

Mary Queen of Peace Primary School



**Reopening Handbook:
Parents
Revised September 2021**

**In Response to Government Guidance
re Covid-19 Pandemic**

Procedures for Restarting School

Covid-19 Symptoms in a School Setting

- Do not send your child to school if your child or anyone you live with has any of the following symptoms:
 - A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature), or;
 - A new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual), or;
 - Anosmia - the loss or a change in your normal sense of smell (it can also affect your sense of taste).
- Definitions of Close Contacts in school settings as at August 2021:
In the context of a case in a school, a close contact is anyone who has been close to a confirmed case of COVID-19 from 2 full days before the person was symptomatic* to 10 days after the onset of symptoms (i.e. the infectious period) and fulfils any of the following:
 - lives in the same household
 - has been within one metre and had face-to-face contact (including being coughed on or having a face-to-face conversation)
 - skin-to-skin contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - has travelled in a small vehicle with the case
 - travelled in a large vehicle / plane near the case

An interaction through a Perspex (or equivalent) screen with the person who has Covid-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.

*If the person who has tested positive for Covid-19 did not have symptoms, then their infectious period is counted from 2 days before their test was taken to 10 days after their test was taken.

- Close contacts in a school setting:
- Close contacts in P1 to P7 pupils who have had a positive PCR test in the previous 90 days and have no symptoms:
 - Pupils who are close contacts but have already had a positive test result in the previous 90 days and have no new symptoms do not need to arrange a PCR test or self-isolate. This is because it is possible for PCR tests to remain positive for some time after COVID-19 infection due to residual virus fragments (which are not infectious).
 - If well they can remain at school. The school will inform parents if they were a close contact.

- Close contacts who are pupils in any year from P1 to P7 who have not had a positive PCR test in the last 90 days and have no symptoms:
 - Parents will be informed by the school that their child is a close contact of a confirmed case. The pupil will be advised to self-isolate until they have taken a PCR test.
 - If the PCR test is positive the pupil should self-isolate for 10 days from the onset of symptoms or, if they have no symptoms, for 10 days from the date of testing. Their household should also self-isolate unless they meet the exemptions set out on NI Direct.
 - If the test is negative the pupil can return to school with advice to take another test on Day 8.
 - The school will request that you forward a copy of the negative result on Day 2 and Day 8. Results should be emailed to info@mqpps.glenravel.ni.sch.uk
 - If the child does go on to develop new symptoms, they should stay at home, self-isolate and book another PCR test.
- If a child displays symptoms during the school day, they will be supervised in an isolation room until their parents arrive.
- The child's temperature will be taken.
- Parent / carer will be advised to follow the Public Health Agency (PHA) guidance for households with possible coronavirus infection. The school will keep a record of such actions and request a parent / carer to record their acknowledgement of this action.

Health and Safety

- Social distancing guidance will be observed to ensure the best spacing that can be achieved and 2m distance between pupils and adults, where physical capacity and curriculum delivery permit.
- Children will be unable to share stationery. Pupils will supply their own stationery.
- Children should supply their own tissues and hand sanitiser.
- Children should know the 20 second hand washing rule.
- Children should know 'Catch It, Bin It, Kill It' and be taught to sneeze into a tissue and bin it immediately. All classrooms will have bins with lids.
- Children should be shown how to cough into their elbow if they do not have a tissue / paper towel.
- Children should be discouraged from touching their eyes, face, nose and mouth, putting hands/fingers into their mouths – often unconscious actions that we all make regularly.
- A Covid-19 section has been created on the website with resources and links to the Public Health Agency, Home School Communication, Return to School Resources, Health and Well-Being.
<https://www.mqpglenravel.com/covid-19>
- Children may bring a school bag. Y1 have their own folder system in place.
- Children may bring a lunchbox.
- Pupils will continue to carry medical equipment (e.g. Epi-pens, inhalers).

Face Masks

- Given the risk mitigations in place in schools to limit and contain the spread of Covid-19, face coverings are not generally recommended for routine use in schools. Staff and pupils may wish to use them during the routine school day and this is acceptable.
- Transport: It is strongly recommended that all pupils regardless of age, should wear a face covering on all buses 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.
- Parents who enter the school grounds or building must wear a face mask.
- Some persons (including children) are exempt from wearing face coverings.

Contacting the School

- Only parents attending pre-arranged appointments will be permitted to enter the school grounds. This should be one parent only and the parent should wear a face mask.
- Phone messages to children from their parents cannot be delivered during the day. Parents should contact the school via telephone calls but only when completely necessary i.e. in the case of an emergency.
- Parents are only permitted to leave critical items for children during the school day e.g. medication. Items such as break or lunch should not be delivered during the school day.
- If a child needs to leave school early for an appointment, then a parent must phone the school office before school starts. Parents should wait outside the school until their child arrives.
- Updated telephone numbers should be provided to the school, so parents can be contacted immediately if a child is ill.
- Staff may not be available to read parent emails during the school day.

Drop Off and Pick Up

- Designated entrance/exit gates will be assigned to different year groups.
P1-2 in Cargan: P1 Mrs Hynds use main school gate, P1 Mrs Sharkey use the upper gate and rear school entrance. P2 use the main gate.
P3-7 in Martinstown:
P3 main gate
P4 & 5 use main gate, P6 & 7 use play park gate.
- Children will be admitted to the school 5 minutes before the school day starts and should go directly to their classrooms. School gates will open at 8.55 a.m.
- The Department of Education recommends that you:
 - walk or cycle if it is safe and appropriate to do so;
 - avoid parking close to or at the school gates;
 - do not gather at the school entrance gates and maintain distancing of 2m;
 - for those arriving by car, parents should park further away from the school (we have use of the Parish Hall car park) and then walk with their children ('park and stride') to avoid congestion;
 - car sharing with children of other households should be avoided.

- If a child arrives to school late, then the child should enter through the front entrance. Parents will not be permitted to enter the building to bring their child to a classroom.

Hometime Arrangements

- Designated exit gates to be used (the same gates as the pupils used in the morning).
- Do not gather at the school exit gates and maintain distancing of 2m.

Education Authority School Transport

- Children showing any symptoms of Covid-19 should not travel to school.
- You should ensure that your child cleans their hands before boarding any home to school transport vehicle.
- Face Masks on EA transport:
 - It is strongly recommended that all pupils regardless of age, should wear a face covering on all buses 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.
 - Pupils should dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again. A further face covering should be used when travelling home on transport.
 - Parents should ensure their child knows that if they become aware of Covid-19 symptoms while on board a vehicle, they should either inform the transport driver or school staff immediately upon arrival at school.
 - Children who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange to be tested) a member of their household develops symptoms or they have been advised to self-isolate by PHA.
 - Should a pupil test positive they will be asked about their journey to school. Any close contacts identified on home to school transport will be notified.

Breaktime

- Breaktimes will be staggered and year groups will play in separate yards.

Lunchtime

- School meals will be available for all children.
- Information on registering for free school meals can be found on the school website: <https://www.mqpglenravel.com/assets/documents/Uniform/FSM-and-Uniform-Grant-Information-for-schools-and-parents-15.06.21.pdf>
- Dinner times will be staggered and the children will play in separate yards.
- Children should not go home for lunch.

School Uniform

- Children will wear school uniform.

Blended Learning

- This is the term used for describing a mixture of in-school teaching and remote home learning.
- We have to plan for different scenarios and one of those may include the need to close the school at short notice, in which case remote learning will be put in place.
- In preparation for this eventuality we have extended the use of online learning platforms to include:
Seesaw Y1-3, Google Classroom Y4-7, Mathletics Y1-7, Accelerated Reader Y5-7, Reading Eggs Y1-4.
- We will have an element of blended learning every week in the children's homework.

Marking of Pupils' Work

- Social distancing and hygiene restrictions make the marking of pupils' work one of the significant challenges schools face when they reopen.
- The computer packages listed above will assist with marking and providing feedback.
- Other approaches to marking may include, for example, pupils (appropriate to their age) marking their own work; oral feedback from their teacher/assistant; and providing parents with answer sheets for homework.

Swimming

- The swimming programme will resume.

Music Tuition

- The music programme will operate in this school year.

Home School Communication

- Please update your contact details. This will include telephone numbers (home, work, mobile), e-mail addresses and a list of people who can collect your children.
It is very important that this information is up to date in order to collect children from school who may be displaying Covid-19 symptoms and to avoid the risk of potentially spreading the virus.
- Communication between home and school will be via:
 - E-mail;
 - School's website;
 - School text service;
 - Seesaw (Ys 1-3)
 - Google Classroom (Ys 4-7).
- Notes and newsletters will be issued electronically.
- Only notes that require a parents' signature will be issued in hard copy.

Meetings

- Parent-teacher meetings will be by tele or video-conference. This will be reviewed, in line with government guidance.

Morning Club / After School Clubs

- Morning Club will not, initially, be available.
- After School Clubs (indoor & outdoor) will resume.

Educational Visits

- Educational visits will take place.

Blended Learning during Extended Periods of School Closure

A blend of remote learning and Learning at Home packs will be provided for the children.

Remote Learning Guidelines

Routine

A routine should be established to replicate what happens in school.

At 9 a.m. the teachers will upload the day's activities for the children. This will direct the children to online learning and activities photocopied in the Learning at Home packs.

Online learning will include Seesaw (P1-3), Google Classroom (P4-7), Reading Eggs (P1-4), Accelerated Reader (AR) (P5-7), Mathletics (P1-7). Teachers will also upload work to Seesaw and Google Classroom, as well as directing you to websites.

Teachers will be available from 9 a.m. – 3 p.m. each day.

Recorded lessons (e.g. staff reading to the children, explanations, messages) will form part of the children's online learning.

Two-Way Contact

Children will upload their work so that teachers can comment on their efforts. This can be done by screenshots, photos, uploading work, composing onscreen etc... Uploading work is an important task that parents can help the children with. Getting feedback from the teacher is very important and it will be needed to motivate the children.

Classroom Assistants will also be involved in working with the children online.

Teachers will monitor the children's online participation and their grades on Mathletics and AR.

If children are not participating in online learning, then the class teacher will contact parents. Teachers will provide parents with their email details should there be a need to contact them about pastoral matters and learning.

Contact with parents via telephone calls will be made during longer periods of school closure.

Access

In preparation for periods of school closure it is essential that the pupils can connect to their learning platforms. Technical support can be provided remotely. Pupils will have their passwords.

During periods of school closure, teachers will contact parents if their children are not accessing the online learning platforms.

Learning at Home Packs

Blended learning will combine online learning with hard copies of work (photocopies etc..).

The school will provide Learning at Home Packs

Guided reading books (the book your child uses in their reading group) as well as AR books for P4-7 will be included in the packs.

Supervised Learning

Supervised learning will be available for vulnerable children and the children of key workers.

The school needs to protect the children of key workers who are in school, the children's families when they return home and to protect the staff who are caring for the pupils. This can be achieved by reducing interactions and contacts. This means that only children who need to be school, come to school.

In order to do this, parents should only use the service when it is essential and only when parents have no other child care provision. To protect the children and the staff it is best if the children do not go to a child minder before school, then come into school and mix with children in school, before returning to the child minder after school.

This service should only be used on the days that parents are working.

Children of parents working from home can help reduce interactions and contacts by having their children learn at home.

Please note that all children, whether at home or at school, will be completing the same work.

Parents will be required to confirm that they are key workers and the category they qualify under. The parents' employers will have to confirm, in writing, the same.

Requests for supervised learning will be issued electronically. Parents will be asked to book one week in advance.

Social Distancing during Supervised Learning

- New classes will be formed in single classroom(s).
- The new classes will not exceed normal class size.
- 2m social distancing should be maintained between pupils, and between staff and pupils, where physical capacity and curriculum delivery permit.

Review of Procedures

- Procedures will be reviewed after their implementation and in light of changing circumstances and guidance.
- We will consult with parents, staff and pupils as part of the review process.

Guidance Flowchart for Close Contacts of a Covid case in a school setting 19/08/2021

