

# Derrychrin Primary School

30 Drumenny Road, Coagh, Cookstown, Co Tyrone BT80 0BX

Tel: (028) 8673 7456

Principal: Mr Ciaran McElroy



Tuesday 24<sup>th</sup> August 2021

Dear Parents/Guardians,

I hope you and your children have had a lovely summer break and are looking forward to returning to school once the summer holidays have ended.

Following the latest guidance from the Department of Education, I am pleased to confirm the arrangements for the school re-opening which will be reviewed and amended if necessary, depending on the Department of Education issuing further guidance. Should any changes occur, it will be communicated to you as and when appropriate and/or necessary.

As the COVID-19 virus is still present and continues to have other implications on our everyday lives, it is important that we retain a degree of flexibility within our planning so that we can deal with any issues that may arise as we return to school. The structures and arrangements that are in place will continue to ensure the safe return of all the pupils and staff, with our main priority remaining the health, safety and well-being of all pupils, staff and the whole school community.

We will continue to follow the guidance and doing what we can to keep everyone safe and minimise the risks that we have identified. This will only be successful if we all play our part. We hope that these changes, whilst necessary, will still allow our pupils to have a happy and an enjoyable experience upon their return to school accessing the full curriculum and fulfilling their potential.

I would like to thank you for your understanding, patience and continued support at this time. The staff of Derrychrin PS are excited at the prospect of returning to a more normal school experience and look forward to meeting the children again as we embark on a new school year.

Yours sincerely

Mr Ciaran McElroy  
Principal



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## 1. KEY DATES

DATE	YEAR GROUPS
Monday 30 <sup>th</sup> August	<b>School closed for Bank Holiday</b>
Tuesday 31 <sup>st</sup> August	New P1 pupils and P7 pupils ONLY (8:45am-11am) (No school meals provided this day)
Wednesday 1 <sup>st</sup> September	All P1 to P7 pupils in school (Normal school day)

## 2. ARRIVAL TO SCHOOL

- Pupils should arrive at school between 8:30am - 8:40am and begin lessons at **8:45am**
- Upon arrival, pupils must walk directly to their classroom. Class Teachers/ Classroom Assistants will be present to greet the pupils as they arrive.
- Before entering the classroom, pupils must use the hand sanitiser provided.
- Parents/visitors are **not permitted** to enter the school building unless in exceptional circumstances.
- Morning prayers will take place in the classrooms with their class teachers and not in the school hall as a whole school.

### Pupil entrance doors:

- P1/P2/P4/P6 pupils will use the back door at the P1 and P2 playground.
- P3/P5/P7 pupils will use the main school entrance door.

## 3. HOME COLLECTION TIMES

From **Tuesday 31<sup>st</sup> August**, school finishing times will be as follows.

<b>P1</b>	31 <sup>st</sup> Aug - 3 <sup>rd</sup> Sept ( <b>11am</b> ) 6 <sup>th</sup> Sept - 1 <sup>st</sup> Oct ( <b>1:00pm</b> ) 4 <sup>th</sup> Oct to end of school year ( <b>1:45pm</b> )
<b>P2</b>	<b>1:45pm</b>
<b>P3</b>	<b>2:40pm</b>
<b>P4</b>	<b>2:40pm</b>
<b>P5</b>	<b>2:45pm</b>
<b>P6</b>	<b>2:45pm</b>
<b>P7</b>	<b>2:45pm</b>

- Primary 1 children will follow a phased induction during the month of September as detailed in the P1 Induction Booklet and in the above table.
- Primary 1 children can be accompanied by a parent/guardian to the P1 classroom door for the first week if necessary.
- P3 to P7 children will be brought to the staff car park by their class teacher at the end of the school day.



- They will line up in their class groups and collected as normal as they see parents/guardians arrive. Can we ask all parents/guardians/family members to be punctual when collecting their child/children.
- Children who have permission to walk home will be safely escorted by a staff member to the footpath at the main car park gate.

#### **Home collection in the event of inclement weather conditions:**

- P1 & P2 pupils can be collected from the P1/P2 Small Playground.
- P4 & P6 pupils can be collected from the P1/P2 Small Playground.
- P3/P5/P7 pupils can be collected from the exit door at the school hall next to staff car park.
- There will be **NO** parking allowed in the staff car park area at home collection times. This area will remain coned off and kept free to allow the children to line up at the end of the school day. Parents/guardians can collect the children and move swiftly to their vehicle with awareness of other adults and children in the area.
- Whilst collecting children, we would urge all parents/guardians to always follow the PHA guidelines. Please do not congregate in groups, wear a face covering and observe social distancing.
- Please inform all adults that collect your child/ children of these arrangements.

#### **4. SCHOOL BREAK/LUNCH TIMES**

- School will continue to provide toast for each child at break time. They will have their own period of outside play in a designated area of the playground during break time.
- It is essential that coats are brought to school by pupils each day. Pupils will be brought outside during breaktime, irrespective of the weather, to allow time away from the classroom. (Except in extreme circumstances).
- Pupils will follow a similar routine at lunchtime whereby they will eat their lunch in the school hall, followed by a period of play outside in a designated area of the playground with their own class.
- Pupils' healthy break and those taking packed lunch should bring their items of food in disposable wrapping or in a washable/wipeable container.
- All children need their own water bottle which will come into school every day. This bottle should be clearly labelled and thoroughly cleaned daily. Children will not be able to refill their bottles throughout the day.
- Remember **NO** nut products of any sort at any time.

#### **5. SCHOOL UNIFORM**

- Children are required to wear school uniform as normal and to change when they go home each day. We would encourage clean uniforms as often as possible.
- Please ensure all items of uniform are clearly labelled with your child's name.
- Children should bring a coat to school each day, to maximise the use of outdoor learning.

#### **6. SCHOOL MEALS & TRANSPORT**

- School meals will resume on Wednesday 1st September 2021. Classes will eat their dinner/ lunch in their class bubbles in the school dining hall.



- For those taking packed lunch, pupils should bring their items of food in disposable packaging or in a washable/wipeable container/lunchbox which are cleaned daily.
- School dinners cost £2.60 daily and £13 weekly. Please send correct money in a labelled envelope/clear money bag for your child's teacher to collect.
- A copy of the school dinner menu will be made available on our school website.

## 7. SCHOOL COMMUNICATION

- All communication with parents will be carried out via our School Website. (The Schools NI app is linked to our website). We would ask that all parents download the Schools NI app and update settings by sending test notification and restarting notifications on your mobile device in order to receive messages and updates from our messaging system.
- The school Twitter and Facebook accounts will also be linked to our school website homepage.
- Please refer to the calendar on our website, which will be updated regularly with dates for your diary. The school holiday list has been made available in the parents' section of the website.
- It is important that school has the most up to date contact information for all our pupils and parents. You will be asked to complete a pupil data collection information form on our school website to ensure all pupil records are updated accordingly.

## 8. MEDICATION

- Pupil medication e.g. inhalers should be brought into school on the first day back and will be kept in school from that point in a sealed bag/container. Any new or updated medical information or reports should be shared immediately with the school.

## 9. EQUIPMENT AND PERSONAL BELONGINGS

- School bags may now be brought to and from school each day. We have included a copy of the stationery list for each class, and we urge that all items be clearly labelled. Children are asked to keep this stationery in school.
- The pencil case should remain in school, and it will be used only by them. We would encourage you to have a second well stocked pencil case at home for completing homework tasks.
- Please encourage your child to take care of their belongings and ensure that they place them in their pencil case after use.

Foundation Stage P1 & P2	Key Stage One P3 & P4	Key Stage Two P5 / P6 / P7
P1 - An empty pencil case. P2 - No supplies required	A pencil case 1 set of Twistables/colouring pencils HB pencils Glue stick Rubbers Crayons/Markers	A pencil case 1 set of Twistables/colouring pencils HB pencils Glue stick Rubbers Sharpeners Scissors Crayons/Markers 30cm ruler Water bottle with pull cap.  <i>Blue and/or black erasable handwriting pens (P7 pupils ONLY)</i>





## **HEALTH AND SAFETY / COVID-19 PREVENTATION / PERSONAL HYGIENE**

We consider the Health and Safety of our pupils, staff and wider school community to be of utmost importance. In line with Government suggestions, we have put the following measures in place.

### ***SOCIAL DISTANCING***

- Throughout the school building there will be signage to remind pupils, staff and parents of social distance requirements and hygiene practices to be used in school.
- It is important to remind parents/carers not to congregate in groups at entrance or exit gates/doors. We would urge all parents/guardians to always follow the PHA guidelines, wear a face covering and observe social distancing at all times.

### ***PROTECTIVE BUBBLES***

- Educational settings are no longer required to operate a system of formal protective bubbles. However, the need for educational settings to continue to support effective contact tracing means that they are asked to maintain a cautious and measured approach that still seeks to maximise the time where pupils are within a consistent group of pupils.
- With consistent class membership - limiting contact between groups of children is the main risk mitigation measure for children attending school.

### ***LIMITING VISITORS***

- For everyone's safety, parents, visitors and members of the public are **not permitted** to enter into the school building unless in exceptional circumstances or by prior appointment. Where parents are admitted into the school building, it should be conducted safely, observing social distancing and hygiene measures. This is of vital importance to protect and ensure the health, safety and well-being of everyone in our school and wider school community.
- Primary 1 children can be accompanied by a parent/guardian to the P1 classroom door for the first week if necessary.
- If you need to speak to class teachers, we ask that you do so by telephone. We ask for your full co-operation with this requirement and please understand this is for the safety of all.
- We would like to make parents aware that if their child needs to be accompanied to school, only **one** parent should attend.

### ***SANITISING STATIONS***

- Hand sanitisers will be readily available throughout the school. (main entrance/exit doors and all classrooms). Children will be encouraged to use the hand sanitiser as well as full hand washing throughout the day.

### ***REGULAR HANDWASHING***

- Promotion of regular and thorough attention to hygiene through regular hand washing and good respiratory hygiene, following the "Catch it, Bin it, Kill it" approach.
- Children will be requested by staff to wash their hands regularly throughout the school day.
- It is essential that all children are reminded of the significance of personal hygiene as they return to school, particularly around the importance of regular handwashing. We encourage you to continue practising with your children the washing of hands for at least 20 seconds using liquid soap and water and drying them thoroughly.



### **STAFF PPE**

- School staff may wear PPE (such as visors, aprons or gloves) if they are required to work in close proximity with a child or to perform first aid if required.

### **COVID-19 SYMPTOMS**

- If your child is displaying any of the symptoms of COVID-19, they should remain at home and follow the latest Public Health advice.

#### ***Symptoms of Covid-19 include:-***

- **a high temperature** – this means you feel hot to touch on your chest or back, 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)
- If any child presents as unwell, the school has a non-contact thermometer which may be used. The child will be brought to an individual room where they can wait in isolation with a member of staff while medical advice is sought, and parents/guardians contacted. The staff member will remain with the child until collected.
  - If there is a confirmed case of someone in the school having the COVID-19 Virus, the school will follow the latest PHA and DE advice.