St. Benedict's College Restart

The Basics of our "New School Day"

Staff and Parent Guidance

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Section 1

Social Distancing

Section 1 (i) – Methods of Social Distancing
D.E. Guidance (Pages 18-21)

D.E. Guidance Page 18

- Strict social distancing requirements between all pupils will be relaxed but will remain in place between adults (at 2m) and, as far as is practicable between adults and pupils.

- Decreased Interaction – where social distancing cannot be applied, children should be kept in a small group ('Protective Bubble') to decrease interaction up to and including year 10.

- For pupils in Years 11-14 social distancing should be adhered to as far as is possible whilst maintaining effective curriculum delivery. There should be limited interactions between different Year groups. For younger pupils whilst not a requirement, social distancing should be encouraged and facilitated where practicable as part of other mitigating measures

Increasing Separation for Students

St. Benedict's Measures

Protective Bubbles – Years 8-10

- Students in Years 8-10 will be kept in a protective bubble within a designated year group zone.
- To create a 'protective bubble,' students will be required to stay in the same group, their form class, for the entire day.
- Each form class will be allocated a single classroom.
- Each student will be allocated a desk within that classroom.
- Teachers will move to classes to deliver their lessons.
- Break and lunch will be taken as a 'bubble.'
- Group activities and interaction with others will be restricted.
- Each year group will be allocated a zone, a toilet and sink area.

Year Group	Rooms based	Toilets
Year 8	1, 2 and 3	Junior toilets
Year 9	4, 5 and 7	Junior toilets
Year 10	Mobiles 1, 2 and 3	Mobiles, Exterior toilets

Loose Bubbles – Years 11-12

- Due to option blocks protective bubbling is not possible, however to reduce movement Year 11 and 12 will be confined to designated zones.

Year Group	Rooms based	Toilets
Year 11	Room 20, 22, 16	Senior toilets
Year 12	Room 11, 12, 13, 14	Senior toilets

- Students will move to different classrooms as required by their choice of subjects but remain within their designated zone.
- Movement and interactions will be kept to a minimum and social distancing encouraged.
- Students will be expected to wipe down their designated work area (desk and chair) before exiting any classroom they visit in the course of a day. Staff will supervise the process and cleaning materials will be provided.
- Each form class will have a base room in their zone for morning registration.

Classrooms

- Seating has been spaced as widely as possible within each teaching space.
- Desks have been positioned so students face the front of the classroom, where possible. In rooms where this has not been possible, (eg. science rooms) students are encouraged to wear face masks.
- Students will be assigned desks within their protective bubbles (KS3) and seating plans will be in place in all KS4 classrooms.
- Floor markings will be put in place in classrooms to indicate a 2m distance between staff and students.
- The opening of doors and windows will be encouraged to increase natural ventilation and also to reduce contact with door handles.

Classroom Materials

- Students will need to bring their own learning materials to school e.g. books, stationery, pencil case etc.
- Students are expected to bring a schoolbag which they will keep with them throughout the day.
- KS3 students will be expected to leave their stationery in a zip bag, provided by us, on their desk in their protective bubble.
- KS4 students will be expected to leave their stationery in a zip bag, provided by us, in their school bag.
- Stationery and other classroom materials cannot be shared.

Social Distancing

- Students should ensure they maintain a social distance of 2metres between themselves and adults at all times when they are in the school building and grounds.
- Students should adhere to the demarcation areas around the personal space of others (2metres – teacher and student in classroom)
- Learning Support Assistants will be viewed as part of the protective bubble. Social distancing will be relaxed between them and the students they work with.

Increasing Separation for Staff

Staff Classroom Arrangements

- In all classrooms there will be sufficient floor area to allow for 2m separation between adults and children. This will be clearly taped out in each of the classrooms.
- Students must not enter these spaces.

Learning Support Assistants

- LSAs who remain solely with a student or class will be viewed as part of the protective bubble. Subsequently social distancing can be relaxed between these adults and students so they can provide one to one support to SEN or vulnerable students.

Supervision Spaces

- To enable staff to carry out supervision and maintain the 2m distancing, duty spaces will be clearly marked out.

Leisure Spaces (staff room, shared offices etc.)

- The number of chairs in the staff room will be reduced to allow for 2m distancing between adults.
- Staff will be responsible for creating social distancing systems within their shared offices, and communal spaces.

- Staff should be respectful of each other and adhere to demarcation areas around the personal space of other colleagues (2m).

Section 1 (ii) – Practical approach to use of indoor spaces
D.E. Guidance (Pages 22-24)

St. Benedict's Measures

Sharing of Resources

- D.E. guidance suggests that we should avoid sharing resources across groups or classes. Students will therefore be required to bring in all of their own equipment.

Classroom Materials

- Students will need to bring their own learning materials to school e.g. books, stationery, pencil case etc.
- KS3 students will be expected to leave their stationery in a zip bag, provided by us, on their desk in their protective bubble.
- KS4 students will be expected to leave their stationery in a zip bag, provided by us, in their school bag.

Student Bags

- Students will be expected to bring a schoolbag which they will keep with them throughout the day. Students will not be permitted to leave bags around the school.
- Bags should be washed regularly.

Classrooms

- Staff must ensure that all unnecessary items in classrooms are removed to maximise capacity and decrease the number of items requiring cleaning as well as supporting social distancing.
- Requests for removal of equipment should be addressed to Mr McConnon/Principal.

Staffroom(s)

- All staffroom(s) have been reconfigured to ensure the social distancing rule of 2m can be maintained.

Ventilation

St. Benedict's Measures

External Circulation

- A one-way system will be introduced to ensure external circulation is maintained and to reduce any congestion of areas.

Fresh-air in rooms

- All classrooms will be provided with door wedges, to allow maximum air circulation within rooms.
- Staff will also be encouraged to leave windows open.

Student Uniforms

- In the interest of hygiene student's uniforms should be washed regularly.

Fresh Air Breaks

- Students will be encouraged to go outside for a fresh air break at lunchtime. This will be staggered to avoid congestion.

Section 1 (iii) – Decreasing Physical Interaction
D.E. Guidance (Page 24)

St. Benedict's Measures

Break time

- KS3 students will have their break in their protective bubbles.
- KS4 students will have their break in their base room.
- **All pupils must bring their own break.**

Lunchtime

There will be 2 lunches.

- KS3 – Period 4 (12.10 p.m. – 1.00 p.m.)
- KS4 – Normal lunchtime (1.05 p.m. – 1.45 p.m.)

- Year groups will be invited to go to the canteen on a rolling basis.

- There will be a designated year group area outside (which will be subdivided into class groups). Students will use these spaces to continue their lunch break, weather permitting. If weather does not allow outside recreation students will return to their base rooms after eating.

Circulation and Transitions

One-way system

- Where possible a one-way system will operate in all areas. It will be clearly signposted.
- Students and staff will be provided with a map detailing entry/exit points and new circulation patterns.

Internal corridors

- Corridors will be marked with a one-way system.
- Students must adhere to it and always keep to the left hand side; this will also apply to stairs.

The School Day

The School Day has been revised to allow for two lunch breaks.

The New School Day will operate as follows:

09.10 – 09.25	REGISTRATION
09.25 – 10.15	Period 1
10.15 – 11.05	Period 2
11.05 – 11.20	BREAK
11.20 – 12.10	Period 3
12.10 – 13.00	KS3 (Year 8, 9, 10) LUNCH KS4 (Year 11, 12) Timetabled Class – Period 4
13.05 – 13.45	KS3 (year 8, 9, 10) Timetabled Class – Period 4 KS4 (Year 11, 12) LUNCH
13.45 – 14.35	Period 5
14.35 – 15.25	Period 6

Section 1 (iv) – Circulation and Transitions
D.E. Guidance (Pages 24-27)

D.E. Guidance page 18

- While travel in corridors is viewed as low risk, schools should encourage a 'one way' system to maintain distancing.

St. Benedict's Measures

Limiting teacher and pupil movement

- Teachers will move to KS3 protective bubbles to deliver their lessons.
- In KS4 students will move to different classrooms as required by their choice of subjects but remain within their designated zone.
- Movement and interactions will be kept to a minimum and social distancing encouraged.

One-way system

- Where possible a one-way system will operate in all areas. It will be clearly signposted.
- Students and staff will be provided with a map detailing entry/exit points and new circulation patterns.

Internal corridors

- Corridors will be marked with a one-way system.
- Students must adhere to it and always keep to the left hand side; this will also apply to stairs.

Drop off/Pick up Arrangements

Morning/Arrival

- Students who walk to school or are dropped off at school should enter from the Station Road entrance.
- Students should arrive between 9.00 a.m. and 9.10 a.m. and not before 9.00 a.m.
- Students should enter through their designated entrance and make their way to their base room/protective bubble on arrival.

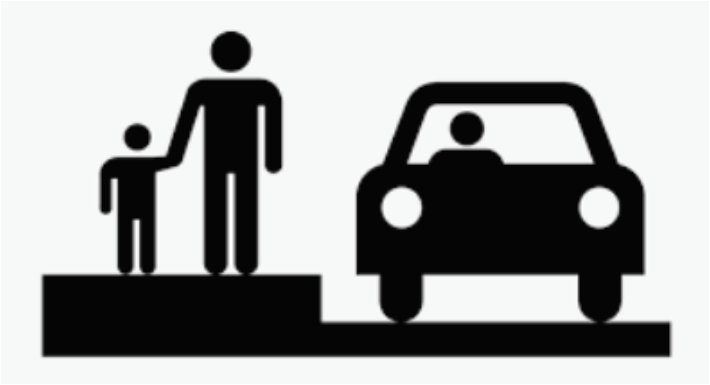
- Students who travel on buses will enter through their designated entrance and will move to their base room/protective bubble when they arrive on site.
- Students must not leave the premises once dropped off by buses on the school grounds.
- Students will be directed to their base room/protective bubble by staff.

Afternoon/Departure

- Students who walk home or are collected from school will be dismissed at 3.20 p.m.
- Students getting the bus home will be dismissed at 3.25 p.m.

- Students must not congregate at the school gates. They should make their way without delay.

- Parents of children with complex needs or disabilities, who normally drop their children off within the school building, should contact the Head of Year to agree suitable arrangements for the drop off/collection of their child.



Section 1 (v) – Social Time and Dining
D.E. Guidance (Pages 27-28)

St. Benedict's Measures

Staffroom(s)

- A limited number of staff will be able to use staffroom(s) at any one time (demand should be less due to staggered lunch)

- Staff should not share cutlery/crockery.
- Staff should use their own cup (singular), cutlery, and plate as required. These should be washed and kept with the teacher's belongings.

- Additional areas will be provided for staff usage – Library, Room 24.

- Staff should avoid sharing personal equipment and use gloves/hand sanitiser when photocopying materials.

Section 1 (vi) – Space Utilisation
D.E. Guidance (Page 28-29)

St. Benedict's Measures

Classrooms

- Seating has been spaced as widely as possible within each teaching space.
- Desks have been positioned so students face the front of the classroom, where possible. In rooms where this has not been possible, (eg. science rooms) students are encouraged to wear face masks.
- Students will be assigned desks within their protective bubbles (KS3) and seating plans will be in place in all KS4 classrooms.
- Floor markings will be put in place in classrooms to indicate a 2m distance between staff and students.

De-cluttering of Classrooms

- Non-essential furniture has been removed from teaching spaces. All staff should de-clutter their rooms and desks. Surfaces should be clear of items and objects, ensuring surface hygiene is easy to maintain.
- Excess items should be boxed, or disposed of. Requests to remove additional furniture should be made to Mr McConnon/Principal.

De-cluttering of Shared Spaces, (offices, staff room).

- All staff should take a shared responsibility of de-cluttering and removing all unnecessary items in shared spaces. Excess items should be boxed, or binned.
- The cleanliness of communal kitchens is the responsibility of the staff that utilise them.

Clean Desk Policy

- All staff and students will be expected to ensure desks are clean and tidy at all times.

Section 2

Hygiene/Physical Protection

Section 2 (i) – Personal Hygiene –Handwashing
D.E. Guidance (Page 30-31)

Personal Hygiene / Handwashing

D.E. Guidance page 30

- Children will wash hands as soon as they arrive at school and regularly through the school day.

St. Benedict's Measures UPDATE

Hand Hygiene Routines

The following routines must be followed by all students and staff:

• **Arrival** - everyone must cleanse their hands on arrival. (toilet facilities or hand sanitiser stations)

• **Change of rooms** - when entering a new classroom students and staff must cleanse their hands (soap and water if available in the classroom or hand sanitiser).

• **Lunch and break** - prior to and after eating, students and staff must cleanse their hands. (toilet facilities or hand sanitiser)

Hand Washing Facilities

- Toilets will be used to provide hand washing facilities.
- Students will be encouraged to wash hands frequently in tepid/luke warm water for 20 seconds and to dry thoroughly with hand dryer/paper towels.
- PHA guidance on 20-second hand washing routine will be displayed in all toilet facilities
- All classrooms with sinks will have soap and blue disposable roll to encourage hand washing

Central Hand Sanitiser Stations

- Hand sanitiser stations will be located at all entrance/exit points.

Classroom Hand Sanitisers

- Hand sanitiser will be available in all classrooms.

Personal Hand Sanitisers

- Students are encouraged to bring their own hand sanitiser to school for personal use.

PHA's 20-second handwashing routine

- Students will be taught the 20-second handwashing routine as part of Student Induction. Staff will encourage students to practise this routine throughout the school day.

Hand Hygiene

Hand Washing Facilities
Classroom with sinks will have soap and blue roll. Posters showing hand cleaning techniques will be displayed in classrooms and toilets.

Central Hand Sanitiser Stations
All entrance/exit points will have a hand sanitiser station.

Classroom Hand Sanitisers
All classrooms will have hand sanitiser available.

Personal Hand Sanitiser
Students should bring their own hand sanitiser to school.

Respiratory Hygiene – “Catch it, Bin it, Kill it”

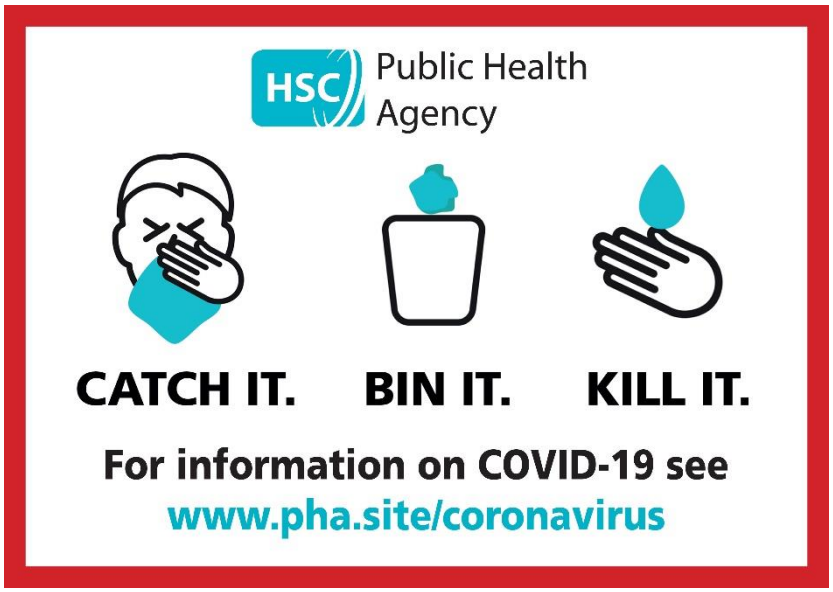
Staff and students will be encouraged to practice good respiratory hygiene and to follow the “Catch it, Bin it, Kill it” approach.

St. Benedict’s Measures

- Tissues/paper towels will be available in all rooms.

- Bins with lids will be available in all rooms for disposal of used tissues/paper towels.

- Students will be alerted to the “Catch it, Bin it, Kill it” approach as part of student induction. They will also be discouraged from touching their eyes, face, nose and mouth and/or putting hands/fingers into their mouths.



Section 2 (ii) – Cleaning
D.E. Guidance (Page 31-33)

D.E. Guidance page 30

- All cleaning will be carried out in accordance with PHA Guidance. Routine general cleaning should take place at least daily.

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

- Schools should remove unnecessary items from classroom e.g. soft toys, lego, learning materials that are hard to clean.

- Enhanced cleaning may be required following an outbreak of COVID-19.

St. Benedict's Measures

Summer Clean

- All rooms have had an enhanced summer clean.

End of day cleaning

- Normal cleaning routines will be in operation. Cleaners will provide a thorough clean and sanitisation of the College every evening. This will include the use of disinfectant products, (eg Shield), on all frequently touched surfaces e.g. door handles, all surfaces, telephones, and photocopiers.

Toilet Facilities – Housekeeping Team

- There will be a housekeeping team on site throughout the school day (Building Supervisor plus one cleaner).
- Toilet facilities will be cleaned period 1, after break and after lunch.
- Staff & students should inform Mr McConnon/The Office of any cleaning issues as soon as they arise, so they can attend to promptly.

Classroom Spot Clean

- All rooms will have the following items: disinfectant spray, disposable gloves, blue roll, hand sanitiser and a box of tissues. This is to allow teachers to spot clean high touch areas should they require it, throughout the day.

End of Class Cleaning

- Staff will be expected to wipe down their designated work area (teacher's desk, computer station, telephone) before exiting any classroom they visit in the course of a day.
- Students will also be expected to wipe down their designated work area (desk and chair) before exiting any classroom they visit. Staff will supervise the process and cleaning materials will be provided.

Section 2 (iii) – Use of Personal Protective Equipment and Face Coverings
D.E. Guidance (Page 33-36)

D.E. Guidance page 30

- Personal Protective Equipment (PPE) will only be required in a very small number of cases e.g. dealing with intimate needs/ giving medication.

- PPE should not be worn by children.

St. Benedict's Measures

General Staff Use

The P.H.A. advises that the routine use of PPE within educational settings is not required. It recommends PPE is worn when giving children medication or supporting a child with intimate care needs.

St. Benedict's College want to ensure staff feel confident at their workplace, especially those that are vulnerable, we will therefore have available:

- Disposable gloves
- Face masks
- Plastic face visors (name labels will be provided).

First Aiders and those providing Intimate Care

It is very important that all first aiders and those providing intimate care, where 2m social distancing is not possible, wear the appropriate P.P.E. They will all be provided with:

- Disposable gloves.
- Fluid-resistant surgical face masks.
- Disposable plastic aprons.
- Eye protection e.g goggles, or plastic face visor.

Canteen Staff

Those working within the Canteen will be required to wear the following P.P.E:

- Disposable gloves.
- Disposable plastic aprons.
- Plastic face visor (name labels will be provided)

Face Coverings

D.E. Guidance page 35

- Facemasks are not generally recommended for routine use in schools.

St. Benedict's Measures

Face Coverings

- We strongly encourage both staff and students to wear a face covering when in the school building but at this point we are not making them compulsory.
- Staff can choose to wear face visors/face coverings.
- Students can choose to wear face coverings. These must be appropriate for school.

Staff

- Staff will be expected to wear face masks in staffroom(s) and during any adult to adult meeting which lasts for more than 15 minutes (e.g. departmental/pastoral meeting, staff development session, parent meeting).

Adults/General Public

- All adults visiting the school will be expected to wear a face mask.

Students

- It is mandatory for all students aged 13 and over to wear a face covering on public transport. It is recommended that all pupils, regardless of age do so.

- To be effective, face masks:
  - Must cover both nose and mouth;
  - Must be changed when they become moist or damaged;
  - Must not be allowed to dangle around the neck; and
  - Must not be touched once put on, except when carefully removed before disposal.

- Disposable face coverings should be worn once and then discarded – hands must be cleaned after disposal.

Section 3

School Transport

Section 3 – School Transport
D.E. Guidance (Page 37-43)

D.E. Guidance pages 38-40

- Children showing any symptoms of COVID-19 should not travel to school.

- Home to school transport, either on public bus services or on dedicated transport services, should only be used where there is no alternative available.

- All pupils should therefore seek to use alternative methods of travel in particular active travel such as walking and cycling.

- It is mandatory for all pupils to wear a face covering on public transport. It is also strongly recommended that all pupils regardless of age should wear a face covering on all buses, trains or taxis for the journey to school where it is appropriate for them to do so.

- Social distancing will not apply on dedicated school transport in the new school year.

- Pupils using public bus/train services will continue to follow the social distancing guidelines that apply to all passengers.

- Parents, children and young people are strongly encouraged to consider alternatives to using public transport, to plan their journey to and from school and to use active travel methods such as walking or cycling.

St. Benedict's Measures

Students in St. Benedict's travel to school on both dedicated school transport and public transport services.

We will:

- Encourage pupils/parents to explore alternative methods of travel to school.
- Promote Active Travel.
- Encourage students to wear face coverings on buses.
- Promote Translink's guidance for students travelling on buses.

Translink's Guidance:

Students must:

- ✓ Wash their hands regularly and especially before you get on a vehicle.
- ✓ Use sanitiser when they get on board if it is provided.
- ✓ Wear a face covering if they can.
- ✓ Catch it, bin it, kill it. Carry tissues, cover coughs and sneezes.

- ✓ Fill seats from the back and sit apart if possible. If not, sit with a sibling or another pupil from the same class, year or school. Try to sit in the same seat each day.
- ✓ Give other passengers space when queuing, and getting on and off the vehicle.

Remember:

- ✗ DO NOT travel if you are experiencing symptoms of Covid – 19 or if your household has been advised to isolate. If a child is displaying symptoms our EA driver may speak to a parent about making alternative arrangements.
- ✗ DO NOT share phones or other personal items with other passengers.
- ✗ DO NOT eat or drink on board (unless its required for medical purposes).
- ✗ DO NOT approach the driver.
- ✗ DO NOT litter. Take any rubbish with you and dispose of it safely.

- Demonstrate to students how face coverings should be removed, stored and/or disposed of correctly as part of student induction.
- Encourage students to wash their hands/sanitise on arrival to school.
- Encourage students to inform staff immediately on arrival if they become aware of COVID-19 symptoms while on the bus.
- Ensure appropriate queuing for school buses at end of day.

- Children and young people, who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange to be tested) or the symptomatic person subsequently tests positive or if they have been requested to do so by PHA's Contact Tracing Service.

Section 4

School Meals Catering Services

Section 4 – School Meals Catering Services
D.E. Guidance (Page 44-46)

St. Benedict's Measures

To ensure food preparation and dining arrangements are safe and manageable,
St. Benedict's College will adopt the following system:

Canteen Staff Hygiene
Canteen staff will be required to wear the following protective equipment while preparing food:
- Disposable gloves.
- Disposable plastic aprons.
- Face masks and/or plastic face visors.

Break
- The canteen will not be available for break.
- **All students must bring their own break.**

Lunch
There will be two lunches:
- Years 8-10 – Period 4
- Years 11-12 – Normal lunchtime.
- Lunchtime will be staggered to minimise the numbers in the dining hall.
- Each year group will visit the canteen separately at a designated time.

Canteen Arrangements
The following arrangements will in place in the Canteen:
- Students will be encouraged to cleanse their hands before entering the dining hall and eating their meal.
- Central hand sanitiser stations, (at entrance/exit).
- One-way system marked on the flooring.
- Reduced seating to ensure 1m social distancing.
- Surfaces will be wiped down and disinfected between each lunchtime sitting.
- Reduced menu offered (hot and cold choices available).
- Sandwich/salad bar unavailable.

School meals will not be available Monday 24 August to Friday 28th August inclusive.
All students must bring a packed lunch.

Packed lunches
- Students will eat their packed lunch in the Canteen.
- Students should ensure that the lunch bag and contents are disposable (plastic/brown paper bag/disposable cutlery)

Section 5

Curriculum Delivery

Section 5 - Curriculum Delivery
D.E. Guidance (Page 47-51)

D.E. Guidance pages 48-59

- The Department would emphasise that it is extremely important that pupils at post-primary school continue to have access to subject specialists and enjoy the full breadth and balance of the curriculum.

- Post-primary schools should encourage pupils to keep their distance where and when possible within capacity and delivery restraints. However, strict social distancing requirements have been relaxed between pupils in schools and should not be a barrier to the delivery of practical subjects.

- PE is a compulsory element of the curriculum at both Key Stages 3 and 4. The Department would envisage that from September all children will continue to have regular access to PE within the curriculum.

- Schools are, encouraged where possible to consider whether they can configure classes to maintain the same class grouping for all subjects in Years 8-10.

- For Years 11-14 it is recognised that a single consistent class group will not be possible. Pupils will be in mixed classes based on their choice of courses. Schools should, however, try to avoid prolonged indoor interactions between different year groups.

St. Benedict's Measures

We believe maintaining curriculum breadth is very important. While zoning is in place, access to designated practical spaces will be reduced. We will aim to overcome this by:

Theory Focus in Practical Subjects at KS3

- Practical subjects will aim to cover theoretical aspects of their course while access to practical spaces is limited. There will be an opportunity for a blended learning approach, where students will be encouraged to create 'practicals' at home.

Mobile Practicals in KS3

- Where practical and safe, teachers of subjects like Music, Art, Technology, HE, IT and Science, will be encouraged to bring materials to the 'classroom bubbles' to allow students to experience some practical tasks. It must be accepted that students will not have access to the full practical experience, but teachers will be supported and encouraged to experiment with ideas.

Physical Education

- We acknowledge that Physical Education is very important for health and wellbeing. Due to restrictions relating to changing rooms, on days that a child has PE, they will attend school in their PE kit. **Only St. Benedict's College PE kit can be worn.**

Blended Learning

D.E. Guidance pages 49-50

- Schools should continue to contingency plan for the delivery of remote learning in the event of local or wider school closures, or that a class or group of pupils need to self-isolate.

Blended learning is defined as:

- An approach to education whereby schools will combine classroom based teaching and learning methods within school, with a range of remote learning in order to deliver the Northern Ireland curriculum.

St. Benedict's Measures

Google Classroom

- Google classroom will remain St. Benedict's College's online platform.

Google Classroom Access

- To improve security and accountability, we will move away from using open access codes and instead classes will be invited through their c2kni email addresses.
- To achieve this, class lists of students' email addresses will be created.
- All students must use their c2k email address to join a google classroom.

Google Classroom Sharing of Good Practice and Training

- To up-skill and improve the experience for students and staff, sharing of good practice and training will be offered during designated Staff Development Days. Staff will be consulted as to the focus of this training and it will be needs led.

Bring Your Own Device

- To support student's use of I.T. we will seek to promote B.Y.O.D. across all year groups.
- More details will follow.

Access to I.T.

D.E. Guidance pages 49-50

- D.E. guidance states that, 'There should be a particular focus on addressing digital exclusion as part of the arrangements.'

The E.A. outlined 3 stages:
Stage 1 – using existing school stock, which is already being lent out
Stage 2 – using 3,000 new laptops, which have been procured;
Stage 3 – if needed, further additional devices will be purchased.

The criteria to be used is
- Priority will be given to children currently in Yr11.
- Priority will be given to F.S.M.E., S.E.N. 1-5, Newcomers, L.A.C.

St. Benedict's Measures

To ensure that students who cannot access IT equipment are not left behind, St. Benedict's will do the following:

Lend Existing School Stock

- We have, and will continue to lend existing stock to students that meet the criteria outlined opposite.

Apply for EA Laptops

- We have applied for additional laptops from the E.A. that we will lend to families that meet the criteria above.

Section 6

Workforce

Section 6 – Workforce

D.E. Guidance (Page 52-59)

D.E. Guidance page 52-53

- Clinically vulnerable individuals have been advised to take extra care in observing social distancing and should work from home where possible. If they cannot work from home they should take extra care in observing 2m social distancing. Line Managers should undertake a risk assessment and staff should be offered safest available on-site roles.

- For staff who live with someone who is clinically vulnerable or clinically extremely vulnerable, current PHA advice does not require them to self-isolate. Staff can attend their education or childcare setting.

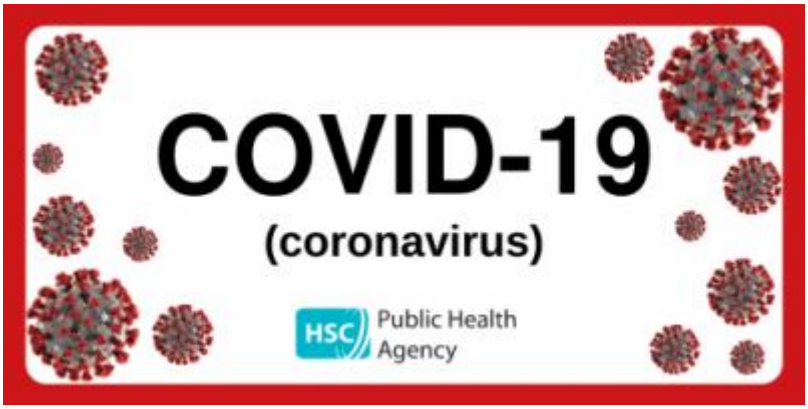
- Staff living with someone who is considered clinically extremely vulnerable, and in receipt of a shielding pause letter, can continue to work with suitable controls in place. Such staff should have an individual risk assessment conducted.

- Staff who were previously shielding (clinically extremely vulnerable people). These restrictions eased and with effect from 1 August 2020 'shielding' has been paused. The latest advice recommends that staff unable to work from home can now return to the workplace subject to risk assessment.

- The most up to date guidance and list of underlying health conditions that necessitate shielding should be checked on the PHA website.

For further information, please refer to pages 53 and 54 of D.E. guidance.

More detailed guidance can be accessed via the following link:
https://www.education-ni.gov.uk/sites/default/files/publications/education/Guidance%20to%20support%20the%20return%20of%20staff%20into%20schools%20-%2010%20August%202020.pdf



Section 7

Pupil Attendance

Section 7 - Pupil Attendance
D.E. Guidance (Page 60-62)

D.E. Guidance page 52

- Schools should follow latest guidance on attendance for children and young people who have health conditions, who live with people with health conditions or who are pregnant.

- Pupils who are clinically vulnerable are those with pre-existing conditions who have been advised to stringently follow the social distancing guidelines and should learn from home where possible. A small minority of pupils will fall into this category.

- Pupils who live with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting.

- Pupils who were previously shielding (clinically extremely vulnerable people). These restrictions eased over time and as of 1 August 2020 'shielding' has been paused. Pupils should follow the guidance of their hospital consultant or General Practitioner (GP) if in doubt and should have an individual risk assessment conducted before return.

- Pupils living with someone who was previously shielding. These restrictions eased over time and as if 1 August 2020 'shielding' has been paused. Such pupils should have an individual risk assessment conducted before return.

St. Benedict's Measures

- Students should not attend school if they or a member of their household is displaying any COVID – 19 symptoms. They must follow PHA guidance on testing and self-isolation.
- Any student who has symptoms of coronavirus or a positive test will need to stay at home for at least 10 days and follow PHA guidance.
- Parents should contact the Head of Year to let them know if their child's absence is COVID related.
- Until further notice, absence notes should not be sent into school. Instead, parents should email dwatters162@c2kni.net with "Absence Note" as the subject heading. The email should include the student's name, form class, date of birth, date(s) of absence and brief explanatory details. Please also include the most convenient contact number in case clarification is required.

- Decisions regarding the recording of pupil attendance will be down to schools and the individual circumstances of each child. It may be possible for some children to continue to learn from home due to being clinically vulnerable if they are able to provide evidence of an underlying medical condition as well as learning at home. If evidence cannot be provided in terms of either the specific medical condition or that learning is not being completed then school should record attendance as an unauthorised absence (Codes D, H or N) where appropriate.

Section 8

People who Become Symptomatic Onsite

Section 8 – People who Become Symptomatic Onsite
D.E. Guidance (Page 63-65)

Advice to Students and Staff with Symptoms
Test Trace and Protect

D.E. Guidance
Staff, or students who exhibit any symptoms associated with COVID-19 should not attend school. They should:
1. Self-isolate if they develop symptoms consistent with COVID-19;
2. Obtain a test for COVID-19 through the Test Trace and Protect Programme.

Positive Test Result
- Test and Trace staff will contact anyone with a positive test and trace their contacts over a period determined by the Test, Trace and Protect staff seeking information on where that individual has been in contact with someone for 15 minutes or more and less than 2m social distance.
- Isolation guidance will then be provided that is context specific and may result in friendship groups, regular contacts and potentially an entire class or 'bubble' being instructed to self-isolate at home.

The guidance is as follows:
- If you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days.
- If you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms.
- However, if you develop symptoms during this 14-day period, you will need to self-check in accordance with Test and Trace guidance and stay at home for 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period).
- 10 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone.
- If you have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else they can stay for the 14-day isolation period.
- It is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

- Enhanced cleaning will be carried out within any classroom in which an individual who has developed COVID-19 has been to minimise risk of the spread of the virus.

- Pupils or members of staff can return to school when they have completed the necessary period of isolation as advised by the Test, Trace and Protect service.

Positive Cases in Protective Bubbles/Loose Bubbles

- Staff or pupils who have been part of the same 'bubble' as anyone who has tested positive for COVID-19, must likewise follow PHA guidance and self-isolate and undertake a test under the Test and Trace and Protect system.
- They can return to school when they have a negative test result or have undertaken the necessary period of isolation after a positive test result.
- This will contain any potential transmission to those limited number of staff/pupils in the 'bubble' and protect the wider community.

- Where staff or pupils have tested positive in a cohort that is not operating as a 'bubble' (for example, in some senior school classes or where smaller numbers permit social distancing within existing classrooms) all staff and pupils who have been in direct contact with the individual must follow the PHA guidance and self-isolate, seek a COVID-19 test and only return to school when they have received a negative test or completed the required period of isolation after a positive test.

Negative Test Result

- If you receive a negative test result for COVID-19, it is important to still apply caution. You can stop self-isolating and return to school if:
    - everyone you live with who has symptoms of COVID-19 has tested negative (you need to keep self-isolating if someone in your household tests positive, or develops symptoms of COVID-19 and has not been tested);
    - you feel well enough, and have not had a raised temperature for more than 48 hours.

- If you develop new, or worsening symptoms, you should self-isolate and can arrange to be re-tested.

Stop Covid NI Proximity App

- All staff are encouraged to download the Stop Covid NI Proximity App and allow notifications, if they haven't already done so.

Suspected Student Case within St. Benedict's College

D.E. Guidance

- It is important that potential clusters of cases are identified early, so immediate steps can be taken to prevent spread. If two or more children and/or staff are positive for COVID-19 within a 14 day period, the head teacher or person in charge of the setting must contact the Public Health Agency (P.H.A.). A clinical risk assessment will be undertaken by the P.H.A. duty officer. The P.H.A . duty room officer will advise you of what further action to take.

- If the person has been in contact with a COVID-19 case, the P.H.A.s Contact Tracing Service will contact the person by phone and give appropriate health advice.

St. Benedict's Measures

- **Students who exhibit any symptoms associated with COVID-19 should not attend St. Benedict's College**.

If they show symptoms of COVID-19 while in school, the following procedures will be followed:

Student showing symptoms (not confirmed).

- The student will immediately be taken to the interview room in reception by the member of staff who has identified concern.
- The student will be supervised by the Principal/SLT.
- No students or staff will be allowed to enter the interview room unless wearing appropriate PPE.
- A parent will be contacted to collect the student.
- If the child needs to go to the bathroom while waiting to be collected, they will use the disabled toilet. It will be cleaned and disinfected before being used by anyone else.
- Student will be collected from reception.
- Enhanced cleaning/disinfection of all areas the student has been in contact with will take place.

- If the child is seriously ill, injured or their life is at risk the Principal/SLT will call 999.

The Principal/SLT will record each suspected case:

- Who made the decision.
- Who was contacted.
- Who provided supervision.
- Who picked up the child.

- Staff who have helped someone displaying possible symptoms do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after contact with someone who has developed symptoms.

Suspected Staff Case within St. Benedict's College

D.E. Guidance

- It is important that potential clusters of cases are identified early so immediate steps can be taken to prevent spread. If two or more children and/or staff are positive for COVID-19 within a 14 day period, the head teacher, or person in charge of the setting must contact the Public Health Agency (P.H.A.). A clinical risk assessment will be undertaken by the P.H.A. duty officer. The P.H.A. duty room officer will advise you of what further action to take.

- If the person had been in contact with a COVID-19 case, the P.H.A.'s Contact Tracing Service will contact the person by phone and give appropriate health advice.

St. Benedict's Measures

- **Staff who exhibit any symptoms associated with COVID-19 should not attend St. Benedict's College**.

- Staff should make the Principal aware of their situation before 8.15a.m. in the morning or the night before if possible.

If they show symptoms of COVID-19 while in school, the following procedures will be followed:

Staff actions:
- The staff member must go home immediately.
- Symptomatic staff should follow advice and obtain a test for COVID-19 through the Test Trace and Protect Programme.
- Remain at home while awaiting test results.
- Keep in touch with the Principal and provide her with test results once received.

School actions:
- Send the staff member home immediately.
- Immediately clean down areas the staff member has been in contact with.
- Liaise closely with staff member.
- Follow advice received from the Contact Tracing Service.

Section 9

Communications

Section 9 – Communications
D.E. Guidance (Page 66)

D.E. Guidance page 66

- Education settings should ensure regular, timely and clear communication with their school communities about the approach they are adopting to a phased return to schooling in line with the Education Restart Programme and supporting guidance.

St. Benedict's Measures

We will continue to communicate to parents using:

- Letters
- Text Messages
- Telephone conversations
- School Facebook/Twitter account
- School Website, www.stbenedictscollege.co.uk

Parents are encouraged to get in touch with us via:

- Telephone
- School Facebook/Twitter account
- School Info account, info@stbenedicts.randalstown.ni.sch.uk

Email

- Moving forward we aim to increase our use of email. Please ensure that we have accurate contact details for you, including an email address by completing and returning our Data Capture Form which will be issued in September.

Meetings with Staff

- All meetings between parents and staff must be pre-arranged. Parents must contact the school office to request a meeting with any member of staff they need to see in person. Parents should only come on site to attend a pre-arranged meeting. Facemasks must be worn.
- Parents should not enter the school premises at any other time.

Surveys

- Student, Parent and Staff surveys were completed in June. Key messages from these surveys will be shared with all stake holders in due course.

- Surveys will be issued throughout the year to gauge student, parent and staff opinion.
- We would encourage you to engage with them so that your voice is heard.

Student Council

- The Student Council will be encouraged to continue to play an active role within the College.

Other Information – Standards

Uniform

- Full school uniform should be worn as normal except on days when a student has PE.
- When a student has PE they should come to school in school sports kit. Navy/black tracksuit bottoms and school half zip.

Behaviour

- All students must adhere to the new routines and procedures to ensure that school is a safe place for all.
- While we trust that all students will follow this guidance, it should be noted that sanctions up to and including exclusion will be applied to students who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at students or staff, putting them at risk.
- The school's Positive Behaviour Policy will be reviewed and amended to ensure that it covers COVID-19 related incidents.

References

All guidance used within this document is taken directly from the sources below. The documents are listed in order of reference:

1. Northern Ireland Re-opening School Guidance. (August 13 2020)
https://www.education-ni.gov.uk/sites/default/files/publications/education/NorthernIrelandReOpeningSchoolsGuidnaceNewSchoolDayVersion213August2020.pdf

2. Guidance to support safe Working in Educational Settings in Northern Ireland (August 10 2020)
https://www.education-ni.gov.uk/sites/default/files/publications/education/Guidance%20to%20support%20the%20return%20of%20staff%20into%20schools%20-%2010%20August%202020.pdf

3. Frequently Asked Questions - Guidance on supporting staff to return to school (August 10 2020)
https://www.education-ni.gov.uk/sites/default/files/publications/education/Frequently%20Asked%20Questions%20Guidance%20on%20Supporting%20Staff%20to%20Return%20to%20Schools%20-%2010%20August%202020.pdf