

# Fountain Primary School

18 Hawkin Street, Londonderry, BT48 6RD. Tel: 028 71 374909



Dear Parent/Guardian,

All members of staff and governors wish to extend a very warm welcome back to all pupils and parents this year. Now that restrictions have been a little relaxed, we must be mindful that in our local area we are experiencing a high rate of Covid infections. Knowing that, many of our Covid routines and rules remain in place. Our aim remains to provide all pupils with a positive return to school life, with safe practices in operation, creating the right conditions for learning and pupil wellbeing.

## **ARRIVAL AND HOME TIME**

The school hours will be 8.55am until 2/3pm until further notice. Staff will be present at the bus turning circle (Top of Wapping Lane) to collect their pupils, all safely distanced. Please note all children will be collected here and not at the bottom or top doors. Staff will be on duty from 8.50AM and no earlier. Pupils from P1,2 and P3 will walk with staff up the steps and through the playground to class. Pupils from P4,5, 6 and P7 will walk with staff through the bottom door and to class. These arrangements will work in reverse for collection at home time and parents should meet children at the turning circle. All parents should adhere to social distancing guidelines. PLEASE DO NOT PARK IN THE STAFF CARPARK. We understand there will be congestion at such times, but the safety of our children is paramount. Government guidelines recommend that you park a little away from school and "stride".

- P1/2/3 pupils school day ends at 2pm
- P4/5/6/7 pupils school day ends at 3pm.

Note: All classes will go home at 2pm on a Friday.

Please carefully read arrangements for ACTIVITIES

## **SCHOOL BUS**

Children who travel on the school bus MUST always follow the code of conduct, and it is recommended that they wear a face covering. No child must leave their seat. At present this remains a free service and we are assured that Sandy Arthur will not allow any employee to be put at risk. School bus will return home at 3pm.

## **CLASS BUBBLES**

Updated advice suggests that bubbles can be broken while adhering to social distancing guidelines. This means that best practice ensures our class bubbles will function as last year.

Each class will be taught in their classroom as normal. Primary 1,2 and3 children will act as 1 bubble to allow for lunch and playground. Pupils from P4, 5, 6 and 7 will be two separate bubbles. Pupils from P1,2 and P3 will eat and play together but separately from those in P4,5,6 and P7.

## **DAILY ROUTINES**

- All primary pupils will begin school at 8.55am on Tuesday 31 August and go home at noon. No lunch will be provided.
- ALL pupils (except Nursery) will be in school on Wednesday 1 September 2020 at 8.55am. School bus(3pm) and meals will be as normal.

- Absence will be recorded as normal, taking Covid into consideration, unless EWO advice changes – how parents will inform the school of absences has changed, this will be outlined below.
- On arrival/ leaving the classroom all children will wash their hands. Only 1 child will be able to use the toilet at a time.
- Individual school bags and pencil cases are now permitted.

Lunch and Playtime will continue to be in two sittings to accommodate bubbles and class teachers will explain to their pupils how a day will look in their classroom. Pupils are permitted to bring a named filled water bottle which will not be refilled in school. Pupils having packed lunch box can bring a named lunch box which should be thoroughly cleaned before returning to school the next day. Any lunch boxes left in school will be binned. All pupils are required to bring a box of tissues on the first day.

Pupils are as usual expected to wear full clean uniform every day unless it is a day for PE. Then pupils will wear full and proper PE uniform. Class teachers will inform pupils which day this will be. **IT IS YOUR RESPONSIBILITY AS PARENTS TO ENSURE YOUR CHILD IS IN CORRECT UNIFORM EVERY DAY.**

Nursery parents have been sent a separate letter to inform them of their daily routine by Mrs Graydon.

### **CURRICULUM**

We are now able to offer a broader and more balanced curriculum compared to the last 18 months as we are beginning to approach normal. Staff, as always, will be meticulously planned to deliver engaging lessons to allow your child to learn. We ask that you, not only instil a love of learning in your child, but reinforce learning at home by listening to reading, completing online activities and listening to any advice your child's teacher may offer.

Each class teacher will inform you of homework arrangements.

### **DINNER MONEY**

School lunches remain £13 per week. Please ensure you have applied for Free School Meals through EA website. We will not allow debt to gather due to unpaid meals. Please send money in on a Monday morning in a named envelope or plastic money bag for the week. School lunches are available from 1 September 2021.

School dinner will not follow the set menu for the first week back and Week 1 of the menu will begin on Monday 6<sup>th</sup> September.

### **SEN**

If your child is on the SEN register and you have concerns regarding their progress, please email Miss Cooke (SENCO). Address listed below.

### **MEDICATION**

Pupils with inhalers or other necessary medication should bring these with them on their first day. Please check that medication is in date and in a named container. Please complete the medication form as necessary. This form is available on the school website or on request from your class teacher.

### **PARENTS**

- **No parent may enter the school building (unless requested by staff)** this is to limit the risk of infection to pupils and staff. Should you wish to contact a teacher the safest method is outlined in the communication section below.

- Please ensure your child knows how they are returning home when they come to school each morning. Not knowing causes distress to your child.
- It must be reinforced that it is your duty to ensure your child adheres to all new and existing measures in place to allow for the safety of all
- Please see the holiday list included (also available on the website)
- Please complete and return the enclosed data collection and contact detail forms.

## **PUPIL BEHAVIOUR**

(EXACTLY AS LAST YEAR)

All pupils MUST follow all instructions as they are designed to keep everyone safe. Should your child refuse, for any reason, to follow any instruction from any member of staff, or should they remove themselves from a room, you will be contacted immediately to come and take your child home. No member of staff will be asked to compromise the health and safety of themselves or others to manage a child who is refusing. We understand that lockdown may have had a detrimental effect on mental health and some children may have difficulty in school situations. However, there will be zero tolerance of refusers. If such a situation arises and you do not respond immediately staff will contact Gateway Team to remove your child. It is important to note that in this unusual climate Gateway teams are under extreme pressure, and we do not wish to increase their workload unnecessarily. Any child who wilfully disregards Covid 19 instructions may be excluded in line with Department of Education guidance and the updated Behaviour Policy.

## **ACTIVITIES**

We will now be able to offer:

- Afterschool for P1/2/3 from 2-3pm for children who go home on the school bus
- Afterschool P4/5/6/7 from 3-4pm to include swimming and games. Details will follow.
- Class time Highland dancing and other activities which become available.
- Please note there will be no breakfast club as all classes offer snack early in the morning. Each class teacher will inform you of arrangements.

## **COMMUNICATION**

During the school year 2021/22 we will be moving towards the use of our school website and app for communication with parents.

Our website can be found at [www.fountainps.co.uk](http://www.fountainps.co.uk) and the app is available on both iOS and Android app stores by searching "Schools NI" and then selecting Fountain Primary School.

For the beginning of the school year, teachers will upload class specific information on Seesaw which you should access using the FAMILY code provided to you. General school information will be communicated through the website and Schools NI app.

Later in the year, each child's primary guardian will be sent a text message which will give them a unique code to sign up to their child's class on the SchoolsNI app. The school will notify parents when this is to happen and at this stage, communication to parents about notices, newsletters etc. will move to the website and SchoolsNI app and no longer be communicated via Seesaw. After this migration, you may still upload work, complete activities set by your class teacher and contact your teacher through Seesaw, however school/class notices and information will not be found there.

It is incredibly important that parents/guardians engage with these forms of communication. We are moving towards paperless communication with parents to reduce waste. There will be times when forms need signed and when that is the case these will still be sent home on paper.

All staff email addresses can be found by accessing the school website.

### **ABSENCES**

During this school year, all absences should be communicated with the school via the form available online at the school website at:

<https://www.fountainps.co.uk/parents/absences/>

This will send the information directly to the school office where our register will be updated.

### **MEETINGS**

COVID has changed the landscape of meeting and discussion in the workplace. The Education Authority is still recommending that parents do not enter the school unless completely necessary. For this reason, meetings that parents have with staff will be held online. If you wish to have a meeting with your child's class teacher, this will be done via Microsoft Teams. All parents must provide an email address to their child's class teacher and this will allow us to invite you to a Teams meeting which you will be notified of via email with a set date and time. Your child's class teacher will join the call via webcam from their classroom and we encourage you to be in an appropriate setting to have a discussion with them. There may still be times when a face-to-face meeting is necessary and if this is the case, your child's class teacher will communicate this with you.

### **MOVING FORWARD...**

We understand that these are some significant changes to how the school operates and there may be some technical difficulties along the way. We will do our best to communicate with parents any and all changes, when they are happening and will try to provide as much technical detail as possible. A lot of these changes have been accelerated by COVID and the need for social distancing, however the use of online services for communication was one which was inevitable regardless of COVID.

### **KEY APPS**

- SchoolsNI
- Microsoft Teams
- Seesaw

Thanking you in advance for your continued support and co-operation



Mrs Arthur  
(Principal)