

# **Kingsmills Primary School**

**2021 - 2022 Guidance**

**August 2021**

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## 1. Introduction

On the 12<sup>th</sup> August 2021 the Executive ratified a range of relaxations, some of which impact on the delivery of education and more widely on children and young people. Educational settings are no longer required to operate a system of formal protective bubbles. We are hopeful that this can lead to a more 'normal' school day for the children however the need for educational settings to continue to support effective contact tracing means that we still need to maintain a cautious and measured approach that still seeks to maximise the time where pupils are within a consistent group of pupils.

With this in mind, we will continue to use some principles of bubbles, used during the 2020-21 year, throughout the 1<sup>st</sup> term of the 2021-22 academic year. We believe that they have proved effective in mitigating virus transmission and that pupils' ability to learn will not be unduly impacted.

Please read through the information carefully to familiarise yourself with the school day for 2021-22. As we move through the 1<sup>st</sup> term, we will continue to review procedures and engage with the school community.

## 2. Staffing

### *Teaching*

Reception/P1/2: Mrs Courtney

P3/4/5: Mrs Scroggie

P6/7: Mrs Harrison/Mrs Heron

### *Non-Teaching*

Mrs Cartmill– School secretary / lunch supervisor/ building supervisor

Mrs E Henry – FS classroom assistant / lunch supervisor/ SEN assistant

Miss L Henry – SEN assistant / lunch supervisor

Miss E Henry– Classroom assistant

Mrs F Patton – Kitchen staff

## 3. Key Dates and Times

- Week commencing Monday 23<sup>rd</sup> August – Staff Development Days / Baker Days.
- Monday 30<sup>th</sup> August – start of term for **all pupils (R-P7)** 8:40am- 1.15pm/2.30pm.
- Pupils to wear full school uniform and bring a packed lunch on Monday 30<sup>th</sup> and Tuesday 31<sup>st</sup>.

## 4. Arrival and Pick up Times

All pupils will start school at **8:40am**. **School gates will be opened at 8:25am for pupils to enter**. School will finish at 1.15pm or 2.30pm for pupils.

Pupils will enter the school via their designated gate. The teacher on duty will open the gate for access to the playground at 8:25am. Pupils will walk to the playground and line up in their classes to 8:45am. If raining, pupils will go to their classrooms. At 8:40am, teachers will come outside and collect their class, ready to start the school day. **Parents are not permitted to walk through the playground in the morning times.** Please let children walk to the playground on their own. **Any pupil late in the morning, needs to report to the main entrance as the gate will be closed shortly after 8:40am.**

**At home time, parents will collect children from the main school gate.**

Please try to have all children in school by 8:40am in the morning as lessons will begin at this time. Also, please try and collect children at the correct time as teachers have staff meetings, after school clubs etc. to attend and it is then difficult to supervise children. Thank you.

**5. Break and Lunch**

Break and lunch times for each class:

| <b>Class</b>  | <b>Break Time<br/>(playground)</b> | <b>Lunch Time<br/>(Assembly hall)</b> | <b>Lunch Time<br/>(playground)</b> |
|---------------|------------------------------------|---------------------------------------|------------------------------------|
| <b>FS- P2</b> | 10:30am-10:45<br>am                | 12:30pm-12.50<br>pm                   | 12:50pm-1:10pm                     |
| <b>P3-P5</b>  | 10:30am-10:45<br>am                | 12:30pm-12:50<br>pm                   | 12:50pm-1:10pm                     |
| <b>P6/7</b>   | 10:30am-10:45<br>am                | 12:30pm-12:50<br>pm                   | 12:50pm-1:10pm                     |

**6. Break, Lunch and Hot Meal**

We are continuing to encourage healthy snacks for break and lunch time. No fizzy drinks will be permitted in school, but I would encourage each child to have a bottle of still water to sip throughout the day. Please ensure water bottle is labelled as water bottles will be left school. Foundation stage water bottles will be provided.

Hot meals will be available from Wednesday 1<sup>st</sup> September. School menu can be viewed and downloaded from the school website. Click Parents tab, then Dinner Menu.

School dinners / lunches will be in the assembly hall.

## **7. Hygiene**

Children will continue to wash and sanitise their hands throughout the school day. Hand sanitising material will be made available at each entrance point to the school and classroom. Pupils are encouraged to bring their own labelled hand sanitiser to stay in school as well as a pack of tissues to encourage our “catch it, bin it, kill it” approach.

## **8. Cleaning**

The cleaning strategy adopted in the school will continue to focus on desk surfaces, chairs, doors, light switches, banisters, sinks and toilets being cleaned more regularly. There will be a routine cleaning and disinfection of frequently touched objects and surfaces such as telephones, keyboards, door handles, desks and tables.

## **9. School Uniforms**

Children will wear their school uniform each day and be encouraged to wash their uniform daily, however this is not essential. Pupils are to wear PE uniform for PE days only. Full school uniform is to be worn on non-PE days. **All uniform must be labelled**

## **10. Physical Education**

The delivery of PE is a compulsory element of the primary curriculum. A broad, well-balanced, quality PE programme will support the development of physical skills, thinking skills and personal capabilities as well as improving mental health and emotional wellbeing. Therefore, pupils at Kingsmills will have access to PE throughout the week. Pupils are to wear their PE uniform on their PE day.

## **11. Stationery / School bags**

Pupils can bring school bags to school, along with pencil cases and stationery. Pencil cases and stationery can move between home and school each day. A list of stationery required for each class is available to view the school website.

## **12. Homework**

There will be no homework given to the pupils for the first week of term. This will give teachers time to assess pupil level for spelling and reading groups. When homework does commence, homework will be completed in homework books/packs, which can move between school and home. Reading books will also continue to be sent home.

## **13. Absence**

If any pupil is unable to attend school, please contact the school in the morning to let the school know. This can be through a phone call to the school or alternatively an email to your child's teacher.

Where a child is unable to attend school and parents would like work sent home, they must state this in the morning. Please note the work will be organised at some stage throughout the day and not necessarily in the morning, as the teacher will be teaching. Work sent home will be what the class completed that day i.e. worksheets that an adult at home may have to explain.

#### **14.COVID-19**

It is important for parents to comply with Public Health Agency guidance of child isolating due to:

- The child having COVID-19 symptoms, in which case parents should book a PCR test and support the child to isolate until a negative PCR test is returned.
- The child being identified as a close contact, either as a household member of a symptomatic or confirmed case, or as a close contact of a case not in their household.
- The child having returned to Northern Ireland from another country and isolating in line with NI Direct Travel advice and regulations.

More information will follow regarding self-isolating when PHA guidance is released.

#### **15.Dinner Money**

School dinners will be available from Wednesday 1<sup>st</sup> September 2021. School dinners will cost £2.60 per day (£13.00 per week).

Money must be placed in a sealed envelope or money pouch, clearly labelled stating name and days for dinner and given to the class teacher. Please send the correct change or cheque.

#### **16.Breakfast Club**

The Breakfast Club will continue in the assembly hall. This will be from 7:30am – 8:30am each morning. The Breakfast Club will cost £2 per day and will be supervised by Mrs Henry. Breakfast Club will commence on Monday 30<sup>th</sup> August. Breakfast Club must be booked and paid for in advance each week starting in week two, using the breakfast club booking form. (Available to download from the school website.)

#### **17. After school Clubs**

After school clubs will be available throughout term 1.

***1.15-2.15pm Club for R-P2 pupils***

***2.30–3.30pm Clubs for P3-7 pupils***

The specific schedule of clubs will be made available shortly after the beginning of term.

## **18.Text Service**

We have a text service in school. This provides instant, up to date communication with parents. The text service allows us to send a text to both the 1<sup>st</sup> and 2<sup>nd</sup> preferred form of contact i.e. in most cases, this will be Mother and Father. We will upload all the information we receive from the contact information forms. If you are not receiving text messages after the first week in school – please contact the school.

## **19.School Website [www.kingsmillsp.co.uk](http://www.kingsmillsp.co.uk)**

Our school website will keep you up to date with upcoming events and keep you informed on what has been going on in school, as well as individual class pages.

## **20.Facebook**

If you use Facebook, please like and follow our page “Kingsmills Primary School”. This will keep you up-to-date with relevant information and news. Feel free to like and share our posts. Please remember to use social media wisely.

If you need any clarity about the information, please feel free to contact myself via email or phone to school for any questions or concerns.

Email- [gharrison869@c2kni.net](mailto:gharrison869@c2kni.net)

School Phone Number: 02830 830312

Mrs Harrison

Principal