

Mary Queen of Peace Primary School



**Reopening Handbook:
Parents
Revised August 2020**

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

Initial Procedures for Restarting School

Child Showing Covid-19 Symptoms

- 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);
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
 - a loss of or change in sense of smell or taste.
- If your child or anyone in your household has any of the symptoms above, you should get a test for Covid-19. Details on how to do this can be found at:
<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>
- 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.
- Test, Trace and Protect:
 - Pupils 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.
 - 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 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 PHA 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 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 can return to school when they have completed the necessary period of isolation as advised by the Test, Trace and Protect service.
- StopCovid NI Proximity App:
See school website: <https://www.mqpglenravel.com/news/stopcovid-ni-proximity-app>

Health and Safety

- Social distancing guidance will be observed. Classes will use two rooms to ensure the best spacing that can be achieved and 2m distance between pupils and adults.
- Children will be unable to share stationery. Pupils will supply their own stationery and the school will provide labels for the children's pencils etc...
- Stationery packs will remain in school. They will not go home.
- 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 that are foot operated.
- 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 should only bring their break, lunch and water from home.
- Children may bring a lunchbox.
- School bags should not be brought into school. Children should have a tuff folder for their homework. See the school's website:
<https://www.mqpglenravel.com/news/preparing-to-restart-school>
- 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.
- See Transport section for guidance on face masks on Education Authority transport.
- Parents who enter the school grounds or building must wear a face mask.
- Face coverings must be worn during adult to adult meetings lasting more than 15 minutes.
- 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 at the start of the new school year so parents can be contacted immediately if a child is ill.
- Office 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.
P1-3 in Cargan: P1 & 3 use main school gate, P2 use upper gate and rear entrance.
P4-7 in Martinstown: 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.
- P2 children (after a short, initial period) will go to their classroom, unaccompanied by their parents.
- P1 arrangements will be communicated to parents during their induction visit to the school.

- If a P2 – P7 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.
- If it is necessary, and only if it is necessary, during the restart programme one parent will be able to accompany their child inside the school. The parent must wear a face mask.

Hometime Arrangements

- Designated exit gates to be used.
- Do not gather at the school exit gates and maintain distancing of 2m.

Transport

- The Department of Education recommend that you do not allow your child to use public transport (unless you have no alternative).
- You should ensure that your child cleans their hands before boarding any home to school transport vehicle.
- At this point the Education Authority (EA) has not been in contact with the school regarding transport arrangements.
- 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.
- If a driver has concerns that a child may be showing symptoms, they should make the child's school aware of these concerns as soon as possible. The school will then follow the procedures detailed earlier in this document in responding to a child who may be showing Covid-19 symptoms.
- If requested by the PHA's Contact Tracing Service, the EA should seek to identify pupils who may have travelled on the same home to school transport vehicle for tracing purposes. Children and drivers 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) or the symptomatic person subsequently tests positive or if they have been requested to do so by PHA's Contact Tracing Service.

Breaktime

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

Lunchtime

- School meals will, initially, only be available for children entitled to Free School Meals.
- Information on registering for free school meals can be found on the school website: <https://www.mqpglenravel.com/news/free-school-meals-school-uniform-allowance-2020-21>
- There will be no paid dinners at this time.
- 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.
- A clean school uniform should be worn each day.

Attendance

- Where a child is medically advised not to attend school from the commencement of the 2020/21 term, parents should consult with the Principal and, as required, the Education Authority regarding education provision for these pupils.

Blended Learning

- This is the term used for describing a mixture of in-school teaching and remote home learning.
- At this time, we have opted for a full return to school. However, 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 Accelerated Reader (AR) to now include Y4 (AR will therefore be used in Y4-7 during this school year);
 - Introduced the Seesaw communication app in Ys 1-3;
 - Extended Google Classroom to now include Ys 4-7;
 - Planned for Mathletics (an on-line maths program) to be in place from Ys 1-7;
 - Y7 will continue to have access to IXL interactive literacy and numeracy resources.
- We will have an element of blended learning every week in the children's homework to prepare everyone for a time when it may be necessary to close the school.

Marking of Pupils' Work

- Social distancing and hygiene restrictions will 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

- No details on the school swimming programme are available at this time.

Music Tuition

- When the children have settled back into school and the new routines are in place, then the music tutors will contact parents about resuming music tuition.

Home School Communication

- At the start of the school year we will ask you to 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.

Morning Club / After School Clubs

- Morning Club / After School Clubs will not, initially, be available.

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.