

## **Introduction**

At Rosemount Primary and Nursery School, we will demonstrate flexibility to best meet the needs of children and Parents/Carers as the transition from 'Lockdown' to a 'New Normal Education at School' takes place.

The school recognises the impact that wider societal and public health changes may have on transition plans, and will, at all time put the children's needs first.

### **Key Aims:**

- To make 'return to school' as smooth and seamless as possible for pupils, staff and parents
- To provide support for the health and well-being of pupils.
- To support children in their learning.
- To encourage independent learning with an emphasis on knowledge, understanding and skills.

### **Restart Information:**

It is our plan to have our school return to a 'safe normal'. However, we are ever mindful of the importance of safety and co-operating with the government as we strive to implement a RESTART Programme that prioritises the children's wellbeing and eases them back into school life. For this reason, we intend to have a Transition Week for all children from Year 2 – Year 7 Monday 24th August – Friday 28th August 2020. Please note that there will be no lunch provision on these days. The information presented in this document will provide you with an overview of our current 'return to school' procedures.

### **Entry/Exit and Movement Around the School**

In compliance with the Department of Education directives to schools, the following measures have been put in place to mitigate risk to all members of our school community:

- Whole school back in operation with each class in self- contained 'Bubbles'.
- Staggered arrival and departure times.
- The canteen will provide packed lunches and hopefully at least one hot meal per week to children entitled to free school meals. All other children should bring a packed lunch from home.
- The school gates will open at 8.30am each day. In order to minimize congestion around the school gates, we would ask you to park a little bit further away, if possible, and walk your child(ren) to the entrance.
- Anyone requiring access to the Helen Street Car Park is asked to do so for "Drop Off" only and no parking.
- During Transition Week (Monday 24th – Friday 28th August 2020) Parents/Carers may accompany their child(ren) into the school grounds.

- Parents/Carers may accompany their child(ren) into the school grounds during Week Tuesday 1<sup>st</sup> September – Friday 4<sup>th</sup> September. Older children will be expected to be dropped off at the school entrances.
- Social distancing signage is displayed throughout the school building and grounds -please comply with the signage and directions given by school staff.
- All children should proceed straight to their **designated school entrance** each morning between 8.30 and 9.15. This will alleviate any congestion.
- Please note that Parents/Carers will **NOT** be given access to the school building.
- Senior staff and support staff will be available to address any concerns.
- A member of staff will be at your child's designated entrance to welcome them to school.
- At home time, Parents/Carers are required to remain outside the school grounds until the **designated pick-up time and exit** for each year group. Older children will be expected to make their way to the school exits unaccompanied.
- Parents/Carers must adhere to the 2 metre social distancing guidelines, for adults, at all times when on the school premises.

#### **Plans for Induction Week Monday 24th August – Friday 28th August**

- Children may arrive on site at the **designated time**. Upon arrival at the **Main Door**, children will be directed to their classrooms by a Staff Member, where the class teacher will be ready to receive them.
- Children will be collected at the **Main Door** at the **designated time**.
- A timetable has been organised. Parents will be notified as to which day and times their children should attend/finish during this week.
- This week will be used to help transition pupils from last year's teacher to their new teacher. They will also be informed of procedures that will be in place when they return to school on 1<sup>st</sup> September.

#### **Plans Going Forward From Tuesday 1st September 2020**

- Children may arrive on site between 8.30 and 9.15 am. Upon arrival children should go straight to their designated entrance where a member of staff will be ready to receive them.
- Children will be shown during Transition Week their Designated Entrance and Exit.

### Class Group Designated Entrance and Exit Point and Times:

Teacher	Designated Entrance/Time	Exit/Time
Mrs Meenan P7	Fire Door to left of Reception 8.30 – 9.15	2.30pm
Mr Quinn P6/7	Fire Door to left of Reception 8.30 – 9.15	2.30pm
Mrs McMenamain P6	Fire Door to left of Reception 8.30 – 9.15	2.20pm
Mr Hegarty P5	Fire Door to left of Reception 8.30 – 9.15	2.10pm
Mrs Kelly P4/5	Fire Door along Walkway by St Joseph's 8.30 – 9.15	2.20pm
Mrs Scott P4	Fire Door along Walkway by St Joseph's 8.30 – 9.15	2.10pm
Mrs Deehan P3	Fire Door along Walkway by St Joseph's 8.30 – 9.15	2.00pm
Mrs Cullen P2/3	Entrance beside Nursery 8.30 – 9.15	2.10pm
Mrs Devlin P2	Entrance beside Nursery 8.30 – 9.15	2.00pm
Mrs Burton P1	Fire Door beside class. 8.30 – 9.15	2.00pm
Mrs Coyle P1	Fire Door beside class. 8.30 – 9.15	2.00pm
Mrs Campbell Nursery -	Nursery Door – Settling Timetable Applies	
Mrs Cameron Nursery -	Nursery Door - Settling Timetable Applies	

**If you have more than one child at the school, they should all arrive at the same time and be collected at the “home” time of the eldest child. The younger ones will stay with their class teacher to accommodate this scenario.**

This new time-frame should ease congestion on Helen Street and Marlborough Road and also support safety procedures at the school. We kindly request your patience and co-operation. We will monitor our control systems and will gladly welcome any suggestions as to how we may improve procedures in the interests of everyone's safety and well-being.

#### Re-Establishing Routines

As a staff we recognise that each child and family has dealt with a wide range of experiences during Lockdown. Most children will be increasingly aware of 'Covid 19' and the implications it has had for society in general. Children may feel anxious at different times throughout the school day and staff will be very conscious of this. For all our children, it will take time to re-establish routines. Therefore, please be assured that all staff will be highly attentive to the needs of the children and will provide the necessary support in class. If you have any concerns at all, regarding your child, please contact the school.

#### Class 'Bubble'

Each class will be known as a 'bubble'. Each bubble will be kept separate and will not 'mix' with other 'bubbles'. School meals will be delivered to, and eaten within, each classroom. Our school toilet facilities will be regularly monitored and cleaned throughout the day and procedures will be in place to ensure large groups do not congregate in any area.

## **Positive Behaviour Management**

Our school Positive Behaviour Policy remains in place and has been updated to reflect the change circumstances since Covid 19. Upon their return children are expected to:

- Follow all social distancing/class 'bubble' guidelines in school - within the understanding of the child
- Follow the one-way system in the school grounds
- Adhere to regular hand washing and respiratory hygiene rules
- Enter the building through designated entry and exit doors
- Follow new lunch time arrangements
- Remain in assigned seats in allocated class room
- Complete all work, set by the teacher, during the school day.

Any actions which compromise the safety of staff and/or children will be treated as a serious breach of behaviour.

## **School Uniform**

Children should wear the full, school uniform and change immediately after school.

## **School Equipment**

Pupils should bring the following items to school on the first day back;

- A pencil case (clear if possible), 2 pencils, sharpener and rubber. Twistables are the preferred colouring-in method – but crayons (Years1-3) and colouring pencils (Years 4-7) are also acceptable. Where possible also bring in a ruler and glue stick.
- Bring a coat to school on wet days.
- A water bottle (if preferred)
- A lunch box and morning snack
- Any money brought to school for lunch should be placed on a clearly labelled envelope (correct change please).

Please label all items as best you can.

There will be no sharing of items. Equipment will stay in school. NO SCHOOL BAGS OR ANY OTHER PERSONAL ITEMS should be brought into school until further notice.

## **Respiratory and Hand Hygiene**

Parents/Carers must teach and reinforce the importance of good hygiene at all times. It is essential that children know the basic hygiene rules before they return to school this term.

### **In-School Hygiene Procedures**

The school will be cleaned daily. At various intervals, surfaces, door handles and equipment will be disinfected. Each class will also have their own cleaning equipment. Children will be supervised washing their hands, regularly, throughout the school day. In addition, classrooms are equipped with sanitizers, paper tissues and cleaning products which staff will use on surfaces throughout the day. The school will also increase the daily hours of its cleaning staff to ensure an effective, cleaning regime.

### **Resources – Books**

The use of shared resources by staff and children will be limited.

### **School Gatherings**

There will be no large groups of staff, parents or children gathering in the school for the foreseeable future. Therefore, there will be no whole school assemblies until further notice.

### **Breakfast Club/Extended Schools**

There will be no Breakfast Club, Afterschool Clubs or supervision of younger children unless they have an elder sibling to be collected at a later time. This will be reviewed regularly in line with government guidance.

### **Curriculum**

There will be wide-ranging differences between the amount of work that children have been accessing at home. Teacher planning will take account of this and children will begin where they left off in March. During the first weeks of school restart, teachers will focus on helping pupils to settle back in to school, pupil wellbeing and revision of the core subjects of Literacy, Numeracy and ICT.

### **Meetings with School Staff**

Only emergency or absolutely essential face to face meetings will take place on site. These meetings must be requested by phone call at least 2 days in advance, unless of course an emergency situation arises. Where face to face meetings do occur, social distancing measures will apply and face coverings must be worn by Parents/Carers inside the school building.

### **Children with Additional Needs**

Where children have medical needs, medication should be left at the school office, in a lunch box with the child's details detailed on the lid. If support is required to administer medication, then staff will wear a mask and gloves to reduce the risk of spreading the virus.

Parents with concerns regarding SEN provision for their child(ren) should telephone the school to discuss matters with Mrs Meenan SENCO.

*Where children have additional medical needs or there are particular concerns regarding Covid 19 parents should speak to Mr Bradley as a matter of urgency so that any additional measures that need to be put in place can be planned for in advance.*

### **Suspected Case of Covid-19**

Should your child have been unwell within 24 hours of school, it is imperative that they DO NOT attend school until fully recovered in order to minimize risk to others. Should a child present with any of the following 3 symptoms (as identified by the Public Health Agency), they will be removed from their 'bubble' and taken directly to the designated isolation room where they will be supervised until a Parent/Carer collects them.

- Elevated temperature
- Continuous cough
- Change in taste/smell.

The child will then be required to self-isolate as stipulated by government guidance. If Covid 19 is confirmed parents of children, in the same 'bubble', will be contacted by the school and children in the 'bubble' will be required to self-isolate also. After each use of the isolation room, a deep clean will take place with all waste disposed of as per health and safety guidelines.

### **Conclusion**

Our plans for school reopening are as a consequence of the Covid-19 pandemic. In these times, we all need to work together to ensure the safety of our school community. These plans may change and will be kept under constant review. You will be kept advised of any changes as and when they arise. Although this has been an extremely challenging time for us all over the last few months, I trust that you and your family continue to stay safe and well. I would like to thank you for your continued support and patience as we begin the 'Restart' journey. I look forward to welcoming all our children back to school next week.

Kind regards,

Paul Bradley

Principal