**COVID-19**

**Policy**



August 2020

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson)

To be reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Introduction**

COVID-19 (Coronavirus) is an ongoing global pandemic. This document sets out our school policy in response to Covid-19. It should be noted that any compelling advice issued by the Government or Department of Education will take precedence over the actions set out in this policy.

We recognise that some of the children in our care may be among the most vulnerable members of society and so may need additional precautions.

We also recognise that for many of the pupils, the routine and structure of school is extremely important for their wellbeing, so we aim to maintain normal routine as much as possible.

The school policy in response to the COVID-19 pandemic and additional measures are a continuation of our existing policies, but in particular first aid, health and safety policy, child protection and safeguarding policy, intimate care policy, positive behaviour and teaching and learning policy.

**Objectives:**

* to minimise the risk to children, staff, parents and school visitors during the COVID-19 pandemic
* to carefully consider and implement ongoing Government advice
* to maintain full awareness of the vulnerability of some of our pupils and families, and to always act accordingly
* to maintain full awareness of the fact that for all children, the routine and structure of school is extremely important for their wellbeing, and aim to maintain as normal a routine as possible
* to support children when they are in our setting, as nurturing and attached relationships are essential for children to flourish; have high levels of involvement; full access to the curriculum and reach their full potential

**Responsibilities**

**Principal**

The Principal is to maintain and update all information relating to the development of the pandemic and the current advice from the Government, Department of Education, Education Authority and PHA.

**School Staff will:**

* follow government guidance on self-isolation
* report symptoms immediately to the Principal; leave work to go home, get tested and self-isolate if necessary
* report any concerns regarding a child displaying relevant symptoms

**Information on COVID-19 and children**

The current evidence suggests that children seem generally less likely to catch the infection and are not more likely than adults to spread infection to other people. Children have rarely been the first within a household to catch the virus when household spread has occurred. Children appear more likely than adults to have mild or no symptoms.

It is important for governors, staff and parents to accept that no interpersonal activity is without risk of transmission of infection, but public health advice is that attending school is now appropriate. However, there are a number of measures that are required in order to operate as safely as possible in the interests of children and staff.

**Measures**

The core measures that underpin the Department of Education’s re-opening guidance for Primary Education emphasise:

• enhanced hand hygiene and cleaning practice

• teaching children in groups or ‘bubbles’

• maximizing the use of outdoor spaces

• physical distancing between adults in the setting including parents at

drop-off and pick-up time

* parents should be actively discouraged from entering the school building
* Social distancing of 1m between pupils and 2m between pupil and adult.

**Hygiene Precautions and Infection Control**

Hamiltonsbawn PS have policies already in place in relation to first aid, health and safety, child protection and safeguarding of children, positive behaviour and intimate care. This additional guidance is specifically in relation to COVID-19.

The Principal and governors should ensure that all staff members have access to information/training on COVID-19, including how the illness is spread, how to prevent its spread, symptoms, and when to seek medical assistance for sick children or staff.

Infection prevention and control is everyone’s responsibility.**.**

**Handwashing**

Children and staff will be required to follow the Government advice on regular hand washing as being the best method of avoiding transmission of the virus. Hand sanitiser and tissues are available in school and appropriate hand washing facilities are available. The importance of frequent handwashing with soap and water for 20 seconds (or using hand sanitiser where soap and water are not available) and drying thoroughly with disposable paper towels or electric hand drier is emphasised for staff, parents and pupils, including:

* for all adults or pupils upon entering or exiting the school
* transitioning between outdoor or indoor play
* before and after handling food or eating
* before and after using the toilet, or helping a child use the bathroom
* after wiping nose or mouth area
* when a first aider tends to a cut or sore
* after working in sandboxes and similar children’s play areas
* after handling waste baskets or refuse

It is essential in Foundation stage especially, to ensure that help is available for children who have trouble cleaning their hands independently.

Signs and posters will be used to remind staff, parents and children of the above and effective handwashing procedure.

**General personal hygiene**

Staff should avoid touching their face; children should be encouraged not to touch theirs either. Hands should be washed if this is the case. Staff will record their temperature on arrival at school every day. If the reading is 38 degrees or above the member of staff will report to the principal.

Staff and children should use a tissue or elbow to cough or sneeze and use appropriate bin for tissue waste (see ‘catch it, bin it, kill it’ posters displayed around school)

Staff should take off their work clothes and shoes when they arrive home and take a shower. They should wash their clothes at 60 degrees. They should not bring pens and pencils home from the setting and ensure that personal items e.g. phone and keys are cleaned regularly.

Parents will be encouraged to take off their child’s uniform and shoes when they arrive home. Uniforms should be washed at 60 degrees regularly throughout the week.

Face masks will not be worn unless explicitly advised by Government or Department of Education, as this may cause unnecessary distress to some of our children. Those staff who wish to wear masks and/or visors may do so. A supply of these will be kept in school along with disposable aprons, disposable gloves, antibacterial wipes and cleaning fluids.

**Cleaning**

A clean environment is essential in preventing the spread of infection. Thorough cleaning will ensure that:

* surfaces that children and staff are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails etc are cleaned more regularly than normal
* general waste bins for tissues are double bagged
* carpeted areas and mats, where present, are regularly vacuumed and periodically steam cleaned. These will be removed temporarily where possible.
* chairs and other furniture are maintained in a clean condition
* to prevent cross-contamination, separate cleaning equipment will be used for all areas, e.g. play areas, toilets, kitchens
* if non-disposable cloths are used, these should be machine washed on a hot cycle at the end of each day
* mop heads are detachable and machine washable and are replaced regularly. They should also be stored inverted to allow for drying. Mop buckets are cleaned following use, then dried and stored upside down

**Ventilation**

Where possible, staff will ensure all spaces are well ventilated using natural ventilation (opening windows)

* Staff will ensure that doors are propped open (only if they are not fire doors), where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

**Play equipment and resources**

Play equipment and resources are very important for the social and educational development of a child. However, they can become contaminated with microorganisms from unwashed hands and body fluids. Safety should be one of the main considerations when choosing toys and play equipment.

In accordance with public health advice:

* all soft toys, and any toys that are hard to clean, such as those with intricate parts will be removed; and, where practicable, soft furnishings will be removed, for example pillows, bean bags and rugs
* Hard/plastic toys will be cleaned and disinfected. They will be thoroughly rinsed and dried
* All toys will be stored in a closed cupboard or in clean washable containers
* Water play pools (if used) will be emptied after every use, cleaned with warm soapy water, disinfected and thoroughly dried
* Sand pits will be covered when not in use, cleaned and disinfected regularly, and the sand replaced as necessary (at least every three months). Sand that spills onto the floor should be discarded and sand should be sieved regularly
* Ensure hands are washed and skin lesions are covered before and after using play dough/plasticine. Playdough should be prepared and discarded on the day of use
* Pupils will ***only bring*** a wipeable pencil cases of ***labelled stationery*** and other items detailed within the June 2020 letter issued to parents re. starting back to school on their 1st day in a plastic bag. This will be sanitised at the end of each day. Each child will be provided with a clear zipped wallet although longer term or if lost, we would recommend a mesh zipped wallet be purchased to collect/return home works in. This should be wiped before coming to school and on returning home.
* You will be informed by your child’s teacher regarding how and when homework is to be done. There will be no homework over the 1st few weeks.
* Lunches will be brought to school in either disposable packaging or a hard, plastic lunchbox that can be wiped. These will be stored under the pupil’s desk.

**Social Distancing**

**What is social distancing?**

Social distancing means reducing the number of close physical and social contacts we have with one another. Combining social distancing with good personal hygiene slows the spread of a pandemic.

**Implementing social distancing**

It is acknowledged that children, particularly young children in the foundation stage, cannot reasonably be expected to remain apart from each other during the day, and this is not conducive to play-based learning and development.

Therefore, social distancing will be relaxed between the children in P1-2, however older pupils (P3-7) and adults should implement social distancing. Pupils will maintain a distance of 1m from each other and 2m from adults.

It is essential that a holistic approach is maintained in caring for children and that staff are alert to the stress that many of the children that are attending school may be experiencing. For vulnerable children, difficult home situations may be exacerbated. This means that it is important where possible to ensure that children’s emotional needs are anticipated. This will also be an anxious time for many of the staff too and it is essential that their health and wellbeing is considered.

A regular risk assessment will consider how social distancing can be implemented and what additional support is needed to implement social distancing measures in line with Government guidance.

**The Outdoor Environment**

Outdoor environments can limit transmission, as well as more easily allowing for natural physical distancing between children. Teaching and learning will be planned to safely maximise the use of outdoor space throughout the day for all classes where possible.

Parents will not be permitted on the school grounds or within the school building as a means of preventing spread of the virus. Where it is necessary for parents to visit the premises, appropriate hygiene measures will be in place and social distancing between adults maintained. The principal will be informed prior to such visits. Where possible, consideration will be given to visits being arranged to take place outdoors.

**Pupil Travel**

It is recognised that trips into the community are essential in supporting learning through the curriculum. In the short term these will not take place, but this will be reviewed, updated and a risk assessment completed in line with Government guidelines.

Should a visit be deemed appropriate and of low risk, additional precautions are to be considered and/or implemented – these are:

▪ the choosing of destinations based on more/less likely exposure risk

▪ avoiding busy times for visits to reduce exposure

▪ including additional hand washing/use of sanitiser as part of any visits.

It is recommended that all pupils using EA transport wear a face covering for the duration of the journey. This needs to be stored in a plastic zip pouch until the return journey. If a disposable mask is used, this will be binned on arrival at school (bin located in porch area).

**Staff Training**

Staff will not attend external events such as conferences, training and/or information exchange visits to other schools until further notice.

**Visitors to School**

* Shared Education/Cluster visits to school will be cancelled to minimise the exposure of our pupils and staff
* Other visitors to school can be admitted provided:
* The visit is essential for the education, health or wellbeing of the child
* The visit is to carry out essential urgent maintenance on school property – non-urgent maintenance should be carried out when children are not present in school
* The visitor is not showing any symptoms that would require ‘self-isolation’ under the current Government guidance
* The visitor follows the hand washing / sanitisation requirements.
* All visitors will wear a face mask within the school building.
* All visitors complete a specific sign in sheet.

**Parental Choice**

The school recognises that some parents/carers may judge that the risk to a child will be minimised if they do not attend school. This is most likely to be the case for those students at highest risk from COVID-19. The school will authorise such absences. A work pack/remote digital learning resources or a combination of both will be available to collect/access at the end of each week.

**Symptoms**

**Illness of Member of Staff or Child**

If a member of staff or pupil becomes ill, the symptoms will be assessed against current Governmental advice. If the symptoms are consistent with a requirement to ‘self-isolate’ the member of staff or child will be sent home.

Symptoms in children include a cough, a change in or loss of sense of taste or smell, fever (temperature of 37.80C or higher), runny nose, sore throat, diarrhoea and vomiting.

It is recognised that the judgement about whether the symptoms are consistent with the need to self-isolate may be difficult for mild symptoms. Where it is uncertain, the school will err on the side of caution and assume that self-isolation is appropriate, unless medical advice to the contrary is obtained. A covid test will be completed as soon as possible and the principal made aware of the result straight away.

The school recognises that this may result in a significant increase in staff and/or pupil absence from school, but also that this is appropriate to limit the risk to all members of school and their families.

**Procedures if a child does display symptoms:**

* Contact the parent
* Move the child to a safe designated area (seated area in school staffroom or Principal’s office) where they can be isolated and attended to by a member of staff. Ideally, windows should be opened for ventilation
* If the child needs to go to the bathroom while waiting to be collected, he/ she will use the staff/disabled bathroom. The bathroom will be cleaned and disinfected by the caretaker or classroom assistant accompanying the sick child using standard cleaning products before being used by anyone else.
* If direct care is required while awaiting collection of the child, staff will wear a mask, face shield, plastic apron and gloves.
* Parent’s will be advised to download the COVID-19 NI app and insert the child’s symptoms to receive personalised advice and to follow the home isolation advice on the PHA website
* If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature (over 37.80C), they do not need to go home unless they develop symptoms themselves. They will arrange for a test as soon as possible.
* Hands will be washed thoroughly for 20 seconds after any contact with someone who is unwell

**If either a child or staff member is diagnosed with Covid- 19:**

* the need to follow the advice on coronavirus (COVID-19) will be reiterated, including the whole household entering 14 days of self-isolation if anyone in the household develops a fever or a new, continuous cough
* they will be advised to follow the staying at home guidance
* general interventions may include increased cleaning activity to reduce risk of retention of virus on hard surfaces, and keeping property properly ventilated by opening windows whenever safe and appropriate
* Parents/guardians will be advised if there are known cases of infection within school
* Confidentiality of cases will be maintained at all times. It is particularly important that the parents of children whose immunity may be impaired due to illness or treatment are provided with this information
* It is also important that mothers and staff who are pregnant are made aware of the infections: They should consult with their GP if they have any concerns

**Working in Partnership with Parents**

It is important to keep parents informed of what the school is doing to protect their children including how they are preventing the spread of respiratory infections and what parents can do at home (e.g. reinforce hand hygiene and respiratory etiquette, environmental cleaning and increased reassurance).

Sharing of information and guidelines with parents will include:

* parents giving a daily update on the status of their children if needed, when children are dropped off at the setting or a phone call
* maintaining up-to-date email addresses and home, work, and mobile phone numbers from parents so that they can be reached easily in the event if an emergency
* providing parents/carers with information on COVID-19 symptoms, transmission, prevention, and when to seek medical attention
* encouraging parents/carers to share the information with their children as appropriate
* Communicating with parents/carers that children should stay at home if they are sick, have been in contact with someone who has tested positive for COVID-19, or if someone in the household has symptoms (cough, fever, shortness of breath)
* Establishing and communicating methods for parents to help screen their children for COVID19 symptoms. For example, parents will be asked to check their children’s temperatures every day before coming to school and to keep their children at home if their temperature is high, that is, if they feel hot to touch on the chest or back - they do not need to measure the child’s temperature.
* Requiring parents to advise school if they, their child or any other family member with whom they live or have had contact with has tested positive for COVID-19.

**Sick Pay**

Sick pay will be allowed to staff who are self-isolating in line with the Government advice and this policy.

**Helping Children Understand the Measures in Place**

Young children will need additional support to help them understand health measures in place. This will become part of the teaching and learning within the school setting through:

* The use of meaningful symbols and social stories to support children’s understanding of how to follow rules
* As far as possible, use innovative methods to inform children how they can help prevent the spread of COVID-19, including:
* Frequent hand washing
* As far as possible, avoiding close and direct contact with other children and staff
* Telling the staff as soon as possible if they feel sick
* Promoting good coughing and sneezing etiquette (cover coughs and sneezes with a tissue or sleeve; not hands)
* Discouraging children from sharing food, drinking cups, eating utensils, towels, stationery etc.

Young children will be encouraged to learn and practise these habits through games, songs and repetition

**PPE**

Current guidance is that where staff and children are not symptomatic, then no personal protective equipment is required above and beyond normal good hygiene practices. Gloves, aprons masks and eye protection may however be required to support delivery of intimate care, first aid or for specific cleaning duties as normal. Supplies of PPE will be kept in the staffroom and individual classrooms.

**School Closure**

Current Government advice is that blanket school closure in response to the COVID-19 epidemic is **not appropriate at this time**, unless re-advised by the relevant health authorities. The Principal, in conjunction with the Chair of Governors, has the **discretion to close the school** if in his judgement:

▪ the overall staffing absence level is so high that the **safety of children** cannot be guaranteed and/or

▪ the rate of staff or student illness is excessive

**Useful sources of Information**

EDUCATION RESTART PRE-SCHOOL EDUCATION GUIDANCE FOR RE-OPENING SETTINGS

<https://www.education-ni.gov.uk/sites/default/files/publications/education/Pre-School%20Education%20%E2%80%93%20Guidance%20for%20re-opening%20settings.pdf>

COVID–19: INFECTION PREVENTION AND CONTROL **TRAINING RESOURCE** FOR CHILDCARE SETTINGS

<http://childcarepartnerships.hscni.net/wp-content/uploads/2020/07/COVID-19-IPC-Resource-for-CC-Settings.pdf>

INFECTION CONTROL

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

CATERING PROVISIONS (LIMIT OR AVOID SHARED FOODS)

<https://www.food.gov.uk/business-hygiene>

STAY AT HOME GUIDANCE

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-staying-home-and-self-isolation>

TESTING AND TRACING

<https://www.publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid-19>

PARENTLINE.NI

<http://www.ci-ni.org.uk/parentline-ni>

PUBLIC HEALTH AGENCY GUIDANCE AND ADVICE

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

HSENI – MINISTER FOR DFE PUBLISHES WORKPLACE SAFETY GUIDANCE AND LIST OF PRIORITY SECTORS

<https://www.hseni.gov.uk/news/minister-dfe-publishes-workplace-safety-guidance-and-list-priority-sectors>

DR DOG EXPLAINS CORONAVIRUS

<https://www.twinkl.co.uk/resource/dr-dog-ebook-eyfs-t-p-843>

CORONAVIRUS: COVID-19 INFORMATION FOR FAMILIES AND STAFF

<https://www.brighthorizons.co.uk/coronavirus>

COVID-19 GUIDANCE FOR REGISTERED GROUP CHILDCARE SETTINGS (INCLUDING PLAYGROUPS, CRÈCHES, SUMMER SCHEMES, DAYCARE AND SCHOOL-AGE CHILDCARE SETTINGS)

<https://www.familysupportni.gov.uk/Content/uploads/userUploads/COVID-19%20Guidance%20for%20Registered%20Group%20Childcare%20P>

COVID-19 ADVICE AND GUIDANCE FOR NORTHERN IRELAND

<https://covid-19.hscni.net/>

**APPENDIX 1 Coronavirus related absences**

|  |  |  |
| --- | --- | --- |
| What to do if….. | Action needed | Return to school when…. |
| My child has coronavirus symptoms | DO NOT COME TO SCHOOL  Contact school daily  Self-isolate  Get a test  Inform school immediately about test result | Everyone in the household has received a negative result;  The pupil has not had a fever or high temperature in the previous 48 hours;  The pupil feels well enough to return to school. |
| My child tests positive for coronavirus | Inform the school immediately about the test result  DO NOT COME TO SCHOOL  Contact school daily  Self-isolate for at least 10 days | They can return to school after 10 days even if they have a cough or loss of taste of smell/taste. These symptoms can last for several weeks once infection is gone. |
| Somebody in my household has coronavirus symptoms | DO NOT COME TO SCHOOL  Contact school daily  Household member to get a test  Inform the school immediately about the test result | The household member tests negative |
| Somebody in my household has tested positive with Coronavirus | Inform the school immediately about the test result  DO NOT COME TO SCHOOL  Contact school daily | The child has completed 14 days of self-isolation |
| The Track and Trace scheme has identified my child as a close contact of somebody with symptoms of confirmed coronavirus | DO NOT COME TO SCHOOL  Contact school daily  Self-isolate for 14 days | The child has completed 14 days of self-isolation |
| My child has travelled abroad and has to self-isolated as part of the quarantine process | **Returning from a destination where quarantine is needed**  DO NOT COME TO SCHOOL  Contact school daily  Self-isolate for 14 days  Provide information to the school as per attendance policy | When the quarantine period of 14 days has been completed |
| We have received medical advice that my child must resume shielding | Inform the school  DO NOT COME TO SCHOOL  Contact school as agreed  Shield until you are informed that restrictions are lifted, and shielding is paused. | Your GP gives you guidance that is safe to return to school. |

Appendix 2



**Hamiltonsbawn Primary School**

**Pupils Who Become Symptomatic Onsite**

'If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste) in an educational setting, they and any members of their household within that school setting must be sent home and advised to follow the PHA guidance for households with possible coronavirus'

*Northern Ireland Reopening Schools Guidance, Department of Education 13th August 2020*

|  |  |
| --- | --- |
| Name: |  |
| Class: |  |
| Date: |  |
| Teacher in charge: |  |
| Symptoms shown: | Continuous cough □  High temperature/fever □  Anosmia (change in smell/taste) □ |
| Temperature taken? | Yes □ No □  If taken, the temperature reading was ………… |
| Time removed from class to isolation area: |  |
| Person contacted: |  |
| Time contacted: |  |
| A child awaiting collection should be moved, if possible, through their classroom bubble exit door and walked round to the front of the school (remaining outside where possible) or seated outside the Principal’s Office (depending on weather). Appropriate adult supervision must be provided. If it is not possible to fully isolate the child, they should be moved to an area which is at least 2m away from other people. If the supervising adult is unable to remain 2 m away, then PPE must be worn. The pupil may use the KS2 toilets in the main corridor. Areas will be cleaned fully after use. | |
| Details of isolation area used: |  |
| Supervised by: (name) |  |
| Person/child collected by: | Signature: |
| Time: |  |
| Name(s) of siblings sent home |  |
| Outcome of Covid test |  |
| Date pupil returned to school |  |
| Date siblings returned to school |  |

APPENDIX 3



**Hamiltonsbawn Primary School**

**Staff Who Become Symptomatic Onsite**

'If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste) in an educational setting, they and any members of their household within that school setting must be sent home and advised to follow the PHA guidance for households with possible coronavirus'

*Northern Ireland Reopening Schools Guidance, Department of Education 13th August 2020*

|  |  |
| --- | --- |
| Name: |  |
| Job description: |  |
| Date: |  |
| Symptoms shown: | Continuous cough □  High temperature/fever □  Anosmia (change in smell/taste □ |
| Temperature taken? | Yes □ No □  If taken, the temperature reading was ………… |
| Time removed to isolation area if applicable: |  |
| Person contacted if applicable: |  |
| Time contacted: |  |
| A member of staff (if awaiting collection) should fully isolate outside the front of school or outside the Principal’s office and appropriate adult supervision must be provided. If it is not possible to fully isolate the staff member, they should be moved to an area which is at least 2m away from other people. If the supervising adult is unable to remain 2 m away, then PPE will be worn. The staff member may use the staff toilet. This will be cleaned fully after use. | |
| Details of isolation area used if applicable: |  |
| Supervised by: (name) |  |
| Staff member collected by (if applicable): | Signature: |
| Time collected/time sent home: |  |
| Outcome of Covid test |  |
| Date staff member returned to work |  |

APPENDIX 4

**Hamiltonsbawn Primary School**

**Home – School Agreement**



September 2020

This Home-School Agreement has been drafted to **clearly communicate expectations** relating to pupils, parents/carers and the school in the return to school during the Covid-19 pandemic. It is vital that all stakeholders know what is expected to **safeguard the health, safety and well-being** **of everyone concerned and to maximise the learning opportunities for our pupils.**

School

**The school commits to:**

* **Provide a safe and welcoming environment**, which has been **risk assessed** in response to the COVID-19 virus.
* **Create whole class ‘bubbles’** and maintain these throughout each day
* **Follow DE and EA risk assessments** to help school return safely
* **Mitigate and reduce as many risks** as possible in our school setting.
* **Social Distancing -** We will do our utmost to adhere to, and enforce, **social distancing rules in and around school, encouraging children to keep 1m apart from each other (where possible) and 2m between adults.**
* **Designate drop off and collection points** for the start and end of the day.
* **Stagger times for** break time and lunch.
* **Hand Washing**- Pupils and staff will be required to wash/sanitise their hands thoroughly and regularly throughout the day. Correct hand washing will be modelled and supervised by staff, in an age-appropriate manner. In addition, dedicated hand sanitising stations will be available around school for each class.
* **Workstations** - Every child will be allocated their own desk and chair space and will need to work within this space as much as possible (except at Foundation Stage). Each child will bring in a pack of resources to school on the first day (labelled), solely for their use. Please **do not send in school bags or unnecessary items** from home.
* **Cleaning:** Cleaning regimes will be rigorous, with regular cleaning of frequently touched surfaces, door handles, toilets, etc.
* **Clothing/uniform**: Pupils should wear a clean uniform and plain black shoes to school and a P.E. kit only on allocated P.E. days.
* **Food and drink**: Healthy break and school meals will be provided by school **from 1st September**. Those bringing packed lunch need to use a wipeable, plastic lunch box. Children should bring a bottle of water daily which has a wipeable surface.
* **Attendance**: If parents choose not to send their children to school, this decision will be respected. A pack of work and/or digital remote learning for the week can be collected each Friday at 3pm.
* **Symptomatic Pupils:** The school will contact parents/carers if a child displays symptoms of COVID-19 and parents will be expected to collect ALL family members from the same household from school immediately.
* **Isolation Area:** If a pupil shows symptoms of COVID-19 whilst in school, there will be an isolation area made available for them at the front of school with access to a toilet.
* **PPE:** PHA guidance does not require the wearing of personal protective equipment (PPE) at this time by either staff or pupils, other than in cases where social distancing is compromised, e.g. first aid, assistance with intimate care needs and where bespoke packages of care and support dictate this is necessary.
* **Provide key experiences**: We will focus on all pupils’ **well-being**. Pupils will be able to connect with their friends and share experiences, spending time in the class ‘bubble’ and outside in the school grounds. There will be an opportunity for the class teacher, or a familiar adult, to **support any key issues** arising with a child’s learning, in order to maximise or enhance future learning arrangements. It will be an important opportunity for everyone to become familiar with our new ways of working.

Home

**Parents/carers are required to respect and adhere to guidance set out by Department of Education NI, the Education Authority and the school, in order to ensure staff, pupils and their communities remain as safe as possible.**

**Families are required to reflect on individual risk assessment daily.**

**Please do not send any children to school who:**

* Feel unwell.
* Have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days.
* Live in a household with someone who has symptoms of COVID-19, or has tested positive to COVID-19, in the past 14 days.
* ***If your child has had medication containing Paracetamol or Ibuprofen within the last 6 hours.***

Parents/carers should **agree to the following:**

* I will support school staff in their efforts to create a safe environment during this crisis by following school and government guidance in minimising any possible risk.
* I will support my child with their learning at home, in line with the school’s expectations.
* I will let a staff member take my temperature.
* If my child shows symptoms of COVID-19 at school, I will collect my child from school within 30 minutes and arrange for **immediate testing.**
* In this instance, or if anyone in my household shows symptoms of COVID-19, we will self-isolate, in line with government guidance.
* I will let the school know results of testing, as soon as possible.
* When dropping my child off and collecting, I will adhere to the 2 metre social distancing rules. I will wait at the designated drop off/collection points.
* I will remind my child about social distancing rules and encourage this practice as far as possible, according to their age and ability.
* My child will wash their hands before coming to school and every effort will be made to provide clean clothes regularly.
* I will not send my child to school with a school bag or any unnecessary items.
* I will not enter the school building without an invitation. If I need to talk to my child’s teacher, I will phone school before noon or after school to arrange an appointment.
* If my child’s behaviour is deemed unsafe/not following the rules, I will collect him/her within 30 minutes. I agree that he/she will undertake supported home learning, until it is agreed that he/she can return to school safely.
* ***In the event of COVID-19 or similar virus related incidents, school reserves the right to sanction, up to and including suspension, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.***
* Hamiltonsbawn Primary School have high expectations for **pupil** behaviour and their compliance with staff and value partnership from **parents/carers** in supporting these standards.

Pupils

**I will do my best to:**

* Take care of myself and others.
* Engage with my home and school learning experiences, in line with the school’s expectations.
* Tell an adult if I feel unwell.
* Not bring unnecessary things into school from home.
* Only use the equipment provided to me by school and keep belongings carefully in my own space.
* Socially distance where possible.
* Stay safe with the pupils in my class or ‘bubble’.
* Only enter and exit the school building from the designated location and adhere to the ‘movement around school’ systems/signage.
* Use the designated area for my ‘bubble’ at play time.
* Be safe - coughing and sneezing into a tissue - ‘**catch it-bin it-kill it’**, using the correct bin for tissues (or cough/sneeze into elbow, if no tissue available).
* Follow good hand hygiene– use soap & water for 20 seconds using correct technique.
* Behave well at all times to maintain the safety of myself and others.
* Follow these expectations to the best of my ability.
* Understand that opportunities to come to school ***could be restricted or removed if I do not behave safely in the school environment.***



**Home School Agreement – Parent/Guardian Reply Slip**

I have carefully read and considered the COVID-19 Home School Agreement for Hamiltonsbawn Primary School and agree to discuss this with my child/children in order for us all to abide by its content.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Guardian & on behalf of P1/2 pupil)

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (P3 – P7 pupils only)

\*This ***must be returned to your child’s teacher on Friday 28th August 2020***.

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(Please cut along dotted line)

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(Please cut along dotted line)

**School Staff Agreement – Reply Slip**

I have carefully read and considered the COVID-19 School Agreement for Hamiltonsbawn Primary School and agree to abide by its content.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (staff member)

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print)

\*This ***must be returned to the school office by Tuesday 1st September 2020***

APPENDIX 5

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APPENDIX 6



**Hamiltonsbawn Primary School**

**Pupils Who Become Symptomatic at home**

'If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste) in an educational setting, they and any members of their household within that school setting must be sent home and advised to follow the PHA guidance for households with possible coronavirus'

*Northern Ireland Reopening Schools Guidance, Department of Education 13th August 2020*

|  |  |
| --- | --- |
| Name: |  |
| Class: |  |
| Date: |  |
| Staff member who receives call/email: |  |
| Time contacted: |  |
| Name of family member who made contact: |  |
| Symptoms shown: | Continuous cough □  High temperature/fever □  Anosmia (change in smell/taste □ |
| Temperature if known |  |
| Outcome of Covid test |  |
| Date pupil returned to school |  |
| Date siblings returned to school |  |

APPENDIX 7



**Hamiltonsbawn Primary School**

**Staff Who Become Symptomatic at home**

'If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste) in an educational setting, they and any members of their household within that school setting must be sent home and advised to follow the PHA guidance for households with possible coronavirus'

*Northern Ireland Reopening Schools Guidance, Department of Education 13th August 2020*

|  |  |
| --- | --- |
| Name: |  |
| Job role: |  |
| Date: |  |
| Staff member who receives call/email: |  |
| Time contacted: |  |
| Name of family member who made contact: |  |
| Symptoms shown: | Continuous cough □  High temperature/fever □  Anosmia (change in smell/taste □ |
| Temperature if known |  |
| Outcome of Covid test |  |
| Date staff member returned to work |  |

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