



**Ballytrea
Primary School**

Principal: Mr Keith Black

52 Gortnaskea Road
Stewartstown
Dungannon
BT71 5NY

Tel: 02887 738619
Mob: 07902 984046

Email: info@ballytrea.stewartstown.ni.sch.uk



PLAN FOR THE REOPENING OF SCHOOL

Foreword: *The plan for the reopening of school has been written in line with the latest guidance from the Department of Education, the Education Authority and the Public Health Agency. Whilst we aim to follow the plan explained below as we reopen our school, it is important to point out that any changes to the advice we have at present will prevail over the arrangements outlined in this letter.*

Friday 7th August 2020

Dear parent(s),

Once again, I hope that you and your families are well and that you are making the most of the summer holidays. As mentioned in my letter to you a number of weeks ago, I am writing to provide you with some clearer information on what school will look like upon our return. Hopefully by reading this letter you will be able to see the structures and arrangements that we will be putting into place for the safe return of both our pupils and staff.

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 best meet any issues that may arise as we return to school.

In order to make the information as clear and simple as possible for all, I have broken down the information into subsections. Please read all the information carefully.

1. Covid-19 Prevention

- 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.
- Children will be requested by staff to wash their hands regularly throughout the school day.
- Hand sanitiser will also be readily available throughout the school and the children will be encouraged to make use of it.
- 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.



- The children will be instructed to follow good respiratory hygiene, following the principle of **'Catch it, Bin it, Kill it'** and will be discouraged from touching their eyes, face, nose and mouth.
- If your child is displaying any of the symptoms of Covid-19, they should **stay at home** and follow the latest Public Health advice. (Symptoms include: raised temperature, persistent cough, loss of taste and loss of smell)
- 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 while medical advice is sought, and parents/guardians contacted.
- If there is a confirmed case of someone in the school having the Covid-19 Virus, the school will follow the Department of Health's 'Test, trace and Protect' strategy. Therefore, the name and contact details of everyone who enters the school building will be recorded, including school staff, pupils, parents and visitors.






2. Social Distancing / Signage

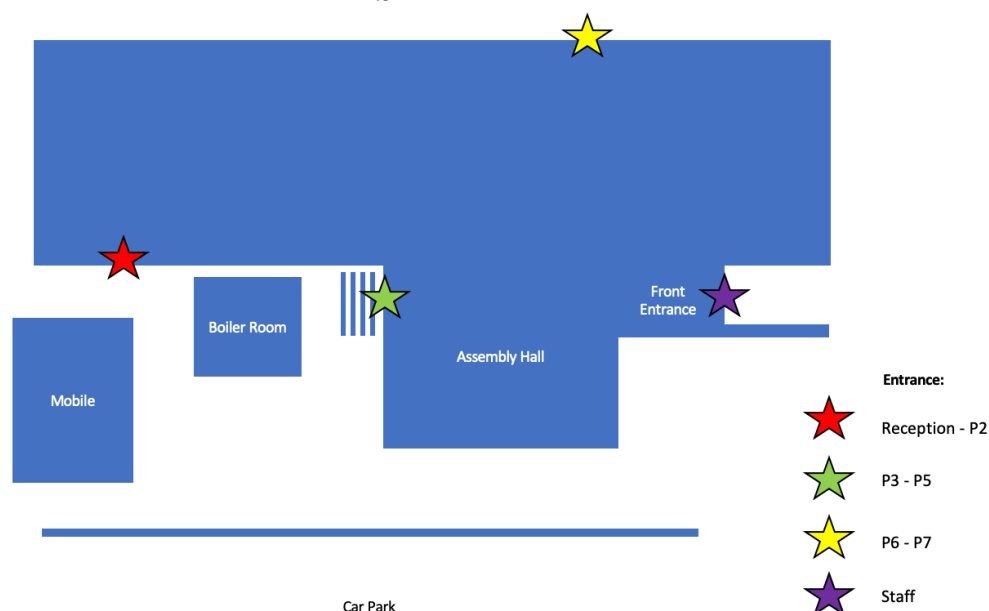
- Throughout the school grounds there will be many areas where signage and floor stickers are present. Both will be used to remind pupils, staff and parents of social distance requirements and hygiene practices to be used in school.

3. Arriving to School

- We will be operating a 'flexible' timeslot for pupils arriving to school in the morning. This should avoid the congestion of a large number of pupils arriving to school at one time.
- Pupils may be left at school between **8:45am - 9:15am**.
- Upon arrival, pupils must walk directly to their classroom, entering via the doors shown below. Teachers/Assistants will be present to greet the pupils as they arrive.
- Before entering the classroom, pupils must use the hand sanitizer provided.
- Parents/Visitors are **not permitted** to enter the school building under any circumstances.

Reception, P1 and P2 Pupils should enter via this door that leads to their indoor play area.	P3, P4 and P5 Pupils should enter via the steps and door into the assembly hall.	P6 and P7 Pupils should enter via this door from the playground.
		

Playground



4. Break/Lunchtime Routines

- Whilst in school, all pupils will remain in a 'bubble' with their own class.
- Each class will eat their healthy break in the classroom, however, will now have their own period of outside play during breaktime.
- It is essential that coats are brought to school by pupils every 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 now eat their lunch in the classroom, followed by a period of play outside with their own class.

5. Catering / Transport

- At present we are yet to receive definitive information regarding school catering and transport, other than that school meals will resume on Tuesday 1st September 2020.
- These meals will be brought to the pupils to eat in their classroom. No menu is available at present.
- The free school meals payment system will continue until the end of August 2020.
- As soon as we hear further information, we will pass it on to you as soon as possible.

6. End of School Day

- School finishing times will be as follows.
 - * Reception - P1 pupils - **12pm. (Month of September)**
 - * P2 - P3 pupils - **2pm**
 - * P4 - P5 pupils - **2:45pm**
 - * P6 - P7 Pupils - **3pm**
- Regardless of the weather, all children will be brought to the front of school by their class teacher at the end of the school day.
- Anyone collecting children from school must remain at their car, with children being directed to you by school staff.

7. Morning / Afternoon Club

- We anticipate that we will be able to offer this facility once again, however the activities on offer may need to be amended in order to adhere to relevant guidance.
- Anyone who is interested in availing of our morning and afternoon club is asked to fill in the information form, which can be found on our website, and **return via email by Tuesday 25th August 2020.**
- Any information regarding the running of our morning/afternoon club will then be shared directly with those parents who have returned the information form.

8. School Uniform / Belongings

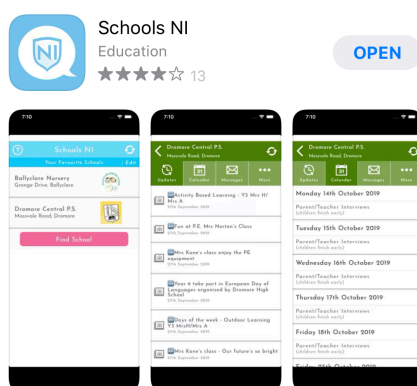
- Pupils will be required to wear full school uniform upon our return to school.
- Children will be informed upon their return, of when during the week they will be partaking in PE lessons.
- As children will not be permitted to move from class in order to change for PE, pupils will be permitted to wear navy jogging bottoms (no large logos) to school on their PE days, with shorts beneath. Trainers will also be permitted to be worn on these days.
- Initially pupils will not be permitted to bring school bags, pencil cases, toys or any other items to school. Each child will be provided with all items of stationery that are needed at their desk and all schoolbooks will remain in school.
- Cloakroom areas of school will be closed to pupils, so coats will be hung over the children's chairs.
- Pupils' healthy break and those taking packed lunch should bring their items of food in disposable wrapping or in a container that can be wiped down.
- Individual water bottles are permitted in school.

9. Homework

- All main items of homework will be shared with the pupils online via the platform 'Microsoft Teams'.
- To allow parents time to access this platform and become familiar with how to use it, no written homework will be set for the first two weeks of September.
- Information on how to access and use Microsoft Teams will be shared with parents when school reopens.
- Some homework activity books may be sent home with the children upon their return to school. These are to remain at home and are to be used by the pupils as and when instructed by their teachers.

10. Communication / Administration

- It is important that school has the most up to date contact information for all our pupils and parents and as such you will be asked to complete an information refresh form upon the resumption of school. We ask that these are returned to school promptly so that we can update our records accordingly.
- All communication with parents will be carried out via text message, our school website or via our Facebook page.
- We ask that all parents download the Schools NI app in order to receive messages and updates from our messaging system.



- Teachers will not be available to talk with you during collection and pick-up times. If you wish to speak with your child's teacher, you will need to phone or email the school and the teacher will contact you directly.
- At present it has not been possible to eradicate cash handling arrangements in the school. Therefore, we would ask you that when sending cash to school, it is placed in clear plastic bags or clingfilm, clearly labelled as to what it is for.
- It is essential that the correct amount of money is also provided, as change will not be given.

11. Return to School - Key Dates

Primary 7 - Pupils will return to school on **Monday 24th August 2020**

(They will attend school from **9am - 1:45pm** and will be required to bring a **packed lunch**.)

Primary 2 - Primary 6 - Pupils will return to school on **Tuesday 1st September 2020**

Primary 1 - Pupils will begin school on a staggered basis from **Tuesday 1st September 2020**

**** Start date for individual P1 children will be communicated directly with each parent.***

As you can see, there will be many changes to our school life, with our priority remaining the health and wellbeing of all pupils and staff. However, we hope that these changes, whilst necessary, will still allow our pupils to have an enjoyable experience upon their return to school. We are looking forward to getting the children back into the classroom and helping them to reach their individual potential.

All arrangements will be kept under review and any changes will be communicated to you as and when appropriate and/or necessary. If you have any other queries or questions relating to the reopening of school that have not been answered through the information provided, please do not hesitate to get in touch.

Yours sincerely,

Keith Black
(Principal)