



Phased Reopening Plan

March 2021

Parents

1. Phased Reopening Dates

- 8th March: Nursery – Yr. 3 pupils return to full time face to face teaching for 2 weeks, moving back to remote learning on Monday 22nd March for the last week of term.
- Yrs. 4 – 7 remain doing Online Learning with Supervised Learning continuing for the children of key workers and Vulnerable pupils (one group in assembly hall).
- 12th April: Nursery – Year 3 to return to full time face to face teaching (with Yrs. 4 – 7 doing Online Learning). This will be reviewed by the Executive on 16th March.

2. Holidays

- St Patrick's Day Holiday will be as planned: Wednesday 17th March – school closed and no Online Learning
- Easter Holidays will be as planned: 29th March – 9th April – school closed and no Online Learning

3. Managing Sickness

As our priority during this pandemic is to keep children and staff safe, we must implement much stricter procedures for managing sickness so if your child is unwell in any way, they should not be sent to school. If a member of staff has any concerns about the health of a child, parents will be contacted to come and collect them and parents must make arrangements for such eventualities.

Pupils must not come to school if they or anyone in their family has any of the Covid-19 symptoms and you should follow the PHA guidance on self-isolation and Test, Trace & Protect:

- **High Temperature**
- **New continuous cough** (this means coughing a lot for more than an hour or 3 or more coughing episodes in 24 hrs)
- **Loss of or change in sense of smell or taste**

School must be informed of this.

4. Reporting a Positive Covid-19 Case in one of our pupils

We ask that you inform the school immediately if one of our pupils receives a Confirmed Positive Covid-19 Test Result, if this is during office hours (8.15am – 4pm Monday – Thursday & 8.15am – 3.45pm on Fridays) phone the office on 02838352009.

If your child gets the positive test result out of school hours (evenings & weekends) it is important that we know as soon as possible so advice can be taken from PHA and action taken if necessary before schools starts the following day or on the Monday morning.

To allow us to do this we would ask that you please email us at info@ballyoran.portadown.ni.sch.uk giving us the following information:

- Name of child
- Class
- When you received the test result
- The date that the pupil was last in school

Please note that this procedure is strictly only to be used to inform us of a confirmed positive case of Covid-19 in one of our pupils.

All other reporting of absence, for example a pupil displaying symptoms of Covid-19 or other household members displaying symptoms, or positive test results for other members of the household, should be reported during school hours only.

5. Ventilation

Ventilation is a vitally important mitigation; all areas of school will be well ventilated with windows open in every classroom throughout the day, following DE guidance.

6. Daily Timings - Pupils

- Will be broadly as before for pupils returning to face to face learning, apart from Yr. 3 who will finish earlier at 2pm daily
- Supervised Learning Timings for Year 4 – 7 pupils remain unchanged: 8.50am – 2.50pm
- Staggered start and finish times as before (See Sections 9 and 13)

7. School Uniform

- All pupils must wear normal full school uniform.
- Pupils will need a warm and waterproof coat as normal and these will be placed in cloakrooms as before.
- PE will continue. PE kit should be sent in on the day that pupils have PE and brought home again that day for washing and not left in cloakrooms.
- All school uniform must be labelled as we will be unable to keep a large collection of lost property.
- To reduce the risk of spreading infection, we would ask that all school uniform is washed regularly.
- We continue to have high expectations in relation to the wearing of full school uniform.

8. Items going to and from school

• School Bags

To continue to reduce the risk of spreading infection we need to reduce the amount of physical items moving to and from school, however we believe that pupils need something to carry in and out of school each day, therefore **pupils should bring one school bag to school as normal.** All items that they are bringing to school should be in the school bag e.g. PE kit or lunchbox if possible. School bags will be stored in cloakrooms to reduce the risk in classrooms.

• Pencil cases

Pencil cases, including stationery should be sent in, however this will stay in school for that child's use only. Please encourage your children not share pencils etc. with other pupils and not to borrow from other pupils.

• Snack

Pupils in Nursery to Year 2 will continue to pay £10 Snack Fund every month which covers the daily snack. Yr. 3 – 7 pupils will continue to need their own Healthy Break Time Snack.

• Water Bottles

As always we encourage pupils to bring water bottles into school daily but children will no longer be able to fill these in school. Please ensure that these are filled at home before coming to school and please encourage children not to share their water bottle with others.

• Packed lunches

These should be sent into school in a sealed lunchbox or container which is washable and to reduce the risk of infection, all rubbish or uneaten items must go home in the lunch box.

- **Notes/News Sheets etc.**

We are now a paperless school. All communication will be distributed electronically e.g. website, app, text and email. A significant number of parents have still not authenticated themselves on our School App. Please do this as soon as possible and if you have any problems please contact the office.

- **Money**

For obvious reasons we wish to reduce the amount of money and staff/pupil/parent contact with money. Until the implementation of a Cashless Payment System, we will accept money into school but only if it is in a sealed envelope with the child's name, amount and what it is for written on it.

Dinner Money will only be accepted for the week on a Monday.

- **Homework**

There will be no formal homework set until school fully reopens.

9. Morning Arrival at School

- **Staggered Arrival Times**

As before, to aid social distancing and reduce the risk of transmission staggered arrival times will be used. To make life easier for parents we have organised this alphabetically by families, so that they are not having multiple drops off times, if they have more than one child in the school. If there are children in the same family with a different surname, meaning two different drop off times, they can be dropped off together at the earliest time. Gates will be supervised by staff. The Staggered Arrival Times have not changed and are as follows:

- 8.40am – 8.50am: A – G
- 8.50am – 9.00am: H – M
- 9.00am – 9.10am: Mc - Z

- **Multiple Entry Points**

Again as before, to aid social distancing and reduce the risk of transmission, multiple entry points will be used:

- Red Nursery Outdoor Play Area Gate: Nursery - Year 2
- Front Door: Years 3

Senior staff and assistants will direct pupils and parents and entry points.

Pupils will go straight to class on arrival and be met and welcomed by their teacher.

- **Breakfast Club**

There will be no Breakfast Club until further notice.

- **Parents**

- **In line with Department of Education guidance, all parents entering the school grounds must now wear a face covering.**
- We also strongly encourage parents waiting for pupils outside the school grounds to wear a face covering.
- Only Nursery parents should enter the school grounds in the morning and they can drop off and collect their child in the covered outdoor play area but will not be able to accompany them into the building.
- Only one person per family should come into the school grounds to drop a child off.
- Parents must drop off their child/children and leave the school grounds immediately.
- Year 1 – 3 pupils must be dropped off at the front gate at the road.
- When dropping pupils off at school, parents must adhere strictly to social distancing guidelines and not to congregate in large groups.

- Please note new signage at the gates provided by the Department of Education reminding parents of the above points.

10. Parents/Visitors coming into school

- Only staff and pupils will be allowed to enter the school building.
- If, in a very exceptional situation, a parent needs to enter the building, they must wear a face covering and sanitise their hands at the front door.
- Following DE guidance, there will be no face to face, Parent/Teacher meetings until further notice, and all communication as far as possible should be conducted by telephone, note or email.
- Parents will be encouraged not to pick pupils up early, other than exceptional circumstances as this will be difficult to manage. In this case they will speak to the secretary through the intercom and wait outside for the child to be brought to them – same for Nursery and Primary.

11. During The School Day

- **Protective Bubbles**

- The purpose of Protective Bubbles continues to be to limit the number of interactions in any single day. Following this guidance, each class will continue to be a Protective Bubble. Pupils will remain in these bubbles as far as possible for the entire time they are in school and will not interact with any other groups of pupils throughout the school day.
- Social distancing should operate as far as possible within bubbles.
- Pupils who get extra support with Mrs Barkley will still receive this but only with other pupils from their class bubble.
- A staggered timetable for use of the toilets will be in place so that pupils stay with their own class.

- **Hand Hygiene**

- Staff will encourage pupils to employ the following good hand hygiene measures and regularly go over these good hygiene messages with pupils: washing your hands often and avoid touching your eyes, nose, and mouth with unwashed hands.
- Pupils will have to wash their hands frequently throughout the day with soap and water:
 1. On arrival in class
 2. Before Break
 3. After Break
 4. Before lunch
 5. After lunch
 6. Before leaving
- Pupils may bring in small personal bottles of hand sanitiser but they must be encouraged not to share these with other pupils.
- Hand sanitiser dispensers have been placed at the main entrance for staff and visitor use.
- Posters encouraging hand hygiene have been placed throughout the school.
- We continue to operate a 'no handshakes' policy in school.
- Parents are asked to go over the importance of good hand hygiene regularly with their children.
- Staff will also adopt the same stringent hand hygiene practices.

- **Respiratory Hygiene**

- Staff will encourage pupils to follow good respiratory hygiene measures and regularly go over these messages with pupils: covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See Catch it, Bin it, Kill it. If a tissue is not available cough or sneeze into your sleeve.
- Posters encouraging good respiratory hygiene have been placed throughout the school.

- Pupils should be sent to school with their own personal supply of tissues.
 - Parents are asked to go over the importance of good respiratory hygiene regularly with their child.
 - Staff will also adopt the same stringent respiratory hygiene practices.
- **Social Distancing**
 - Social Distancing for pupils has been relaxed.
 - Social distancing for staff between staff remains at 2 metres.
 - Social distancing between staff and pupils remains in place and the DE guidance states that it should be as far as practicable.
 - To aid social distancing, when staff and pupils are moving around the school when there is potential for them to come into contact with pupils from other bubbles - arrows, signs and a one-way system will be in use.
 - **Pupils must walk on the left at all times and keep as close to the wall as possible in corridors.**
 - Our aim is to keep pupil movement in the corridors during the school day, to a minimum.
 - We would appreciate it if you could go over these messages with your children.
- **Assemblies**
 - There will continue to be no large gatherings of pupils including assemblies until further notice.
 - Zoom will continue to be used for virtual assemblies.
- **Seating Arrangements**

Children will not sit facing each other from Year 3 upwards, however, we believe that this is not appropriate in Nursery and Foundation Stage. Collaboration and group work is a major part of the learning process so pupils will still be able to work in groups within their bubbles.
- **Curriculum**

The guidance is clear that the normal curriculum should be followed as far as possible and collaborative learning in all year groups will continue.
- **Resources**
 - As far as possible, resources will not be shared within classrooms and any resources that have to be shared will be cleaned after use.
 - We believe that it is still important that pupils read books, so Guided Reading will still take place and pupils will be given their own personal copy of the book to keep under their desk.
 - Resources that unavoidably have to be used by other pupils must be cleaned after use e.g. computers.
 - Good hand hygiene is the best protection measure when it comes to resources.
- **Break time**
 - Staggered Breaks will continue to be in operation meaning a smaller number of pupils in the playground.
 - Pupils will play in their Class Bubbles in a dedicated area of the playground.
 - Each class will have a playground box of activities.
- **Lunchtime**
 - **Free and paid School Meals will be available as normal from 8th March for Nursery – Year 3 pupils and direct payments in lieu of free school meals will stop for these pupils. Year 4 – 7 pupils attending Supervised Learning will be able to have a school meal but must pay for these, even if they are entitled to Free School Meals. This is because, parents of Year 4 – 7**

pupils who are entitled to Free School Meals, will continue to receive direct payments in lieu of these.

- Staggered Lunch times will be in operation and pupils will continue be able to go to the Dinner Hall in their class bubble to eat.
 - Each class will have a dedicated table for daily use and the number of pupils at each table will continue to be reduced.
 - Tables will be cleaned between sittings.
 - A reminder that packed lunches should be sent into school in a sealed lunchbox or container which is washable and to reduce the risk of infection, all rubbish or uneaten items must go home in the lunch box.
 - Again pupils will be able to play in their class bubbles in their zone and each class will have a playground box of activities.
- **PE & Swimming**
 - Physical exercise is vitally important so PE will continue as normal.
 - As per the guidance, we will endeavour to use the outdoors for this as much as possible but the assembly hall may also be used.
 - Pupils should bring their PE kit home after every session to be washed.
 - PE equipment used will be cleaned before being returned to the PE store.
 - There will continue to be no Yr. 5 – 7 swimming until further notice.
- **Personal Protective Equipment (PPE)**
 - The guidance states that routine use of PPE within schools is not required other than for certain tasks deemed to be of higher risk of transmission i.e. - Working with children, young people and pupils whose care routinely already involves the use of PPE, due to their intimate care needs; and giving children medication and First Aid.
 - PPE should not be worn by children.
- **Face Coverings**
 - The DE guidance states that in Primary school's children are recommended not to use face coverings because of the range of mitigation measures schools have in place and the reduced rate of transmission to and from children of this age.
 - **The DE guidance states that all parents coming into the school grounds must wear a face covering.**
 - Parents are also encouraged to wear face coverings when waiting to collect pupils outside the school grounds.
- **Cleaning**
 - Strict cleaning procedures are in place as per the PHA guidance with more regular cleaning throughout the day of high touch hard surface areas e.g. desks, chairs, door handles, telephones, computers and toilets.
 - Enhanced cleaning will be carried out within any classroom in which an individual who has developed COVID-19 has been, to minimise risk of the spread of the virus. This will be clearly communicated to staff and parents to provide assurance that the environment is safe.

12. If a pupil becomes ill during the school day

Non Covid-19 Symptoms

Normal procedures will be followed.

Covid-19 Symptoms

If a pupil displays any of the following symptoms during the school day:

1. A new, continuous cough or a high temperature or
2. Fever or
3. Anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste)

The following procedures will be followed:

- Pupils will be sent to the office.
- While we will not be routinely checking pupil temperatures on arrival, with your consent, we will check your child's temperature if they are feeling unwell, with a handheld scanner.
- Parents will be contacted immediately to come and collect the pupil.
- The pupil awaiting collection will be moved to a dedicated room where they can be isolated and supervised by an adult until the parent arrives.
- Other siblings in school will also be isolated and have to go home.
- Pupils will be brought to the Nursery Play Area Red Gate when the parent arrives. Parents should report to the front door intercom to inform the secretary that you have arrived.
- We will keep a full record of such actions and request parents to record their acknowledgement of this action.
- Please note parents are advised to follow the PHA guidance for households with possible coronavirus infection which currently includes getting a test. (see page 9)
- Parents should inform the school of the outcome of the test and email a copy of the result.
- If the test is positive they and their siblings will have to follow the guidance and self-isolate.
- If the test is negative, siblings can return to school immediately, the pupil with symptoms can return to school when they are well enough, have not had a fever for 48 hours and have not been advised to self-isolate by PHA.

13. Afternoon Departure from School

- **Staggered Dismissals & Exit Points**

Pupils will be dismissed as follows:

- Nursery – 3 staggered departures:
 - ✓ 1:00-1:10pm- A-F
 - ✓ 1:10-1:20pm- G-M
 - ✓ 1:20-1:30pm- N-Z
- Year 1 – 1.45pm: Monday – Friday: Red Nursery Outdoor Play Area Gate
- Year 2 – 2.00pm: Monday – Friday: Red Nursery Outdoor Play Area Gate
- Year 3 – 2.00pm: Monday – Friday: Back Red Gate in Car Park 2 beside Caretaker's Residence
(Please note change to Year 3 departure time and point)

Please note these timings and exits may change when the whole school reopens again.

- **Parents**

- **All parents entering the school grounds must now wear a face covering.**
- We also strongly encourage parents waiting for pupils outside the school grounds to wear a face covering.
- As on arrival, to aid social distancing and ease congestion, only one person per family should come into the school grounds to collect a child off.
- Year 1 – 3 parents must wait outside the front red gate as normal and the pupils will be dismissed by the teachers here.
- Parents are asked when collecting their child, to adhere to social distancing guidelines and not to congregate in large groups.

- Parents have been asked to please leave the school grounds immediately when they have collected their child.
 - Please note new signage at the gates provided by the Department of Education reminding parents of the above points.
- **After School Clubs**
There will continue to be no after school clubs until further notice.

14. Test, Trace & Protect

- The NI Executive has rolled out a Test and Trace and Protect strategy designed to control the spread of COVID-19 and pupils are expected to follow the advice and self-isolate immediately they become aware of being in close contact with a confirmed COVID-19 case (pupils should not wait until they are contacted if they know that they have been a close contact). Pupils who exhibit any symptoms associated with COVID-19 should not attend school and anyone who develops symptoms at school will be sent home.
- If a child has symptoms and is off school or has developed symptoms at school (and has been isolated in school and then gone home/been taken home by parent or guardian) the following should happen:
 1. The symptomatic child should have a test; pending the result of this the child self-isolates, as does their household.
 2. If the test is negative the child can return to school, as long as they have been fever free for 48 hours. The household can return to normal activities as soon as the negative result is known. In this instance there are no further implications for the school.
 3. When a pupil tests positive, parents should inform the school at the earliest opportunity.
 4. If the test is positive the child should continue to self-isolate until 10 days after the onset of their symptoms and the household continues to self-isolate for 10 days from the onset of symptoms in the first household member.
 5. If anyone else in the household develops symptoms during their 10-day self-isolation period, they should seek a test and if positive, that individual's 'clock' is reset for 10 days' isolation from the first day of symptoms. Anyone else in the household who remains symptom free can return to normal activities after their initial 10-day self-isolation period finishes.
 6. When a child tests positive the PHA's Test & Trace service will contact the parent as appropriate to identify household and community close contacts. They will ask the parent to inform the school of the result if they attend school. Close contacts in the school setting are identified by the school principal with the Public Health Agency's education team.

The definition of a close contact is as follows:

A person who has been close to a confirmed case from 2 days before the person was symptomatic to 10 days after the onset of symptoms and:

- a. Lives in the same household;
- b. has travelled in a car with the case; OR,
- c. has been within 2 metres of a case for more than 15 minutes; OR,
- d. has been within 1 metre of a case and had face-to-face contact including:
 - being coughed on;
 - having a face-to-face conversation;
 - having skin-to-skin physical contact.

Only if a close contact develops COVID-19 symptoms (a new continuous cough, a fever/high temperature or loss of smell/taste) should they seek a test. Their household contacts must also now self-isolate pending the result of that test. If the test is negative: the close contact should still complete their 10 days' self-isolation

period; and the household contacts can resume normal activities. If the test is positive: the close contact becomes a case and the 'clock' resets for a new period of self-isolation for 10 days from the date of onset of symptoms; and their household contacts should remain in self-isolation until 10 days have passed since the onset of symptoms in their household member. For up to date advice on close contacts please contact the PHA.

PLEASE NOTE THAT CONTACTS OF (SHOWING NO OBVIOUS COVID-19 SYMPTOMS) CLOSE CONTACTS ARE NOT CONTACTS OF THE PERSON WITH CONFIRMED COVID. THEY ARE CONTACTS OF A CONTACT. THEY HAVE NO RESTRICTIONS ON THEIR ACTIVITIES INCLUDING ATTENDANCE AT SCHOOL.

In practice this means that siblings of a child who has been identified as a close contact who are not themselves contacts of the case can continue to attend school.

15. Stop Covid NI App

We would encourage all parents to sign up to the Stop Covid NI App if you have not already done so. More information can be found at <https://tinyurl.com/dep4vjk>

We continue to be very grateful for the patience, support and co-operation of all our parents as we work together to get our pupils back to school safely.

All of our reopening plans will be kept under constant review and may need to be amended as the situation develops but you will be kept informed of any changes.