  

 **education SERVICES**

**Executive Director: Tony McDaid**

**ST VINCENT'S PRIMARY SCHOOL -**

Head teacher Eileen Tompkins

 18th June 2020

Dear Parent/Carer,

I hope that you and your families continue to keep well in very changed and changing times. Thank you for all your support and especially your assistance with your child’s online learning over the past ten weeks. Enclosed with this letter is a copy of your child’s school report which was written by their class teacher literally as schools closed for the period of Lockdown.

You will no doubt be interested in hearing our plans for learning and teaching in August as schools are due to re-open on August 12th. In this newsletter you will find the most up to date information we have to share with you as we develop new routines along with details of your child’s classroom, group and teacher for August.

Please note that the timetable below is effective from week beginning August 17th. Details of the arrangements for the first three days from Wednesday August 12th to 14th are outlined further down this newsletter.

As you will have seen in an earlier letter from Mr Tony McDaid (SLC Director of Education), from August all children will receive a blended learning approach of home and school consisting of **2 days in school** and **3 days out of school**.

Children have been allocated (in alphabetical order) to either Monday/Tuesday or Thursday/Friday group. Please note the school will be closed for a deep clean on a Wednesday but I emphasise that the school will be cleaned every day. Teaching staff will use Wednesday to plan and arrange home learning activities.

The safety of all on our return to school is of paramount concern. I am pleased to share this detailed document on the procedures in place to ensure that all our children and staff are safe on return in August. I can confirm that these have the approval of SLC Facilities and Support Coordinators, who are satisfied with the procedures and measures put in place. These procedures, along with the appropriate risk assessments, are in line with National and SLC guidelines. I emphasise that they MUST be adhered to by all and ask that you as a parent ensure that you and indeed others keep to these arrangements.

Our classes for 2020-21 will be arranged as follows:

|  |  |  |
| --- | --- | --- |
| Primary  | Room  | Teacher |
| Primary 1 | Room 1 | **Miss Claire Maguire** |
|  | Room 2 | **Mrs Joanne Field** |
| Primary 2 | Room 3 | **Mrs Louise Murphy** |
|  | Room 4 | **Mrs Yvonne Boyle** |
| Primary 3 | Room 5 | **Mrs Julie Hogg** |
| Primary 3/4 | Room 6 | **Mrs Laura McGeary** *(Monday/Tuesday)***Mrs Elizabeth Blake** *(Thursday/Friday)* |
| Primary 4 | Room 7 | **Mr Martin McKenna** |
| Primary 4/5 | Room 8 | **Miss Sinead Toner** |
| Primary 5 | Room 9 | **Mrs Cheryl Farrell** *(Monday/Tuesday/Thursday)***Mrs Sharlene Kelly** *(Friday)* |
| Primary 5/6 | Room 10 | **Mrs Karen Johnstone** *(Monday/Tuesday)***Mrs Lorena Ziolo** *(Thursday/Friday)* |
| Primary 6 | Room 11 | **Mrs Marion Currie** |
| Primary 6/7 | Room 12 | **Mr Neil McKenna** |
| Primary 7 | Room 13 | **Miss Stephanie Morrison** |

We have been able to arrange classes in a 12 per class model taking the area of the classroom into consideration. We are able to offer EVERY child 2 days per week. Childcare facilities will be offered to those key workers on non-school days. This will be arranged by SLC, and arrangements to follow. The following class groups have been divided to ensure that all siblings and family members attend on the same days. On a separate sheet you will find the specific details for your child.

*The timetable from the week beginning 17th August is as follows:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Monday* | *Tuesday* | *Wednesday* | *Thursday* | *Friday* |
| *Rooms 1-5**GROUP 1**Start 8.45am**Finish 2.45pm* | *Rooms 1-5**GROUP 1**Start 8.45am**Finish 2.45pm*  | ***SCHOOL*** | *Rooms 1-5**GROUP 2**Start 8.45am**Finish 2.45pm* | *Rooms 1-5**GROUP 2**Start 8.45am**Finish 2.45pm* |
| *Rooms 6-9**GROUP 1**Start 9.00am**Finish 3.00pm* | *Rooms 6-9**GROUP 1**Start 9.00am**Finish 3.00pm* | ***CLOSED*** | *Rooms 6-9**GROUP 2**Start 9.00am**Finish 3.00pm* | *Rooms 6-9**GROUP 2**Start 9.00am**Finish 3.00pm* |
| *Rooms 10-13**GROUP 1**Start 9.15am**Finish 3.15pm* | *Rooms 10-13**GROUP 1**Start 9.15am**Finish 3.15pm* | ***DEEP******CLEAN*** | *Rooms 10-13**GROUP 2**Start 9.15am**Finish 3.15pm* | *Rooms 10-13**GROUP 2**Start 9.15am**Finish 3.15pm* |

**Arrangements for Wednesday to Friday 12th - 14th August ONLY**

Children from Group 1 will return to school on 12th August followed by Group 2 on Thursday and Friday. Primary 1 children starting school for the first time (Group 1) on Wednesday 12th August and (Group 2) on 13th and 14th August will come to school for 10am and finish at 2.30pm.

**ARRIVAL AT SCHOOL**

**Class arrival times**

**Rooms 1-5 -** 8:45am – 2:45pm

**Rooms 6-9 -** 9.00am – 3:00pm

**Rooms 10-13** **-** 9:15am – 3:15pm

All classes assemble on designated class spots in the playground (appropriately socially distanced). Siblings can arrive at the same time and please try to ensure that late-comings for all are kept to a minimum to ensure the smooth running of this plan.

Teachers will collect their class from the designated areas.

**Rooms 1-5** will be collected by their teacher at 8.45am and enter the building via classroom doors.

Children will sanitise their hands before entry to their classrooms.

**Rooms 6-9** and **Rooms 10-13** assemble on designated class spots in the playground (appropriately socially distanced) at 9.00am and 9.15am respectively.

**Rooms 6-9** at9am and **Rooms 10-13** at 9:15 will be collected by their teachers.

They will follow the one-way system, up the stairs and enter via the entrance nearest to the school gate and make their way to class following the one-way system while following social distancing guidelines.

Please note children will not change their outdoor shoes and their jacket and bag should be placed on the back of their seat. Any packed lunches or water bottles should be kept in their bag.

Children will sanitise their hands before entering the classroom using the hand sanitiser available.

**Parental contact/car parking**

I have to emphasise that NO PARENT (except those with a blue badge) should be in the school car park and no parent will have access to the school playground.

Primary 1 parents will however be able to accompany their children to the school playground on the first days of school (Wednesday to Friday).

Having consulted with Fr Ivan, I can confirm that the church car park will continue to be available and as always is used at your own risk.

As of August, there will be no unplanned access to the school buildings/grounds for parents and visitors. However, you will be able to contact the school in the usual way to make an appointment should you require to speak to a member of staff.

**Breakfast club/School lunches**

Please note there will NOT be a breakfast club available however school lunches WILL continue to be available for purchase. Free school lunches will continue to be provided for Primary 1-3 and for children who have a free meal entitlement. Menus will be posted on the school app and website.

**School Uniform**

Our school uniform will remain unchanged and any items can be purchased online from Academy Uniforms. Please make sure that your child comes dressed for the weather and the possibility of learning outdoors so that they can make the most of this time. A gentle reminder that your child’s uniform including tie will need to be washed thoroughly after each 2 day block of learning.

**General whole school Guidelines**

* Children will not be responsible for holding doors. The main fire doors will be open and then closed after the classes have entered the building
* Corridor doors will be open at all times
* Classroom doors and windows will be open to ensure adequate ventilation
* Children will not be required to change shoes and will not gather in the cloakroom at any point
* Children will go straight into class after sanitising their hands and not assemble outside their class at the start of each day
* Children will not complete any self-registration activity and the teacher will complete and send the Parent Pay for Lunches to the office, via the online portal
* Bags and Jackets will be kept on the backs of each child’s chair
* Water bottles will be kept in their bag or on their table.
* Each child will have a plastic tray with their resources. These will be kept in school and stored away when not in use
* Children will wash their hands one at a time before and after break, lunch and before returning home – use the posters displayed to enforce 20 seconds minimum – Happy Birthday x 2
* Children must sanitise their hands each time they enter or leave the classroom
* Children will only go to the toilet one at a time (please note they are not required to follow the one-way system for going to the toilet)
* Children will not be sent errands to other classes or to the office
* Lunches will be eaten in the classroom with teachers present
* Two/three classes will be moving at any one time. They will assemble in the corridor using the 2m signage and move outside in a timely order
* Staff will escort their class to the usual exit from the playground where children can be met by their parent/carer in a socially distanced manner
* If weather is inclement, support staff will supervise their assigned class

I am sure you appreciate that the picture nationally continues to unfold and we will keep you informed of any changes that might occur via our school app, school website and Twitter. As always, we will do our utmost to ensure that your child continues to be very happy at school and learning to the best of their ability.

A huge thank you to all who supported food collection events in our parish during lockdown. There is a further opportunity to contribute to the food collection this weekend on Saturday 20th June from 10.30-1.30.

For children in Primary 5 who missed the opportunity to receive their First Holy Communion, Fr Ivan asks me to let you know that he hopes that this can be reorganised for September/October. Arrangements for Confirmation will also be made later in the parish.

We look forward to welcoming our Primary 7 pupils as advised for their farewell visit on Tuesday 23rd June. School will close at 1pm on Wednesday 24th June for summer holidays.

I want to extend my sincere thanks to all our staff for all their commitment and dedication throughout the year and especially during Lockdown. I wish Mr Stephen Garvey, who has been with us as an NQT in Primary 6 this year, every success as he moves on to pastures new and want to thank him for his work in our school. On behalf of all our school community, I thank our Parent Council for their continued and invaluable support. To the families of Primary 7 who are leaving us, I extend our thanks and warmest wishes for the future and I look forward to seeing all our families who will be returning in August. I hope we all enjoy a safe, restful and happy holiday.

Kindest regards,

Eileen Tompkins

