



RETURN TO SCHOOL ARRANGEMENTS

AUGUST 2020

August 2020

Dear Parent / Guardian

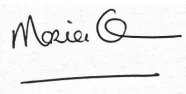
I hope this letter finds you and your family well and on behalf of myself and the Board of Governors I thank you once again for your understanding and support in these challenging times.

You will be aware that the final guidance on returning to school was issued by the Department of Education on Thursday last week. We have considered these guidelines in detail and have updated our planning accordingly.

As directed we are giving priority to Years 12 and 14 who will return to school from Monday 24th August 2020. All return to school details are outlined in the document below.

I thank you for your continued support and hope you continue to keep well and stay safe.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Quinn', is written over a light grey rectangular background. Below the signature is a solid black horizontal line.

M Quinn
PRINCIPAL

START OF TERM DATES

Monday 24 th August	Year 12 and 14 Return to School 9.30am - 1pm <u>All Week</u> NO SCHOOL MEALS ARE AVAILABLE
Thursday 27 th September	Year 13 Induction (9.30am – 1 pm)
Monday 31 st August	BANK HOLIDAY
Tuesday 1 st September	Year 12 and 14 Return to School 9am for full day <u>All Week</u> Year 8 Induction (9.30am – 1 pm)
Wednesday 2 nd September	Year 9 Induction (9.30am – 1 pm)
Thursday 3 rd September	Year 10 Induction (9.30am – 1 pm)
Friday 4 th September	Year 11 Induction (9.30am – 1 pm)
Monday 7 th September	Year 8, Year 10, Year 12, Sixth Form in school 9am – 3.25pm
Tuesday 8 th September	Year 9, Year 11, Year 12, Sixth Form in school 9am – 3.25pm
Wednesday 9 th September	Year 8, Year 10, Year 12, Sixth Form in school 9am – 3.25pm
Thursday 10 th September	Year 9, Year 11, Year 12, Sixth Form in school 9am – 2.35pm
Friday 11 th September	Year 8, Year 10, Year 12, Sixth Form in school 9am – 2.35pm
Monday 14 th September	Whole School Teaching resumes 9am – 3.25pm

STUDENT ACCESS TO SCHOOL BUILDINGS

From 7th September there will be **no access** to the school building before 9am. Staggered start times will apply as follows:

- Year 8 & 9 Arrive at 9am through the front gate (side of sports hall)
- Year 10 & 11 Arrive at 9.15am through the front gate (side of sports hall)
- Year 12 - 14 Arrive at 9.30am through the front gate (side of sports hall)

PARENTAL SCHOOL ACCESS

The Department of Education has advised that parental access to the school premises should be kept to a minimum at all times to prevent the spread of the Covid 19 virus. Access will be by appointment only.

Parents are asked not to congregate at the school entrance or in the area in front of the school building at any time. The parking bays at the front of the school building are for the use of disabled drivers only.

Parents are asked to remain in their cars when dropping off and collecting their children.

SCHOOL UNIFORM AND SCHOOL BAGS

All students are expected to come to school in full school uniform with a school bag. The school bag should be made from a material that can be cleaned or wiped regularly.

Students may wear School PE kit to school on days that they have a timetabled PE/ Games lesson **ONLY**.

EQUIPMENT FOR LEARNING

You will understand that the current situation means it will not be possible for school to issue shared equipment and materials in lessons, to minimise the risk of cross contamination. Therefore, we ask that as far as possible, students bring the items on the list below to school for their own use. All Year 8 students will be issued with an Induction Pack which included these items.

- ❖ Pens (at least 2 blue/black and 2 red)

- ❖ Pencils (at least 2 HB pencils)
- ❖ Rubber
- ❖ Sharpener
- ❖ Plastic Ruler
- ❖ Glue stick
- ❖ Colouring pencils/felt tip pens
- ❖ Highlighter pen
- ❖ Whiteboard pen
- ❖ Calculator: A simple calculator is sufficient for Years 8 – 9, but students for Year 10 and above will require a scientific calculator.
- ❖ A Maths pack of protractor, compass, ruler would be useful if you wish your child to have their own.
- ❖ Plastic A4 Document/Popper Wallet to keep their books/school resources in as it is a wipe able surface to carry in their school bags to reduce contamination.

Due to the uncertainty of the current health guidance, you may be required to replenish these items during the academic year.

Your child should have a small bottle of hand sanitiser and a small pack of tissues for their own use throughout the day in addition to what is available in all classrooms/school areas.

TRAVELLING TO SCHOOL

The Department of Education **strongly recommended that all students aged 13 and over wear a face covering on all dedicated school transport including buses and taxis where it is appropriate for them to do so.** Parents should ensure their child has access to and understands the importance of wearing a face covering and disposing of it appropriately.

In order to reduce the potential risks associated with sharing drinks and food, no student should eat or drink on board a bus unless it is for a medical reason.

Further details regarding school bus services will be issued when they are confirmed by Translink.

Students are encouraged to walk or cycle to school if possible.

For those arriving by car, Parents / Guardians are recommended to park further away from the school building so that students can walk.

HAND HYGIENE

Parents and Guardians are asked to ensure that all students wash their hands thoroughly before leaving home in the morning and that they carry tissues with them to school.

Foot operated hand sanitiser stations will be available at all entrances to the school buildings and in all classrooms. It is essential that all students follow expectations as outlined by staff.

An ample supply of soap and hand drying facilities will be available in all toilet areas for use throughout the school day.

PROTECTIVE CLASS 'BUBBLES'

Further to Departments of Education guidance all students in Years 8-10 will be taught in a 'class bubble' which means they will remain in one room for all lessons. As far as possible students will remain in these 'bubbles' during break and lunchtime. Year 11 - 14 will continue classes as normal but restrictions will apply for break and lunch.

SCHOOL CANTEEN

Until further notice the canteen will not be available at **breaktime**. Students are expected to bring their own snack/drink. Breaktimes in school will be staggered to ensure that students are kept as safe as possible.

The school canteen will reopen for **lunch** from Tuesday 1st September 2020. Lunchtimes will also be staggered.

Sixth Form students will not be allowed to leave the school site for lunch.

COVID 19 SYMPTOMS

In line with the Public Health Agency guidance parents should make sure that their child does not travel to or attend school if they or a member of their household has Covid 19 symptoms. Should a student become unwell during the school day, they will be isolated and Parents / Guardians asked to come and take them home. They cannot travel on home to school or public transport.

STUDENT ATTENDANCE

In order to make the necessary arrangements prior to the return to school we ask Parents / Guardians to inform us as a matter of urgency of any student who is in the following categories:

- Clinically Vulnerable
- Living with someone who is Clinically Vulnerable
- Student has been 'Shielding'
- Living with someone who has been 'Shielding'

Please complete the form at the end of this document and return to the school so that an individual risk assessment can be completed before your child returns to school.

STUDENT BEHAVIOUR

In light of Department of Education guidance, the Positive Behaviour Policy has been updated. This is available on the school website.

A copy of the Responsibility Agreement is outlined below and it is expected that all students will comply. Please discuss and reinforce this agreement with your child as this is key to keeping the school community safe during the pandemic.

COMMUNICATION

Please make sure that you check the school website regularly as we will update information should there be any changes to Department of Education or Public Health Authority guidance.

Information will also be circulated via the SIMS Parent App and the school's official social media platforms.



Information regarding people who are Extremely Clinically Vulnerable and Clinically Vulnerable can be found at:

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-advice-vulnerable-people>

Name of Student		Year Group	
Medical condition			
Category (Please tick)	'Extremely Clinically Vulnerable'	'Clinically Vulnerable'	
Please give details of why your child falls into this category.			
Does your child live with a 'Clinically Vulnerable' or 'Extremely Clinically Vulnerable' person?	YES	NO	
Any additional information you feel may be relevant.			
Has your child been 'shielding'?	YES	NO	
Has your child been living with someone who has been 'shielding'?	YES	NO	

Signed: _____ Date: _____

Relationship to student: _____

Please copy and email this form to info@abbeycommunitycollege.newtownabbey.ni.sch.uk by Wed 26th August 2020.

RESPONSIBILITY AGREEMENT TO REDUCE THE SPREAD OF COVID-19

ALL PARENTS AND STUDENTS MUST ADHERE TO THIS AGREEMENT. AS PER GOVERNMENT GUIDANCE, STUDENT NON-COMPLIANCE WILL RESULT IN SANCTIONS UP TO AND INCLUDING EXPULSION.



TRANSPORT, ARRIVAL AND DEPARTURE

I will:

- Follow rules set out by school transport
- Enter the school using the correct entrance
- Only bring necessary items to school
- Leave school using the correct exit
- Arrive at school on time. Students who do not arrive on time will be sent home

HYGIENE

I will:

- Sanitise my hands as soon as I arrive at school and regularly throughout the school day
- Wash my hands with soap and water as often as possible
- Bring a letter into school if I am not allowed to use hand sanitiser
- Use the school bins for litter
- I will use my elbow or a tissue if I need to cough or sneeze and dispose of the tissue in a bin



TEACHING AND LEARNING

I will:

- Follow the school Core Values and Learning Behaviours
- Stay on my seat if waiting on a teacher to arrive to a room I am already in
- Queue outside a classroom in an orderly, socially-distant fashion until the teacher arrives if I am not already in that particular room
- Not share stationary with others
- Move about the corridors in a sensible fashion
- Follow health and safety rules and hygiene procedures in practical lessons

CLASSROOMS

I will:

- Respect the personal space of others
- Help the school keep the building clean by cleaning my workspace before I leave as directed



BLENDED LEARNING

I will:

- Follow the school's acceptable use policy
- Follow school rules on online learning Use my C2K email address
- Not share Google Classroom Codes
- Complete any work set on Google Classroom

MOVEMENT AROUND SCHOOL

I will:

- Follow the one-way system in place
- Only be in the corridors with permission
- Not make physical contact with others



USE OF TOILETS

I will:

- Do my best to make use of toilets at break and lunch time
- Go to the toilet with a designated person during lessons
- Wash my hands with soap and water after using the toilet

BREAK AND LUNCH TIME

I will:

- Keep to my staggered break and lunch times
- Remain in my 'Bubble' for break and lunch and respect staff instructions
- Ensure that rubbish is placed in the bin
- Not share food with others
- Not leave school during the school day, this includes Sixth Form Students



RESPECTFUL BEHAVIOUR

I will:

- Never spit in school
- Not cough or sneeze in the direction of someone
- Accept that others may be anxious about Covid-19 and I will not do anything on purpose to increase this anxiety
- I understand the wearing of a face covering is a personal choice.

FEELING UNWELL

- If I am feeling unwell in school I will let my teacher know asap.
- Unwell students will be sent to the office. The office staff will phone home. Students MUST NOT phone home directly if they are feeling unwell



The Positive Behaviour Policy has been updated to include breaches of Covid-19 measures. Parents can access the policy on the school website. Students who do not comply will be sent home and will not return to school until a parental meeting has taken place (via telephone) and an agreement has been made.