**Knockavoe School and Resource Centre**

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**Principal: Mrs Sharon Cassidy B.A. (Hons), PGCE, PG Dip, PQH (N.I.)**

**26th August 2021**

Dear Parents and Carers,

Welcome to the new school year 2021-2022. I hope that you had a good summer and are now preparing for the return to school. We will welcome all our pupils back to school on **Wednesday 1st September** for the new school term.

In light of the recently revised Covid-19 guidance from the Department of Education on 18th August we have revised our safety procedures. Please read the key safety mitigations attached to this letter. I can assure you that we will be taking a very ‘cautious and measured’ approach as advised in the guidance.

All previous safety mitigations from last school year will remain in place and will be reviewed in line with Public Health Advice on a regular basis. Therefore, our bubble system will remain in place for all classes. Staggered drop off and pick up times will continue. I would respectfully ask all parents and carers to maintain social distancing when in the school grounds and to minimise time in school where possible. Weekly testing will continue for those who wish to participate in this programme.

I will communicate any changes to our safety mitigations if and when we decide it is safe to do so. Health and safety remains our highest priority as we begin our 2021-2022 school year.

I look forward to the new school year and I am very hopeful that we will be able to provide a safe and secure environment for all our pupils. Working together is vital to keep all our pupils, families and staff safe. Thank you for placing your trust in us and for your continued support and cooperation.

Kind regards

Sharon Cassidy

Principal

**Summary of Key Safety Mitigations**

Parental Responsibilities

To ensure the health and safety of everyone within our school community we ask parents to work with us and to implement the following measures.

* Provide up to date contact information with 3 emergency contacts. These should be emailed to your child’s teacher before Friday 3rd September 2021. Parents/carers must be accessible by telephone at all times during your child’s time in school.
* Keep to the schedule of times for drop off and collection. Nursery class will vary and parents will be informed.
* All pupils should enter the school through the main front entrances and staff will escort pupils to class.
* Building works have commenced on site and we ask that all visitors to the school site be cautious and pay due regard to safety.

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|  | Morning drop off | Afternoon pick up |
| Cars | 9.00am | 12.30pm/2.30pm |
| Taxi | 9.15am | 12.45pm/2.45pm |
| Bus | 9.30am | 1.00pm/3.00pm |

* Complete the following 3 questions daily at home regarding your child’s health. If your child has any symptoms or generally feeling unwell then he/she should not go in to school. Please inform your child’s teacher if you answer yes to any of the questions.
1. Do you believe your child may currently have Covid 19? YES/NO
2. Has your child had any of the following symptoms of Covid 19 in the past 14 days?

-high temperature (37.8 degrees) YES/NO

-a new continuous cough YES/NO

-new unexplained shortness of breath YES/NO

-loss of sense of smell, of taste or distortion of taste YES/NO

* If you have answered yes to any of the above questions your child should stay at home and contact your GP by phone for further advice.
* If you answered ‘no’ to all of the above questions, then it is safe for your child to come to school.
* Your child can bring a school bag and lunch bag to school daily.
* If your child has emergency medication this will remain in school, stored in a safe place to be administered if and when required. Emergency medication will not travel with the child as per previous protocol.
* If your child is unwell in school, then his/her temperature will be taken by a member of our first aid team. If above 37.8 degrees, pupil will not be able to access school until further investigations are carried out. Parents will be contacted immediately and asked to come to school to collect your child.
* All children will be expected to wash and sanitise hands at regular intervals throughout the school day.
* Parents will not be able to enter the school building at this time, other than by appointment. Communication with class teams can be done by telephone and/or email. Parents should remain outside the school building and try to avoid social interactions, as a means of preventing spread of the virus.
* It may become necessary to partially close for certain classes should an incident of the virus be confirmed or if staff ratios cannot safely meet the needs of our pupils within a class bubble.

These procedures are in place in order to safeguard everyone and we will continually monitor, evaluate and review these.