

**RETURN TO SCHOOL**

**IMPORTANT INFORMATION FOR PARENTS AND CARERS AT ST EUGENE’S PRIMARY SCHOOL**

**Please take the time to read all pages of this document carefully.**

**WHEN WILL MY CHILD RETURN TO SCHOOL?**

* Children beginning P7 will return on Monday 24th of August. 9.15am to 2.15pm for this week.

*Please note that EA will not be running a catering service and children will require a packed lunch. We have been advised that limited transport will be available, if you require transport during this week please contact EA directly to check your child’s route.*

* Children beginning P6 and P3 will attend school on Friday 28th of August: 9.15am – 12.30pm for transition between their previous teacher before moving into their new classroom for a session with their new teacher.

*Children in these classes will require a mid-morning snack from our healthy breaks list on this day.*

* The school will be closed on Monday 31st of August for the Bank Holiday.
* All children in P1-P7 will return on Tuesday 1st of September. Children in P2-P7 should arrive between 9.00 – 9.15am. P1 children should arrive at 9.30am for this week (if your P1 child has an older sibling in another class they can also arrive at 9.30am). The Breakfast Club will be available from this date at 8.15am at the cost of £1. Due to COVID-19 restrictions no entry will be permitted before 8.15am.
* Reception children will return to school on the date specified on the placement letter issued in April.

**PLEASE PAY CLOSE ATTENTION TO THE ATTENDANCE TIMES BELOW:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **W/C** **24th August** | ***31st August –School Closed*****w/c Tues 1st September****BREAKFAST CLUB BEGINS** | **W/C** **7th September** | **W/C** **14th September** |
| **Reception** |  |  |  | 9.30 – 12.30  |
| **P1** |  | 9.15 – 12.30 | 9.15 – 1.30 | 9.15 – 2.15 |
| **P2** |  | 9.15 – 2.15 | 9.15 – 2.15 | 9.15 – 2.15 |
| **P3** | Friday 28th9.15am – 12.30pm | 9.15 – 2.15 | 9.15 – 3.15*(2.15 on Fridays)* | 9.15 – 3.15*(2.15 on Fridays)* |
| **P4** |  | 9.15 – 3.15 | 9.15 – 3.15 | 9.15 – 3.15 |
| **P5** |  | 9.15 – 3.15 | 9.15 – 3.15 | 9.15 – 3.15 |
| **P6** | Friday 28th9.15am – 12.30pm | 9.15 – 3.15 | 9.15 – 3.15 | 9.15 – 3.15 |
| **P7** | Monday to Friday 9.15am to 2.15pm | 9.15 – 3.15 | 9.15 – 3.15 | 9.15 – 3.15 |

*2.15 -3.15 supervision for eligible children in P2 will be available from Monday 7th September, and to eligible children in P1 from Monday 21st September.*

**WHAT ARE THE ARRANGEMENTS FOR DROPPING OFF AND COLLECTING MY CHILD?**

Being a small school we have decided not to stagger drop off and collection times, this will remain under review, the success of this depends on everyone working together to follow the directions below:

* Arrive between 9:00 and 9:15am. For entry before this time the Breakfast Club will be available from Tuesday 1st September.
* Please do not park in the yellow box 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 and Reception parents who will be permitted as far as the rear door to Miss Gormley’s classroom during their child’s first week.
* Parents collecting younger children are encouraged to wait outside the rear door to Miss Gormley’s classroom but must follow strict social distancing.
* Parents collecting children at 3.15pm should wait by their car and staff will see children out of the building.

**WHERE DOES MY CHILD GO WHEN DROPPED OFF IN THE MORNING?**

* Children in Reception/P1/P2 will enter by the rear door at Miss Gormley’s classroom. Children in Miss Gormley’s class will store their coat and lunch box on mobile storage in the classroom, they will wash hands on arrival.
* All other children (P3-P7) will enter by the side door adjacent to the pedestrian gate, they will visit the cloakroom with their coat and wash hands before entering their classroom.

*Further information will be provided on procedures for those attending the Breakfast Club prior to 1st of September.*

**WHAT WILL MY CHILD NEED TO BRING TO SCHOOL?**

Your child will be permitted to bring only a lunch box that can be wiped down each day with their mid-morning snack and packed lunch if not availing of a canteen meal, a water bottle and a waterproof coat with a hood. All items should be clearly marked with your child’s name. Charms and keyrings attached to these items are not permitted.

Initially children are not permitted to bring school bags, pencil cases or any other item to school in line with DE guidance, this will be under continued review. Your child’s teacher will provide a plastic wipe-able folder to carry any essential books between home and school.

**WILL UNIFORMS NEED WASHED EACH DAY?**

The DE Guidance states: *“While Coronavirus can land on fabrics and remain for some time, schools are not a high risk environment and while all children and where possible young people should be encouraged to wear clean uniform or fresh clothes each day, this is not essential and schools should be mindful of their school community and avoid creating additional pressure / expense on parents.”*

In order to support parents who, choose to wash uniforms each day, your child will wear PE uniform to school two days in the week, for this reason PE uniform will be compulsory this year and consists of just two low cost items, a pale blue polo shirt and navy jog bottoms/leggings. This has long been requested by many of our parents who have been under pressure to buy expensive new sports gear regularly, at the request of their child, leading PE to become more about fashion and less about the physical activity and its benefits. Children can wear trainers on PE days but must only have laces if they can tie these independently. The days on which your child will wear their PE uniform will be communicated from your child’s teacher during the first week of September.

**HOW WILL LUNCH/DINNER WORK?**

Children will eat their packed lunch in their classroom and those who are availing of school dinners will have their meal delivered to their classroom – in disposable containers. Outdoors children will have designated zones to avoid mixing with children from other protective class bubbles.

**WILL EA PROVIDE HOME TO SCHOOL TRANSPORT?**

If your child has been approved to travel on EA buses to school, it is important that you follow DE guidance carefully *“Under the current social distancing guidelines, it is unlikely that there will be capacity to provide all eligible pupils with a seat on a public transport service. The Department of Education and the Education Authority are currently exploring all options for minimising the disruption that this may cause, including the provision of more dedicated school bus services.* ***Parents, children and young people are strongly encouraged to consider alternatives to using public transport, to plan their journey to and from school and to use active travel methods such as walking or cycling.”***

DE has strongly recommended that all pupils regardless of age, should wear a face covering on all buses, trains or taxis for the journey to school where it is appropriate for them to do so and they are able to handle them as directed. Face coverings should not be worn by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. They should also not be used by some children and young people with special educational needs who may become distressed. Children wearing a face covering as they travel to school should bring a clean sandwich bag/pouch to store their face covering in throughout the day so that it is clean for the journey home.

**WHAT IF I NEED TO SPEAK TO A MEMBER OF STAFF?**

DE recommends that parents/carers should not enter the school building. Please contact the school office by telephone initially and you will be advised depending on the nature of your need.

If you wish to pay a bill, please send money in a clearly marked envelope with your child, your child should present this to their teacher, who will see that it gets to Mrs Gallagher. Entry to the office will not be permitted as social distancing is not possible in this space.

If you wish to pass on a message to your child’s teacher, you can do this by telephoning the office and Mrs Gallagher will inform the class teacher.

Miss Gormley will be at the school gates most mornings for emergency communication. Please remember that Miss Gormley is a teaching Principal and is not available to take calls during teaching hours but will return your call after class if necessary.

*Entry to the building will be strictly for pupils, staff and essential visitors/maintenance who have arranged their visit by prior appointment.*

**WHAT IS THE SCHOOL DOING TO HELP PROTECT MY CHILD?**

Here at St Eugene’s PS, we are following DE guidance stringently. Risk assessments have been carried out and will be under continued review. We are taking many steps to mitigate risk to our school community:

* Good communication with our parents and carers.
* Clear guidance on arrival and departures.
* Enhanced deep cleaning has been carried out over the summer. Enhanced cleaning will be carried out before and after the arrival of our children and staff.
* Deep cleaning will be carried out in the event of an outbreak.
* We will strictly follow the TEST, TRACE, PROTECT programme (further details at the end of this document)
* Touch surfaces will be cleaned regularly throughout the day and cleaning materials will be available in all classrooms.
* Increased handwashing, all pupils and staff will wash hands on arrival, before and after break and lunch and before home time. Good bathroom and respiratory hygiene will be promoted as always. Sanitising stations are available throughout the school.
* Staff and pupils will have their temperature taken on arrival using an infrared thermometer, anyone presenting with a high temperature will not be permitted to enter the classrooms.
* Children will remain in protective class bubbles with the same adults throughout the day. They will consume lunch in their classrooms and have designated zones outdoors to avoid cross-over during the school day.
* Pupils and staff will move outside the building where possible to avoid using corridors and coming into contact with other classes.
* Classrooms have reduced furniture and desks will be positioned faced forward, in line with DE advised seating arrangements.
* Resources that cannot be easily cleaned will be removed from our learning areas.
* Children will engage in workshops and activities during the initial two weeks of school to help explain our new normal, increase understanding, alleviate fear and promote good mental health and well-being.
* Two metre ‘exclusion zones’ have been set up around teacher tables, in order to maintain social distancing between your child and their teacher. Classroom assistants will focus on small groups in the hall at various times throughout the day. Some staff may choose to wear face coverings at points throughout the day. Please note these are all steps to help protect *your child,* we know that transmission rate between children appears to be low but we want to take all the necessary steps to protect your child from adult to child transmission.
* Please help explain the 2 metre social distancing rule from staff to your child as we have to observe this strictly to protect all members of staff and particularly those who are clinically vulnerable.
* Staff will wear PPE if administering first aid or emergency intimate care.
* Staff must wear face coverings during face to face meetings lasting more than 15 minutes and also in our temporary staffroom which has been set up in a section of our hall to enable social distancing.
* We intend to make full use of our outdoor areas and this will be a focus for learning at St Eugene’s PS this year.

*At St Eugene’s PS it is important that our school still looks like a school and remains, the happy, caring place that it always has been. We are really looking forward to welcoming our boys and girls back to school and we thank you in advance for your support and understanding as we adapt to this new normal. If there are any questions that I have not answered, you can contact me via telephone at the school or send me an email* *lgormley873@c2kni.net*

**Please read the following information to familiarise yourself with the test, track and protect programme.**

**Test, Trace and Protect**

Pupils and staff who exhibit any symptoms associated with COVID-19 should not attend school. The N.I. Executive has rolled out a Test and Trace and Protect strategy designed to control the spread of COVID-19 and symptomatic staff and pupils 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 receive a negative result, the pupil or member of staff can return to school 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.

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.**