

# School Restart Plan



## Student Information Booklet

*Please read this booklet with your parent/carer*

Dear Student,

The purpose of this booklet is to provide guidance to support the reopening of St Joseph's and your safe return to school.

As the response to COVID-19 is taking place in a fluid and changing environment, this guidance is subject to adaptation and change at any time. We will follow the scientific, medical and public health advice as is issued by the relevant authorities.

Since the Department of Education issued its New School Day guidance, the School Leadership Team have been meeting, discussing different options and putting in place plans to enable a return for students to full time classroom learning.

I want to assure you that all aspects of school life have been considered, risk assessments carried out and the School Leadership Team are confident that we can safely reopen the school.

We are fortunate to have a school building with large classrooms and other facilities to safely accommodate all students. All physical space, in and outside the school building, will be utilised. Hand sanitising stations will be available throughout the school and in all classrooms. If you wish you can wear a face mask. However, this is not mandatory. Additional cleaning arrangements have also been put in place both during the school day and after school.

I appreciate that you will be returning to a school environment that will be different to the one that you have been used to. There will be increased separation and decreased interaction to ensure social distancing is in place. However, by working in partnership with your teachers and school staff, we can ensure that St Joseph's is a safe environment in which we all remain healthy and well and where learning and teaching will be delivered as part of our new school day. I also expect that some of you will be anxious about returning into the school building and the structure of a school day. Please be assured that our Pastoral Team and all staff are here to support you upon your return to school.

Hopefully this information booklet will also provide you with reassurance about our planned re-opening of St Joseph's.

Please take time to read through our 'Student Booklet'. If you have any questions, please contact the school office and a member of staff will deal with your query as soon as possible.

Kind regards,

Mrs H Palmer  
Principal

## Arrangements for School Opening - August 2020

Date	Year Group	
Monday 24 <sup>th</sup> August 2020	Year 12, Year 14	Go to Form Classroom
Tuesday 25 <sup>th</sup> August 2020	Year 12, Year 14	
Wednesday 26 <sup>th</sup> August 2020	Year 12, Year 14	
Thursday 27 <sup>th</sup> August 2020	Staff only	
Friday 28 <sup>th</sup> August 2020	Staff only	
Monday 31 <sup>st</sup> August 2020	Bank Holiday School Closed	
Tuesday 1 <sup>st</sup> September 2020	Year 8, year 13	Year 8 will be greeted at reception door Year 13 go to Room 4
Wednesday 2 <sup>nd</sup> September 2020	Year 9, 10,11, 13	Go to Form Classroom
Thursday 3 <sup>rd</sup> September 2020	Year 8, 11, 12, 13, 14	
Friday 4 <sup>th</sup> September 2020	All Students in attendance	

### Social Distancing

Students should not enter school before 8:45. Registration is at 9:05.

The canteen will be closed until lunchtime.

Students should adhere to the 1m social distancing between other students and 2m with all adults in the school building.

The school will operate a “one way” system and students should follow the direction arrows when moving between different rooms. This is to limit students passing each other.

Teachers will direct a specific seating plan for each class to maximise distancing. The desks in some classrooms have been moved around to ensure distancing. Please do not move chairs/desks during the school day.

PE lessons will be outside and personal physical contact with other students should be avoided.

During morning break, students will remain in the classroom where they were taught before break. Students will be allowed to eat and drink but should maintain social distancing and will only be permitted to leave the room individually to visit the toilet.

The sixth form study room will not be operating. This room will be used as a classroom. During sixth form study periods, sixth form teachers may offer a place to work in their rooms if social distancing permits. Sixth form students are permitted to leave the premises during study periods but must always sign out and sign in when doing so.

Social distancing is to be followed in all areas of the school

Classrooms

All indoor spaces

All outdoor spaces

Canteen etc

Social Distancing signs will be visible throughout the school.

## The “New School Day”

<b>Arrival at school</b>	<b>Entrance only through school Main Front Door.</b> Vehicles should drop-off students outside the school premises and not enter through the gates. Only staff vehicles can be brought onto school premises. There should be no gatherings at the school gates or entrances to the school building. Students adhere to social distancing at all stages while on the school grounds. Upon entry into the school building students should use the hand sanitiser. If students need to buy basic school equipment (pen, pencil, ruler, etc.) there will be a shop every morning at reception. Each item is 20p. Students will not be allowed to borrow equipment so be prepared every morning.	
<b>Break Time</b>	All students should remain in their Period 2 classroom. Bring your food and drink with you in your schoolbag. Students may go to the toilet individually but should otherwise stay in the classroom.	
<b>Lunch Time</b>	Lunch times:	
	Year 8	12:00
	Year 9	12:30
	Year 10, 12, 13 and 14	1:00
	Year 11	1:30
<b>End of the School Day</b>	We are introducing staggered departure times.	
	Year 8	3:00
	Year 9	3:05
	Year 10,11	3:10
	Year 12,13,14	3:15
	Students will be escorted by their class teacher to their exit door.	

## Hand Hygiene

Regular and thorough attention to hand hygiene is essential. Whenever possible thoroughly wash hands using soap and water. Posters advising good hand washing practices are on display at locations throughout the school building. Hands should be sanitised on arrival at school and regularly throughout the school day. Hand sanitising stations will be available at all entrance points. Hand sanitising stations will be in place upon entering each classroom/office, etc. Disposable paper towels will also be available in each classroom. Some classrooms have hand wash basins which students can use at the end of the lesson.



## Good Respiratory Hygiene

Students are reminded about the importance of good respiratory hygiene and should follow the 'catch it, bin it, kill it' approach. A box of tissues will be available in each classroom.

- Avoid touching eyes, face, nose and mouth
- Avoid putting hands/fingers in mouth
- Cough into your elbow if you don't have a tissue/paper towel
- If you have a tissue or paper towel, cough into it and then dispose safely of it into the nearest bin

## General Hygiene

Some materials that are difficult to clean have been removed from classrooms. In subjects where students will be handling equipment (e.g. Technology, Home Economics, etc.). the equipment will be cleaned between classes by a staff member. Regular reminders and signage will be visible throughout the building to build awareness and maintain personal hygiene throughout the school day.

## Toilet Facilities

Please visit the toilet before leaving your house for school. You will be permitted to visit the toilet during the school day but to minimise interactions, the number of students entering the toilet will be controlled. You should wash yourself thoroughly after visiting the toilet.

## **Cleaning**

A full summer enhanced clean has been carried out over the school break in accordance with PHA Guidance. An additional cleaning provision is in place with extra cleaners during the school day and after school. Identified areas for enhanced cleaning include ICT suites, Home Economics, Science, Technology, toilets. The school cleaning team also have a cleaning regime in place which will focus on desk surfaces, chairs, doors, door handles, light switches, banisters, sinks and toilets, telephones and keyboards. Frequently touched surfaces will be cleaned regularly throughout the school day.

## **Exiting the school grounds**

Parents who drop off/collect students cannot enter the school grounds. It is hoped that the staggered leaving times will help reduce congestion on the road side.

## **Canteen**

The school canteen will not be open in the morning time before lunch. The canteen will be open as usual with staggered lunch times in place. A hand sanitising station will be located at the entrance to the canteen. Canteen supervisors will ensure that social distancing is adhered to at all times. Students should sit no more than 3 to each table. All appropriate Food Hygiene regulations will be in place. Biometrical finger scanners at the canteen till will be sanitised after use.

When seated, students should minimise movement around the canteen. Surfaces in the canteen will be wiped down and disinfected in between each sitting. At the end of lunch, each table will be asked to leave in turn, to prevent congestion at the canteen door.

## **Biometric System**

The biometric (finger print) system of paying for canteen purchases will continue to operate in the usual way and hand sanitising stations will be available at all touch points for the system.

## **Cash**

If in any event you are required to bring cash in, we suggest that you do so in a plastic bag or money bag.

## Induction/Orientation

Students will be supported to familiarise themselves with all the new arrangements by their form teacher and the Pastoral team as part of the induction programme on their return to school. A specifically tailored induction programme this year will focus on reflecting on our COVID-19 experiences, well-being, safe return to school and adapting to the new school day. Returning students who are familiar with the school, should go directly to their form classroom on their first day back. New students will be greeted at the main entrance by a member of staff and taken to their form room. **Please don't be anxious about your first day as the staff will be there to help, support and guide you.**

## Space Utilisation

A few temporary changes we have made are as follows:

- The gym has been set up as a classroom to accommodate larger class sizes
- The school library is not operating but will be used as a classroom
- The study hall will not be operating but will be used as a classroom

## School Uniform

The school uniform will be worn as usual every day with the exception of PE day. On PE day, you should wear your PE kit/tracksuit to school as the changing rooms will not be open. You should bring a change of clothing (to include underwear and socks) in case your PE kit gets wet or dirty during PE (you will be permitted to change in the changing room in reduced student numbers).

## Equipment

It is essential that students bring with them all their own equipment and books required for their school day in accordance with their timetable. They are permitted to bring a school bag to and from school each day.

## **Student Health**

If any student has a medical condition, that the school needs to be aware of, please ensure that the main office is notified in writing by the end of the first week of September. If a student is allergic to specific hand sanitisers, please ensure that the school is informed as above.

If there are students who were previously shielding or living with someone who was previously shielding, parents should contact the school office before the school return.

## **IF YOU SHOW SYMPTOMS OF COVID-19 YOU SHOULD NOT ATTEND SCHOOL AND STAY AT HOME**

- **Parents should keep the school informed. It may be good practice that temperatures are checked at home as part of a morning routine.**

## **Students Who Become Symptomatic Onsite**

In accordance with PHA advice the school has plans in place should someone present with COVID 19 symptoms on site.

Therefore, if someone becomes unwell with:

- A new continuous cough
- Or
- A high temperature
- Or
- Anosmia (a loss or a change in sense of smell or taste)

A student awaiting collection/presenting with flu like symptoms will go to the separate area that has been designated with separate toilet facilities. Students will be sent home (collected by a parent) and advised to follow the PHA guidance for households with possible coronavirus infection. The school will adhere to all Public Health Authority guidelines and will make contact with the PHA to follow procedures.

## **Learning and Teaching**

We are planning for a return to full time classroom based learning. However, in the event of a future school closure, we have plans in place to support a remote learning approach. As part of the induction programme planned by teachers, students will be familiarised/re familiarised with the platform “Google Classroom” that we have decided will be the main platform used by staff to communicate with students if in the event of a school closure. As we adapt to the new school day, you will find some changes to your learning and teaching. At present teaching staff are making adaptations to their schemes and lesson plans and we are confident that high quality learning can continue.



## **Examination Classes**

At Key Stage 4 and Post 16, staff are awaiting guidance and direction from examining boards on the course content and requirements for the forthcoming year. Teaching staff will outline these to students as they become available. Students are to be assured that our experienced teachers who are subject specialists will diligently work towards what is set out by examining boards.

## **Extra-Curricular Activities**

In the interim as we get the school safely re-opened, extra-curricular activities will be paused until appropriate risk assessments are carried out. It is our intention that this will only be temporary and we will endeavour to resume as soon as possible.

## **Communication**

We are currently investigating the practicalities of school-parent email. Such a system will fast track communication with parents and we will keep students and parents informed of development in this area. In the interim, parents may follow activities on the school's Facebook page or contact the school:

Email: [info@stjosephs.enniskillen.ni.sch.uk](mailto:info@stjosephs.enniskillen.ni.sch.uk)

School Telephone number: 028 6632 2918

## **Reminder**

All of the above is subject to adaption and change as the Senior Leadership Team and school staff monitor and review the arrangements for the Reopening of St Joseph's.

With a combined effort from the whole school community we will all be able to stay safe and well during this time.

# General Information about Coronavirus



## Preventing the spread of infection



Like seasonal flu, the same public health advice applies for COVID-19:

- if you cough or sneeze, use a tissue to cover your mouth and nose,
- throw it away carefully after use, and
- wash your hands.

The best way to prevent the spread of infections, including COVID-19, is good personal hygiene. This means washing your hands well and often, using soap and water and drying them with paper towels.

## Symptoms of coronavirus (COVID-19)

High temperature

Cough

Breathing difficulty

Sudden loss of sense of smell or taste



# What should you do if you think you have COVID-19?

Reference: 2/8/2020

<https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public>

If you have:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature); OR
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); OR
- a loss of or change in sense of smell or taste.

## Everyone you live with must **stay at home**. You should arrange a test for COVID-19

You can ring NHS 111 for information or advice and they will help you decide if you need to contact your GP. Calling your GP may be necessary if you have:

- an existing health condition;
- problems with your immune system;
- you feel you are not coping with your symptoms.

Do **not** attend your GP surgery or emergency department in person before calling ahead and speaking with someone.

If you have very serious symptoms or feel it is a medical emergency and you need to call an ambulance, dial 999 and inform the operator of your symptoms.

## While waiting for your test or if you receive a positive diagnosis for COVID-19:

you'll need to stay at home for at least 10 days from when your symptoms started;

**after 10 days** from when your symptoms started:

- if you **have not had a high temperature for 48 hours**, you no longer need to self-isolate;
- if you **still have a high temperature**, you need to self-isolate until your temperature has returned to normal for 48 hours.
- you do not need to self-isolate if you only have a cough or loss of sense of smell/taste after 7 days, as these symptoms can last for several weeks after the infection has gone.
- if you live with someone who has symptoms, you'll need to stay at home and self-isolate also. If the person with symptoms tests positive for COVID-19, everyone in the household without symptoms will need to self-isolate for 14 days from the day the first person in the home started having symptoms;
- however, if you develop symptoms during this 14-day period, you'll need to stay at home for at least 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period). Follow the advice above on when to end self-isolation.

## If you receive a negative diagnosis for COVID-19:

You can stop self-isolating if you have a negative test, as long as:

- everyone you live with who has symptoms of COVID-19 has tested negative – you need to keep self-isolating if someone in your household tests positive, or develops symptoms of COVID-19 and has not been tested;
- you feel well enough, and have not had a raised temperature for more than 48 hours.

If you develop new or worsening symptoms, you should self-isolate and can arrange to be re-tested.

## Face Coverings

The use of face coverings on public transport is mandatory for all aged 13 years and over, unless they are exempt for medical reasons. Further information on the use of face coverings and the exemptions that will apply is available at: [www.nidirect.gov.uk/coronavirus-safer-travel-guidance](http://www.nidirect.gov.uk/coronavirus-safer-travel-guidance) and [www.nidirect.gov.uk/face-coverings](http://www.nidirect.gov.uk/face-coverings)

It is strongly recommended that all pupils wear a face covering on all dedicated school transport including buses and taxis where it is appropriate to do so. Crucially, do not get a false sense of security about the level of protection provided by wearing a face covering. It is essential that everyone continues to:

- practise social distancing as much as possible
- wash their hands thoroughly throughout the day
- 'catch it, kill it, bin it' when they sneeze or cough

That's still the best way to protect yourself and others from COVID-19.

