



# Coagh Primary School

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## Updated Information to supplement 'Restart Letter' Sent on 17<sup>th</sup> August

**\*25<sup>th</sup> August 2021\***

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Dear parent(s),

We have now reviewed the updated guidance from PHA, DE and EA and this information letter is designed to supplement the letter sent out on 17<sup>th</sup> August. The information in **red** has been added since the original letter.

Please take a few minutes to carefully read this letter which will help make the return of pupils as smooth a transition as possible.

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### 1. Key Dates

Monday 23<sup>rd</sup>, Tuesday 24<sup>th</sup> and Wednesday 25<sup>th</sup> August- Staff Training days

Thursday 26<sup>th</sup> August- New P1 pupils beginning school (9am – 12noon)

Friday 27<sup>th</sup> August- All pupils in school (9am – 12 noon) Flexible drop off from 8.30am

Monday 30<sup>th</sup> August- School closed for Bank Holiday

Tuesday 31<sup>st</sup> August- All pupils in school (9am – 3pm) Flexible drop off from 8.30am, Fun Club P2 and P3 1.45pm – 3pm and Homework Club 3pm – 5.30pm

\*Still waiting clarification on whether school dinners are available on Tuesday- pupils might need to bring a packed lunch\*

Wednesday 1<sup>st</sup> September- All pupils in school (9am – 3pm) Flexible drop off from 8.30am, Fun Club P2 and P3 1.45pm – 3pm and Homework Club 3pm – 5.30pm. School dinners available for all pupils.

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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.

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 latest PHA advice regarding self-isolating, class bubbles etc.

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## 2. Arriving to School

**\*Please enter the school grounds by the front gates or pedestrian gates and you can exit the same way. With the current building work ongoing the entrance gate has been widened temporarily. We are not operating a one-way system like last year at present due to building contractor vehicles using the staff**

**carpark and blocking the exit via the church hall. Please refrain from congregating in large groups at these access and exit points\***

We will be operating a 'flexible' timeslot for pupils arriving at school in the morning. This should avoid the congestion of a large number of pupils arriving at 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. \***

Pupils may be left at school between **8.30am – 9.00am. (There is no 'Early Bird Club')**

Upon arrival, pupils must walk directly to their classroom, entering via the same doors as Term 1.

P1/2- Pupils should use the P1 cloak room door.

P2/3 Pupils should use the Resource room door.

P4- Pupils should use the Front door.

P5/6- Pupils should use the Front door.

P7- Pupils should use the Front door until new classroom is ready.

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

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

Parents/Visitors are **not permitted** to enter the school building, this will be reviewed after the first few weeks.

**P1 parents can take their child to their classroom for the first few days (We would encourage you create a short routine for the first few days involving walking them to their coat pen, leave school bag and lunchbox in appropriate place, wash/sanitise hands and then say goodbye). This will help their independence and will allow them to settle more quickly (Pupils and parents might cry for first few days and this is perfectly normal).**

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

**Masks are personal preference (PHA Advice) in the school grounds but if you are entering the school building for a pre-arranged appointment we would ask that you wear a face covering/mask.**

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### **3. Break/Lunchtime Routines**

Initially in school, all pupils will remain in a 'bubble' with their own class **during indoor time but this changes for break/lunch when they are outside.** This will be reviewed with after the first few weeks.

Each class will eat their healthy break in the classroom (Please send in daily with your child) **We encourage that only water should be taken at break time by all pupils.**

**We will review P1-P3 healthy snack after Term 1A but until then all pupils should bring a healthy break to school each day.**

Break Time will remain 10.30 am – 10.45 am and **all pupils will play in their Key Stage Play Zones in the playground (P1-P3 and P4-P7).**

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. **Dinner will be served in the Assembly Hall for all pupils beginning on Wednesday 1<sup>st</sup> September. Pupils having ‘packed lunches’ will eat these in their classroom 12 noon – 12.30pm.**

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#### **4. Catering**

**A copy of the dinner menu will be available on the school website in next few days. School dinners are available to all pupils P2-P7 from Wednesday 1<sup>st</sup> September- Please send ‘correct’ money in a labelled envelope at the beginning of the week (Tuesday 31<sup>st</sup> August) and then every subsequent Monday morning.**

**All pupils will need to bring their own ‘packed lunch’ on Tuesday 31<sup>st</sup> August, including those normally entitled to Free School Meals.**

**If you think you might be entitled to Free School Meals, you need to apply (Annually) via the EA website. We would encourage all these eligible to please apply for this as soon as possible.**

Like last year, please ensure that all dinner orders are made on a Monday morning and that the correct money is put in a labelled envelope for your child’s teacher to collect.

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

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#### **5. End of School Day**

School finishing times will be as follows.

**P1 Pupils will finish at 12 noon** for the first two weeks, **1.10pm (This will allow all pupils to return to their classrooms after lunch)** for second two weeks of September and should be collected from the resource room entrance in the school playground.

**P2-P3 Pupils will finish at 1.45pm**

**P2/3 Pupils will finish at 1.45pm** and should be collected from the resource room entrance in the school playground.

**P4-P7 Pupils will finish at 3pm**

**P4 pupils will finish at 3pm** and should be collected from the ‘staff car park’ at the front door.

**P5/6 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 ‘staff car park’ at the Assembly Hall Exit until their new classroom is ready.

***School policy continues to be that any pupil in P1-P3 must be collected by a named adult on the School 'Pick Up' Form which will be submitted at the beginning of this academic year. If there are any changes to 'normal' collection procedures, please contact the school office. If your P4-P7 child is walking home, please ensure that School 'Pick Up' Form has been amended to reflect this (It is also a good idea to contact the school to ensure that staff know which day your child is walking home. If staff are in any doubt, then we will keep your child in school and contact you.)***

\*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'. When a staff member sees you we will send your child to you. \*

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

**Early Bird Club** is unable to operate at present and will be replaced with flexible drop off from 8.30am like last academic year.

**Fun Club-** The advice is to limit social interaction as much as possible so if you are able to collect your child at 1.45pm then you are strongly encouraged to do so. If you require your P1-P3 child to attend Fun Club 1.45pm-3pm then please ensure that you send £1 (daily cost) in a labelled envelope and please email me [ibayne452@c2kni.net](mailto:ibayne452@c2kni.net) at the beginning of next week. This will ensure adequate staffing cover. When collecting your child from Fun Club please come to the Assembly Hall exit door and knock.

**Homework Club (3pm – 5.30pm)-** The advice is to limit social interaction as much as possible so if you are able to collect your child at 3pm then you are strongly encouraged to do so. If you require your child to attend Homework Club 3pm – 5.30pm then please send money in a labelled envelope at the beginning/end of the week. When collecting your child from Homework Club please come to the Front Door of the school and 'Buzz' or go to the Assembly Hall Exit door and 'knock'.

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## **7. School Uniform / Belongings**

The majority of our school uniform is 'generic' and can be purchased from any retail outlets. The 'branded' Polo Shirts and School Jumpers are available to purchase from Wallace's (Formerly Kee's in Cookstown).

All pupils (P1-P7) should wear PE Uniform each Wednesday. PE Uniform consists of Trainers, Plain black/navy Tracksuit bottoms/leggings to be worn with school polo shirt and school jumper.

At this time of the year many pupils decide to wear 'Summer Uniform' which can include plain grey/black shorts and summer dresses (Navy or Blue check).

**Pre-Loved Uniform Items are also available from the Parents Association. More details will be sent out soon.**

\*Please ensure all items of uniform are labelled with your child's name\*

Pupils should ensure that they have all the items they need on a daily basis in their school bag, pencil case and lunch box etc.

**P1-P3 pupils do not need to bring a pencil case or stationery to school as all will be provided for them in their table top pots by school.**

**P1-P3 pupils should send a pair of wellies in a 'labelled' bag which can stay on their coat peg in school throughout the year.**

**P1-P3 pupils should send a spare change of clothes in a 'labelled' bag (Does not have to be school uniform) and this will stay in school throughout the year. This is in case the pupils get wet or dirty at water tray, mud kitchen or in the outdoor area.**

Pupils should hang their coats and additional changes of clothes on their coat peg when they enter the building in the morning.

Individual water bottles are permitted and encouraged in school.

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## **8. Returning items**

Could all pupils please check their school bags from last year and return any school reading books and resources when they return to school.

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## **9. Remote Learning**

As yet we don't know what the advice is regarding self-isolating and class bubble but should a class need to self-isolate then the pupils in that class will revert back to 'remote learning' via Seesaw. Details will be communicated to you via Seesaw / School Text Message if/when this is required.

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## **10. Familiarisation**

We understand that this is an extremely anxious time for parents and children. If your P1-P7 child is extremely anxious and you feel that they would benefit from a short familiarisation visit on Monday 23<sup>rd</sup>, Tuesday 24<sup>th</sup> or Wednesday 25<sup>th</sup> August, then please ring the school to arrange a short visit.

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## **11. Individual Hand Sanitiser and Tissues**

You know your child's skin best and with this in mind please send a bottle of hand sanitiser (Labelled with your child's name) which will remain in school to be used by your child under supervision by their teacher. Hand Sanitiser is also available from the 'Sanitising Stations' at all entrance/exit points in school. Please ensure your child has tissues with them to use on a daily basis. These can remain in school or in your child's schoolbag.

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## **12. Health**

While the situation in NI regarding Covid 19 continues to improve it does not mean that Covid 19 has disappeared. It is likely that during the first few weeks of your child returning to school that they might develop those 'bugs' that are so prevalent with younger children in close proximity. This will certainly be the case after the prolonged period of non-contact with their peers. Please 'use caution' and follow the advice of the PHA and if your child is displaying ANY SYMPTOMS OF COVID 19 please contact the PHA or your GP and do not send your child to school.

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### **13. Money**

Like last year could you ensure that 'correct' amounts of money are sent in separate labelled envelopes e.g. Pupil A (Dinner money) for Tuesday, Wed and Fri = £7.80 and in a different envelope Pupil A (Fun Club) Mon, Tues, Thurs and Fri = £4.

This makes everything much more straightforward. Thank you

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### **14. Headphones**

Over the next few weeks could all pupils P4-P7 send in a set of headphones which has a 3.5 jack at the end of a lead (Please do not send wireless headphones). These headphones will remain in school and stored in each classroom to be used on iPads, Chromebooks, desktops and laptops and at the end of each year they will be passed onto their next teacher. The ideal ones are the ones with a comfortable headband.

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### **15. Sun Protection**

With an increased emphasis on outdoor learning and in the hope that the lovely sunshine continues could you please ensure that all children have sun cream applied before school and if necessary send in sun cream in their bag with a sun hat if appropriate.

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### **16. Building Work**

The building work is ongoing around the school grounds. Please be careful when entering the playground area and keep away from 'fenced off' areas until all work on this phase of the development is complete in a few weeks' time.

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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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