

KIRKISTOWN PRIMARY SCHOOL SUMMARY INFORMATION FOR PHASED RETURN TO SCHOOL

General Information

- For the continued safety of our pupils and staff, we would ask parents not to come into the school building without a prior appointment to help minimise cross contamination. Where a conversation is needed with a member of staff, we politely request that an appointment be made by telephoning the school office on (028) 42 771 455.
- All children will continue to depart from the main school gate at the staggered times in effect from August 2020. We appreciate parental support in working around the **staggered collection times** to help reduce numbers at the school gate and ask that families waiting at the gate remain socially distanced at all times. School accepts and understands that children who utilise the school bus service will be bound by the arrival and departure time of the bus.

Hygiene

- As previously, staff will ensure that children are taught how to respect social and physical distancing guidelines while following good hygiene protocols upon their return to school.

All children will be shown:

- How to wash their hands thoroughly
- How to use a tissue or paper towel to 'catch it, bin it, kill it' safely
- How to cough into their elbow if they are without a tissue.

It would be greatly appreciated if families could revise this process prior to school recommencing.

- All children and staff will be expected to use anti-bacterial hand sanitiser on their entrance to the building. A supply will be available by the main door and through the entrance to Miss Taggart's classroom which will be used by Primary 2 and Primary 3 pupils. We would welcome children bringing their own hand sanitiser (minimum of 70% alcohol) and / or anti-bacterial wipes to be kept on their desk for personal use. We would also welcome children carrying their own pocket-sized tissues.
- Children and adults will be asked to wash their hands regularly throughout the day with soap and water.
- School cleaning will be carried out in accordance with Public Health Agency Guidance and routine cleaning will take place daily. Classrooms will be cleaned regularly throughout the day with particular attention given to desk tops, door handles, light switches etc. Additional hand sanitising stations will also be in each classroom.

Classes, classrooms and equipment

- Classrooms will be kept well ventilated, weather permitting, to improve the circulation of fresh air.
- Where possible, classes will adhere to 1m social distancing between pupils and 2m between adults and pupils.
- Classes will continue to operate as 'bubbles' where they effectively stay away from other classes during the day. This means that each class will have their morning break at separate times. While this goes

against our school ethos of bringing children together, this arrangement will help ensure everyone is safe.

- List of resources for children to bring:
 - Hand sanitiser- minimum of 70% alcohol
 - Anti-bacterial wipes- minimum of 70% alcohol
 - Pocket tissues
 - Disposable lunch bags / washable lunch box
 - No school bags to be brought in
 - School uniform (labelled with name)
 - Wellington boots or outdoor shoes suitable for the beach / Calhame pitch (labelled with name)
- Children are welcome to bring in pencil cases if they wish. Any pencil cases brought into school will remain there, however, to help minimise the possibility of cross contamination. It is not necessary for children to bring pencil cases.

Lunch and break arrangements

- Children will always be taken outside at break times / lunch times save for extreme weather; please ensure your child has a waterproof coat with them at all times. The rear playground will be used by all classes for morning break on a rota basis. Morning snacks for children in Primary 4 – Primary 7, when they return, must be suitable for taking outside and not require cutlery. Guidance on suitable foods for break times can be found on our website: <http://www.kirkistownprimaryschool.com/healthy-break.html>
- All children, including those having school meals, will eat in the school dining hall- **please note that school meals are expected to be available for children attending school from Monday 08 March**. The school meal menu is available to view on the website here: <http://www.kirkistownprimaryschool.com/school-meals-menu.html>
- Children will continue to be very welcome to bring a packed lunch in a disposable lunch bag and / or a washable lunch box. Families should ensure that children have a cup or bottle if they wish to avail of drinking water at school as **cups / bottles must not be shared**. School bags should not be brought in.
- At lunchtime, school will utilise both the front and rear playgrounds to ensure class bubbles remain separate with a simple one way system in operation for the use of the rear playground.

Uniform requirements

- School uniform should be worn as normal. Please ensure that all clothing and footwear is clearly labelled to help with identification in the event that items are misplaced. We recommend that no jewellery be worn in school during this time.
- On P.E days, children may come to school in their P.E kit. Please note that only school P.E kit should be worn. Please note that for children not wearing plain navy tracksuit bottoms or plain navy shorts, leggings worn should be those used for sporting purposes with a heavier density and not be translucent. Further information on school P.E kit is available via our website: <http://www.kirkistownprimaryschool.com/school-uniform.html>.

Visitors to school / School trips

- For the safety of our pupils and staff, we would ask parents not to come into the school building without a prior appointment to help minimise cross contamination. Where a conversation is needed with a member of staff, we politely request that an appointment be made by telephoning the school office on (028) 42 771 455. Parents who require to enter the building must wear a face covering and hand sanitise upon entry to the building
- There will be no school trips in the short term but school will make use of the excellent environment on our door step at, for example, Cloughey Beach and Calhame Pitch for outdoor learning. Please ensure that your child has a pair of suitable shoes for these environments and a warm coat
- There will be no after-school clubs in the short term. **Kids Club** will continue to operate for families who require wrap around care but advanced booking may be necessary.
- Where any visitors are permitted entry to school, a 'Visitor record' will be kept, documenting which class or individual they have had contact with

Pupil non-compliance

- Any pupil deemed by staff to repeatedly breach Health and Safety regulations associated with school's COVID Risk Assessment (e.g. by not promptly following the guidance and instruction of adults) will seriously impact the welfare of other pupils, their families, and staff. In such cases, parents / carers will be contacted to collect their child and take them back into their care. A re-integration meeting will be required with the Principal and class teacher prior to a child returning to school. Online learning will be set in the intervening period and should be completed by the child. Further breaches could result in exclusion from school.

Protecting the School Community

- Pupils should be kept at home if they or anyone within their household is displaying symptoms of COVID-19, or if otherwise advised to by school or another appropriate body e.g. GP or StopCovid NI Track and Trace

Symptoms of Covid-19 include:-

- **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 3 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)

Source: <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-overview-and-advice>

- Any child feeling unwell with Covid-19 symptoms during the school day will be taken to an isolation room with an appropriate adult. Full PPE of apron, mask, visor and gloves will be worn by first-aiders. Parents will be called to come and collect their child and must seek medical intervention as a matter of urgency. **The school should be contacted as soon as possible with the outcome of any medical examination and especially if a positive COVID-19 diagnosis is made.**

Medication

- As we enter a new half term, families are reminded that while school makes every effort to periodically check the expiry dates of medication, **it is essential that parents understand that they assume responsibility for this**
- Families of children who have prescribed or emergency medication as part of a Healthcare plan should ensure the appropriate medication and a copy of the latest Healthcare plan are given to the school office, preferably in a sealed lunchbox containing:
 - Your child's name
 - Parent contact details
 - A list of contents
 - A sheet indicating when medication is taken and dosage is available to complete at the school office and this should be placed with the medication also
 - All medication should contain the label showing the name of the child it has been prescribed for

Pupil and family mental health and wellbeing

- We are very much aware of the continued pressure and strain the last twelve months have placed on pupils, parents, the wider community and staff alike. As well as older pupils having had access to Action Mental Health's 'Healthy Me' Programme this year, all school pupils will participate in '*myHappyMind for Schools*', a complete mental and emotional wellbeing package, upon their return.
- The whole school will pay particular attention to positive mental health management with time built in for reflection upon our return to school. School will continue to engage in activities that focus on wellbeing and promoting physical exercise and self-expression.
- A list of helpful organisations who provide helpful advice and services is, again, provided for families at the very end of this letter.

School Transport

- It is strongly recommended that all pupils wear a face covering on all dedicated school transport including buses and taxis where it is appropriate for them to do so. Parents should ensure their child has access to and understands the importance of wearing a face covering where it is appropriate for them to do so and disposing of it appropriately. A new face covering would then need to be applied for return travel.
- Pupils on buses should always seek to maintain a social distance from others wherever possible, however it is recognised that this will not always be possible.

PARENTAL AND PUPIL SUPPORT SERVICES - 1

Support Services	Address	Telephone	Website	Detail
Action for Children	10 Heron Rd, Belfast, BT3 9LE	028 9046 0500	www.actionforchildren.org.uk	Supports vulnerable children, young people and their families
Action Mental Health	27 Jubilee Rd, Newtownards, BT23 4YH	028 91828494	www.amh.org.uk	Services provided include a full range of therapeutic counselling for children, young people, adults and families. The charity also offers services for young and old alike, designed to promote mental well-being for those in work and currently unemployed
ASCERT	23 Bridge St, Lisburn, BT28 1XZ	028 9260 4422	www.ascert.biz	Charity to support young people and families with a variety of programmes to assist young families
AWARE	40-44 Duncairn Gdns, Belfast, BT15 2GG	028 9035 7820	www.aware-ni.org	AWARE has an established network of 23 support groups in rural and urban areas across the country which are run by trained volunteers
Barnardo's NI	542-544 Upper Newtownards Rd, Belfast, BT4 3HE	028 9067 2366	www.barnardos.org.uk	Barnardo's N.I works for children first and last- they help to improve the lives of children in communities across N.I
Citizens Advice NI	46 Donegall Pass, Belfast, BT7 1BS	028 9023 5633	www.citizensadvice.co.uk	Citizens Advice is the largest advice charity in NI, working against poverty and meeting the information and advice needs of over 95,000 people per year
Cruse Bereavement Care	Cruse Bereavement Centre, 10 College Green, Belfast, BT7 1LN	028 9043 4600	www.cruse.org.uk/get-help/local-services/northern-ireland/belfast	Provides a free and confidential support service for people who have been bereaved, to help them understand their grief and learn how to cope with their loss
Family Support NI	Gransha Park House, Gransha Park, Derry, BT47 6FN	0845 600 6483	www.familysupportni.gov.uk	The Family Support website gives details of a wide range of organisations that provide help and support to families
Gingerbread NI	169 University St, Belfast, BT7 1HR	0808 808 8090	www.gingerbreadni.org	Gingerbread works with and for lone parents and their children in N.I.
Housing Rights	Housing Rights, The Skainos Centre, 239 Newtownards Rd, Belfast, BT4 1AF	028 9024 5640	www.housingrights.org.uk	Tackling homelessness and housing problems in N.I. They operate a daily service helping people in N.I getting to grips with their housing problems
Lifeline		0808 808 8000	www.lifelinehelpline.info	Lifeline is the N.I crisis response helpline service for people who are experiencing distress or despair

PARENTAL AND PUPIL SUPPORT SERVICES – 2

Support Services	Address	Telephone	Website	Detail
NSPCC 24 hour helpline	First Floor, Unit 7, Jennymount Business Park, North Derby St, Belfast, BT15 3HN	028 9035 1135	www.nspcc.org.uk	Advice and support if you are concerned about the safety or welfare of a child
Parenting N.I	42 Dublin Rd, Belfast, BT2 7HN	0808 8010 722	www.parentingni.org	Provides support to parents through a helpline, parenting education and a parenting forum
Samaritans	5 Wellesley Ave, Belfast, BT9 6DG	0845 790 9090 028 9066 4422	www.samaritans.org	Confidential emotional support for those experiencing distress and despair
Young Minds		0800 018 2138	https://youngminds.org.uk/	A parents' information service providing confidential advice for any adult concerned about the mental health or emotional well-being of a child or young person