



Dunclug Primary School
Re-opening Guidance for Parents and Staff
August 2020

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1. Introduction

On Thursday 6th August 2020 the Executive agreed that the New School Day Guidance should be updated to reflect a more ambitious approach to Education Restart planning. Their strategic objective has always been to achieve maximum face-to-face in class teaching time for all pupils, where safe to do so, at the earliest opportunity. The Executive now believes this is possible sooner than previously expected. However, this is not a return to business as usual.

The Executive is therefore advising that all schools and settings to return to more normal patterns of operation and attendance, in line with standard legislative requirements, for all pupils from the week commencing 31 August 2020. The existing guidance relating to priority cohorts returning on 24 August will remain with schools resuming more normal patterns of operation and attendance during the following week. This means that all children and young people will return to school full-time from the week commencing 31 August 2020.

2. Staffing

Teaching

P1 – Mrs Spence
Learning Support Centre (LSC) – Mrs Ross
P2/3 – Mrs Boyd
P4/5 – Mrs Hood and Mrs Henderson
P6/7 – Mr Beacom and Mrs Ross

Non-Teaching

Mrs Campbell – Building supervisor
Mrs McCarroll – School Clerical Officer/Secretary

Learning Support Staff

Mrs S Gilmore
Miss C McKendry
Miss C O'Kane
Mrs L Hampton
Mrs D Hunter
Miss M Lynch
Mrs P Havelin
Miss D McCluskey
Miss L Armstrong
Mrs J Herbison

3. New School Day

To help ensure the health and safety of all the children, staff and families at Dunclug PS, we will apply a range of measures:

- Enhanced hygiene and cleaning measures will be used.
- Strict social distancing requirements between all pupils will be relaxed from a specific distance to the best spacing that can be achieved but will remain in place between adults and, as far as it is practicable, between adults and pupils.
- Protective bubbles will be used as a key mitigating action. Protective bubbles will be used on whole classes to segment pupils into a consistent group or groups as far as is practicable. The purpose of using consistent groups is to limit the number of different interactions in any single day. This will reduce the risk of transmission and improve the ability to focus the tracking and tracing of the virus in circumstances where there is a positive test. Keeping children in protective bubbles is a means of decreasing interactions between groups until further easing of measures is possible based on the public health situation. The layout of the classrooms will also be rearranged to support this.
- Adults and children will follow a one-way system around the school, with social distancing (2 metres) between adults
- Staggered arrival and pick up times will be introduced to limit interactions and avoid large gatherings at the school gates.

4. Restart Dates and Times

- P6 and P7 pupils will return on Monday 24th of August. Pupils will attend from 9am to 12pm for this week.
- Children beginning P1 should attend the induction afternoon session that was allocated to them alongside their parent/carer(s). This afternoon session will last 30 minutes max and (weather permitting) this will be outdoors. School uniform is not necessary.
- All children beginning P1-P7 will then attend school on Thursday 27th and Friday 28th of August: 8.45am – 12.00pm.
- The school will be closed on Monday 31st of August for the Bank Holiday.
- **All children in P2-P7 will return full time on Tuesday 1st of September.**

5. School Transport

The majority of our pupils walk or come by car to school. Pupils should arrive at school at their allocated time. It is recommended that all pupils regardless of age should wear a face covering on all dedicated school transport such as buses and taxis where it is appropriate for them to do so and they are able to handle them as directed.

6. Arrival and Pick up Times

Pupils will be staggered during arrival and pick up times to limit interactions and large gatherings:

- As in previous years, our P1 pupils will finish at 12pm for the first few weeks of term. Pupils in our Learning Support Class will also finish at 12pm.
- Children in P3-P7 should arrive from 8:45am. P1-P3 children should arrive at 9.00am. If your P1/2/3 child has an older sibling in another class they can also arrive at 8.45am
- The Breakfast Club will be available from later in the term.

IN SUMMARY:

Times for September 2020

	<i>Times for September 2020</i>
P1	9.00 – 12.00
Learning Support Unit / Centre	9.00 – 12.00
P2/3	9.00 – 2.00
P4/5	8.45 – 3.00
P6/7	8.45 – 3.00

2.00 -3.00 Kids' Club supervision for eligible children in P2+P3 will be available from later in the term.

7. Arrangements at Arrival and Pick Up Times

Arrival and Pick Up times will remain as shown in the table above. This will stay under review, the success of this depends on everyone working together to follow the directions below:

- Please do not park in front of the green gate.
- Only exit your vehicle if your child requires assistance (depending on age)
- Children should approach the green gate for safe handover. Due to COVID-19 restrictions we respectfully request that only staff and pupils move beyond this point, with the exception of new P1 parents who will be permitted further during

their child's first week.

- Parents collecting younger children are encouraged to wait at the green gate but must follow social distancing.
- Parents collecting children at 3.00pm should wait by their car and staff will see children out of the playground.
- You will notice that there is also a lot of building work going on at the front of the school – this should be completed within the next six weeks.

8. Where does my child go when dropped off in the morning?

- Due to this ongoing building work, all children (P1-P7) will enter the school via the green gate and then the door opposite the Dunclug 'Annex.' There will be several members of staff supervising the green gate and guiding pupils across the playground and through this entrance each morning.
- All pupils will be supervised as they visit the cloakroom with their coat and then they will wash their hands before the start of their school day.

9. Social Distancing – Protective Bubbles

Children will be kept in their class 'Protective Bubble' to decrease interaction with other classes. Every effort will be made to decrease interactions between classes and, if workable, ensure social distancing is considered within each class.

Social distancing of 2m between the adult staff working with each class should be maintained, where possible. Social distancing should be maintained as far as is practical between adults and pupils.

The use of consistent groups or bubble is not an "all-or-nothing" approach and will bring public health benefits even if logistics mean that this measure can be implemented only partially.

Pupils will have allocated desks within the classrooms and sharing of resources will be kept to a minimum. For younger pupils who may find social distancing more difficult (Foundation Stage), staff will create zones to maintain smaller groups of pupils and reduce interaction between them.

Staff will ensure that pupils do not congregate in toilet or corridor areas for long periods.

10. Staggered Break and Lunch

The use of 'protective bubbles will cover all aspects of the school day. Staggered break and lunch times will be used for each class.

11. Break, Lunch and Hot Meals

We are continuing to encourage healthy snacks for break and lunch time. The school catering service will still provide toast for pupils who wish to purchase this. No fizzy drinks will be permitted in school, but we would encourage each child to have a water bottle of still water to sip throughout the day. Please ensure water bottle is labelled.

The school meals service will recommence from Tuesday 1st September for all pupils. Pupils must bring a packed lunch into school. There may be a reduced choice of menu available to begin with. We will share the menu with parents/carers via the school website and school social media accounts.

School dinners / lunches will be in the dining hall with each bubble group seated at either the top half or bottom half of the hall. Tables and chairs will be wiped down and disinfected between each sitting.

Any pupil bringing in a break and/or a packed lunch should use either a lunch box or a disposable bag.

12. Hygiene

Regular and thorough attention to hygiene is essential. Children will wash their hands thoroughly on arrival to the school and will be a repeatable discipline throughout the school day. Help will be given to those pupils who struggle to wash their hands independently.

Hand sanitising material will be made available at each entrance point to the school.

Pupils and staff will be encouraged to avoid touching their faces including mouth, eyes and nose. The importance of good respiratory hygiene will be discussed and explained to children.

Signage will be placed around the school to build awareness and maintain personal hygiene standards throughout the day.

Personal Protective Equipment (PPE) will be made available to staff i.e. when dealing with intimate care needs / giving medication.

Children should not wear PPE.

13. Foundation Stage (P1-P3)

Young children particularly at Foundation Stage cannot reasonably be expected to remain apart from each other throughout the day. Further efforts to ensure strict adherence to such measures could be confusing and upsetting for some children at this developmental stage, who are likely to have limited understanding of the rationale for social distancing or the wider public health situation. At this age, children should, insofar as is possible, be given opportunities to be actively involved in practical, play-based learning in a stimulating environment.

14. Moving Around the School

Whilst the 'protective bubble' model significantly reduces the movement of children throughout the school, this may not always be achievable. Use of marking and visual cues for children within the corridors to direct the flow of class groups, application of a 'one-way' system of travel and the use of tape/markings/signage to demarcate social distancing zones will be used around the school.

15. Cleaning

The cleaning strategy adopted in the school will be extended to desk surfaces, chairs, doors, light switches, banisters, sinks and toilets being cleaned more regularly. There will be a routine cleaning and disinfection of frequently touched objects and surfaces such as telephones, keyboards, door handles, desks and tables.

16. School Uniforms

While Coronavirus can land on fabrics and remain for some time, schools are not a high risk environment. Children at Dunclug PS will wear their school uniform each day and be encouraged to wash their uniform regularly. To help with this, pupils may wear either their full school uniform or PE uniform to school. All uniform must be labelled.

17. Physical Education

The delivery of PE is a compulsory element of the primary curriculum. A broad, well balanced, quality PE programme will support the development of physical skills, thinking skills and personal capabilities as well as improving mental health and emotional wellbeing. Therefore, pupils at Dunclug PS will have access to PE throughout the week. Pupils may wear their PE uniform on their PE day. Class teachers will inform parents of their PE day during the first week of term.

18. Stationery / School bags

P3-P7 will need to bring in a pencil case with stationery which will remain in school. P1/2 pupils do not require any stationery. School bags will not be required for the first term. Any books that will be brought home will be carried in a plastic wallet that the school will provide.

19. Homework

There will be no homework given to the pupils for the first few weeks of term. This will give teachers time to assess pupil level for spelling and reading groups. When homework does commence, it mainly be learning homework and aspects of it will be set online (e.g. on Bug Club or Athletics).

20. Seesaw

We hope that the use of the online application 'Seesaw' will further support home learning. Pupils will be given passcodes throughout the first term. We will demonstrate Seesaw in school to any parent unsure how to use the app. Families who are having difficulty accessing ICT equipment should contact Mr Beacom to arrange possible borrowing of school resources.

21. 1-1 Support

Provision of one to one care and support is integral to the delivery of quality education and support to some of our most vulnerable children. Whilst adult to adult social distancing should be maintained at all times where possible, where staff consistently remain with a pupil or a class they should likewise be viewed as part of the protective bubble and social distancing between those adults and children may be relaxed.

Any such staff who wish to avail of face coverings while they carry out this role are free to do so and for any contact that has been risk assessed as requiring PPE, this will be provided.

22. Adult Movement in School

It is impossible for the school to function without the flexibility of some adults moving into each protective bubble. Strategies will be put in place to reduce interactions between bubbles.

Pupils will be kept in their class and any adult will move to them.

23. Pupil Behaviour

Pupils will be expected to adhere to new Covid-19 precautions and procedures which will be carefully explained to all pupils at the beginning of restart. We are currently updating our Positive Behaviour Policy and will issue it to parents in the next few weeks.

24. Displaying Symptoms of Covid-19

Pupils, staff, or a member of their household who are displaying symptoms and have been advised to self-isolate.

Pupils and staff who exhibit any symptoms associated with COVID-19 should not attend school.

The N.I. Executive has rolled out a Test, Trace and Protect strategy designed to control the spread of COVID-19 and symptomatic staff are expected to follow the advice and obtain a test for COVID-19.

Where an individual has had a negative result, it is important to still apply caution. If everyone with symptoms who was tested in their household receives a negative result, the pupil or member of staff can return to work providing they are well enough and have not

had a fever for 48 hours.

Anyone who tests positive will be contacted by the Contact Tracing Service in the Public Health Agency and will need to share information about their recent interactions. This could include household members, people with whom you have been in direct contact, or been within 2 metres for more than 15 minutes. Passing in corridors and short periods of contact does not therefore present a significant risk to staff or pupils. All household members should follow PHA isolation guidance which currently requires everyone in the house to stay at home. Isolation guidance will then be provided that is context specific and may result in friendship groups, regular contacts and potentially an entire class or 'bubble' being instructed to self-isolate at home.

The guidance is as follows:

- if you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days;
- if you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms;
- however, if you develop symptoms during this 14-day period, you will need to self-check in accordance with Test and Trace guidance and stay at home for 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period);
- 10 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone;
- if you have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else they can stay for the 14-day isolation period;
- it is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

Pupils/Staff experiencing symptoms in school

If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste) in an educational setting, they and any members of their household within that school setting must be sent home and advised to follow the PHA guidance for households with possible coronavirus infection. Settings should keep a full record of such actions and request a parent / carer / guardian record their acknowledgement of this action.

A child awaiting collection should be moved, if possible, to a room where they can be isolated behind a closed door. Appropriate adult supervision must be provided. Ideally, a window should be opened for ventilation. If it is not possible to fully isolate the child, they should be moved to an area which is at least 2m away from other people.

If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2m cannot be maintained (such as for a very young child or a child with complex needs). If the child is seriously ill or injured or their life is at risk, we will call 999.

If a member of staff (who was wearing the appropriate PPE and adhering to the social distancing guidelines) has helped someone with a new, continuous cough or a high temperature or loss of taste/smell, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who has developed symptoms.

The affected area will be cleaned, followed by disinfection after someone with symptoms has left. This will reduce the risk of passing the infection on to other people.

Enhanced cleaning will be carried out within any classroom in which an individual who has developed COVID-19 has been to minimise risk of the spread of the virus. This will be clearly communicated to staff, parents and pupils to provide assurance that the environment is safe.

Pupils or members of staff can return to school when they have completed the necessary period of isolation as advised by the Test, Trace and Protect service. This will help contain any potential transmission to those staff/pupils and will also assist in protecting the wider community.

25. Dinner Money

School dinners will be available from Tuesday 1st September 2020. School dinners will cost £2.60 per day (£13.00 per week).

Any dinner money must be placed in a sealed envelope or money pouch, clearly labelled stating name and days for dinner.

26. Breakfast Club

The “journey back to school” for Dunclug Primary does not mean that we operate on a business as usual basis from day one; however, wraparound support such as breakfast clubs and afterschool clubs have the potential to greatly assist children and families with their return to school.

We hope to have breakfast club running from the end of September. Breakfast club will be in the dining hall using social distancing guidance as far as possible. This will be from 8:30am – 9:00 am each morning.

Any breakfast club money for the month of September must be placed in a sealed envelope or money pouch, clearly labelled stating name and days for breakfast club and posted in the box outside the front entrance to the school.

Staff supervising Breakfast club will be wearing PPE for this club.

27. Afterschool Clubs

We hope that Kids Club Afterschool Care 2-3pm will be available from the end of September as pupils will be able to remain within their P2/3 bubble for this club.

Once it is safe to do so and clearance is given through the Department of Education and health agencies, we can begin to timetable for the restart 3-4pm afterschool clubs.

28. School Website www.dunclugps.com and Schools NI App

Our school website will keep you up to date with upcoming events and keep you informed on what has been going on in school.

You can also download the free Schools NI app onto your phone to keep up to date with the latest news, events and updates at Dunclug Primary School as they appear on the school website.

To download the Schools NI App in order to get information sent from the school –

- 1) Go to the app store.
- 2) Type in Schools NI.
- 3) Download the app.
- 4) Click Find School, then Down, and type in Dunclug PS – this will place Dunclug PS as a favourite.
- 5) You then need to go to your phone settings, click on notifications and make sure you have allowed notifications to be received.

You can also download the Schools NI app from our school website.

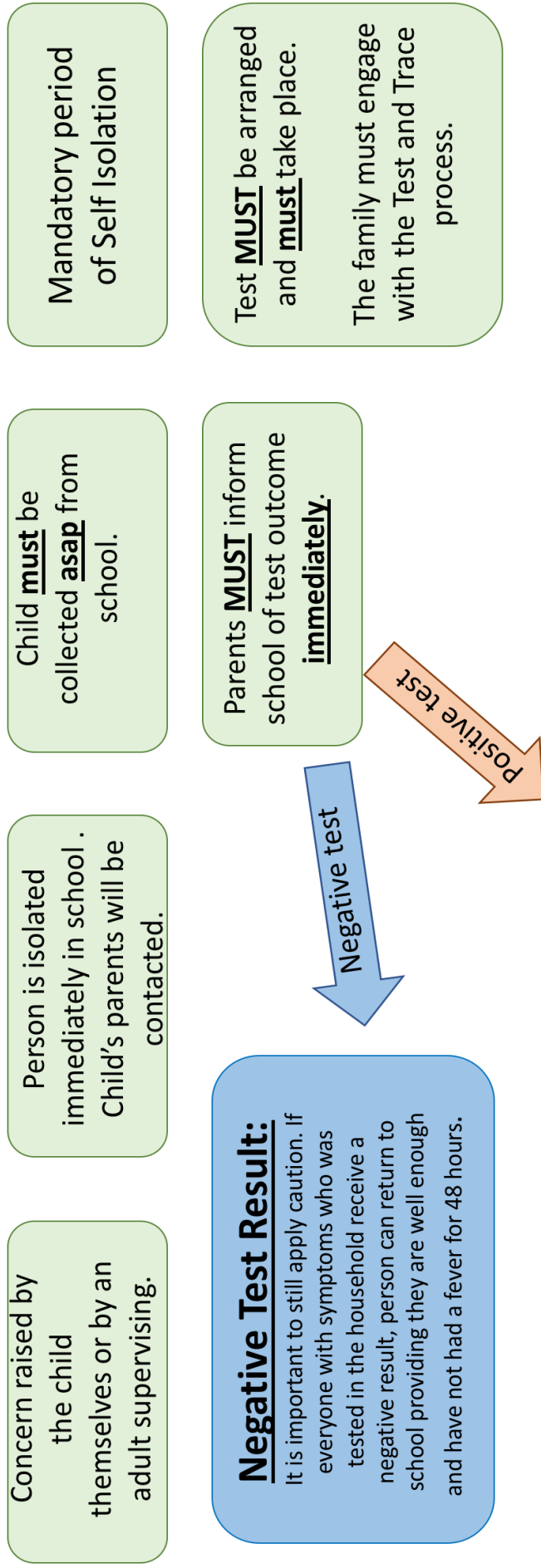
29. School Social Media Accounts

If you use Facebook or Twitter, you will be able to follow our Dunclug Primary School page. This will keep you up-to-date with relevant information and news. It is also useful for sharing and celebrating pupils' learning and success. Please remember to use social media wisely. The social media policy can be found on our school website.

30. Optional Meeting

Clear communication and dialogue with parents and carers on the reopening of Dunclug Primary School is vital. If you have any further questions or concerns regarding the school reopening, please contact the school office (028 2565 2327) or email the school and a meeting can be arranged with Mr Beacom.

School response if a child displays symptoms during school time.



What if someone in my house displays symptoms?

