

Dear Parent/Carer,

I hope that you and your family are well and that you have enjoyed the summer break.

As you may be aware, Mr Peter Weir, Education Minister, issued revised guidance to schools on 13 August which allows for **all schools to return to more normal patterns of operation and attendance**. While this provides a framework for the re-start of schools, it also allows for some degree of flexibility, enabling schools to develop re-opening plans that best meet their specific circumstances.

The document also emphasises that the **“journey back to normality”** for the education system **will not** be one where schools operate on a **“business as usual”** basis from day one.

In order to facilitate a safe return to Ballykelly Primary School, the following plans have been carefully drawn up, linked closely to the latest guidance.

Our aim is to ensure children and staff return to school safely and we will focus on the social and emotional well-being of everyone as we move forward. Therefore, we will be taking small steps on return, focusing on getting into a routine and having a structure to the school day. Moving forward we anticipate we can introduce more “business as usual” provision, but we urge you to be patient and work with us in this initial phase of our return.

### Re-start Summary

- Each classroom will be a separate ‘bubble’ with pupils attending school 5 days a week.
- All P2 to P7 children will return to school week beginning 24 August 2020
- There will be a phased return for pupils in Primary 2 - Primary 6
- Nursery and Primary 1 pupils will have their own phased induction programme from 1 September
- Primary 7 pupils will return for the five days week beginning 24 August for 3 hours (to 12noon)
- Staggered arrival and departure times for all pupils to minimise gatherings of people
- Staggered break and outdoor play times
- Designated outdoor play areas for individual class bubbles
- Pupils will eat packed lunch in their classroom, instead of a cooked meal, initially. The school canteen will begin packed lunches from 1 September and hot meals will resume, on Fridays initially, from 7 September
- From 1 September packed lunches will be delivered to classrooms by the Kitchen staff or, alternatively, pupils may bring in a packed lunch from home. Children entitled to Free School Meals will receive a packed lunch prepared by our kitchen staff from 1 September

## Plans for Returning to School – Week beginning 24 August

- P7 pupils will return to school in full classes from Monday 24 August and remain in school for 3 hours each day
- P2 – P6 pupils will have a phased return to school starting on Monday 24 August and remain in school for 3 hours each day that week. During this time, they will be gently introduced to the new routines and procedures of the school day. **Lunches will neither be required nor provided this week** (Please see timetables below)
- Primary 1 pupils will start in small groups throughout the week beginning Monday 31 August.
- Nursery children will be invited with one adult for a ‘stay and play’ session from 1 September and then children will start in small groups from 4 September
- ***Please note that Monday 31 August is a Bank Holiday when school will be CLOSED***
- With all children returning to school, and teachers in class full time, there will no longer be remote/online learning as was provided during lockdown
- Pupils will be in strict protective, class bubbles when they are in school and will not interact (as far as possible) with any other pupils throughout the school day

### Proposed Timetable for Return 24 – 28 August

	Year Group	Year Group
Mon 24 Aug	Primary 7	
Tues 25 Aug	Primary 7	Primary 6
Wed 26 Aug	Primary 7	Primary 5
Thurs 27 Aug	Primary 7	Primary 3 & 4
Fri 28 Aug	Primary 7	Primary 2

**During the week of 24 August, children should arrive between 8.45am and 9am and enter through the main doors at the school office, then make their way into the Assembly Hall.** They will be greeted by Principal and their new teachers and taken to their new classroom to begin their ‘bubble’ and become familiar with how the new school day will unfold, where they will play, the toilets they should use and their entrance and exit doors to use when they return to school on 1 September.

Children should NOT bring a school bag to school. They will only need to bring water in a named plastic bottle and a healthy snack in a disposable bag. Please remember we are a nut free school, so please do not send your children with a snack containing nuts.

## Classes for 2020/21

Nursery	Mrs Loughridge
Primary 1	Mrs McAuley
Primary 1/2	Mr Brown
Primary 2	Mrs Whyte
Primary 3	Mrs Brudell
Primary 3/4	Miss Lockington
Primary 4	Mr McGinnis
Primary 5	Mr Lynch
Primary 5	Mrs Mc Donald & Mrs Cromie
Primary 6	Mrs Semple (Mr Henderson covering maternity leave)
Primary 6/7	Mr Fleming
Primary 7	Mr Crown
Speech & Language Class	Mrs Donaghy & Mrs Downey

## Exit arrangements for week beginning 24 August

	Year Group	Exit at 12noon	Year Group	Exit at 12noon
Mon 24 Aug	Primary 7 GC	Main Front doors		
	Primary 7 MF	Link Corridor doors		
Tues 25 Aug	Primary 7 GC	Main Front doors	Primary 6	Link Corridor Doors
	Primary 7 MF	Link Corridor doors		
Wed 26 Aug	Primary 7 GC	Main Front doors	Primary 5	Link Corridor Doors
	Primary 7 MF	Link Corridor doors		
Thurs 27 Aug	Primary 7 GC	Main Front doors	Primary 3 & 4	Link Corridor Doors
	Primary 7 MF	Link Corridor doors		
Fri 28 Aug	Primary 7 GC	Main Front doors	Primary 2	Infant door
	Primary 7 MF	Link Corridor doors		

**Parents will be asked to remain on or outside the school grounds, as age-appropriate, in order to limit interactions. I realise the inconvenience that this will cause some parents but, in the current situation, there is no alternative.**

### Pupil Attendance

Where a child is medically advised not to attend school from the start of the 2020/21 term, please let us know **before 24 August** by e-mailing [hcole272@c2kni.net](mailto:hcole272@c2kni.net)

### Vulnerable Pupils and those with Special Education Needs

SEN support staff and SEN classroom assistants will work with families to ensure that the necessary support is put in place to facilitate these pupils' return to school.

If your child is feeling particularly scared or anxious about coming back into school, please let us know **before 24 August** by e-mailing [hcole272@c2kni.net](mailto:hcole272@c2kni.net)

## From 1 September - Arrival and Pick Up Arrangements

- In order to **minimise** gatherings of people, children should arrive at school between 8:30am to 9:00am, hang up their coat and take their lunch bag and water bottle into the classroom. Parents can accompany their children into the playground but must not enter the school building. Children can bring in a colouring book, puzzle book, novel etc to do during this time. These items will stay in school.
- During drop offs and pick-ups children and parents will be expected to adhere to social distancing guidelines and when they enter the playground they are to space out as much as possible. To help, we will be asking different year groups to enter and leave school through different doors.
- On arrival to school, children will be asked to wash their hands and will again wash their hands as they leave for home. Hand Sanitiser will also be used regularly throughout the day as necessary.
- Only one adult is permitted to drop off and pick up their child/children each day. Children in P4-P7 can continue to come to school and walk home alone, if parents have given permission
- **Please note as we have shortened lunch times to 30 minutes daily, school will close at 1pm on Fridays for ALL pupils until further notice**
- If parents need to speak to a member of staff, they will be asked to telephone the school office (028 777 62864) and leave a message with the school secretary and the teacher will return their call. If parents need to contact the school's office, please be advised that only one person at a time will be admitted into the foyer, all other people will be asked to form a queue maintaining social distance on the school playground.

## **Arrival Arrangements**

Enter via	Pupils should arrive between 8:30am & 9am			
<b>Infant Playground Door</b>	SLC	P1 OMA	P1/2 TB	P2 JW
<b>Link Corridor Doors</b>	P3JB	P3/4 CL & P4 GMG	P5 SMD	P6/7 MF
<b>Front Main Door at office</b>	P5 DL	P6 JS	P7 GC	

## **Staggered Daily EXIT Pick Up Times (effective from 1 September)**

*\*Please note school will finish at 1pm on Fridays for ALL pupils until further notice*

SLC & P1OMA	1.45pm via Infant Door
P1/2TB and P2JW	2.00pm via Infant Door
P3JB	2.30pm via Infant Door
P3/4CL	2.45pm via Infant Door
P4 GMG P5 SMD	2.45pm via Link Corridor Doors
P5 DL	2.45pm via Front Doors
P6 JS & P7 GC	3.00pm via Front Door
P6/7 MF	3.00pm via Link Corridor Doors

Each afternoon the class teacher will walk their class 'bubble' to the designated pick up point. If there is no one there to collect the child he/she will be brought into the designated 'holding bay' within school. The parent must not enter the school building but should contact the school office to make arrangements for safe pick up of the child. They will be advised by Shirley.

Pupils should be collected from the designated pick up points at the times given above. Allowances will be made where two or three children need to be picked up at the same time. Parents may decide which gate to leave by.

For those arriving by car, an additional car park at Ballykelly Presbyterian Church will be available for parents alongside the parking spaces outside school and the carpark behind Tommy's. Car sharing with children of other households should be avoided.

### **Lunch Times**

- It is hoped that the canteen staff will provide packed lunches only from 1-4 September, whilst hot meals may be an option on a Friday from 7 September. Alternatively, pupils may bring packed lunches
- If any child wishes to order and pay for a packed lunch/dinner prepared by the kitchen staff they may do so from 1 September.
- Children who pay for school lunches should bring exact money £2.60 in a named envelope
- Pupils will eat their lunch within their protective, class bubble.
- BKPS – is a nut-free school

### **Personal Hygiene**

Regular and thorough attention to hygiene is essential to deter the spread of the virus:-

- Children should wash their hands thoroughly on arrival at school and this must be a repeatable discipline throughout the day;
- Frequent washing (in tepid / lukewarm water) for 20 seconds and drying thoroughly (hand dryer / not shared towel), particularly when entering/leaving the building and always before/after eating. Sanitiser is not a substitution for hand washing and young pupils will require supervising / assistance with hand washing;
- Encouraging pupils/staff to avoid touching their faces including mouth, eyes and nose; and
- Using a tissue or elbow to cough or sneeze and use bins that are emptied regularly for tissue waste.

Practice of good respiratory hygiene should continue to follow the “**catch it, bin it, kill it**” approach.

### **School Uniforms**

While Coronavirus can land on fabrics and remain for some time, schools are not a high risk environment.

Although current government guidance encourages all pupils to wear clean uniform or fresh clothes each day, parents are **not** expected to purchase extra items of uniform. In the event of a school uniform not being ready for the next day, pupils may wear plain coloured alternatives.

### **Keeping Safe**

Given the risk mitigations in place in schools to limit and contain the spread of COVID-19, **face coverings are not generally recommended for routine use in schools.**

However, staff may wish to use them and this is acceptable.

Staff will be advised to wear PPE for the delivery of close-contact First Aid.  
Children should not wear PPE.

Where possible, all staff will adhere to the 2m social distancing rule.

P3 to P7 Pupils should all be facing in one direction within the classroom.

### **School Transport**

Children showing any symptoms of COVID-19 **should not travel** to school.

**Home to school transport, either on public bus services or on dedicated transport services, should only be used where there is no alternative available.**

Limited transport provision will be available for P7 pupils ONLY who require it from 24 August 2020 with a full service resuming from 1 September.

The school mini bus will hopefully be operational from 7 September. Priority will be given to children who live furthest away from school. More information will follow about the Mini-Bus.

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.

Parents should ensure their child has access to and understands the importance of wearing a face covering where it is appropriate for them to do so and disposing of it appropriately.

### **School Bags/Pencil Cases/Other Items**

- According to advice from DE, pupils should **not** bring a school bag to school each day.
- Pupils may bring a coat, a bottle of water, a healthy snack and packed lunch, if necessary.
- All children will be given their own stationery pack and they should only bring colouring pencils/markers/crayons to school week beginning 1 September. These items will remain in school.
- Only essential books/homework will be sent home e.g. reading materials. These items will be kept in quarantine for at least 72 hours before being re-allocated
- School will supply wipe clean folders when work will be sent home

### **Sickness**

Strict protocols for managing sickness must also be adhered to, during this pandemic, as the safety of staff and pupils is a priority:-

- If a child feels unwell in any way, DO NOT send them to school;
- If a child has arrived in school and feels unwell in any way, we will telephone parents to collect them immediately.
- Children's temperature will be checked if they are feeling unwell.
  - ✓ We will immediately isolate a child waiting to be collected from the rest of their group. If an appropriate distance cannot be kept, adults will wear gloves, aprons and face masks.
  - ✓ The area where the isolated child has been will be cleaned thoroughly and Personal Protective Equipment disposed of appropriately.

- ✓ It is vitally important that we are able to contact a parent / carer quickly in the event of a medical emergency. For this reason, please ensure that your contact details are up to date.

**Parents collect sick children from the bank door of the assembly hall and must not go to the office. Mrs Cole will supervise until adult arrives.**

- ✓ If a child has a cold, a cough or presents with a high temperature, they will be sent home immediately, even if they feel well.
- ✓ Parents / carers **MUST** make arrangements for such eventualities.
- ✓ Children and staff should **NOT** attend school if anyone in their household has any signs and symptoms of COVID. Any symptomatic person should get a COVID test immediately when symptoms develop and inform the school immediately of the result.

### **After School Activities**

These will NOT be available until further notice

### **Breakfast Club**

This will NOT be available until further notice

I realise that this contains a lot of detailed information and plans which may be inconvenient for some.

During these unprecedented times, I would like to reassure you that everyone is working hard to make Ballykelly Primary School as safe an environment as possible for our pupils. For this reason, **it is essential that all adults and pupils within our school community, adhere strictly to these plans in an effort to keep everyone safe.**

Amidst all the precautions, we want to make it as supportive and nurturing as we can...a place where children can feel safe and ready to learn. I know we can rely on your support, as always, as we cannot implement this without you.

Mrs H Cole