

**Whitehead**  
Primary School  
& Nursery Unit

**'LEARNING AND GROWING TOGETHER'**

20 August 2020

Dear Parent

I hope that you are keeping well and have been able to enjoy a summer break, albeit, probably a very different one from your normal summer break.

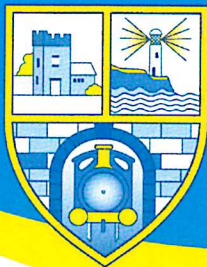
As I said at the end of June and I would like to take the opportunity to say it again, thank you so much for your support during lock down. You did an amazing job balancing home, work & home school learning. I would also to thank WPSNU staff who worked incredibly hard to ensure that your children could continue to make educational progress, while managing their own family situations too. And of course, well done to all of our pupils. This has been a very strange time for them and one that they will probably never forget. We are very excited at the prospect of having all the pupils in school again and we have been working very hard to ensure that school is as safe as it can possibly be for pupils and staff.

Miss McLeod had a very exciting summer, deciding in July that she would like to get married in August. She is always very well organised and pulling off a wedding in one month was no problem at all! Congratulations Mrs Knipe!! We have had a few staff changes:

- Mrs MacDonald has started her maternity leave. We wish her well over the next few weeks. Mrs English will cover her classroom assistant role.
- Mrs Simpson has moved from the Nursery Unit to Y4 as a classroom assistant.
- Mrs Gray, who previously worked in the nursery has returned to replace Mrs Simpson.

The 'New School Day Re-Opening Plans' which follow are based on the most recent advice from the Department of Education as published on 13 August 2020. The plans will be reviewed and updated regularly, based on Government and Department of Education advice. While the new school day may look and feel a bit different, the ethos of Whitehead Primary School will remain unchanged. We will continue to "aim to provide, in partnership with parents, a safe, secure and stimulating learning environment where children can achieve their full potential and pursue excellence". We will continue to encourage the children to SHINE (Share, Help, Include, Nurture and Excel). Our Positive Behaviour Management Policy will continue to be built on the foundation of reward and celebration, "catch the children doing something good and reward them". We still believe that a "happy, yet well managed environment allows children to engage in learning and teachers in teaching". We will still expect the very highest standards of behaviour, manners and respect from the children at all times, behaviours, manners and respect which are modelled by all staff. If you have any queries regarding the re-opening plans, don't hesitate to contact me.

Stay Safe & SHINE  
Mr J Loughins



**Whitehead**

Primary School  
& Nursery Unit

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# **NEW SCHOOL DAY RE-OPENING PLANS**

*Information correct as of Thursday, 20 August 2020.*

## Uniform & School Bags

Children should wear full school uniform every day except on PE days (teachers will let you know which days) when they should wear their polo-shirts/shirts and sweatshirts as normal but can wear tracksuit bottoms/leggings and trainers in order to avoid any changing in school. Uniforms should be kept clean and washed very regularly if not every day.

**Children should bring a school bag to school each day.** Schoolbags should be wiped down each day when your children arrive home and before they come into school. School bags should **ONLY** contain:

- Healthy Break
- Packed Lunch (if required)
- Bottle of water
- Pencil Case
- Tissues
- Hand Sanitiser

## Initial Re-Opening Plans (as communicated on 30 June 2020)

**Nursery** – Please follow the induction programme as outlined by Mrs McConnell through Seesaw.

### Year 7

Date	Start Time	Finish Time	Lunch Arrangements
Mon 24 Aug	8.50am	1.00pm	No lunch required
Tues 25 Aug - Wed 2 Sept	8.50am	3.00pm	Packed Lunch Required

### Year 1 – Year 6 Familiarisation Days

Mon 24 Aug	Specific children have been invited to visit school and meet their teacher at set times. Please attend promptly.
Tues 25 Aug	9.30 – 12.30 Yellow Learning Pod 'Walk Through' school
Wed 26 Aug	9.30 - 12.30 Blue learning Pod 'Walk Through' school

Please note that the “walk through school” on Tuesday, 25 and Wednesday, 26 August 2020 (9.30 am – 12.30 pm) for the Yellow Learning Pod and Blue Learning Pod respectively is exactly what it says, a “walk through school”. It is intended as an opportunity for one parent and a child/children to familiarise themselves with any new arrangements in school and to have an opportunity to pop into the classroom for a quick hello with the child’s teacher. In order to keep everyone safe:

- All adults must wear a mask and children may choose to wear a mask.
- Please enter through the front door and hand sanitise upon entry.
- Keep to the left while walking in the corridor.
- Exit via the nearest available exit (not the front door) after saying a quick hello to their teacher.
- Please allow children time to feel comfortable in school, but do not linger to chat to the teacher or to any other parents. Aim to walk through in 10/15 minutes.

## Year 1 – Year 6 Learning Pod days

### Yellow Learning Pod

Date	Year Group	Start Time	Food Arrangements	Finish Time	Pick Up Location
Thurs 27 Aug	1	11.00am	No snack required	12.30pm	Y1/2 Playground
	2	10.30am	Bring a healthy snack but <b>NO</b> lunch required	12.40pm	Y1/2 Playground
	3	10.10am		12.40pm	Y3/4 Playground
	4	9.50am		12.50pm	Y3/4 Playground
	5	9.30am		12.50pm	Y3/4 Playground
	6	9.10am		1.00pm	Y3/4 Playground

On Thursday 27 August children should arrive at the time outlined above and will be met in the playground by their teacher from last year and their new teacher for this year.

Date	Year Group	Start Time	Food Arrangements	Finish Time	Pick Up Location
Fri 28 Aug	1	By 9.20am	Healthy snack	12.00pm	Y1/2 Playground
	2	By 9.10am	Bring a healthy snack & packed lunch	1.40pm	Y1/2 Playground
	3	By 9.20am		1.40pm	Y3/4 Playground
	4	By 9.10am		1.50pm	Y3/4 Playground
	5	By 9.00am		1.50pm	Y3/4 Playground
	6	By 8.50am		2.00pm	Y3/4 Playground

On Friday 28 August teachers will be in class from 8.50am. Children can come straight into class via the entrance indicated below. To reduce congestion at the gate different year groups have been allocated specific times to be in class by, however younger siblings can also come straight into class (from 8.50 onwards) in order to avoid parents and children having to wait in the playground.

Please refer to the map following which indicates which entrance/exit children will use.

Entrance/Exit (1)	Mrs Parkes
Entrance/Exit (2)	Miss McWhirter & Mrs Kidd
Entrance/Exit (3)	Miss McClay
Entrance/Exit (5)	Mr Hill, Mr Baird & Mrs Hill
Entrance/Exit (6)	Mr Addis, Mrs Knipe, Mrs Grier/Ms Maguire
Entrance/Exit (7)	Miss Higgins, Miss Howie & Mrs Graham
Entrance/Exit (8)	Miss Love & Mrs Murphy

## Blue Learning Pod

Date	Year Group	Start Time	Food Arrangements	Finish Time	Pick Up Location
<b>Mon 31 Aug</b>	1	11.00am	No snack required	12.30pm	Y1/2 Playground
	2	10.30am	Bring a healthy snack but <b>NO</b> lunch required	12.40pm	Y1/2 Playground
	3	10.10am		12.40pm	Y3/4 Playground
	4	9.50am		12.50pm	Y3/4 Playground
	5	9.30am		12.50pm	Y3/4 Playground
	6	9.10am		1.00pm	Y3/4 Playground

**On Monday 31 August children should arrive at the time outlined above and will be met in the playground by their teacher from last year and their new teacher for this year.**

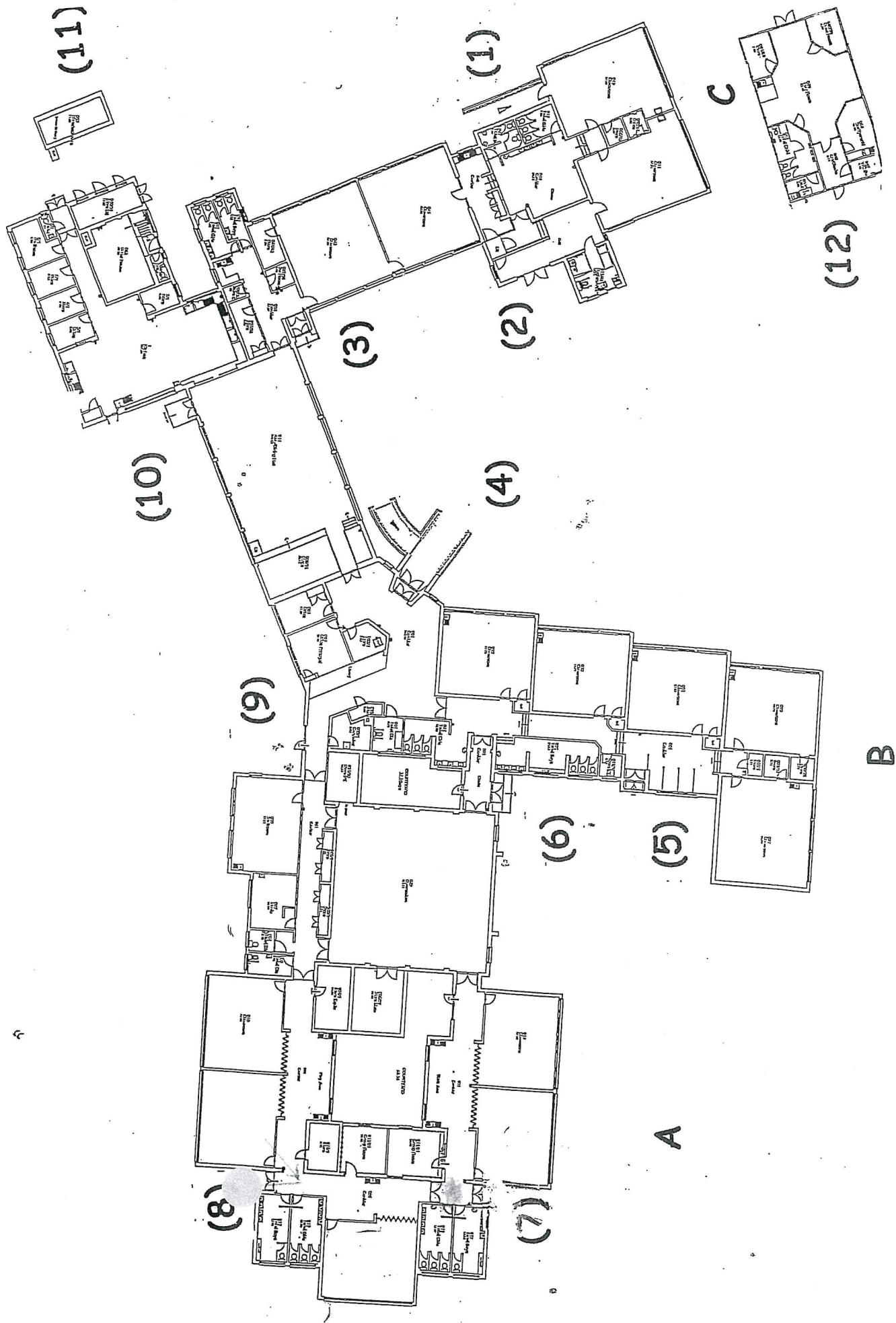
Date	Year Group	Start Time	Food Arrangements	Finish Time	Pick Up Location
<b>Tues 1 Sept</b>	1	By 9.20am	Healthy snack	12.00pm	Y1/2 Playground
	2	By 9.10am	Bring a healthy snack & packed lunch	1.40pm	Y1/2 Playground
	3	By 9.20am		1.40pm	Y3/4 Playground
	4	By 9.10am		1.50pm	Y3/4 Playground
	5	By 9.00am		1.50pm	Y3/4 Playground
	6	By 8.50am		2.00pm	Y3/4 Playground

**On Tuesday 1 September teachers will be in class from 8.50am. Children can come straight into class via the entrance indicated below. To reduce congestion at the gate different year groups have been allocated specific times to be in class by, however younger siblings can also come straight into class (from 8.50 onwards) in order to avoid parents and children having to wait in the playground.**

Please refer to the map following which indicates which entrance/exit children will use.

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Entrance/Exit (7)	Miss Higgins, Miss Howie & Mrs Graham
Entrance/Exit (8)	Miss Love & Mrs Murphy

Evacuation Plan of School Building



## The 'New School Day' from Thursday 3 September (until further notice)

As stated in the communication on Tuesday 30 June, on Thursday 3 September we would either;

- Continue with the Learning Pods if the government maintained 1m social distancing for pupils, or
- All children would return to school should social distancing for pupils be relaxed.

As you are aware, during the summer the government did indeed relax the requirement for pupils to social distance, therefore **ALL** pupils will return to school on Thursday 3 September.

### Travelling to School

Based on government advice we would encourage you as far as possible to walk to school or to park away from the school gate in order to avoid congestion. **CHILDREN SHOULD NOT BRING BIKES OR SCOOTERS TO SCHOOL.**

### Staggered Start

Again to avoid congestion we will continue to operate a staggered start each day, although we have made a few changes to it. In addition, Y1, Y2 and Nursery (am) should use the entrance at Donegall Avenue. Y3-Y7 & Nursery (pm) should use the entrance on the Islandmagee Road. All parents and pupils are asked to adhere to the one-way system in operation.

Children should be in class by the times outlined below, however, all teachers will be available in their classrooms from 8.45 am in order to facilitate siblings. **NO CHILDREN SHOULD BE IN THE PLAYGROUND BEFORE 8.40 AM.** At their designated time, children should proceed directly to their class. Classroom Assistants will be at each door to welcome the children, and encourage them to sanitise their hands. **NO PARENTS ARE ALLOWED TO ENTER THE SCHOOL BUILDING.** Children will also wash their hands when they enter the classroom.

8.45 am	Y1 & Y3
8.55 am	Y2 & Y4
9.05 am	Y5
9.10 am	Y6
9.15 am	Y7

### Moving Around School

As a one-way system isn't appropriate within our school context, pupils and staff will be encouraged to "Keep to the Left" as they walk in the corridor. Movement around school will be as minimal as possible so for example children will not fill their water bottles during the day. Please ensure that they have adequate water to last them for the day.

## Staggered Lunch & Break Times

Break and lunch times will also be staggered as outlined below in order to reduce the number of pupils in the playground and to ensure that each class has a clearly defined area in which to play. The staggered break and lunch is also essential to reduce the number of adults in the staff room at any one time.

Break	Lunch	Classes
10.30 – 10.40	12.00 – 12.35	R1, R3, R10, R13, R6, R7, R8
10.50 – 11.00	12.45 – 1.20	R2, R4, R11, R14, R12, R5, R9, GH

School dinners will be available from Thursday 3 September at a cost of £2.60. School dinners will be paid through the 'School Money' system. No money should be sent into school. Y1 should follow their induction programme (they will stay in school to have school dinners/packed lunch from Monday 21 September).

Children will have a reduced lunch break. They will still have the same amount of time to eat their lunch, but their time in the playground will be significantly reduced. The reduction in time will reduce accidents and the requirement for first aid. Children will still have plenty of time outside but in a more controlled manner with their teacher. We plan to make good use of our outdoor classroom and our wildlife garden. In addition, the children will complete the 'Daily Mile' each day and all PE lessons will be outside.

## Staggered Finish Times

Based on the fact that our school day is starting earlier and that we have shortened the outside lunch for the children, we are able to facilitate an earlier finish for the older children. This also enables us to preserve the bubbles with one teacher, teaching one class (traditionally teachers will teach different classes between 2.00-3.00).

Finish times will also be staggered as outlined below:

12.00pm	Y1 (from Monday 21 September Y1 will stay until 1.15pm and then from Monday 28 September they will stay until 2.00pm)
2.00 pm	Y3
2.10 pm	Y2 & Y4
2.20 pm	Y5
2.25 pm	Y6
2.30 pm	Y7

Nursery, Y1 and Y2 children will be collected in the usual way. Y3 – Y7 teacher will bring their classes to the gate at the Y3/4 playground. Parents will collect their children in the Y3/Y4 playground to avoid congestion at the school gate. **Please social distance as you wait for your children in the playground.**

## The School Curriculum

We are obviously very aware that children have not been in school since March and that they will have had a variety of experiences throughout lockdown.

In terms of the curriculum and education, our focus will primarily be on Literacy, Numeracy, PDMU and PE. The Arts and World Around Us are also important and will not be neglected, indeed we hope to introduce a new music scheme in the first term.

During the morning session the children are at their best and most receptive. We will focus on the most pressing aspects of their learning during this time (primarily Literacy, Numeracy & PDMU).

It is our intention that children from Y4 - Y7 will complete their Progress in English and Maths tests at the end of September. These tests will be completed in a gentle and caring manner taking account of the mental health and well-being of the children and acknowledging that the children haven't been in school for 6 months. The tests will be conducted just like another piece of classwork but will give us valuable insight to exactly "where the children are at" in terms of Literacy and Numeracy, allowing us to set an appropriate programme of learning.

PE will take place outside and we are currently setting up a programme of sharing and quarantining PE equipment. Children **DO NOT** need to send in PE kits at the moment. Children will have PE, two days per week and on those days, children may wear tracksuit bottoms and trainers along with their normal polo shirt/shirt and sweatshirt. Teachers will inform you which days the children will have PE. **ON NON PE DAYS CHILDREN SHOULD WEAR THEIR NORMAL UNIFORM.** Uniforms should be washed and cleaned regularly.

## Homework

Homework other than for Year 7 will not start until Monday, 21 September 2020. We are mid review of the homework policy and it will be completed in due course. Given the position in which we find ourselves homework will take the following format.

- Homework planners will be sent home each Monday.
- Y1-3 pupils will receive homework sheets for the week on a Monday.
- Y4-7 pupils will receive homework sheets each day, as in many cases the homework could reflect classwork that has only been completed that day.
- Homework should be completed on the sheet or in a homework book which will be provided.
- Parents will then take a photograph of the work and return it via an assigned task in Seesaw.

More details will follow, closer to Monday 21 September.

## Hygiene & Safety Precautions in School

As I have always said, we would much prefer to educate your children in school rather than remotely and as I said at the beginning 'we have been working very hard to ensure that school is as safe as it can possibly be for pupils and staff'. The hygiene and safety measures following have been set in place to create a "happy, yet well managed environment allowing children to engage in learning and teachers in teaching".

I would ask for your fullest support as we endeavour together to keep everyone safe and keep the children in school.

### Good Hand Hygiene

All pupils (and parents) must wash their hands before leaving the house in the morning. Upon arrival in school, children will hand sanitise as they enter school and immediately wash their hands upon entry to the classroom. Children will wash/sanitise their hands regularly (before & after eating, before & after playing in the playground, etc) throughout the school day. **ALL CHILDREN MUST HAVE A PERSONAL HAND SANITISER!**

### Good Respiratory Hygiene

Disposable tissues are available in each room to use although please send tissues with your child on a daily basis. Children and staff should sneeze/cough into tissues, adhering to the "Catch It, Bin It, Kill It" guidance. Should a tissue not be available, children and staff should cough or sneeze into the crook of their arm (never into their hands).

### Cleaning

In addition to the daily cleaning which takes place on site, a cleaning schedule will be implemented for more frequent cleaning and disinfecting throughout the day for high-touch areas, including door handles, light switches, toilet flushes, taps etc.

### Social Distancing

Social distancing has been relaxed for children, however, all adults will adhere to regulations of 2m social distancing when adult to adult or adult to child. Please maintain 2m social distance when on school grounds. As staff we will endeavour to maintain a 2m social distance from the children, however, as I'm sure you understand, this may be very difficult at times as we care for your child's physical, emotional and educational needs. In such cases staff will take all necessary precautions to protect the child and themselves.

### Protective Bubble System

Each class will exist as a bubble, only having direct contact with their own classmates. Each class will have a clearly defined area in the playground to play at both break and lunchtime. There will be no communal events such as Breakfast Club, Assembly or After School Activities. Children will be served their school dinners in their classrooms.

## Staggered Start and Finish Times

Pupils will be encouraged to arrive in school from 8.45 – 9.15 am each morning and will finish school from 2.00 – 2.30 pm each afternoon. Please collect children promptly in the afternoon. While I appreciate that it won't work for everyone we have endeavoured to reduce the number of times that you have to come to school by facilitating an earlier finish time for the older children. If you have to wait to collect siblings, please ensure social distancing in the playground and **DO NOT** allow your children to play with any equipment/climbing frames as we are not using them at the moment. If you did have your car with you, you could possibly return to it, to wait instead?

## One Way System for Entering and Leaving School Grounds

Parents from Nursery (am), Year 1 and Year 2 are encouraged to use the Donegall Avenue entrance and Year 3 to Year 7 parents are encouraged to use the Islandmagee Road entrance. **Please follow the one-way system which is in place at both entrances in order to avoid congestion.**

## Keep Left Policy in the Corridor

Corridors will be clearly marked, encouraging all pupils and staff to "walk on the left".

## Limited Items Passing from Home to School and Vice Versa

School bags should be brought to school every day, but should only ever contain packed lunch, healthy snack, bottle of water, pencil case, tissues and hand sanitiser. **Children should not bring any other items to school.**

From the start of term, we will be using the School Money app for cashless payments. You will have received a message via text, email or both informing you of your password. I would encourage you to log on to ensure there are no difficulties. Cash payments and cheques will no longer be accepted at the school office. All future payments should be made via the School Money App.

All communication, newsletters etc will be sent out via the school website. Don't forget to download the Schools NI App. Staff will use Seesaw in the way that they did before lockdown and also to receive homework.

## Limited Adult Access to the School Building

No parents will be allowed to enter the school building. Please contact us on 028 93 353280 or by email at [info@whiteheadps.whitehead.ni.sch.uk](mailto:info@whiteheadps.whitehead.ni.sch.uk). Should your child forget something a drop box will be available in the front foyer. Limited numbers of other adults, such as Educational Psychologists, will be allowed access to school.

## PPE

PPE is available in school for staff to use when administering first aid or dealing with an unwell child. Our children are not required to wear PPE to school or when in school. School will remain well stocked with liquid anti-bacterial soap, anti-bacterial spray, paper towels, toilet roll, tissues and other PPE equipment. Staff and children may wear face coverings during school if they wish. This is down to individual parent/staff preference, however, as mentioned, this is not required. Parents should be aware that if your

child/children wear face coverings, staff will not monitor this. It is the responsibility of parents/carers to talk to children at home about their expectation of children wearing face coverings.

## Symptomatic Children

Children who show Covid-19 symptoms (new continuous cough, high temperature or loss of taste and smell) should **NOT** attend school. Along with good hand & respiratory hygiene it is absolutely vital that symptomatic children **DO NOT** attend school. If your child shows symptoms, please arrange for them to have a test. All children over the age of 5 who are attending an education or childcare setting will have access to a test and are encouraged to get tested immediately when symptomatic. **The results of any test should be communicated to school.**

Should a child develop Covid-19 symptoms while in school:

- We will contact the child's parent/carer to collect the child.
- A staff member (who will don PPE) will supervise the child in the Assembly Hall, which will be well ventilated and is away from any other children. Should your child need the bathroom they will use the bathroom in the main foyer area.
- When collecting your child please collect them from the main entrance. We will arrange for any siblings to go home at the same time (as is the advice from DE).
- The Assembly Hall & bathroom (if used) will be cleaned and disinfected.
- The child (if over 5) should be taken for a Covid-19 test. Tests can be booked online at: [www.nhs.uk/condition/coronavirus-covid-19/](http://www.nhs.uk/condition/coronavirus-covid-19/). **Results of the test should be communicated to school.**
- The children and teacher/classroom assistant within that bubble will remain in school until the outcome of the individual's test result
- In the case of a negative test the child can only return to school if they are well enough and have not had a fever for 48 hours.
- In the case of a positive test, the child and their household will have to isolate for 14 days.
- The teacher and class bubble will also be required to isolate for 14 days (hence the importance of trying to maintain class & staff bubbles as best we can)
- School will keep a clear record of who made the decision for the child to go home, who was contacted, who supervised the child and who collected the child.

## Positive Behaviour Management

As I stated earlier 'our Positive Behaviour Management Policy will continue to be built on the foundation of reward and celebration' however, that having been said, any child (being mindful of individuals and their particular needs) who wilfully refuses to adhere to COVID-19 arrangements will immediately be sent home. Governors reserve the right to invoke suspension and/or expulsion should any child continue to flagrantly abuse COVID-19 arrangements. The Positive Behaviour Management Policy will be updated accordingly.

## And Finally

I appreciate that there is a huge amount of information in these plans. Please read it very carefully as it is absolutely vital that we work together. You want the children to be in school, we want the children to be in school but all children and all staff need to be safe. As the government have said many times. We are in this together!! Should you have any concerns about your child returning to school please contact me on 93353280 or by email, [jloughins453@c2kni.net](mailto:jloughins453@c2kni.net)

**Stay Safe & SHINE    Mr J Loughins**