



# Termoncanice Primary School & Nursery Unit

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Principal: Mrs Christina Doherty, B.A. (Hons) PQH (NI)

27/08/2020

Dear parents and guardians,

Thank you for the overwhelming support and encouragement we have received over the past week as we have welcomed our P7 pupils back to school. We are really looking forward to welcoming our full school community back again. It will be a very special moment to see all our pupils back in their blue Termoncanice uniforms and back in their classrooms.

I wanted to take this opportunity, prior to the pupils returning to school, to inform you of the new protocols and safety measures we have now in place. I know I can rely on your support, patience and understanding in respecting these new protocols for the safety of both pupils and staff.

More than ever, the safety and well-being of our pupils and staff is paramount and over the past number of months we have been working hard at Termoncanice Primary School on our plans to:

- ensure the safety of everyone.
- continue to provide a high quality, well balanced curriculum to best support our pupils in their education.

## **Keeping children and staff safe**

To comply with the Public Health Agency laws and regulations, we have assessed risks and put in place proportionate control measures. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable

We, at Termoncanice, are following the recommended guidance and complying with the following actions to 'prevent' and 'respond to infection' which are summarised below:

### **Prevention:**

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual, recognising hand washing as the preferred method of good hand hygiene
- ensure good respiratory hygiene - 'catch it, bin it, kill it'
- enhanced cleaning procedures

- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

### **Response to any infection:**

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following Public Health agency advice

### **Class 'protective bubbles'**

We will group each class into 'protective bubbles' which will remain consistent and separate from other 'protective bubbles'.

For the majority of their time in school the children will be in their own class bubble with their own teacher and support staff. We do recognise that opportunities will arise where they may briefly come into contact with other children from other bubbles e.g. going to the toilet.

The 'protective bubbles' makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.

### **Before Your Child Leaves Home in The Morning**

Please ensure your child washes their hands thoroughly before they leave for school each morning.

It is **essential** you check for any of the following symptoms:

- **a high temperature**
- **a new, continuous cough**
- **a loss of, or change to the sense of smell or taste**



If any of these symptoms are evident **do not send them to school**, contact our school office on 028 777 22885 or email [info@termoncanice.limavady.ni.sch.uk](mailto:info@termoncanice.limavady.ni.sch.uk)

### **Morning drop-off**

To ease congestion, we will continue to have staggered start and finish times. It is important that we do not have parents congregating at the school gates and that we limit the number of interactions across bubbles.

We would encourage only 1 parent/adult to drop off to help minimise the number of adults on site. Parents must always observe social distancing rules by queuing 2m apart.

The school will be open from 8.45am and the drop off will be staggered.

- **Surnames starting with A – L will drop off their children between 8.45am – 8.55am**
- **Surnames starting with M will drop off their children between 8.55am – 9.05am**
- **Surnames starting with O-Z will drop off their children between 9.05am – 9.15am**

As we follow current guidelines, parents will not be allowed on the school site in the morning. There will be lots of familiar staff to welcome the children and guide them to their classrooms via the external doors.

### **Afternoon pick-up**

We encourage 1 parent/adult to collect pupils to minimise the number of adults on site. Please can parents ensure they are on time to ensure a swift collection to allow for the next group of children to be collected safely.

To facilitate a one-way system parents are asked to enter through the front gate and wait for the children on the playground beside the 3G. Pupils will be lined up in the 3G ready to be collected at the times provided below. After the children are collected parents are then asked to leave by the gate in the middle of the grass area. Older siblings of children in P.3. up can leave with their younger family member at the earliest time stated. This will minimise the amount of waiting for each family.

P1	12.30 to September 11 <sup>th</sup> 2pm from September 14 <sup>th</sup>
P2	2pm
P3 + P4	2.30pm
P5 + P6	2.45pm
P7	3pm

### **Foundation Stage Arrangements**

Children in Foundation will continue to follow a play-based curriculum, as advised by the Department of Education. Following the recommendations and guidance from the Department of Education, it will not be possible, nor is it required, to enforce social distancing measures with children in Foundation Stage. Children will wash their hands often and surfaces and equipment regularly sanitised. Guidance specific to Nursery and Foundation Stage from the Department of Education can be found at <https://www.education-ni.gov.uk>



### **Key Stage One and Key Stage Two arrangements**

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces. In KS1 and KS2, resources that are shared between classes or bubbles, such as sports equipment will be cleaned frequently and meticulously.

### **Enhanced cleaning regimes**

Since lockdown, and opening for keyworker children, our school has had enhanced cleaning systems in place and has also been regularly deep cleaned. Thorough cleaning will continue throughout the school-

day, paying particular attention to those surfaces that are frequently touched like door handles and toilet areas.

### **Personal belongings**

As children have their own cloakroom facilities in their individual classrooms coats can be left in their normal places. Please keep items brought into school to a minimum as much as possible. As always we ask that all personal items and uniform items are clearly labelled.

### **The importance of fresh air**

Windows and doors will be left open as much as possible to aid ventilation. Teachers will plan outdoor learning activities and therefore it is essential that the children come suitably dressed and with an appropriate coat for all weather possibilities.

### **School office**

Following guidance from the Department of Education, the school office will remain closed to personal visitors. Parents should do all they can to ensure that children have all that they need for the school day (e.g. packed lunches, correct dinner money, water bottles.) We apologise but at this time the office can no longer provide change or supply forgotten dinner money. In an instance where a child needs to be collected at a different time, please telephone the school to make arrangements. Communication should be done by telephone (028 777 22885) or e-mail [info@termoncanice.limavady.ni.sch.uk](mailto:info@termoncanice.limavady.ni.sch.uk)

**Please inform the school office of any changes in your personal details as soon as possible.**  
**It is essential that the current contact telephone numbers we have are accurate.**

### **Communication**

Communication with parents remains a priority for us. Due to the current restrictions we would request that discussions with members of staff are arranged by contacting the school office and telephone appointments can be arranged. If you would like to speak to a member of staff please email [info@termoncanice.limavady.ni.sch.uk](mailto:info@termoncanice.limavady.ni.sch.uk) or telephone the office 028 777 22885.

### **Canteen**

Children will always have the chance to wash their hands within the classroom before and after eating. Please send the **correct amount of money (£2.60) inside an envelope with your child's name clearly printed** on it for dinner. Change is no longer available at the canteen. Meals will be served in classrooms until further notice.

### **Packed lunches**

Please ensure your child has all the cutlery they need and their meal is easy for them to manage on their own. You are reminded that we are a nut free zone. Please do not send any food items containing nuts into school for the safety of our children who have nut-allergies.



### **Pupils with Special Educational Needs**

We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. In some cases, children with additional needs may require a risk assessment to be completed. All staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Staff who are in close contact with individual children may wear PPE.

### **Pupils with medical needs**

Please ensure any medication your child requires in school is available and in-date. For any asthmatic children, we ask that **two inhalers** are provided to school with the **original outside packaging**, clearly stating the child's name and instructions. These will remain in school.

Epi-pens should also be replenished if required. Again please contact the school office on 028 777 22885 or the school email account [info@termoncanice.limavady.ni.sch.uk](mailto:info@termoncanice.limavady.ni.sch.uk) if any medical needs have changed or need to be further discussed.

### **Children or staff suspected of having COVID-19**

In line with guidance from the Public Health Agency in the case of a suspected infection:

- the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff. The school will contact parents and request they collect their child from the school immediately. Their siblings will also be sent home and COVID testing must be arranged.*



I appreciate that all this information may seem overwhelming – please be reassured that we have your children's health and well-being at the centre of all that we do.

All the staff at Termoncanice are delighted to be welcoming everyone back. Having fun, learning together, and the safety of our pupils and staff remains our priority.

Thank you for your continued support.

Stay safe and stay well,  
Mr McCloskey  
Acting Principal