**Re-Opening at Toreagh August 2020**

I hope you all had a good summer. DENI only yesterday evening said that all children will return to school however advice on how this should be done will only be released next Wed/ Thurs. I will issue further advice in due course.

As we start back it is imperative that we all follow the rules without exception. As I will be teaching full-time, I have asked my staff to ensure that the rules are followed to the letter. I am aware that the following information is prescriptive but as you will appreciate, this is in everyone’s interest. I know we can count on your support as we endeavour to make school as safe and “normal” as we possibly can for all.

**SYMPTOMS OF COVID/SICKNESS/MEDICATION**

IT IS VITAL THAT YOUR CHILD DOES NOT ATTEND SCHOOL IF THEY ARE FEELING ILL. This is for the safety of everyone!

Children MUST NOT attend school if they have a temperature, a cough or loss of taste/ smell. Advice should be sought immediately by

\* phoning 119 or

\* visiting the website: nidirect.gov.uk/coronavirus

If your child has any of these, you must also inform the school as soon as possible.

If your child develops any of the signs connected with Covid 19 whilst at school, they will in the first instance be supervised in the “shelter” area until being collected. Please be advised that children MUST be picked up as soon as possible. Remember you should have someone on the data form who is available at any time throughout the day. You should phone 119 and get tested. Your child should not attend school while testing is being completed. You must inform the school of the test result. If the result is positive, advice will be sought from the PHA. It may result in the whole class bubble having to isolate or school closure for “ deep clean.”

If your child is sick, they should stay at home. Should your child feel sick in school they will be sent home.

If your child develops a temperature or complains they are warm, they will be sent home immediately. Temperature may be taken by a member of staff.

Please be advised that if someone vomits in a classroom, it may be necessary to send all the children home in order to have the room deep cleaned.

Until further notice, staff will not be giving medication apart from life saving medication eg. EpiPen, inhalers. Your child should, if possible, know how to use their inhaler. Clearly named inhalers should be brought into school on the first day back. Please ensure the medical form ( see website) has been completed and returned to swilson869@c2kni.net by 21st August .

**ATTENDANCE**

If, in August/September, your child is unable to attend school due to shielding or living with someone who is shielding, or if they are considered to be extremely vulnerable, please contact me at lmorrow225@c2kni.net

It is possible that your child’s attendance will be affected by you/ your child/someone in your family, being in contact with someone showing symptoms of Covid 19. It is essential that you abide by the guidelines and inform the school as soon as possible.

**SCHOOL DAY – This will NOT change**

Drop off and pick up will be staggered over a 30 min period. The times MUST be strictly adhered to. Break and lunchtime have been reduced to 10 mins and 30 mins as we do not have the staff to cover due to “Bubbles” and to reduce the risks of falls/accidents in the playground. Therefore, school will finish early. Car sharing is currently not advised. Children will be supervised entering and leaving by members of staff.

**DROP OFF One way system**

Each class or “Bubble” will have a specific time period to enter the school grounds through the pedestrian gate. On the pavement outside are 2m markings, we ask you to abide by these markings. If you can, please leave your child at the gate. Your child will follow the “socially distanced yellow” smiley faces to their sanitising area. Staff will be on hand to help. If your child needs a little more reassurance you may accompany them through the gate into the playground. In this case you MUST leave via the big gate. Again, please socially distance in the playground as you leave.

Children will be supervised by staff to ensure their hands are sanitised before entering the building. Temperatures may also be taken.

Children who are not able to settle, or become distressed coming into school, will have to return home. If you are late, you must wait until all children have entered the school (after 9.20). Please note we will not be going over anything your child has missed if they are late.

|  |  |  |
| --- | --- | --- |
| Time | Class(es) | Enter building |
| 8.40 – 8.50 | P6 and P4 | P6 external door  P4 front door |
| 8.50 – 9.00 | P5 and P2 | P5 external door  P2 front door |
| 9.00 – 9.10 | P7 and P3 | P7 external door  P3 hall door |
| 9.10 – 9.20 | P1 | Front door |

**PICK UP One way system**

The children will be supervised sanitising their hands on leaving the building.

Each class or “Bubble” will have a specific time period to leave the school grounds.

At home time the teachers will escort the children to the playground. Parents may wait for their child inside the big playground at a social distancing of 2m. Please stay away from the front and side doors and do not wait in the shelter. Everyone will leave through the vehicle gates. If you wish your child/ren to meet you outside, they will leave via the vehicle gates. It is vital that you make sure your child knows they should not walk with their friend and they should “Be Smart, Stay Apart.”

If you are late at pick up time your child will remain in the shelter until you arrive. Please be on time.

|  |  |
| --- | --- |
| Time | Class |
| 1.45 | P1 and 2 |
| 2.00 | P3 and 4 |
| 2.10 | P5/6 |
| 2.20 | P7 |

**MUST DO’s at drop off and pick up times**

Please remember when dropping off and collecting your child, social distancing must be adhered to. If you have children with you below school age, please ensure they always stay with you. NO dogs should be brought to the gate. Again, please leave promptly.

No parents will be allowed into the school building. If you need to contact the school, please do so via email or telephone. Please do not send notes into school. The staff will get back to you after they have finished teaching for that day. In an emergency, please telephone Mrs Wilson in the office. Teaching staff will not be able to take or respond to phone calls during the day.

Please ensure the data form includes contact numbers for someone who is ALWAYS available to collect your child in the event they need to go home.

**TIMETABLE FOR RESTART**

**Only P7 will attend school 24th – 28th August. All other classes will be phased in for the week 31st August – 4th September. Your child’s teacher will be in touch with you before the start of school.**

|  |  |  |
| --- | --- | --- |
| Monday 24th | P7 | 9.00am Finish 12.15pm |
| Tuesday 25th | P7 | 9.00am Finish 12.15pm |
| Wednesday 26th | P7 | 9.00am Finish 12.15pm |
| Thursday 27th | P7 | 9.00am Finish 12.15pm |
| Friday 28th | P7 | 9.00am Finish 12.15pm |

**PRIMARY ONE Mrs Wells Assistant: Mrs Craig Room 1**

**Mrs Wells will be in touch to arrange for you and your child to visit school during the week beginning 24th August.**

Primary One 31st August – 4th September

|  |  |  |
| --- | --- | --- |
| Monday | P1 a Surname begins A - L | 9.10 am – 12 noon |
| Tuesday | P1 a Surname begins A - L | 9.10 am – 12 noon |
| Wednesday |  |  |
| Thursday | P1b Surname begins M - W | 9.10 am – 12 noon |
| Friday | P1b Surname begins M - W | 9.10 am – 12 noon |

Primary one will leave at 12.00 noon until 11th September. From 14th September P1 children will leave at 1.50pm

**PRIMARY TWO Miss Fleming Assistant: Mrs Dalton Room 2**

31st August – 4th September

|  |  |
| --- | --- |
| Monday | P2a Surname begins with A - H |
| Tuesday | P2a Surname begins with A - H |
| Wednesday |  |
| Thursday | P2b Surname begins with L - W |
| Friday | P2b Surname begins with L - W |

**PRIMARY 3 Mrs Robson/ Mrs Craig Assistant: Miss Moore Assembly Hall**

31st August – 4th September

|  |  |
| --- | --- |
| Monday | P3a Surname begins with B – Mc C |
| Tuesday | P3a Surname begins with B – Mc C |
| Wednesday |  |
| Thursday | P3b Surname begins with Mc D - W |
| Friday | P3b Surname begins with Mc D - W |

**PRIMARY 4 Mr Mc Minn Wee Room**

31st August – 4th September

|  |  |
| --- | --- |
| Monday | P4a Surname begins with A - L |
| Tuesday | P4a Surname begins with A - L |
| Wednesday |  |
| Thursday | P4b Surname begins with Mc - W |
| Friday | P4b Surname begins with Mc - W |

**PRIMARY 5/6 Mrs Ellison Assistant: Miss Hunter**

**Mrs Ellison works Tuesday – Friday each week but will work 5 days for the first few weeks to get the children settled.**

31st August – 4th September

|  |  |
| --- | --- |
| Monday | P5 all |
| Tuesday | P5 all |
| Wednesday |  |
| Thursday | P6 all |
| Friday | P6 all |

**PRIMARY 7 Miss Morrow Room 3**

31st August – 4th September

|  |  |
| --- | --- |
| Monday | 7 all |
| Tuesday | 7 all |
| Wednesday | 7 all finish 12.15 |
| Thursday | 7 all |
| Friday | 7 all |

**Further details will be issued once the advice from DENI is received.**

**HANDWASHING AND HYGIENE**

It is essential that your child is aware of 20 second hand washing requirement. Practise quietly singing Happy Birthday twice. Children should wash the palms and back of the hands, followed by between the fingers. The children will use paper towels in school which they will then bin.

Children should wash their hands just before they leave home. On entering the school, the children will sanitise their hands. Frequent handwashing will take place throughout the day, especially before food. Please ensure your child knows that hands MUST be washed thoroughly after going to the toilet.

Your child should be aware of the “Catch It, Bin It, Kill It” slogan. They should be able to clean their own nose with a tissue and taught to sneeze/cough into their elbow, if they do not have a tissue. You are asked to ensure your child has a tissue in their pocket or up their sleeve ready to use (not packets!). Tissues will be available throughout the school.

**UNIFORM**

In line with government guidance, uniform should be changed when the children return home from school and washed each day. We are trusting you will abide by this.

Please ensure your child can fasten or tie their own shoes, put on, take off and fasten their own coat. Non-slip shoes are preferable. Gloves, hats, umbrellas etc should not be brought to school at this time. Long hair should be tied back and clips/ hairband should not be removed during the day.

**CLEANING**

Extra cleaning will occur and will be recorded throughout the day. If there is a confirmed case, the PHA guidelines will be followed.

**PPE**

Please be advised that the staff may be required or prefer at times to wear PPE ie. masks, visors, gloves and aprons. You can prepare your child for this by showing them pictures and discussing why these are being worn.

**BEHAVIOUR**

We are fully aware that these are challenging times for everyone. We know that many children will have been with you and only you for a significant amount of time, please try, to allow your child time away from you, perhaps with a family member.

Compliance with our positive behaviour policy and its addendum, is essential. For the safety of everyone, if child does not follow the rules or defies what they are asked to do, they will be sent home immediately. A child who bites, spits, scrabs etc will be suspended for at least 1 day.

We will be discouraging children from holding hand, hugging etc. Staff must continue to social distance from both adults and children. Please explain to your children to socially distance from the staff, this will be difficult especially with the little ones but is necessary to keep the staff safe too.

**FREE SCHOOL MEALS – available from 31st August (to be confirmed)**

Free school meals will be packed lunches. These are sent to school from the kitchen in St Anthony’s by taxi. Please be aware that we do not have authority over the cleanliness regime of the taxi service or personnel.

**APPOINTMENTS**

If possible, please arrange appointments eg. dentist etc after school time. Should this not be possible, please phone the school office to let Mrs Wilson know. On the day of the appointment, when you arrive at school please phone Mrs Wilson and wait in the playground. Mrs Wilson will get your child for you. On return please phone when in the playground and we will arrange for your child to follow the sanitising procedures before they enter school.

**Exchange of items between home/school**

We will be limiting the exchange of items between home and school.

* Only items requested by the school may be brought.
* No school bags, pencil cases, PE bags etc We will provide any necessary stationery required.
* Break should be in the lunch box.
* A lunch, in a named lunch box which can be easily sanitised. This should be cleaned/sanitised daily. Children should be able to open and access all parts of their lunch themselves. Unfortunately, we cannot opening packets, peel fruit or take yoghurt lids etc All rubbish will be returned in the lunchbox.
* Lunch boxes should also hold a named, sanitised water bottle. This should be cleaned daily. We will not be filling water bottles during the day.
* There will be NO milk available
* A named coat should be brought only when necessary. We cannot use the cloakrooms at this time.

I really appreciate your patience and continued support as we go forward into unchartered waters.

Lyn Morrow

Principal