**St Brigid’s PS**

**Castle Street**

**Ballymoney**

**BT53 6JX**

**Principal: Mr Kieran O’Neill**

**koneill580@c2kni.net**

**Tel: 028 2766 2664**

**Wednesday, 05 August 2020**

Dear Parents

To begin with, can I first of all take the opportunity to thank you all for the way in which you worked with us over the last three months of the school year to help the children keep up with their learning. This partnership will mean that when we return to school the children should be able to engage with their learning fairly quickly. We will, however, be very mindful of the emotional distress that may have been caused to some of the children over this period and we will be ready to support the children in every way to help them readjust to being back at school.

The preparations are well underway for a return to school at the end of August. The guidance from the Department of Education arrived with us at the end of June and whilst we are using this guidance to plan for a restart of school at the end of August we are very aware of the fact that the guidance could change over the coming weeks.

It is clear that when school does restart, it will be very different in terms of the routines, timetabling and structure of the school day. At this stage, I would like to give you as much information as I can with regards to preparing for the restart of school.

**Teaching Structure 2020-21**

Year 1: Mrs McKay

Year 2: Mrs McShannock

Year 3: Mrs Hickey

Year 4: Mrs Kelly (4 days)/Mrs O’Mullan(1 day)

Year 5: Mrs McMullan

Year 6: Ms McCormick

Year 7: Mrs Campbell

Class A: Mrs McIlroy

Class B: Mrs Diamond

The following pages will give more information about the return over the first two weeks. This will commence on Monday 24 August. Please read the information carefully.

**The restart of school August 2020.**

Key points:

This will be in two phases. Both phases are outlined below. The routines and processes outlined below will be subject to ongoing review and any changes will be communicated.

**PHASE 1 Week Beginning 24-28 August**

**Organisation Monday 24 August and Tuesday 25 August**

To allow for children in smaller numbers to have routines etc. explained, 50% of each class will be in on Monday and the other 50% on Tuesday. All children will be in on Wednesday 26 August. All classes will return to school on Wednesday 26 August and school will close early throughout this week (see departure times below).

**Please see table below to see the day your child/children are in on the Monday and Tuesday. This is based on alphabetical order of surnames.**

|  |  |  |
| --- | --- | --- |
|  | Monday 24 August | Tuesday 25 August |
| Year 2 | A - McCa | McCl - Z |
| Year 3 | A - La | Le - Z |
| Year 4 | A - H | J - Z |
| Year 5 | A - McA | McC - Z |
| Year 6 | A - K | L - Z |
| Year 7 | A - McA | McG - Z |
| Class A | A - McA | McG - Z |
| Class B | A - McM | M - Z |

**Arrival and Departure times Week 24 - 28 August**

|  |  |  |
| --- | --- | --- |
| Year Group | Arrival | Departure |
| Year 2, 3 & 6 | 8.45 am | 12.45 pm |
| Year CA, CB, 4, 5 & 7 | 9.00 am | 1.00 pm |
| Year 1 | 9.30 am | 12 noon |

**Year 1 New Start Dates:**

Tuesday 1st September – Tuesday 25th August

Thursday 3rd September – Thursday 27th August

Monday 7th September – Tuesday 1st September

Wednesday 9th September – Thursday 3rd September

**There will be no canteen this week – all children to bring a packed lunch to school.**

**Free School Meals do not begin until 1 September.**

**Family groups:**

The eldest sibling identifies the family arrival and departure time e.g. if the eldest child in the family is in Year 7 all the children in the family arrive at 9.00 am and depart at 1.00 pm or if the eldest child in the family is in Year 6 all the children in the family will arrive at 8.45 am and depart at 12.45 pm.

**Family group departure times will only be in operation for the week 24-28 August.**

**Procedures for arrival and departure:**

* All arrivals and departures via the chapel car park and gate.
* **All children should be accompanied by one adult only.**
* Please encourage the children to keep a social distance from others when they are arriving (1m)
* Do not congregate around the gate at arrival and departure times. Please wait in cars or well back to ensure social distancing.
* There will be no access into the school for parents from the main playground.
* A designated area will be in place for a parent/carer to drop children off and leave the playground.

**There will be three coloured routes that will lead to the entrance points:**

* Green route will lead the children from Year 1, 2 & CA into the Foundation Stage playground and entrance will be via the door leading into the school.
* **Year 1 and 2 arrivals – Parents can bring the children into the FS playground but must maintain social distancing at all times.**

This is an exception for our new and younger children starting Year 1 and returning Year 2 children as this may be a daunting time for them we can’t make this any more daunting.

* Red route will lead the children from Year 6, 4 & 5 into the school via the door to the right hand side of the playground.
* Blue route will lead the children from Year 3, 7 & CB into the school via the door to the left hand side of the playground
* A member of staff will be at each entrance point to welcome the children and ensure hand sanitising upon entry.

**Exceptions:** (arrival and departure via the front door)

* Children arriving by bus and taxi.
* Anyone requiring disabled access.
* Children in Class A & Class B (arrival time 9.00 am and will be greeted by a member of staff from CA/CB)

**In school:**

* The children will go directly to their classroom – with no stopping in toilets, cloakrooms or other classrooms.
* The teachers will be in the classroom to welcome the children.
* Handwashing will be timetabled in the classroom upon arrival.
* The children will go to the cloakroom to hang up coats – organised by the class teacher.
* There will be no movement around the school to the office or other classrooms.

**Hand Hygiene:**

* Hand sanitiser will be provided at the chapel car park school gate for everyone entering the school grounds.
* The children will use hand sanitiser when entering the school.
* Hand sanitiser will also be available in every classroom.
* Hand washing will be timetabled throughout the school day in addition to hand sanitising.

**Bringing items to and from school:**

* **A school bag** will be allowed as long as it can be cleaned daily.
* **Packed lunch** should be brought in a **plastic lunch box** that can be cleaned daily or in a **disposable bag** (clearly marked with the child’s name) and will be put in the bin in school after use.
* Any **money** for dinners must be in a **small plastic bag or envelope** (clearly marked with the child’s name)
* A **water bottle** (clearly marked with your child’s name) **can be** brought in to school and must be sanitised daily.
* A **list of personal resources** that each child will need to bring to school on the first day and then remain in school is listed on a table at the end of this document. These items will be for the child’s own use to avoid sharing of resources.
* A coat may be worn into school.
* **School uniform** will be worn as normal – regular washing of school uniform will be important.
* **Footwear –** children should wear comfortable black shoes/trainers as there will be no changing of footwear throughout the day. Younger children should have footwear with velcro fastenings as normal.
* There will be limited resources being sent home from school on a daily basis.
* The children will **not need** their **own hand sanitiser**

**Access to/Contacting school:**

Anyone requiring access to school or needing to contact the school must do so in the following ways:-

* Access to main office via front door only after 9.15 am (when all children are in class). This will be on a one in one out basis. Socially distanced waiting will be along the windows of the canteen. Hand sanitiser will be available at the door and a one-way system will be in operation.
* **Reminder: All children should be accompanied by one adult only.**
* Any urgent messages for the school or class teacher:

School phone No. 028 27662664

School email: info@stbrigidsps.ballymoney.ni.sch.uk

School website contact form: http://www.stbrigidspsballymoney.com/contact-us

**PHASE 2 Week Beginning 31 August – ongoing until further notice.**

**School Closed Monday 31 August (Bank Holiday)**

All classes will return to school on Tuesday 1 September

**Arrival Times:**

|  |  |
| --- | --- |
| Year Group | Arrival |
| Year 2, 3 & 6 | 8.45 am |
| Year CA, CB, 4, 5 & 7 | 9.00 am |
| Year 1 | 9.15 am |

**Departure Times:**

|  |  |
| --- | --- |
| Year Group | Departure Times |
| Year 2,3 & CA (including CB every Wednesday) | 2.00 pm |
| Year CA, CB, 4, 5 & 7 | 3.00 pm |
| Year 1 | 12.00 noon until Friday SeptemberMonday 28 September onwards 2.00 pm |

**Family groups:**

The eldest sibling identifies the **family arrival time** e.g. if the eldest child in the family is in Year 7 all the children in the family arrive at 9.00 am or if the eldest child in the family is in Year 6 all the children in the family will arrive at 8.45 am.

**Procedures for arrival and departure:**

* All arrivals and departures via the chapel car park and gate.
* **All children should be accompanied by one adult only.**
* Please encourage the children to keep a social distance from others when they are arriving (1m)
* Do not congregate around the gate at arrival and departure times. Please wait in cars or well back to ensure social distancing.
* There will be no access into the school for parents from the main playground.
* A designated area will be in place for a parent/carer to drop children off and leave the playground.

**There will be three coloured routes that will lead to the entrance points:**

* Green route will lead the children from Year 1, 2 & CA into the Foundation Stage playground and entrance will be via the door leading into the school.
* **Year 1 and 2 arrivals – Parents can bring the children into the FS playground but must maintain social distancing at all times.**
* This is an exception to this for the first two weeks for our new and younger children starting Year 1 and returning Year 2 children as this may be a daunting time for them we can’t make this any more daunting.
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* Anyone requiring disabled access.
* Children in Class A & Class B (arrival time 9.00 am and will be greeted by a member of staff from CA/CB)

**In school:**

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* The teachers will be in the classroom to welcome the children.
* Handwashing will be timetabled in the classroom upon arrival.
* The children will go to the cloakroom to hang up coats – organised by the class teacher.
* There will be no movement around the school to the office or other classrooms.

**Hand Hygiene:**

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* The children will use hand sanitiser when entering the school.
* Hand sanitiser will also be available in every classroom.
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* **Packed lunch** should be brought in a **plastic lunch box** that can be **cleaned at home daily** or in a **disposable bag** (clearly marked with the child’s name) and will be put in the bin in school after use.
* Any **money** for dinners must be in a **small plastic bag or envelope** (clearly marked with the child’s name)
* A **water bottle** (clearly marked with your child’s name) **can be** brought in to school and must be sanitised daily.
* A **list of personal resources** that each child will need to bring to school on the first day and then remain in school is listed on a table at the end of this document. These items will be for the child’s own use to avoid sharing of resources.
* A coat may be worn into school.
* **School uniform** will be worn as normal – regular washing of school uniform will be important.
* **Footwear –** children should wear comfortable shoes/trainers as there will be no changing of footwear throughout the day. Younger children should have footwear with velcro fastenings as normal.
* There will be limited resources being sent home from school on a daily basis.
* The children will **not need** their **own hand sanitiser**

**Access to/Contacting school:**

Anyone requiring access to school or needing to contact the school must do so in the following ways:-

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* **Reminder: All children should be accompanied by one adult only.**
* Any urgent messages for the school or class teacher:

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School website contact form: http://www.stbrigidspsballymoney.com/contact-us

**What to do if your child is unwell:**

* If your child is unwell with any COVID-19 symptoms they **must not** be sent to school.
* Children can get coronavirus (COVID-19), but they seem to get it less often than adults and it's usually less serious.
* <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>

**Symptoms of coronavirus in children**

The main symptoms of coronavirus are:

* a high temperature
* a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
* a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

**What to do if your child has symptoms**

If your child has any of the main symptoms of coronavirus:

* Get a test to check if they have coronavirus as soon as possible.
* Stay at home and do not have visitors until you get the test result – only leave your home to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you get the result.

* If your child is unwell with any other illness, it is always best practice to keep the child at home.
* If your child becomes unwell in school, we will contact you to arrange for them to be picked up from school.
* A prompt pick up from school is necessary if your child is unwell.
* One adult should come to the school and enter via the main entrance.

**Breakfast Club 8.00-8.45 am, 2-3 Club and Sunshine Club (3.00 – 5.30 pm)**

Will reopen on Tuesday 1 September

None of the clubs will operate on a drop in basis.

All contracts must be signed as usual.

All places must be pre-booked in advance on a monthly basis as usual.

Bookings will commence during week beginning 24 August 2020.

**Spaces will be limited**

Breakfast Club: 16 places per day max.

2-3 Club: 16 places per day max.

Sunshine Club (3.00 – 5.30 pm) 24 places per day max.

**Cost 2020/21**

Breakfast Club £2.00 per day

2-3 Club £2.00 per day

Sunshine Club £2.00 per hour/or part thereof

**School Year 20/21 -** Resources required for personal use.

Please send resources in a clear plastic **A4 zip folder** (see image below) and label as much as possible with child’s name and a have another A4 folder that work etc can go home in from school.





**Child Friendly Scissors**

|  |  |
| --- | --- |
| **Year Group** | **Resources Required** |
| 1, 2 & CB | Colouring pencils (Pref. twistables no need to sharpen) CrayonsA pencil case for colouring pencils and crayonsGlue Stick (Pritt)EraserChild Friendly Scissors  |
| 3, 4, 5 and CB | HB pencilsColouring pencils (Pref. twistables no need to sharpen) CrayonsA pencil case for colouring pencils and crayonsGlue Stick (Pritt)EraserChild Friendly Scissors 30 cm rulerSharpenerHighlighters |
| Year 6 & 7 | Berol Handwriting pens – Blue/BlackBiro type pens – Blue/BlackHB pencilsColouring pencils Coloured Markers CrayonsA pencil case for colouring pencils and crayonsGlue Stick (Pritt)EraserChild Friendly Scissors 30 cm rulerSharpenerHighlightersPost itsProtractor |

**Pledge of support from St Vincent de Paul Ballymoney Branch**

SVP offers a confidential support service. SVP are willing to provide some support to the school to aid those that are maybe struggling to buy school uniforms this year.

If you are struggling either with uniforms or financially in general and could do with some help to **contact SVP on their helpline** (07860455549) and they will do what they can to help.

Contact for support with uniforms can also be made through the school.

As things are still subject to change by the Department of Education and the NI Executive, I will communicate any new information to you as soon as possible. Thank you again for your ongoing patience and understanding.

Take care and keep safe.

Yours sincerely

Kieran P O’Neill

Principal