

# Our Lady Queen of Peace Primary School



## **Procedures for Restarting School** **A Guide for Parents**

**August 2020**

**Further extensive guidance can be found on the school website:**

**Reopening Handbook September 2020 In response to Government Guidance re Covid-19  
Pandemic**

**([www.ourladyqueenofpeace.net](http://www.ourladyqueenofpeace.net))**

## **Health and Safety**

1. Children should have tissues available to them at all times. We would ask that parents provide their child with tissues each day and school will have a supply in each class. Children should be taught the rules of catch, bin it, kill it. They should be taught to sneeze into a tissue and bin it immediately.
2. Children will wash their hands when they come into school in the morning, before and after break, before and after lunch. Children should be taught to wash their hands using the 20 second rule.
3. For the immediate future and until further notice, only children who are in receipt of Free School Meals will be provided with a cold lunch from the kitchen. All other children should bring their own packed lunch and water in **disposable** containers.

## **Drop off and Pick up**

- Parents should bring their children to school no earlier than five minutes before school is due to start.
- There will be one door allocated to each class for drop off and pick up.
- These will be labelled, and staff will on site to direct parents and children in the first few days. It is vital that those adults entering the school grounds follow social distancing at all times.
- If a child arrives to school late parents may escort them to the main entrance. They will leave their child at the main entrance, ring the intercom and the child will proceed with a member of staff to their classroom.
- If a parent needs to pass a message on to a teacher, they should deliver this via the school office or email.

## **Classroom Layout**

1. All seats are forward facing in line with government guidance.
2. Each child will have their own resource pack which will remain in school. Their resource pack will contain all items required therefore parents do not need to supply stationery.
3. Only homework will be sent home with answers provided and does not need to be returned to school.
4. School bags should NOT be brought into school.
5. All coats to be hung up outside the classroom.

## **School Uniform**

Children should wear full school uniform at all times. (Full details of school uniform are in 'Parents' tab of school website.)

PE gear will not be required for the foreseeable future.

## **Social Distancing in Office**

1. Parents arriving to the main entrance will be spoken to via the intercom system and won't be permitted to enter the building, if deemed necessary only one parent will be allowed in this area at any one time. No parent is permitted to go around the school unaccompanied.
2. Parents are encouraged to contact the office via telephone call or email when possible.
3. Updated telephone numbers should be provided via the school office should parents need to be contacted in an emergency.

## **Term 1 2020 Start dates**

### **Primary 7**

All P7 will return to school full time on Monday 24th August.

During the week of 24th August children must all bring a packed lunch, there won't be any free meals this week.

### **Primary 2- 6**

All primary 2-6 children will return to school full time on Tuesday 1<sup>st</sup> September.

In line with the most recent DE guidance, children will attend in full class groups every day rather than in 2 separate groups as previously announced.

### **Primary 1**

P1 children will start phasing in from Monday 31<sup>st</sup> August. Parents will be informed of their own child's starting arrangements. Parents should go to the P1 playground, this will be signposted. Your child will be received from there, unfortunately, you will not be able to enter the building from the school but you can watch as your child settles through the window. Pick up will NOW be from the designated door. Mrs Downey's class will leave through the door of the playground and Mrs McLean's class will leave from the courtyard door. We would ask that you social distance when you come to collect your child.

From Monday 31<sup>st</sup> of August to the 11<sup>th</sup> September, your child will finish at 12 noon on their designated days. For week commencing Monday 14<sup>th</sup> September, your child will stay until 1pm and please provide a packed lunch and water in disposable containers.

From Monday 21<sup>st</sup> September everyone will be in for a full day until 2pm.

## **Start Times and Pick Up Times**

In line with DE guidance, **start times and pick up times will be staggered** to reduce the volume of children and adults coming onto the school site.

Staggered start and finish times:

P1 Teachers have contacted their children themselves.

P2 8.45 - 1.45

P3 9.15 - 2.15

P4 9.15 - 3.15

P5 9.00 -3.00

P6 8.45- 2.45

P7 9.00- 3.00

It is imperative that your child is in school at the time allocated to their year group.

All children will need to be collected from the door they are dropped off.

Children in receipt of free school meals will be provided with lunch from 1st September.

**We won't be operating the breakfast club, waiting class or after schools' clubs for the foreseeable future.**

## **Behaviour Policy 2020 Covid-19 Addendum**

In Our Lady Queen of Peace PS and Nursery Unit, we aim to maintain a secure, caring and stimulating environment in which children are encouraged to have respect for themselves and each other. Whilst expectations in Positive Behaviour Policy remain pertinent, it is necessary, in light of the Covid-19 pandemic, to make some adjustments for the safety of all pupils and staff. These adjustments are set out below:

### **Class Charter/Behaviour Expectations**

All pupils are expected to adhere to our revised rules at all times. In addition, children must be made aware of the following expectations which MUST be adhered to without deviation:

- Children will enter and exit school following our school guidelines, keeping social distancing and following markings;
- Children must wash their hands with soap and water whenever asked throughout the day;
- Children will remain with their class/year group at all times throughout the day;
- Children must use tissues to cover their mouths when coughing or sneezing;
- Children experiencing any symptoms must inform their adults, follow instructions for isolation and will be sent home;
- Children will have their own space in the classroom and will be reminded to keep all their equipment to themselves;
- Children will be guided to different zones of the playground for break and lunchtime;
- Any child who coughs or spits at another person must be sent home immediately

### **Pupil Conduct and Wellbeing**

The school's usual behaviour rules for pupils are still relevant in the new school scenario, however, there are additional rules and routines pupils must now be aware of and follow.

Pupil wellbeing is paramount during their time in school. Children will be anxious over having missed school and their friends, ongoing news about the virus, bereavements and more. All children will be in small groups. Part of the children's curriculum will be PDMU to discuss their worries and concerns. Immediate or evolving pastoral concerns should be forward to the Designated Teacher.

## Key Commitments During Covid

### School Responsibilities:

- Provide an environment which has been cleaned and prepared in response to the COVID-19 infection and Education Authority Risk assessment.
- Adhere to the social distancing rules as set out by the Department of Education as much as we reasonably can.
- Provide a curriculum that meets the needs of your child's well-being, mental health and academic needs whether they are in school.
- Contact parents/carers if your child displays symptoms of COVID-19 as this means you will need to self-isolate until the test comes back as negative.
- Inform you if staff or children whom your child may have been in contact with, test positive for COVID-19 as this will mean you will all need to self-isolate for at least 14 days.
- Continue our clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy as well the expectations outlined in this agreement
- Communicate between home and school through notices, newsletters, Seesaw, text, email and the school website.

### Parental Responsibilities:

For parents, there is a need to be aware and ensure that the guidance below is followed:

- If your child, or anyone in my household, shows symptoms of COVID-19, you should not send them to school, there will be a need to self-isolate for 14 days as a family, your child will need to be tested and you will need to let the school know as soon as possible via telephone. Please do not send your child back to school until they have a negative result on the Covid 19 test.
- If your child shows symptoms of COVID-19 at school, please collect your child from school immediately. Please get them tested and let the school know as soon as possible via telephone;
- If you need to enter the school, please come to the main entrance and speak to office staff using the intercom system and wait to be admitted by office staff.
- In order to help prepare your child for return to school, please spend time talking to your child about the information contained in this booklet
- All correspondence with your child's teacher and school will be initially by telephone.
- Please inform the school of any changes to parents/carer and emergency contacts details.
- Please remember to follow social distancing rules at all times.

### Child's Responsibilities:

I will do my best to:

- Follow the school rules that keep me safe.
- Wash my hands as soon as I go into school.
- Tell an adult if I feel unwell.
- Not bring things into school from home, or take things home from school.
- Only use the equipment in my pack.
- Only enter and exit the school building from the designated door.
- Follow the 'catch it-bin it-kill it' rules coughing and sneezing into elbow or tissue.
- Regularly wash my hands using soap and water for 20 seconds
- Follow the rules at all times to maintain the safety of myself and others
- I will not deliberately cough or sneeze on anyone.