



Learning together,
building for the future

Kirkistown Primary School
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19 August 2020

Plans for Re-start

Dear Parent/Carer,

We hope you have had a fantastic summer and your children are looking forward to rejoining us for the new school year. Following the publication of new guidance from the Department of Education (N.I), we are now in a position to provide you with more details on how we will achieve a safe and happy return to school for our school community.

What the school will do

We will act in accordance with current government guidance on hygiene and safe distancing. The following protective measures are in place and are expanded upon further later in this letter:

- Soap and water are available for frequent hand washing
- Hand sanitiser is available in every classroom and at both of our active entrances
- Where appropriate to do so, directional floor and wall signage to support social distancing is in place
- Teaching groups will be isolated in 'bubbles' from other groups of children as far as possible while they are in school
- Social distancing, as far as possible, will be applied in classrooms

We may need to change our decisions based upon new government guidance as the current situation develops or based upon our school context and the outcome of any reviewed risk assessment. Our 'Positive Behaviour Policy' has been amended to take account of the new guidance is awaiting ratification by the Board of Governors. This amendment includes the right for school to take appropriate measures to ensure the health and safety of our school community including sending children home who wilfully refuse to follow instructions from adults.

As a school we will:

- Continue to follow the safeguarding policies and procedures where concerns are identified
- Inform parents / carers of developments or changes in provision in as timely a way as possible
- Work through the hierarchy of protective measures to help ensure the safety of all at school:
 - Avoiding contact with anyone with symptoms
 - Frequent hand cleaning and good respiratory hygiene practices
 - Regular cleaning of settings
 - Minimising contact and mixing
- Contact parents / carers should their child become unwell or require the child to go home due to breaches of our 'Positive Behaviour Policy' or behaviours which are endangering pupils or staff in the school community
- Support the wellbeing and mental health during their re-introduction to school and thereafter
- Make decisions about what the children will learn and how to help the children adapt to new school routines
- Keep in contact with parents / carers to keep you updated with any developments

What parents / carers need to do to support your children and the school

- Work with school to help bring all children back to school. Please communicate regularly with us should your child be at home at any time during this phase of re-opening by phoning the school on **02842 771 455**
- Complete and return the 'Data Capture Contact Form' for your child(ren) ensuring that you provide all appropriate emergency contact details including an email address. School should be informed immediately if any of these details (including email addresses) change at any time
- Recognise and support the school in any adaptations or modifications we make to our 'Positive Behaviour Policy' and other relevant policies during this time
- Understand that these are challenging times and accept that circumstances and the ability to provide education within the school setting may vary and change quickly.
- Follow all hygiene and sanitisation measures put in place by school. You must carefully follow instructions for dropping off and collecting children at the start and end of the day
- You should be aware of the recommendations on using transport to and from school
- If you can safely, consider walking to school or parking further away from school (e.g. The public car park at Cloughey Beach) to lessen any crowding at the school gate
- **Inform the Principal if anyone in your household develops COVID-19 symptoms. Please follow government advice regarding isolating measures to reduce the risk of transmission.**
- If your child has an Individual Education Plan (IEP), be aware that school may not be able to offer the full range of provision outlined in the plan- for example through the SEN hour. Where this is the case, school will try to put in place appropriate support for your child.

What pupils need to do- Guidance, encouragement and support will be offered by school staff to all children around these measures.

- Follow any altered routines for arrival, leaving school, and moving around during the school day
- Follow guidance from adults in the school to ensure their safety at all times
- Be willing to use hand sanitiser, wash their hands, and follow the guidance on 'catch it, bin it, kill it'.
- Tell an adult if they feel unwell
- Follow instructions regarding the sharing of equipment and other items
- Pupils must not share food or drink with others.
- Above all, all children should demonstrate their usual respectful behaviour towards each other and adults. They should try their best to ensure the health and safety of others by following instructions given by any adult to avoid unnecessary contact.

On the next pages, specific measures and arrangements based upon the new guidance will be detailed.

KIRKISTOWN PRIMARY SCHOOL SUMMARY INFORMATION FOR THE FIRST DAYS AT SCHOOL

1. Return to school dates and times

- We would ask families to be mindful of social distancing at the school gate when dropping off and collecting children. As always, please ensure the yellow zig-zag lines in front of school are kept clear. Families who live nearby are encouraged, where possible, to walk to school to help avoid congestion at or near the school gate.
- For all returning pupils, we will implement a phased return to help children re-adjust to school. This phased return will look as follows:

Dates	Year Groups	School Day	Notes
Mon 24 August & Tue 25 August 2020	P7 only	9am – 11am	Individual children - 8:45am drop off & 10:50am collection Children with siblings - 9:00am drop off & 11am collection
Wed 26 August – Fri 28 August 2020	P1 – P7	9am – 11am	Individual children - 8:45am drop off & 10:50am collection Children with siblings - 9:00am drop off & 11am collection
Tues 01 Sept – Fri 04 Sept 2020	Reception	9am – 11:30am	Reception children must be 4 years old- 9am drop off & 11:30am collection
	P1	9am – 12noon	Individual children - 8:45am drop off & 11:45am collection Children with siblings - 9:00am drop off & 12noon collection
	P2 – P7	9am – 2pm	Individual children - 8:45am drop off & 1:45pm collection Children with siblings - 9:00am drop off & 2pm collection
			School is closed on Monday 31 August 2020 (Bank Holiday) . School dinners are available from Tue 01 September 2020
Mon 07 Sept – Fri 11 Sept 2020	Reception	9am – 11:30am	As above for all groups
	P1	9am – 12noon	
	P2 – P7	9am – 2pm	
Mon 14 Sept 2020 onwards	All classes	Normal school day	Individual children - 8:45am drop off & 1:45pm / 2:45pm collection as appropriate Children with siblings - 9:00am drop off & 2pm / 3pm collection as appropriate.

- While it is hoped that we might return to our normal school day from Monday 14 September, this may not be possible due to a number of factors. School will keep parents updated regarding this.

2. Entrances for pupils to use

- Reception & Primary 1- Pupils may be accompanied by **1 parent / carer** and should enter the front playground via the school gate. They should then follow the wall around the perimeter of the building to the back playground where Mrs Harbinson and Ms Matthews will be waiting to receive children and play some simple outdoor games. In the event of poor weather, the children will access the assembly hall from the rear playground. This will allow parents to briefly see that their child is settled before

retracing their steps around outside of the building, taking care to avoid contact with any incoming parents and children. Please note that this route is unsuitable for prams, buggies or wheelchairs. Alternative arrangements will be made for anyone requiring wheelchair access- please contact the Principal. A short video detailing this route will be emailed to parents by **Tuesday 25 August 2020**.

- Primary 2 & Primary 3- Children should enter the front playground and make their way to the side entrance of their classroom where Miss Taggart will be waiting to receive them. Hand sanitiser should be used by children upon entering the building.
- Primary 4 & Primary 5- Children should use the main entrance to school, ensuring they use hand sanitiser upon entering the building.
- Primary 6 & Primary 7- Children should use the main entrance to school, ensuring they use hand sanitiser upon entering the building.
- All children will depart from the main school gate at the times reflected in section 1 above. We appreciate parental support in working around the **staggered collection times** to help reduce numbers at the school gate. School accepts and understands that children who utilise the school bus service will be bound by the arrival and departure time of the bus.
- 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.

3. Hygiene

- As outlined in my previous letter, staff will ensure that children are taught how to respect social and physical distancing guidelines while following good hygiene protocols.

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 under 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. A normal summer clean was undertaken through existing Education Authority arrangements in advance of the new school term.

- As outlined by the advice from the Department of Education, PPE should not be worn by children.

4. Classes, classrooms and equipment

- A staggered start to the year will proceed as planned (see section 1). This will give children an opportunity to ease themselves back into a full school day while giving school an opportunity to ensure our measures in place are effective.
- 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 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)
 - Completed ‘Data Capture Contact Form’ (when received during the first week)
 - Completed ‘Off Site Activities’ permission slip (when received during the first week)
- 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.

5. 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 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 as permitted by the new guidance- **please note that school meals are available from Tuesday 01 September 2020**. Children in Mrs Harbinson’s and Miss Taggart’s classes will eat first before playing. A large spacing will be in place between classes with as great a social distancing applied within classes as we can reasonably achieve. While the two younger classes eat, the two older classes will play- one in the rear playground and one in the front playground. Lunchtime facilities will be cleaned before children swap to play and eat respectively. When the school meal menu is available, a copy will be placed 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.

- As described earlier, 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.

6. 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. Your child's class teacher will be in touch shortly regarding P.E days. 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>.

7. Visitors to school / assemblies / 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
- Regrettably, there will be no assemblies. This again is completely contrary to the open door policy for our weekly Friday morning 'Celebration' and 'Class' assemblies but is to ensure the safety of our children. We look forward to reinstating these as soon as it is appropriate to do so
- 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 you complete the 'Off-Site Activities' permission slip that will be sent home in the first week and 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. School will also look to offer AQE club as soon as possible and this may function before other after-school clubs are re-instated
- Where any visitors are permitted entry to school, a 'Visitor record' will be kept, documenting which class or individual they have had contact with
- Class teachers will be sending a small video to help familiarise children with the new classroom layout. This video will be made available to families by email by Tuesday 25 August 2020. If, for any reason, you have not received this information, please contact the school office on (028) 42 771 455. Our classroom layouts may appear a little more 'formal' to adhere to social distancing guidelines but we will try our very best to put children at ease and make school the happy place it should be

8. 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 breeches could result in exclusion from school.

9. 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
- Any child feeling unwell with Covid-19 symptoms during the school day will be sent 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.**

10. Medication

- Families of children who have prescribed or emergency medication as part of a Healthcare plan are reminded that they 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
- 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

11. Pupil and family mental health and wellbeing

- We are very much aware of the immense pressure and strain the last five months have placed on pupils, parents, the wider community and staff alike. I am delighted to inform families that school will be part of Action Mental Health's 'Healthy Me' Programme this year. Healthy Me is a vibrant and engaging health promotion programme designed to teach children aged 8-11 about the importance of staying healthy – both physically and mentally/emotionally. It also supports their key contacts in taking a whole-school/community approach to resilience and wellbeing.
- Staff will receive training from the team at Action Mental Health with training provided also for pupils in Primary 5 – Primary 7. Follow up work will then be completed in the weeks that follow the training session We are hopeful that a follow up session for families will also be made available online.
- 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 around World Mental Health Day and is also planning a whole-school 'Health Education Week'.
- A list of helpful organisations who provide helpful advice and services is provided for families at the very end of this letter.

12. School Transport

- The guidance strongly recommends 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.

13. Finally...

We fully appreciate the support of parents in helping us reinforce important safety messages and reassuring children that school is a safe place to be. We are greatly looking forward to welcoming our new and returning children back to school. Without our children, our school is just a building.

Yours sincerely,



Mr R Graham
Principal

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