

# EDMUND RICE COLLEGE



## RETURN TO SCHOOL GUIDANCE

*SEPTEMBER 2020*

*(Version 2)*

**14<sup>th</sup> August 2020**

*To our Edmund Rice College school community.*

*We hope our entire school community are safe and well at this time. The original guidance sent out to you at the end of July has now changed with the Education Ministers announcement that all children may return to school for the start of the new term. We have been carrying out risk assessments and working extremely hard to get the conditions right for the return of staff and pupils for this. This guidance should help give you a snapshot into what life will look like in Edmund Rice College in September. It will not be the norm, but the health, safety and wellbeing of our school community is of paramount importance and informs the basis of this document.*

*We plan to run Pupil Induction in the way that was previously corresponded to you. This means that from Tuesday 25<sup>th</sup> August, pupils will attend school in groups with half capacity in school at one time. Your child will attend school at the times outlined in this document in the group that was identified for them in my previous letter. Before school reopens fully, each Year Group will have an individual induction to our education restart programme. This will include information on our new school procedures, Google Classroom training and a well-being audit. This staggered start to the term will help to build confidence amongst our entire school community and ease the transition to the full reopening of the school. Full school will resume for all pupils on Monday 7<sup>th</sup> September 2020.*

*You will find all the information needed for the full reopening of Edmund Rice College in this document. Due to the fluidity of the COVID-19 situation, this guidance is subject to change.*

*I look forward to welcoming you all back to Edmund Rice College. We have missed you all.*

*Mr P Berne*



## The Basics of a “New School Day”

### 1. Return to school dates- Induction

Staff will return to work in Edmund Rice College on Thursday 20<sup>th</sup> August 2020 to prepare for our pupils return. Pupils will return to school in phases from Tuesday 25<sup>th</sup> August for their induction. During this period of induction, only half the school population will be in school. Pupils have been assigned to group A or group B in my previous correspondence and should only attend school during these times.

Pupils will return in phases on the following dates for induction. **They will only attend on these dates. When they have completed their period of induction, school will reopen fully for all pupils on Monday 7<sup>th</sup> September.**

### INDUCTION DATES AND TIMES

	Group A	Group B
Year 8	Thursday 27 <sup>th</sup> August Tuesday 1 <sup>st</sup> September Thursday 3 <sup>rd</sup> September (9:00-15:00)	Friday 28 <sup>th</sup> August Wednesday 2 <sup>nd</sup> September Friday 4 <sup>th</sup> September (9:00-15:00)
Year 9	Tuesday 1 <sup>st</sup> September (9:00-13:00)	Wednesday 2 <sup>nd</sup> September (9:00-13:00)
Year 10	Wednesday 2 <sup>nd</sup> September (9:00-13:00)	Thursday 3 <sup>rd</sup> September (9:00-13:00)
Year 11	Thursday 3 <sup>rd</sup> September (9:00-13:00)	Friday 4 <sup>th</sup> September (9:00-13:00)
Year 12	Tuesday 25 <sup>th</sup> August Thursday 27 <sup>th</sup> August (9:00-15:00)	Wednesday 26 <sup>th</sup> August Friday 28 <sup>th</sup> August (9:00-15:00)
Year 13	Thursday 3 <sup>rd</sup> September (9:00-13:00)	Friday 4 <sup>th</sup> September (9:00-13:00)
Year 14	Tuesday 25 <sup>th</sup> August Thursday 27 <sup>th</sup> August (9:00-15:00)	Wednesday 26 <sup>th</sup> August Friday 28 <sup>th</sup> August (9:00-15:00)

During these times, all pupils will be inducted to our new procedures and protocols. From Monday 7<sup>th</sup> September, pupils will attend school every day.

## 2. Journey to School and Arrival

The new school day starts with the journey to school. We would encourage that pupils do not use public transport but walk or get a lift to school where possible. We want to avoid congestion and large gatherings of children and parents near the school gates or entrance areas to the building.

Therefore, ERC will operate a **staggered arrival** of pupils. These times must be strictly adhered to:

Year 8's- 8:45am arrival

Year 9's- 8:45am arrival

Year 10's- 9:00am arrival

Senior School- Years 11-14: 9:10am arrival. (Year 11's should enter the school via the back gate to access the Technology Block.)

Where pupils only method of transport is via school bus, Translink have confirmed that home to school transport will resume from 1<sup>st</sup> September 2020. Only pupils who arrive via school bus will be permitted on site prior to 8:45 and will be zoned and supervised in year group bubbles. To ensure the safety of our school community, we would again appeal that public transport is not used and that alternative arrangements are made. If your child must travel on a school bus, they should wear a face covering throughout their journey and adhere to social distancing.

Children travelling by car should be dropped off at the turning circle outside the school grounds and enter via the pedestrian gate. **Cars will not be allowed into the car park.**

When pupils arrive at school, they will queue, if necessary, at the double door entrance to the office. Every pupil will have their temperature checked on arrival and sanitise their hands using the sanitiser stations. Pupils will then move to their protective bubble. KS3 pupils will stay in the one classroom for all their classes. Teachers will move to that room. Senior pupils will move at times, but within the small number of classrooms within their bubble. Wall mounted sanitiser stations will be available in Senior Bubbles due to the movement of pupils. Keeping our pupils in 'protective bubbles' is a means of decreasing interactions between year groups, thus limiting any spread of the virus.

## The NEW School Day

<b>Time</b>	<b>8:50</b>	<b>9:30</b>	<b>10:15</b>	<b>11:00</b>	<b>11:15</b>	<b>12:00</b>	<b>12:45</b>	<b>1:15</b>	<b>1:30</b>	<b>2:00</b>	<b>2:45</b>
	<b>9:30</b>	<b>10:15</b>	<b>11:00</b>	<b>11:15</b>	<b>12:00</b>	<b>12:45</b>	<b>1:15</b>	<b>1:30</b>	<b>2:00</b>	<b>2:45</b>	<b>3:15</b>
<b>Period</b>	<b>R</b>	<b>1</b>	<b>2</b>	<b>B</b>	<b>3</b>	<b>4</b>	<b>5</b>		<b>6</b>	<b>7</b>	<b>D</b>
<b>Junior</b>	45	45	45	B	45	45	L	45		45	30
<b>Senior</b>	45	45	45	B	45	45	45		L	45	30

## FORM BUBBLES 2020 – 21

### YEAR 8 BUBBLE

8FC	M3	Mrs Convery	Mr Campbell	Toilets:
8CF	M4	Mr Cooley	Mrs O'Connor	F: Back Stairs
8MC	M5	Mrs Carr	Mr McGreevy	M: English
8CA	M6	Miss McAllister	Mrs Meli	
8JM	M7	Mr McGoldrick	Mrs Tohill	
8ST	M8	Mrs Mahood	Mr McCullough	

### YEAR 9 BUBBLE

9AM	L6	Mrs Mallon	Mr Graham	Toilets:
9EC	L7	Mrs Murphy	Mr McCullagh	F: Sports Hall
9AB	L5	Mrs Bell	Ms Gleeson	M: Sports Hall
9CO	L10	Miss Collins	Mr Trainor	
9EM	L11	Mrs Toner	Ms Bothwell	
9GR	O3	Miss Rafferty	Ms Mulholland	
9HM	L9	Miss McCauley		

### YEAR 10 BUBBLE

10LK	M10	Mr Kelly	Mrs Kennedy	Toilets:
10CW	M 11	Mr Wylie	Mrs Glackin	F: Back Stairs
10CG	M13	Mrs Thompson	Mr Lawlor	M: English
10SW	M14	Mrs Boyle	Mrs Scott	
10HC	O2	Miss Hegarty	Ms McKeown/Ms Doherty	
10MT	O1	Mrs Cust	Mr Magill	

### YEAR 11 BUBBLE

11SG	TD2	Miss McGoldrick	Mr White	Toilets:
11BW	TD3	Mrs Willis	Mrs Woods	F: Sports hall
11UC	TD4	Mrs Currie	Ms Mouncey	M: Technology
11DE	O4	Mr McErlan	Ms Graham	
11CT	O5	Mr McAtee	Mrs Lennie	
11RS	TD1	Mr Small		

### YEAR 12 BUBBLE

12MD	T1	Mr Dempster	Mr Dowds	Toilets:
12KC	T2	Miss Connolly	Mrs McKee	M: Top Floor
12CM	T3	Mr Mulgrew	Mrs Briers	
12PB	T4	Mr Brennan	Mrs Scott	
	L3			

### YEAR 13 BUBBLE

13CN	L8	Mrs McCann	Mr Fleming	Toilets:
13LA	L12	Mrs Ritchie	Mr Muldoon	F: Moving Image
13FS	L13	Mrs Quinn	Mr Stewart	M: Ground Floor
13CH	L14	Mrs Gray		

### YEAR 14 BUBBLE

14CC	L16	Miss Cooper	Mr McClelland	Toilets:
14CK	L17	Mr McCay	Mrs Boyle	F: Moving Image
14MA	HE1	Mr Morris	Ms Gilfedder	M: Ground Floor

### **3. Uniform and Equipment**

Pupils will wear their normal full school uniform. On days when pupils have PE, they can wear a tracksuit with school PE kit underneath. Football colours should not be worn. Pupils must bring in their schoolbag and all the equipment they need for the school day including pens, pencils, rubber, sharpener, calculator as it will not be possible to share any equipment. Please ensure all pupils are well equipped for school. Please ensure all pupils have an appropriate face covering and carry their own sanitiser bottle.

### **4. Hygiene**

Regular and thorough attention to hygiene is essential to deter the spread of the virus. Every bubble will have a designated male and female toilet. Pupils must only use this toilet. Pupils will sanitise their hands before entering the school and then wash their hands before or during registration. This will be a repeatable discipline throughout the school day. Each room will be equipped with sanitiser, tissues, gloves, blue hygiene roll and anti-bacterial spray.

Furthermore, practice of good respiratory hygiene will follow the “catch it, bin it, kill it” approach. During pupil’s induction back to school, the importance of good respiratory hygiene will be discussed with each pupil and explained.

- Pupils will be discouraged from touching their eyes, face, nose and mouth, putting hands/fingers into their mouths – often unconscious actions that we all make regularly;
- Pupils will be shown how to cough into their elbow if they don’t have a tissue / paper towel;
- If pupils have a paper towel, they will be shown how to cough into it and then dispose safely of it into the nearest bin.

We would ask that parents help to emphasise these issues to build up a level of understanding and routine application by our pupils prior to their return.

Staff have removed all unnecessary items from classrooms including displays and prepared their rooms for the return of pupils. Our cleaning staff have engaged in a deep clean of the whole school from 1<sup>st</sup> July 2020 in preparation for the new academic year. Frequently touched surfaces have and will be cleaned regularly.

Routine cleaning will take place daily. Regular cleaning of door handles, desk tops etc will take place throughout the day.

Bins with bags will be provided in all classrooms for disposal of tissues and other waste.

## **5. Social Distancing and PPE**

The school will operate on the assumption of 2m social distancing between adults and between adults and pupils and where possible 1m between pupils. ERC have ordered in PPE (N95 masks and visors) for staff to wear if they wish. It is envisaged that additional PPE will only be required in a very small number of cases e.g. dealing with intimate needs/giving medication. Face masks are strongly encouraged in the latest DE guidance for staff and pupils and in order to keep our entire school community safe, we strongly recommend face masks to be worn by all pupils and staff. We would also ask that all pupils carry their own pocket sanitiser bottle for regular use.

## **6. Signage**

All classrooms and corridors will be equipped with signage. Regular reminders and signage will be applied to build awareness and maintain personal hygiene standards throughout the day. There will be a strict one-way system in place in corridors whereby pupils use the left hand side of the corridor in single file, maintaining social distancing of 1 metre in the Senior school bubbles. We already have a one-way system in place for use of stairs. This will be supervised by staff during the changeover of classes. All rooms will be marked with hazard tape, clearly identifying 2 metres distance from the teacher desk to pupils. Pupils should avoid coming too close to staff by observing the hazard tape around the staff member's desk.

## **7. Break and Lunch**

There will be no canteen facilities available at break time. Pupils should bring their own healthy break. For the first term at least, pupils will eat their break in classrooms, supervised by staff.

At lunch, only those pupils entitled to free school meals will be able to access food from the canteen. This service will not be in operation from Tuesday 25<sup>th</sup> August to Monday 31<sup>st</sup> August during pupil induction but will resume from Tuesday 1<sup>st</sup> September 2020. Prior to that date, pupils who are entitled to free school meals should bring a healthy packed lunch to school as EA payments will continue until the end of August.

From 1<sup>st</sup> September 2020, a reduced service will be in operation in the canteen. Pupils will be provided with a cold food menu for the first term with a menu being issued each morning as part of our daily routine in registration. This menu will be produced in consultation with the Student Council. Lunch will be picked up by Classroom Assistants and delivered to pupils prior to lunch time. Year 13 and 14 pupils will not be permitted to leave the school premises at lunch time and should therefore bring a packed lunch to school if they are not entitled to free school meals.

In our previous correspondence, we had outlined that pupils will stay in their classrooms, supervised by staff for the duration of lunch time. Due to increased capacity of pupils, this will not be possible. Instead, Edmund Rice College will zone pupils in Year Groups for the consumption of lunch. They will be supervised by SLT and the supervisory team, enabling teachers to eat their lunch.



### Dry Junior Lunch

Year Group	Zone
8	Yard
9	Gravel Pitch Zone 1
10	Gravel Pitch Zone 2

### Wet Junior Lunch

Year Group	Zone
8	Assembly Hall
9	Sports Hall
10	Canteen

### Dry Senior Lunch

Year Group	Zone
11	Gravel Pitch Zone 1
12	Gravel Pitch Zone 2
13	Yard
14	Yard

### Wet Senior Lunch

Year Group	Zone
11	Assembly Hall
12	Sports Hall
13	Canteen
14	Canteen

## **8. Behaviour**

Pupils are expected to observe social distancing at all times. Pupils who wilfully refuse to adhere to social distancing and deliberately cough or spit at pupils or put staff at risk will be sanctioned, up to and including exclusion.

## **9. Pupil Sickness/Pupils who become symptomatic onsite**

Should a pupil appear unwell (especially if they display any of the symptoms of COVID) they should not be sent to school. Symptoms include a high temperature, a new continuous cough or the loss or change in your normal sense of smell. If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or change in your normal sense of smell, which can also affect your sense of taste), they must be sent home and advised to follow the PHA guidelines. If a pupil arrives to school with a high temperature, they will be sent home. A child awaiting collection will be moved to a room (oratory), isolated behind a closed door with a window open. Appropriate adult supervision will be provided. Adults will wear PPE on this occasion (mask/visor, apron, gloves) These will be kept in the office. If a child needs to go to the bathroom while waiting to be collected, they will use a separate bathroom

(Oratory toilet). If a staff member has helped someone who is unwell, they do not need to go home unless they develop symptoms themselves.

## **10. End of school day/Extra Curricular**

At 2:45, pupils and teachers return to their pastoral bubbles for de-registration. Groups will be called via the tannoy system/through email when it is time to leave the premises. Leaving the school will be staggered. Walkers and pupils getting a lift will be called by year group from 2:55pm. Heads of Year will supervise the movement within their bubble. This must be strictly adhered to. Buses will be called as normal. Queues will observe social distancing. Unfortunately for the first term at least, Edmund Rice College will be unable to offer our extracurricular provision. It is hoped that this can be reviewed for the second term.

*This guidance will undergo ongoing review and is subject to change.*