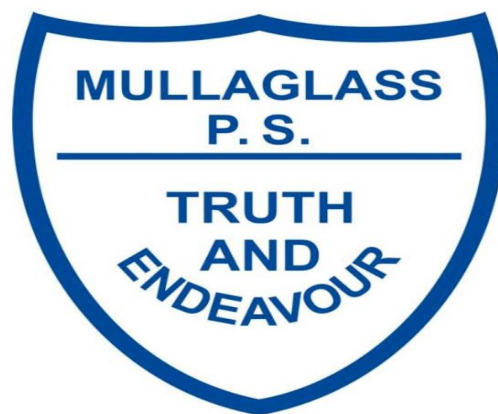


Mullaglass Primary School



Re-opening Guidance

August 2020

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1. Introduction

On Thursday 6th August 2020 the Executive agreed that the New School Day Guidance should be updated to reflect a more ambitious approach to Education Restart planning. Their strategic objective has always been to achieve maximum face-to-face in class teaching time for all pupils, where safe to do so, at the earliest opportunity. The Executive now believes this is possible sooner than previously expected. However, this is not a return to business as usual.

The Executive is therefore advising that **all schools and settings to return to more normal patterns of operation and attendance, in line with standard legislative requirements, for all pupils from the week commencing 31 August 2020.** The existing guidance relating to priority cohorts returning on 24 August will remain with schools resuming more normal patterns of operation and attendance during the following week. This means that all children and young people will return to school full-time from the week commencing 31 August 2020.

2. Staffing

Teaching

P1/2 – Miss Best

P3/4 – Miss Doyle

P5 – Mr Greenaway (teaching 4 days) / Mrs McKendry (1-day principal release – day to be confirmed)

P6/7 – Mrs Weir

Non-Teaching

Mrs Whiteside – School secretary / lunch supervisor

Mrs Murtagh – P1/2 classroom assistant / lunch supervisor

Mrs McCulla – SEN assistant / lunch supervisor

Miss Dodds – SEN assistant / lunch supervisor

Mrs Glass – SEN assistant / lunch supervisor

Mr McKenzie – Building supervisor

Mrs Chapman and Mrs Rogers – Kitchen staff

3. New School Day

To help ensure the health and safety of all the children, staff and families at Mullaglass, we will apply a range of measures.

- Enhanced hygiene and cleaning measures will be used.
- Strict social distancing requirements between all pupils will be relaxed from a specific distance to the best spacing that can be achieved but will remain in place between adults and, as far as it is practicable, between adults and pupils.

- Protective bubbles will be used as a key mitigating action. Protective bubbles will be used on whole classes to segment pupils into a consistent group or groups as far as is practicable. The purpose of using consistent groups is to limit the number of different interactions in any single day. This will reduce the risk of transmission and improve the ability to focus the tracking and tracing of the virus in circumstances where there is a positive test. Keeping children in protective bubbles is a means of decreasing interactions between groups until further easing of measures is possible based on the public health situation. The layout of the classroom will be rearranged to support this.
- Staggered arrival and pick up times will be introduced to limit interactions and avoid large gatherings at the school gates.

4. Restart Dates and Times

- Week commencing Monday 17th August – Staff Development Days / Baker Days.
- Monday 24th August – start of term for P7 pupils and vulnerable children*, 9:00am – 1:00pm, full uniform, no school meals so pupils need to bring a packed lunch.
- Wednesday 26th August – P1 Induction Day 2:00pm – 3:00pm, non-uniform.
- Friday 28th August – start of term for P1 pupils 9:30am – 12:00pm, full uniform.
- Tuesday 1st September – start of term for **all pupils**, full uniform, full school day, hot meals available.
- **All P1 pupils will go home at 1:00pm from Tuesday 1st September to Friday 11th September. This will help ease the P1 pupils into school life. From Monday 14th September, P1 pupils will then move to either 1:45pm or 2:00pm finish time each day.**

5. School Transport

The majority of our pupils walk or come by car to school. Pupils should arrive at school at their allocated time. It is recommended that all pupils regardless of age should wear a face covering on all dedicated school transport such as buses and taxis where it is appropriate for them to do so and they are able to handle them as directed.

6. Arrival and Pick up Times

Pupils will be staggered during arrival and pick up times to limit interactions and large gatherings. This will be based on alphabetical order of surnames to help support families with siblings.

Surname	Arrival Time (P1-P7)	Pick Up Time (P1-P2)	Pick Up Time (P3-P7)
A – K	8:45am	1:45pm	2:45pm (1:45pm on a Friday)
L – Z	9:00am	2:00pm	3:00pm (2:00pm on a Friday)

Parents will follow a one-way system, social distancing (2 metres), around the school grounds and drop-off children at the fire exit door of each classroom. **P5 pupils may enter through the main school entrance only.** Parents will be discouraged from entering the school buildings. At pick up times, children will be collected by parents at the fire exit door / drop-off area of each classroom.

Due to the earlier start time each day, the P3 – P7 pupils will go home an hour earlier on a Friday at either 1:45pm or 2:00pm, depending on surname.

7. Social Distancing – Protective Bubbles

Children will be kept in their class ‘Protective Bubble’ to decrease interaction with other classes. Every effort will be made to decrease interactions between classes and, if workable, ensure social distancing is considered within each class.

Social distancing of 2m between the adult staff working with each class should be maintained, where possible. Social distancing should be maintained as far as is practical between adults and pupils.

The use of consistent groups or bubble is not an “all-or-nothing” approach and will bring public health benefits even if logistics mean that this measure can be implemented only partially.

Pupils will have allocated desks within the classrooms and sharing of resources will be kept to a minimum. For younger pupils who may find social distancing more difficult (Foundation Stage), staff will create zones to maintain smaller groups of pupils and reduce interaction between them.

Staff will ensure that pupils do not congregate in toilet or corridor areas for long periods.

8. Staggered Break and Lunch

The use of ‘protective bubbles’ will cover all aspects of the school day. Staggered break and lunch times will be used for each class.

Class	Break Time (playground)	Lunch Time (sports hall)	Lunch Time (playground)
P1/2	10:30am-10:45am (playground 2)	12:00pm-12:30pm (Top of hall)	12:30pm-1:00pm (playground 2)
P3/4	10:30am-10:45am (playground 1)	12:00pm-12:30pm (Bottom of hall)	12:30pm-1:00pm (playground 1)
P5	10:45am-11:00am (playground 2)	12:30pm-1:00pm (Top of hall)	12:00pm-12:30pm (playground 2)
P6/7	10:45am-11:00am (playground 1)	12:30pm-1:00pm (Bottom of hall)	12:00pm-12:30pm (playground 1)

9. Break, Lunch and Hot Meals

We are continuing to encourage healthy snacks for break and lunch time. No fizzy drinks will be permitted in school, but I would encourage each child to have a water bottle of still water to sip throughout the day. Please ensure water bottle is labelled. Pupils may bring in a 'Friday Treat' for their break on a Friday.

The school meals service **will not** be available the week commencing Monday 24th August for P7 pupils and vulnerable children in school. Pupils must bring a packed lunch into school.

Hot meals will be available to all children from Tuesday 1st September. There may be a reduced choice of menu available to begin with so please refer to the school website for the September menu.

School dinners / lunches will be in the sports hall with each bubble group seated at either the top half or bottom half of the hall. Tables and chairs will be wiped down and disinfected between each sitting.

Any pupil bringing in a break and / or a packed lunch must use either a lunch box or a disposable bag.

10. Hygiene

Regular and thorough attention to hygiene is essential. Children will wash their hands thoroughly on arrival to the school and will be a repeatable discipline throughout the school day. Help will be given to those pupils who struggle to wash their hands independently.

Hand sanitising material will be made available at each entrance point to the school and classroom.

Pupils and staff will be encouraged to avoid touching their faces including mouth, eyes and nose. Pupils will be encouraged to bring their own labelled hand sanitiser to stay in school as well as a pack of tissues to encourage our "catch it, bin it, kill it" approach. The importance of good respiratory hygiene will be discussed and explained to children.

Signage will be placed around the school to build awareness and maintain personal hygiene standards throughout the day.

Personal Protective Equipment (PPE) will be made available to staff i.e. when dealing with intimate needs / giving medication.

Children should not wear PPE.

11. Foundation Stage (Primary 1 and Primary 2)

Young children particularly at Foundation Stage cannot reasonably be expected to remain apart from each other throughout the day. Further efforts to ensure strict adherence to such

measures could be confusing and upsetting for some children at this developmental stage, who are likely to have limited understanding of the rationale for social distancing or the wider public health situation. At this age, children should, insofar as is possible, be given opportunities to be actively involved in practical, play-based learning in a stimulating environment.

12. Moving Around the School

Whilst the 'protective bubble' model significantly reduces the movement of children throughout the school, this may not always be achievable. Use of marking and visual cues for children within the corridors to direct the flow of class groups, application of a 'one-way' system of travel and the use of tape/markings/signage to demarcate social distancing zones will be used around the school.

13. Cleaning

The cleaning strategy adopted in the school will be extended to desk surfaces, chairs, doors, light switches, banisters, sinks and toilets being cleaned more regularly. There will be a routine cleaning and disinfection of frequently touched objects and surfaces such as telephones, keyboards, door handles, desks and tables.

14. School Uniforms

While Coronavirus can land on fabrics and remain for some time, schools are not a high risk environment. Children at Mullaglass will wear their school uniform each day and be encouraged to wash their uniform each day, however this is not essential. To help with this, pupils may wear either their full school uniform or PE uniform to school. All uniform must be labelled.

15. Physical Education

The delivery of PE is a compulsory element of the primary curriculum. A broad, well-balanced, quality PE programme will support the development of physical skills, thinking skills and personal capabilities as well as improving mental health and emotional wellbeing. Therefore, pupils at Mullaglass will have access to PE throughout the week. Pupils are to wear their PE uniform on their PE day.

Class	PE Days
P1/2	Monday & Friday
P3/4	Monday & Tuesday
P5	Tuesday & Wednesday
P6/7	Wednesday & Thursday

16. Stationery / School bags

P3-P7 will need to bring in a pencil case with stationery which **will remain** in school (a list of stationery required for each class will be uploaded to the school website this week). P1/2 pupils do not require any stationery. **School bags will not be required in school due to shortage of space in rooms and also possible transmission of virus from home to school.** Any books that will be brought home will be carried in a plastic wallet that the school will provide.

17. Homework

There will be no homework given to the pupils for the first few weeks of term. This will give teachers time to assess pupil level for spelling and reading groups. When homework does commence, written homework will be completed through Seesaw.

18. Seesaw

Seesaw was a great success during remote learning and we will continue to use this when working from home. Pupils will be given passcodes etc. when they start back at school. We will demonstrate Seesaw, in school, to any parent unsure how to use the app. Families reliant on ICT equipment support, please contact Mr Greenaway to arrange potential borrowing of school resources.

19. 1-1 Support

Provision of one to one care and support is integral to the delivery of quality education and support to some of our most vulnerable children. Whilst adult to adult social distancing should be maintained at all times where possible, where staff consistently remain with a pupil or a class they should likewise be viewed as part of the protective bubble and social distancing between those adults and children may be relaxed.

Any such staff who wish to avail of face coverings while they carry out this role are free to do so and for any contact that has been risk assessed as requiring PPE, this will be provided.

20. Adult Movement in School

It is impossible for the school to function without the flexibility of some adults moving into each protective bubble. Strategies will be put in place to reduce interactions between bubbles. Pupils will be kept in their class and any adult will move to them.

21. Pupil Behaviour

Pupils will be expected to adhere to new Covid-19 precautions and procedures which will be carefully explained to all pupils at the beginning of restart. We are currently updating our Behaviour Policy and will issue it to parents in the next few weeks.

22. Displaying Symptoms of Covid-19

Pupils, staff, or a member of their household who are displaying symptoms and have been advised to self-isolate

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

Pupils/Staff experiencing symptoms in school

If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste) in an educational setting, they and any members of their household within that school setting must be sent home and advised to follow the PHA guidance for households with possible coronavirus infection. Settings should keep a full record of such actions and request a parent / carer / guardian record their acknowledgement of this action.

A child awaiting collection should be moved, if possible, to a room where they can be isolated behind a closed door. Appropriate adult supervision must be provided. Ideally, a window should be opened for ventilation. If it is not possible to fully isolate the child, they should be moved to an area which is at least 2m away from other people.

If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2m cannot be maintained (such as for a very young child or a child with complex needs). If the child is seriously ill or injured or their life is at risk, we will call 999.

If a member of staff (who was wearing the appropriate PPE and adhering to the social distancing guidelines) has helped someone with a new, continuous cough or a high temperature or loss of taste/smell, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who has developed symptoms.

The affected area will be cleaned, followed by disinfection after someone with symptoms has left. This will reduce the risk of passing the infection on to other people.

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.

23. Cashless Payments

The school will no longer be accepting cash payments from the 30th September due to the handling of money. The school will be introducing a new app throughout September which will enable parents to pay for dinners, breakfast clubs, afterschool clubs, trips etc. using online payments. Parents will receive further information and help for using the app in the next few weeks.

24. Dinner Money

School dinners will be available from Tuesday 1st September 2020. School dinners will cost £2.60 per day (£13.00 per week).

Any dinner money for the month of September must be placed in a sealed envelope or money pouch, clearly labelled stating name and days for dinner and posted in the box outside the front entrance to the school. The school can provide money pouches.

25. Breakfast Club

The “journey back to school” for Mullaglass does not mean that we operate on a business as usual basis from day one; however, wraparound support such as breakfast clubs and afterschool clubs have the potential to greatly assist children and families with their return to school.

The breakfast club will be in the sports hall using social distancing guidance as far as possible. This will be from 8:00am – 9:00am each morning.

Any breakfast club money for the month of September must be placed in a sealed envelope or money pouch, clearly labelled stating name and days for breakfast club and posted in the box outside the front entrance to the school.

The breakfast club will cost £2 per day and will be supervised by Miss Dodds. Miss Dodds will be wearing PPE for this club. Breakfast Club will commence on Tuesday 1st September.

26. Afterschool Clubs

At present, there will be no afterschool clubs available 3:00pm – 4:00pm.

The 2-3pm Club will be available as the P1/2 pupils will remain in their bubble for this club. This will be from 1:45pm/2:00pm – 2:45pm/3:00pm each afternoon (depending on surname).

Any 2-3pm Club money for the month of September must be placed in a sealed envelope or money pouch, clearly labelled stating name and days for 2-3pm Club and posted in the box outside the front entrance to the school.

The 2-3pm Club will cost £2 per day and will be supervised by Mrs Murtagh. 2-3pm Club will commence on Tuesday 1st September for P2 pupils. P1 pupils will be able to stay from Monday 14th September.

Once it is safe to do so and clearance is given through the Department of Education and health agencies, we can begin to timetable for the restart of all our afterschool clubs. Any 3-4pm club will cost £1. This £1 will subsidise resources and materials needed for the club.

27.AQE Club

Mr Greenaway will provide information to P7 parents next week.

28.School Website www.mullaglassps.com

Our school website will keep you up to date with upcoming events and keep you informed on what has been going on in school.

29.Schools NI

Please download the free Schools NI app onto your phone to keep up to date with the latest news, events and updates at Mullaglass.

To download the Schools NI App in order to get information sent from the school –

- 1) Go to the app store.
- 2) Type in Schools NI.
- 3) Download the app.
- 4) Click Find School, then Down, and type in Mullaglass – this will place Mullaglass as a favourite.
- 5) You then need to go to your phone settings, click on notifications and make sure you have allowed notifications to be received.

30.Facebook

If you use Facebook, please like and follow our page Mullaglass Primary School. This will keep you up-to-date with relevant information and news. Feel free to like and share our posts. Please remember to use social media wisely.

31.Optional Meeting

Clear communication and dialogue with parents/carers on the reopening of Mullaglass Primary School is vital. This is why we invite you to a meeting on the following day / time in the school hall. This will give everyone a chance to complete all consent and medical forms required for the new school year as well as ask any key questions regarding the reopening of Mullaglass Primary School.

- 1 parent per family

- Must wear a face mask
- In the school sports hall – social distancing measures in place

<u>Surname</u>	<u>Day / Time</u>
A - F	Tuesday 25 th August at 10am
G - L	Tuesday 25 th August at 11am
M - R	Tuesday 25 th August at 12pm
S - Z	Tuesday 25 th August at 1pm

If the above times do not suit, please feel free to contact Mr Greenaway via email or phone to school for any questions or concerns.

Email: pgreenaway945@c2kni.net

School Phone Number: 02830 830229

***Vulnerable Children**

The term vulnerable encompasses those children who are in need of protection, or in need, as defined by the Children (NI) Order 1995. Children in need may include those:

- Receiving support from Health & Social Services including family support, child protection and looked after children services
- On the Child Protection Register
- With Statements of Special Education Needs

School response if a child displays symptoms during school time.

Concern raised by the child themselves or by an adult supervising.

Person is isolated immediately in school staff room. Child's parents will be contacted.

Child **must** be collected **immediately** from school.

Mandatory period of Self Isolation

Negative Test Result:

It is important to still apply caution. If everyone with symptoms who was tested in the household receive a negative result, person can return to school providing they are well enough and have not had a fever for 48 hours.

Negative test

Parents **MUST** inform school of test outcome **immediately**.

Test **MUST** be arranged and **must** take place.

The family must engage with the Test and Trace process.

Positive test

Positive Test Result: YOU MUST INFORM SCHOOL OF ANY TEST RESULT

All staff and pupils in this bubble must self isolate and take a test

If a result is received on a weekend, families **must email** pgreenaway945@c2kni.net ASAP.

What if someone in my house displays symptoms?

Isolate your child where possible.

Do not allow your child to attend school or other public places.

Mandatory self-isolation.

Inform school if your child is displaying symptoms.

Negative Test Result:

If everyone with symptoms who was tested in their household receive a negative result, child can return to school providing they are well enough and have not had a fever for 48 hours.

Negative test

Parents **MUST** inform school of test outcome **immediately.**

Test **MUST** be arranged and **must** take place.

The Family must engage with the Test and Trace process.

Positive test

Positive Test Result: The child must complete the compulsory self-isolation from the date of the test.
Parent must inform school immediately.

What if I am contacted by NHS Test and Trace?

Follow all
instructions from
the NHS Test and
Trace advisor

Inform school
immediately

If you are contacted on a weekend, inform school by emailing pgreenaway945@c2kni.net ASAP.