed for safety or security.
- Lights should be left on and pupils told not to use the switches.
- Toilets will be cleaned at the end of the school day, paying attention to taps, handles and toilet seats.
- Classrooms will be equipped with cleaning fluid and cloths to wipe surfaces when needed. Staff will wash their hands thoroughly after doing any cleaning.
- Any resources and play equipment (Early Years) used by children will be washed periodically with soap and warm water or put into quarantine for at least 72 hours.

Distancing and adult to child contact

- It will be difficult to fully distance staff from pupils especially the younger they are, however staff will endeavour to stay 2m away from children and other staff.
- Staff will not sit face to face -they will try to be away from direct contact with faces.
- Staff will be mindful of other staff in class and around the school, maintaining distancing, where possible.

- There will be reduced and coordinated movement within school, achieved through staggered playtimes and lunchtimes. Therefore, there is no need for a one-way system as enforcing it could increase the times children and staff are in the corridors. However, staff and children are encouraged to continue with a 'stay left approach'.
- Children will be limited in using the main corridors or other shared spaces as much as possible; shortest exit routes should be used.
- The number of pupils inside the toilets will be limited to one.

Outdoor Spaces

- The field and outside playground at the front and sides will be able to be used. Mixing classes outside will not happen, although 2 classes may be outside, socially distanced safely.
- Playgrounds will be split into sections to ensure bubbles are not mixing. There will be a rota to enable the different bubbles to have access to different parts of the playground over the weeks.
- Equipment such as footballs can be used by the individual bubbles with access to this. Children will need to be shown how to play while attempting to keep a social distance, while staff will understand that this will be tricky for some children to achieve. In these cases, staff should ensure they are keeping a good supervisory distance away and maintaining the child to adult social distancing.
- Equipment WILL NOT be shared between bubbles unless it has either been quarantined for at least 72 hours or cleaned.

Medication & Illness

If your child displays any Covid-like symptoms, they must not attend school. Please see our flowchart at the end of this document "Covid Case in a school setting" for further information.

If your child requires medication for an ongoing medical condition such as asthma, diabetes etc please inform the school. We will continue to administer this medication to children who require it. Please email the school if your child requires GP-prescribed medication throughout the day.

We will not administer calpol/anti-biotics etc until further notice as any child who requires this medication will be under par and should not be at school as they would be more vulnerable to

infection.

If your child has a serious health condition (clinically extremely vulnerable), please speak to their doctor or specialist medical staff (if involved) and get medical advice immediately as to whether your child should return to school. Please inform the school immediately and we will then work together to create a Risk Assessment specific to your child where appropriate.

Children who are living with someone who was previously shielding, should have an individual Risk Assessment conducted before their return, please contact us to discuss this.

After school clubs/Breakfast Club

- These will not take place initially until Covid cases reduce considerably in the community.
- Clear records of attendance will be in place for track and trace purposes when they do start.

Office & Communications

- The office will be open to essential visitors only, with parents encouraged to communicate via e-mail or telephone.
 - The office window will remain closed to protect staff within the office.
- A drop off box on the school front foyer will be available to avoid face to face contact.
- Parents should communicate with the child's teacher via email or telephone, please be advised teachers will only be able to respond to phone-calls/emails etc after teaching hours.
- Updates for parents will be sent via website or social media.
- All contact forms will be re-issued to you for updated information, please include your email address.

Monies

All money must be sent into the school in an envelope clearly marked with the child's name and the purpose of the money i.e dinner money etc. Money will not be accepted any other way. Money will then be left for 72 hrs before being touched by staff.

Use of PPE in school;

PPE will be used in school in certain situations

- PPE will be available for any member of staff who requires it to assist with a pupil in close proximity, including personal care.
- PPE will be worn when staff support changing of a child's clothes ,changing the child from the side in a ventilated room.
- If a child requires first aid to be closely administered.
- If there is a suspected case of Coronavirus.
- If a parent requires their child to wear a mask, then they should contact the school office to discuss this

We hope you find this information useful, should you require any further information please contact the school.

