**Holy Family**

**Primary School**



**Return to school**

**Information booklet**

**September 2021**

Dear Parent/ Guardian,

We hope you have enjoyed the summer holidays and we are delighted to welcome you all back to Holy Family. As you all know, this continues to be a time of great uncertainty for schools. Staff have been working on plans for the return to school, in line with DE guidance, issued by the new Education Minister Michelle Mcllveen. Following this guidance, we feel it necessary to maintain the regulations we had in place from last year, to ensure everyone's safety; we will continue to monitor and review these regularly.

This leaflet is to inform you of the school reopening plans for the academic year 2021-22. Reopening arrangements are subject to change based on Covid Government/ Medical advice but we will update parents/guardians on an ongoing basis.

**Yr.1 pupils who attended Holy Family Reception last year and all other pupils from Yr.2 to Yr.7 will return to school on Wednesday 1st September. New Reception and Yr.1 pupils were notified of their staggered start dates at the end of June.**

In the interests of Health and Safety and to promote social distancing, each year group will continue to have their own designated entrance/exit (reminder at the back of this booklet). We ask parents to be punctual and strictly adhere to drop off and pick up times and observe social distancing and wear face coverings.

**Please note that parents/guardians or other family members will not be permitted to enter the school building**. Should you need to contact the school, please do so via the school office – Jun site 82244140 – Sen site 82243551.

There will be no pre or after school clubs or waiting over facility during the month of September. We ask that children go straight to their classroom in the morning and directly home after school. Daily routines will be reviewed regularly and parents/guardians will be notified of any changes as soon as possible.

How Parents/ Guardians can help

* Discuss school Covid arrangements with your child and remind them of the importance of good behaviour and following new school arrangements.
* Discuss why staff will be wearing face visors and the importance of PPE and good personal hygiene routines e.g. hand washing, use of tissues, social distance etc.
* When escorting children to and from school, all adults must adhere to social distancing guidelines.
* Only 1 adult should escort children to school. **It is essential that children are dropped off and collected promptly at school.**
* Parents will not be permitted into the school building without permission from the Principal/ Vice Principal. Please contact us if you need to enter the school building for any reason – Sen site 82243551 – Jun site 82244140.
* Any parent/ guardian who wishes to speak to a member of staff can ring the school office and will get a response within 24 hours.
* Ensure your child is well equipped for school with their own school resources e.g. pens, pencils etc. THERE WILL BE NO SHARING OF RESOURCES. (See overleaf)
* Send your child’s break and lunch items in disposable packaging.
* All school monies must be in a sealed labelled envelope and contain the correct amount required. No change will be given.
* Help your child practise good hand and respiratory hygiene.
* Send inhalers/ epi-pens for agreed medication plans to school on the first day in a sealed plastic lunchbox clearly labelled with the child’s name and class teacher.
* We **recommend** your child having their own tissues and hand sanitiser in school for personal use.
* **Ensure we have 3 up to date contact numbers of family members who are available in case of emergencies.**
* **At Home**: If your child or anyone in their family is displaying symptoms of Covid 19, **DO NOT SEND THEM INTO SCHOOL**, book a PCR test and if positive self-isolate at home and seek medical advice. N.B. Please notify the school as soon as possible.
* **At School**: If your child displays Covid symptoms at school, staff will carry out a temperature check and your child will be isolated from their class and parents contacted to collect their child immediately. You will be informed of any confirmed cases of Covid 19 within your child’s bubble.
* **Symptoms – high temperature, a new continuous cough, a loss or change to your sense of smell or taste**.

**How the staff will help**

* Staff will ensure the children are confident with Covid routines and arrangements.
* Staff will explain the importance of PPE and required hygiene routines and monitor hand and respiratory hygiene.
* All staff will ensure children wash their hands on arrival to school, after outside play, before eating, after using the toilet and before home time. Soap, paper towels and hand sanitiser will be available in every classroom.
* Each year group will be in a protective bubble. This means they will have reduced interaction with other year groups and staff during the school day.
* The “Protective Bubble” strategy will have consistent memberships with decreased interactions with other “bubbles” or staff. Social distancing for “bubbles” will follow PHA guidance. Reception and Year 1 pupils will not be asked to socially distance.
* All pupils will have a set seat in class and are **recommended** to use their own hand sanitiser and tissues. Pupils must have their own school resources to avoid sharing.
* Year group bubbles will have staggered break and lunch times and separate areas in the playground.
* The school canteen will be operational from 1st September. The new canteen menu is available to view on our school website.
* ****All frequently touched areas e.g. handrails, sinks, door handles etc will be cleaned regularly throughout the day.
* All classes will be provided with cleaning substances which are proven to be effective against the spread of Covid 19.
* Should there be a suspected Covid case of a pupil, staff will take their temperature/ isolate them from the rest of the class/ contact parent immediately to collect their child/ follow PHA guidelines on isolation.

**How the children can help**

* Wear full school uniform to school every day. We recommend daily change of school uniform to minimise spread of Covid. Ensure all items are clearly labelled.
* Only bring a water bottle, healthy snack for break and lunch in disposable packaging.
* Bring packet of tissues and hand sanitiser for personal use.
* Do not bring personal items from home to school.
* On the first day of term we ask that pupils bring a **clearly labelled** pencil case with pencils, pens, sharpener, rubber, ruler colouring materials and a glue stick. Sharing will not be permitted. They will be kept in school under their desk. No scissors are to be sent to school.
* Practise good behaviour following new school rules at all times.
* Practise good hand hygiene and respiratory hygiene with support from staff (washing hands, using a tissue, coughing into their elbow.)
* Follow direction on social distancing provided by staff.

**NB: Should any child deliberately breach school Covid arrangements, parents will be contacted by the Principal to discuss this matter more fully.**

**Designated Entrances/ Exits**

**For each Year Group**

**N.B. Doors will open each morning at 8.45am.**

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| **Class** | **Class Time** | **Entrance/ Exit Door** |
| **Reception** | **Letter issued with specific arrangements** | |
| **Year 1** | **Letter issued with specific arrangements** | |
| **Year 2** | **9.00am – 2.30pm** | **Entrance via Sacred Heart carpark at back of junior site. Door adjacent to Year 2 classrooms.** |
| **Year 3** | **9.00am – 2.45pm** | **Main entrance on junior site. Please use left hand side of steps.** |
| **Year 4** | **9.00am – 2.45pm** | **Enter through the Purple double doors at the bottom of the Reception steps** |
| **Year 5** | **9.00am – 3.00pm** | **Side door at Year 5 floor.** |
| **Year 6 SMG** | **9.00am – 3.00pm** | **Side door at Mrs. McGuigan’s classroom.** |
| **Year 6 ZMD** | **9.00am – 3.00pm** | **External double doors of ground floor library adjacent to Mrs. McDermott’s classroom.** |
| **Year 7** | **9.00am – 3.00pm** | **Main entrance on senior site.** |



We look forward to welcoming all our pupils back to Holy Family!

We want to reassure parents/guardians that our Board of Governors and staff are following Covid guidelines and will implement all measures as best as possible to ensure your child is safe and happy in school.

Thank you all for your continued support during this difficult time.

Mrs. Dolan