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| Capture  ***Principal: Miss R Robinson***  ***Tel: 028 38851778***  ***Fax: 028 38852568***  *B Ed (Hons) M Ed PQH* | **St Mary’s Primary School**  **84 Maghery Road**  **Maghery**  **Dungannon**  **Co Tyrone**  **BT71 6PA** |

03/08/2020

Dear Parents,

I hope this finds you and all your families in good health. I hope that your children are looking forward to returning to school and seeing many of their friends again. With this in mind, I would ask for your assistance in making them aware of the guidelines in this communication.

As you are well aware legislation with regards to schools and the Covid 19 situation in general, has been subject to continual change over this past few months and indeed weeks. As it is now the beginning of August, the following, based on the current guidance from DENI, has been put in place by the Board of Governors for the community of St Mary’s Primary School Maghery.

Children will have a phased in return to school as follows:

Monday 24th August and Wednesday 26th August Primary 7,6,4 and 2

Tuesday 25th August and Thursday 27th August Primary 7,5,3 and 1 (Primary 1 will be in school until 12 noon)

Friday 28th August Primary 1 – 7 (Primary 1 will be in school until 12 noon)

Monday 31st August is a Bank Holiday and School will not be open.

From Tuesday 1st September school onwards all Primary 1-7 children will be in school. These will be full days at school except for this week for Primary 1’s, who will be in school until 12 noon.

This ‘phased in return’ is to allow us to complete a ‘trial run’ to ensure that everyone in the school environment feels as safe as possible and gets used to the routine before the whole school are present.

For your awareness, until further notice, at 9 am, Mrs S Copeland/Mrs L Cushnahan will be at the **front gates** to collect Primary 1&2’s and will bring these children in groups to their classroom. Please wait until they return to collect the next group. For now, Primary 1&2 **MUST NOT USE THE BACK GATE**. Primary 3-7 may access the school through the front/back gate whereby their teacher will be in the classroom to supervise them. Other members of staff will remain at a socially distanced level to guide them on the first day. Primary 3&4 will be in the mobile and Primary 5,6&7 will access the school through the **BACK DOOR ONLY**. Please indicate this to your child. The **FRONT** **DOOR** will be used for Playgoup children. Parents/Guardians are asked to please remain outside the school gates. Please also speak with your children prior to this on the importance of remaining 1 metre apart from their friends.

Legislation would also ask you to keep a 2 metre social distance from other families and perhaps wait in the car until the school bell rings. At home time children will be accompanied to the front school gate by the class teacher and assistants, and will be released one by one to parents. Primary 3-7 who use the back gate may go home this way. Please do not beckon your child to leave the line until the teacher releases him/her in to your care. Please note, we still await word on what is happening with regards to the school bus.

**PLEASE ENSURE CHILDREN ARE LEFT TO SCHOOL AND COLLECTED ON TIME.** **THIS IS ABSOLUTELY ESSENTIAL**. Parents cannot come beyond the school gates to drop children off at a later stage. Should a child have an appointment or need to be collected or left off during the school day, please ring the school and Mrs P Fox, the School Secretary, or a member of staff will meet you with your child at the school gates, respectively obeying social distancing rules.

Should you wish to speak with the class teacher, please ring them at school. The message will be passed on to the teacher or if necessary, the teacher will contact you after school.

Full school uniform is to be worn daily. **PLEASE ENSURE THIS IS CLEARLY LABELLED**. No school bags are required at this stage. All stationary will be provided by the school. Each child will have their own stationery box labelled which will be sanitized at the end of the school day. Plastic folders containing some items will be provided by school at a later stage. Please sanitize these upon arrival at home or in the car. We are progressing with children and parents being able to access home-works via google suite and see-saw. Mrs Copeland will provide clear step-by-step instructions with this. Children from Primary 3-7 will receive their own username and password upon return to school. With any books or homework not online, this will be sent home on Monday and should not be returned to school until Friday.

Lunch bags must be have the child’s name clearly marked on it. The same applies to a water bottle. We still await word with regards to dinners but as far as possible, please consider lunches on a daily basis. Please also include a snack in these bags. This applies to children from Primary 1 – 7 at present. This may be subject to change for Primary 1 and 2 in the month of September. Children are asked to bring a packet of tissues to school. Coats will be kept in the classroom.

At present, there will be no breakfast club or after-school’s clubs. But we are hopeful this will change in the future.

Finally, please be mindful of the below guidelines on Covid 19 in the interests of the safety of this community. Should you or any of the family display symptoms, please do not send your children to school and contact the relevant agencies. We all have a duty of responsibility to each other. We can help each other and see the restrictions hopefully eased further by the choices we make and the high standards we maintain.

Covid 19 Guidelines (in accordance with PHA)

If you have:

* a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature), or;
* a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual), or;
* anosmia - the loss or a change in your normal sense of smell (it can also affect your sense of taste)

Everyone in your house must stay at home.

For information on what to do if you think you have coronavirus, go to the Public Health Agency Website.

Kind regards

Miss R Robinson