

# St. Joseph's P.S. Galbally

*Learning, Friendship, Respect*

*RE: School Reopening Update*

19<sup>th</sup> August 2020

**CAN ALL PARENTS PLEASE COMPLETE THE ONLINE DATA-CAPTURE FORM AS A MATTER OF URGENCY.**

You can access it here <https://bit.ly/2E8w5DM>,

You can also access it by scanning this QR code from your phone →



Dear Parent,

Following the release of the Department's detailed guidance for school reopening on Thursday 13<sup>th</sup> August 2020, I would like to share with you the arrangements that have been put in place to ensure the children enjoy a safe and smooth transition back to school (*please bear in mind that this information is all subject to review by the Department of Education*).

## 1. Supporting the children to return to school

- a. We want to ensure that the transition back to school for all our children is as smooth as possible. It is important that the school and parents work closely together to support the children as they return to school.
- b. Before returning to school, try and prepare your child(ren) by getting them back into a routine. They will need to go to bed at a reasonable time, wake up early and prepare for the back-to-school routine.
- c. If they are not already doing so, help them to reconnect with friends to make the transition easier. Prepare your child ahead of school starting. Talk to them about how school may feel a little different. For example, they will have to wash their hands more, they will have less contact with children in other classes, different break and lunch routines etc. It is important to reassure your children that all of these changes in school will help to keep them safe.

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## 2. School Reopening and Pastoral Induction

- a. Given that the children have not been on the school site since mid-March, it will be important to familiarise them with the new routines and practices in the school in relation to hygiene and what ‘bubbles’ will look like in their classes.
- b. As such, we have organised **optional** 2-hour induction sessions for children in Primary 2 – 7 to take place next week (see table below). If the time allocated for your child doesn’t suit, the teaching staff will go over the new procedures on 1<sup>st</sup> September when all children return for the first full day back to school for all pupils. Children to wear their own clothes for the induction session.
- c. Following an induction session for the Primary 7 children on Monday 24<sup>th</sup> from 9.00am – 11.00am, they will be in school from 9.00am – 2.00pm on Tuesday 25<sup>th</sup>, Wednesday 26<sup>th</sup>, and Thursday 27<sup>th</sup> August. On Friday 28<sup>th</sup>, they will be in from 9.00am – 11.00am to allow school staff complete the deep clean. Primary 7 children to wear full school uniform from Monday 24<sup>th</sup> August.

Week Beginning 24 <sup>th</sup> August, 2020	
Date	Class(es) attending school:
Monday 24 <sup>th</sup> August	Primary 7 Induction (all children), 9.00am – 11.00am.
Tuesday 25 <sup>th</sup> August	Primary 7, 9.00am – 2.00pm  Primary 1 Induction Day <ul style="list-style-type: none"> <li>• Group 1, 9.00am – 10.30am</li> <li>• Group 2, 11.00am – 12.30pm</li> <li>• Group 3, 1.00pm – 2.30pm</li> <li>•</li> </ul> Primary 3 Induction, 9.00am – 11.00am
Wednesday 26 <sup>th</sup> August	Primary 7, 9.00am – 2.00pm  Primary 2 Induction, 9.00am – 11.00am  Primary 4 Induction, 9.00am – 11.00am

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Thursday 27 <sup>th</sup> August	Primary 7, 9.00am – 2.00pm  Primary 5 Induction, 9.00am – 11.00am
Friday 28 <sup>th</sup> August	Primary 7, 9.00am – 11.00am  Primary 6 Induction, 9.00am – 11.00am

- d. From Tuesday 1<sup>st</sup> September, all Primary 2 – Primary 7 children will return to school for the full day.
- e. Primary 1 children will start in staggered groups, as has always been the case at St. Joseph's. Starting dates are outlined below, with Primary 1 parents receiving a separate letter informing them of which group their child is starting with.

<b>Week Beginning 31<sup>st</sup> August, 2020</b>	
<b>Date</b>	<b>Class(es) attending school:</b>
Monday 31 <sup>st</sup> August	SCHOOL CLOSED, BANK HOLIDAY
Tuesday 1 <sup>st</sup> September	All Primary 2 – Primary 7 children return to school for full day.*  Primary 1, <b>Group 1 Starters</b> , 9.00am – 12.30pm (in everyday thereafter).
Friday 4 <sup>th</sup> September	Primary 1, <b>Group 2 Starters</b> , 9.00am – 12.30pm (in everyday thereafter).

(\*See collection times, point 4f.)

<b>Week Beginning 7<sup>th</sup> September, 2020</b>	
<b>Date</b>	<b>Class(es) attending school:</b>
Wednesday 9 <sup>th</sup> September	Primary 1, <b>Group 3 Starters</b> , 9.00am – 12.30pm (in everyday thereafter).

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### 3. Primary 1 Induction Day – Tuesday 25<sup>th</sup> August

- a. The Primary 1 children and parents are invited to an induction session on Tuesday 25<sup>th</sup> August at the following times (groups shared in a separate letter):
  - i. Group 1, 9.00am – 10.30am
  - ii. Group 2, 11.00am – 12.30pm
  - iii. Group 3, 1.00pm – 2.30pm
- b. Children and parents should not enter the main school building, but rather make their way directly over to the P1/2 classroom. Parents may accompany their child to the classroom (staff will be on hand to direct you to the P1/2 class) to meet Mrs Cairns (class teacher), Mrs Mullin (Classroom Assistant) and I.
- c. Observe social distancing, keeping 2 metres apart from other families as you make your way to the classroom.
- d. The Primary 1 children may wear their own clothes to school for the induction morning.

### 4. Arrival and Collection

- a. The school's close proximity to Lurgylea Road and lack of available space on and around the site compound the health and safety protocols we must follow to ensure we follow PHA and Departmental guideline for the safe arrival and collection of children.
- b. In light of extensive risk assessments and guidance from the Department, CCMS and EA, we must insist that parents/guardians follow a **strict** one-way system for dropping off at/collection from school.
- c. Children must be dropped off at the lay-by outside the school (along the Lurgylea Road) on a one-way system coming from the Community Centre, heading towards the Galbally/Donnelly' crossroads. This is to allow the children to exit cars safely from the **passenger-side only (SEE APPENDIX A)**.
- d. Staff will be on hand at the drop off/collection point to direct the children.
- e. Children will go directly to their own classrooms on arrival to school.

- f. In the interests of health and safety and to promote social distancing, there will be staggered start and finish times for each year group. In order for us to ensure a safe return for all children, parents are asked to drop off and collect their children at the times outlined below.

### Drop off / Collection Times, September 2020

Group	Arrival (Monday – Friday)	Group	Collection Time (Monday – Thursday)	Collection Time (Friday - deep clean)
Primary 5, 6 & 7 and their younger siblings in other classes.	8.45am	Primary 1	2.00pm (12.30pm for month of September).	1.30pm
Primary 2, 3 & 4 and their younger siblings in other classes.	8.50am	Primary 2	2.00pm	1.30pm
Primary 1 children who have <b>no siblings</b> in other classes.	9.00am	Primary 3 & 4	2.45pm	2.15pm
		Primary 5, 6 & 7	3.00pm	2.30pm

- g. We ask everyone to be prompt and strictly adhere to their allocated times in order to avoid congestion and ensure seamless transitions.
- h. CHILDREN SHOULD NOT BE DROPPED OFF AT SCHOOL BEFORE 8.45am. We cannot facilitate children being dropped off any earlier.**
- i. We ask that those dropping off/collecting children support the staggered arrangements to mitigate risk. All parents who wish their child to walk home must give written permission.
- j. We ask that parents take their child / children’s temperature before arriving at school. If your child has a temperature of 37.8 degrees or greater they should not be sent to school. **Please do not send a child who is unwell in any way to school.**

## 5. School Bus

- a. There is no longer a requirement for stringent social distancing on the EA yellow school bus, but pupils are encouraged to socially distance on the bus if possible. **The school bus should only be used where there is no alternative available.**
- b. In his latest guidance, the Minister of Education encourages families to use other means of travelling to school where it is safe and reasonable to do so. However, he acknowledges that the school bus may be the only available option to families. Children should, as far as possible, sit beside their brothers and sisters on the school bus. It is the responsibility of parents to ensure that all children travelling to school clean their hands before they leave their home and board the bus. Parents should ensure that their children carry tissues on board the bus and that their children are aware of the need to follow the PHA's 'Catch it, bin it, kill it' message.
- c. No child should eat or drink whilst on board the bus unless it is for a medical reason. It is also strongly recommended, that all children should wear a face covering on the school bus for the journey to school, where it is appropriate for them to do so and they are able to handle them as directed.

## 6. School Meals

- a. When school reopens on 24th August for Primary 7, school meal services will not be available. Parents should provide a packed lunch for their child for this week.
- b. Please see attached school menu. Packed lunches should be sent into school in a **plastic lunch box**, clearly labelled with your child's name.
- c. Lunchboxes and water bottles must be wiped down with an antibacterial wipe or spray each morning, before your child comes to school. **Soft cloth lunch boxes are not permitted.**
- d. Children should take a healthy snack into school every day.
- e. Anyone eligible for school uniform and meal allowance should go to:  
[www.eani.org.uk/financial-help/free-school-meals-school-uniform-allowance](http://www.eani.org.uk/financial-help/free-school-meals-school-uniform-allowance)

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## 7. Break-Time and Lunch-Time

- a. Break and Lunch times will be staggered. Children will stay within their own class bubble on the playground areas and avoid contact with other classes. Each class/bubble will have their own designated zone on the playground.

## 8. Hygiene Measures

- a. All children will be required to wash their hands/use hand sanitisers on entering the school and regularly throughout the day.
- b. Children will be encouraged to avoid touching their faces including mouth, eyes and nose.
- c. Children will be taught to use a tissue or elbow to cough or sneeze and use bins for tissue waste.
- d. Good personal hygiene practices will be actively encouraged.
- e. Extra cleaning and sanitising will be prioritised and we will have stringent hygiene measures and reactive strategies in place following guidance from the EA and PHA.
- f. Regular cleaning of door handles, desk-tops, etc. will take place throughout the week, with a deep-clean taking place on Friday afternoons. School will closed half an hour earlier on a Friday afternoon to facilitate the deep clean (see point 4f). **This will be kept under review.**

## 9. Children's School Bags and Resources

- a. Initially, children should not bring a school bag.
- b. Please send the following stationary with your child, clearly labelled, on their first full day at school (September 1<sup>st</sup>). These items will stay in school:
  - i. P1, P2 - Pencil, rubber, colouring pencils, glue stick, change of clothes

- ii. P3, P4 - Pencil, rubber, colouring pencils, glue stick, change of clothes if appropriate.
  - iii. P5, P6, P7 - Pencil, rubber, colouring pencils, glue stick, highlighter, ruler.
- c. Ealu Dungannon have very kindly donated a clear pencil case with pencil, rubber etc. for each child in the school. Teachers will provide these to the children upon their return and they will remain in the class. We are very grateful to Ealu for this very generous support.
- d. Please send your child to school with 2 pocket packs of tissues and 2 small bottles of hand sanitiser - all clearly labelled with your child's name. These will stay in school and will need to be replaced when empty.

## 10. Sickness in School

- a. If a child presents unwell during the day, we will contact parents immediately and arrangements must be made to take the child home. We will have a designated isolation area which will be used in the event of a child feeling unwell. Children displaying symptoms will be taken to this area and supervised until their parents arrive to take them home.
- b. The school will inform parents of any confirmed cases of Covid-19 in their child's bubble.

## 11. School Uniform

- a. Children will wear school uniform as normal. We ask that parents ensure that their child changes out of their school uniform as soon as they arrive home. We also request that parents try to launder their child's school uniform as often as possible during the week.
- b. You will be informed of your child's PE day at the beginning of the term. Children can wear their PE gear into school on those days to help with the practicality of this.

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## 12. Data Capture

- a. **Up-to-date contact details and permissions are essential, given how quickly Departmental guidance and advice is changing. Please complete the following online form immediately to ensure we have the correct contact, emergency and medical details - <https://bit.ly/2E8w5DM>**
- b. Communication with you will be shared in a variety of forms, including text, Microsoft Teams, the school website and social media. The primary means of communication however will be via **email**. Email addresses submitted via the form mentioned above will be used to compile parent mailing lists.

## 13. How you can help

- a. Parents will not be permitted into the school building without permission from the Principal.
- b. Please contact us in advance if you need to enter the school building.
- c. Help your child/children practise good hand and respiratory hygiene.
- d. Encourage your child to practise social distancing from adults in school.
- e. Send inhalers/medication and agreed medication plans to school on the first day in a sealed plastic lunchbox, clearly labelled with the child's name and class teacher.
- f. If your child has any symptoms of Covid-19 he/she should stay at home and you should follow the latest Public Health advice.

Thank you for your continued support. We hope that everyone stays safe and well and we look forward to welcoming back all the children.

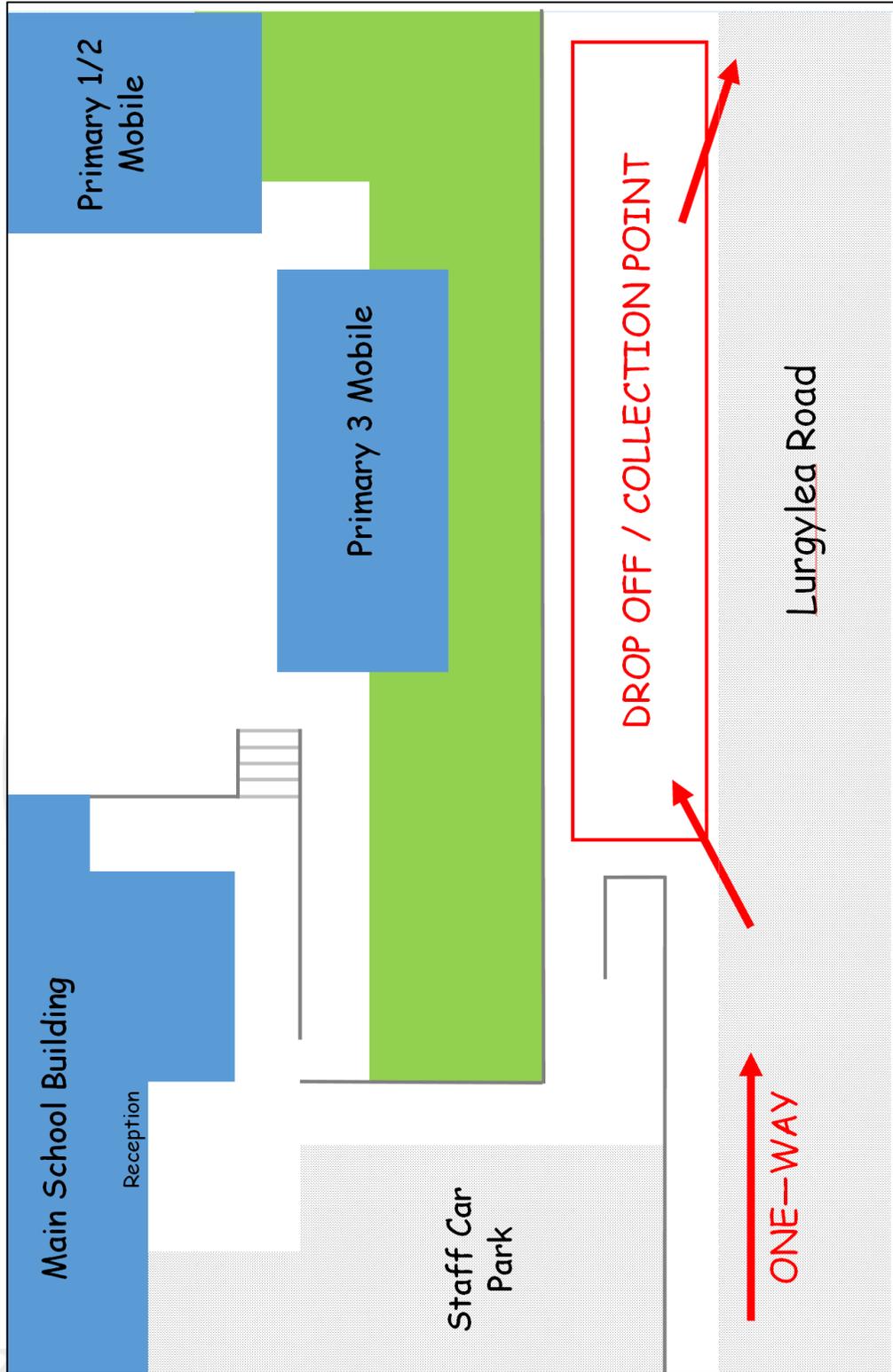
Yours faithfully,



**Hugh Meenagh**

Principal

# APPENDIX A



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