



Dear Parent,

It's great to have everyone back after the Summer break and we're looking forward to the new school year. As I'm sure you've gathered not much has changed from last year in terms of how school is operating during the school day in terms of hand washing, seating arrangements, etc in light of the rate of infection in the local area.

As before should you need to contact school **urgently**, please phone the School Office on 02882 242642, for all other communication please email me at [jfunston506@c2kni.net](mailto:jfunston506@c2kni.net)

Please note that class teachers will only be able to check and respond to emails during non-teaching time.

I have included a few reminders and information relevant to this term below.

### **Parents:**

- When dropping children off at school please resist the urge to congregate and have a catch up
- Please do not enter the school grounds in the morning. Children should enter the school gates and line up in their class bubbles. (Nursery and Year 1 excluded)
- All parents on school grounds **must** wear a facemask, unless they are exempt for medical reasons.
- Please be mindful and respectful of socially distancing at all times.
- Please ensure your child removes their school uniform after school every day when they come home from school.

### **School Arrival and Departure:**

- Pupils should wash their hands before leaving home.
- Pupils will arrive at staggered times to avoid congestion.
- Staff will instruct pupils were to line up in the playground, if it is very wet pupils will be instructed to go straight to their classrooms.
- Pupils should as much as possible line up independently.

## Organisation of School:

- Classrooms have been organised with all children facing the same direction.
- Handwashing and wiping down of common areas are regularly sanitised during the day, including the bathrooms and lunch tables.
- Children will be organised into class bubbles with minimal contact with other classes inside the school building.
- We are using the school canteen for lunch. Children will sit in assigned seats and all tables will face forward to reduce spread of infection and help with contact tracing.
- The school and the playground has been organised into four zones, with each zone allocated their own entry and exit points. Children have been playing in year groups. This is risk assessed regularly and is subject to change.
- Staff and pupils do not have to wear masks, though there may be circumstances where this is necessary.

**No child should be on school grounds before 8.45am when they will be directed in by a member of staff.**

Parents should only enter school grounds 5 minutes before pick up times to avoid groupings forming.

<b>Arrival Time- Staggered drop off between 8.45-9.00am</b>	<b>Pick Up Time</b>	<b>Entry/Exit Door</b>
Nursery	11.30am 3.00pm	Nursery
P1	1.45pm	P1 building
P1	1.45pm	P1 building
P2 Room 2 (Mrs McFarland)	2.00pm	Junior Entrance
P2 Room 4 (Mrs Patterson)	2.00pm	Front Entrance
P3 Room 3 (Mrs Mathers/Mrs Brown)	2.55pm-from 13 <sup>th</sup> September Monday - Thursday  Friday 1.50pm	Front Entrance
P3/4 Room 6 (Mrs Crosbie)	2.55pm-from 13 <sup>th</sup> September Monday - Thursday  Friday 1.50pm	Junior Entrance

P4 Room 7 (Mrs Alcorn)	2.55pm	Front Entrance
P5 Room 8 (Miss Lockington)	2.55pm	Front Entrance
P5 Room 11 (Miss Doherty)	2.55pm	Back Entrance
P6 Room 10 (Mr Morgan)	3.00pm	Back Entrance
P6 Room 14 (Mrs Burke)	3.00pm	Back Entrance
P7 Room 9 (Mrs Stronge)	3.00pm	Back Entrance
P7 Room 12 (Mr Crozier)	3.00pm	Back Entrance
LSC Room 5 (Miss Beattie)	3.00pm	Junior Entrance
ASC Room 1 (Mrs Feeney/Mrs Martin)	3.00pm	Junior Entrance

### Visiting School for an Appointment?

- Parents should not enter the school building except when attending a pre-arranged meeting or if an emergency situation arises.
- Parents and visitors on entering the building will be expected to wear a mask. They must also use the hand sanitiser, sign in and wait for the school secretary to greet them.
- Parents are please asked to maintain social distancing in the playground when dropping off or picking up their children.

### WHAT TO BRING TO SCHOOL

<p><b>1. Lunchbox</b></p> 	<p><b>2. Water bottle</b></p> 	<p><b>3. Medication (if needed)</b></p> 	<p><b>4. Box of tissues.</b></p> 	<p><b>5. Book Bag or School Bag.</b></p> 	<p><b>6 Children on buses - facemask.</b></p> 
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**Photographic Consent Form** Please aim to return this to school as soon as possible and if you need another copy just let us know.

**Pencil Cases** This will be kept in school throughout the year in each child's learning area. (Year 3 -7)

**Tissues** We're asking each child to bring in a box of tissues to keep at their learning area for personal use.



**PE Kit** On P.E days pupils should come to school dressed in the appropriate uniform which was shared before the end of summer term. Please ensure that your child wears black trainers including sole with no stripes or markings and black tracksuit bottoms which have no stripes or markings.

**Golden Time** Once again we cannot bring in toys from home so we will be using toys available in the classroom at this time.

**Medication** If your child needs medication during the school day e.g. inhalers, epipens etc. please fill in the permission for administration of medicines form which is available on the school website. Label medications clearly and send these to school as soon as possible.

**Healthy Breaks** A good diet improves concentration and energy levels so please keep sending in those healthy breaks and lunches. Just a reminder that there are pupils in school with severe allergies and so nuts should not be included in foods brought into school including nut and chocolate spreads.

**Online Learning** We are aiming to use online learning as part of our set home works during this term and would ask you fill in the form attached and return it as soon as possible.

**Money** Dinner money should be sent into school in a sealed envelope with your child's name, class and amount clearly marked on the front. **Please ensure you have the correct money.** After-schools or any other monies can be paid through the chip and pin machine in the school office.

### **Health:**

- Please follow the attached flow chart if someone in your home has tested positive for COVID 19 or you have been a contacted as being a close contact.
- Please inform the school office if you have recently, or intend to, travel abroad.
- PLEASE do not send your child to school if your child or anyone in your household has any of the following symptoms.
  - A high temperature, (hot to touch)
  - A new, continuous cough,
  - A loss of, or change in sense of smell or taste.
  - Sore throat
  - Sore head

➤ Fatigue or muscle pain

Children will engage in regular handwashing during the school day.

Children will be reminded of good handwashing techniques and we would ask that parents reinforce this at home. Handwashing is extremely beneficial in reducing the spread of the coronavirus so it is vital that children engage regularly in this simple act.

Staff will not be wearing PPE, unless administering first-aid, medication or intimate care needs.

**Please reinforce the following, which is expected in school. We have child friendly posters to remind children of these important actions.**

- Using a tissue: "catch it, bin it, kill it".
- Coughing/sneezing into a tissue or elbow
- Washing hands with soap
- Avoid touching eyes, nose and mouth
- 1m social distancing from friends (aeroplane arms and 2m from staff)
- Independently putting on and taking off coat, opening lunch box and items of food.

We hope as the term progresses cases will decrease in the local area and we can relax measures, but at present we feel it is important that we keep stringent protective measures in place.

Despite COVID 19 still being very much to the fore and dictating organisation and practice within school we are delighted to welcome everyone back to school and we will as always ensure that school remains a safe, stimulating environment where all children will continue to be nurtured and make strides socially, emotionally, physically and academically.

Kind Regards,

Jill Funston

Principal.

