



Information for Parents and Pupils

Covid 19 – Procedures and Guidance

Revised January 2022

2021-22

Further to our previous communication, before the start of term, parents and pupils should read and follow the enhanced procedures detailed below in order to reduce the risk of the transmission of infection in school and in the event of a suspected or confirmed case of Covid 19.

My child has symptoms of Covid 19

- If your child displays symptoms of Covid 19, (a new continuous cough, a high temperature or a loss/change of their sense of smell/taste) they should NOT attend school.
- You should arrange for a PCR Covid Test and your child should self-isolate until you receive the results.
- If your child tests positive they will need to isolate for 7 days (providing the individual has negative lateral flow device results on both days 6 and 7 with tests taken 24 hours apart). Please advise the school as detailed below.
- If your child tests negative they can return to school.

Pupils Displaying Covid 19 Symptoms in School

- If your child is displaying Covid 19 symptoms while in school, they will be sent to an isolated room where a member of staff will assess their condition. If there is any immediate concern for their well-being an ambulance will be called. If they exhibit Covid 19 symptoms we will contact you and request that you collect your child from school to seek further medical advice and arrange a Covid 19 test if necessary. When you arrive at school to collect your child please contact reception by phone.
Please remember school staff are not medical professionals and are following the department of education and PHA advice for such scenarios and acting to reduce the risk of transmission within the school community.

My child tests positive for Covid 19

- If after testing your child receives a positive result, you must inform the school immediately. This can be done by phone during school hours or using the email address below at any time day or night:

5210127Covid19@c2kni.net

- This will allow the school to work with the PHA in identifying close contacts and taking appropriate action to reduce the risk of further transmission.
- Please note, this email address is only to allow you to notify the school in the event of a positive result, it is not for general queries regarding Covid 19 and no reply will be made to other queries. On receipt of an email detailing a positive case the school will liaise with the PHA to inform the relevant people.

Transport and Entering School

- It is mandatory for all post primary pupils to wear a face covering on all public and school transport, unless they have a reasonable excuse not to.
- The school will continue to operate a staggered start time, pupils arriving by bus should enter the building at 8.30am, all other pupils should enter the school at 8.40am. Pupils should go directly to their period 1 class, after washing their hands using the sinks in the toilets.
- Period 1 class will start promptly at 8.45am, pupils should ensure they arrive ahead of this time.
- Pupils who walk to school or are dropped off should enter the school by the door closest to their Period 1 class.
- Pupils who arrive to school before 8.30am can go to the Assembly Hall, after washing their hands, where they will be supervised until 8.30. Pupils must remain in their Year groupings and Parents are asked to use this facility only as a last resort as capacity is limited.
- Pupils should NOT congregate at the school gates or entrance points.
- Parents should NOT enter the school site or buildings, including when dropping children off. If it is necessary for parents to enter school, please make an appointment via the school office.

Hygiene

- Good hygiene practices are essential to minimise the risk of infection transmission.
- ALL pupils MUST wash their hands thoroughly with soap and water on arrival in the school buildings and repeat this at intervals throughout the school day (e.g. break and lunchtime and after using the toilet).
- Sanitising stations are available at entrance points around the school and should be used by pupils, but this is as a support to washing their hands and does not replace the need to do so. Sanitising gel is also available in each classroom throughout the school.

- Pupils must sanitise their hands on entering the canteen building using the sanitising station provided.
- Practice of good respiratory hygiene should follow the 'catch it, bin it, kill it' approach. Please discuss these steps with your child:

Children should be discouraged from touching their eyes, face, nose and mouth and putting their fingers in their mouth.

They should use a tissue but if one is unavailable they should cough into their elbow.

Used tissues, towels, should be disposed of safely in the nearest bin.

Pupils may bring and use their own sanitising gel and/or cleansing wipes.

- Disposable tissues are available in each classroom throughout the school.

Face Coverings

- Face coverings must be worn by all pupils on public and school transport.
- ALL pupils should continue to wear face coverings when in the school corridors, in classrooms and in communal areas such as the toilets.
- Pupils should bring their own face coverings. The school will provide face coverings in the event that pupils lose their mask or it becomes unusable.
- Face coverings should be plain without symbols or motifs.
- Pupils who are exempt or unable to wear a face covering should notify the school (if they have not already done so). They will be issued with an exemption pass (if they wish to have one) and staff will be advised of their exemption.

Social Distancing, One Way System and movement between classes

- While social distancing guidelines have been relaxed for school children, pupils should maintain a 2m distance from all adults in school as far as possible.
- Pupils should maintain their distance from each other, as far as possible, and avoid physical contact when playing at break and lunch.
- Classrooms have a clearly marked area for staff at the front of the room and pupils should not enter this area.
- All pupils will now move between classrooms, following their school timetable. Wherever possible and weather permitting, pupils should use outdoor routes between classes to reduce numbers in the corridors.

- Pupils should exit the school building by the nearest exit when leaving their class, walking outdoors to the entrance nearest their next class. If the weather is such that this is not possible pupils should use the one-way system, indicated by red arrows in the corridors.
- Pupils should exit the school buildings at break time, lunchtime and the end of school by the door indicated below:

Rooms	Exit to be used
Rooms 1,4 and 5	Front Door
Rooms 2 and 3	Canteen Door
Gym/P.E.	Assembly Hall Doors
Technology Rooms and ICT 1,2 and 3	Technology Door
Rooms 13,14,15,16,17	Technology Door
Mobile Classrooms	Individual classroom doors

- Pupils will be assigned a desk and seat in each classroom and a seating plan will be recorded for all classes. Pupils should remain in the same seat, as directed by their classroom teacher.
- Where a pupil is supported by a member of staff in their classroom (classroom assistant or general assistant) that member of staff may work in closer proximity to the pupil and will be considered as providing 1:1 support. The member of staff will use a face mask and visor.
- When moving around the school pupils should follow the one-way system indicated by red arrows on the floor and signage on the walls. The one-way system operates in an anti-clockwise direction from reception. Access to Rooms 13 to 17, including ICT 4 is only via the staircase beside Room 10 and the other staircase is only to be used for the downward direction. Where possible pupils will use outdoor routes to move between classes.

Canteen Arrangements, Break and Lunchtimes and Designated Areas for ‘consistent groupings’

- The department of education has asked schools to maintain consistent groupings to provide for effective contact tracing in the event of a positive case of Covid 19. Each Year Group will have a dedicated area during break and lunchtime and pupils should limit interaction with other pupils in the corridors between classes.
- The Canteen service at breaktime will be operated on a rota basis, one year group per day.
- The canteen will operate a ‘grab and go’ service with both hot and cold food available. Entry to the canteen will be via the emergency doors closest to school reception, with pupils exiting any the far end of the building.
- Pupils should use the sanitising station on entering the canteen or their own sanitising gel and continue to wear their face covering, until they are consuming their food in the assembly hall.

- Year 8 pupils will be taken to the canteen at 1.00pm (5 mins before lunch), Year 9 will enter 1.05pm or after Year 8 have exited, Year 10 will remain outside until Year 9 have exited the canteen.
- Year 11 and 12 pupils will access the canteen, separately at 12.35pm. Year 12 pupils will access the canteen first, with Year 11 pupils remaining outside until Year 12 have exited.
- Pupils may also choose to bring a packed lunch, which can be eaten in the assembly hall, with areas designated for each year group.
- Immediately after eating their lunch pupils are to go to their designated areas for the remainder of lunchtime, as detailed below:

Year Group	Designated Area - BREAK	Designated AREA - LUNCH
8	Assembly Hall	Period 8 - Area between School and Canteen
9	Tennis Courts	Period 8 – Tennis Courts
10	Quad	Period 8 - Turning Circle
11	Area between School and Canteen	Period 7 - Quad
12	Turning Circle	Period 7 – Turning Circle

- In the event of adverse weather, pupils will be notified during period 3 that ‘wet break’ arrangements will be in place, as detailed below. All pupils MUST go to the designated areas for the duration of break-time.

Year Group	Area to be used
8	Assembly Hall (grouped by Year Group)
9	Assembly Hall (grouped by Year Group)
10	Assembly Hall (grouped by Year Group)
11	Girls’ Cloakrooms
12	Boys’ Cloakrooms

- In the event of adverse weather during junior and senior lunch, the Assembly Hall will be used, pupils must stay in the area designated for their year group.
- Pupils will be supervised during break and lunchtime and in the canteen by members of staff. Pupils are not permitted anywhere other than their designated area, cloakrooms are strictly out of bounds (except when being used for a ‘wet break’).

Physical Education and Games

- P.E and Games classes will operate as normal, with the exception of the use of the changing rooms.
- On those days when pupils are timetabled for P.E./Games They are to wear the school tracksuit or plain black tracksuit bottoms or leggings (girls) with a school hoodie/plain black sweatshirt and a white tee shirt. P.E. Changing rooms will not be available.

Uniform

- Pupils should wear full school uniform (except for days when they are timetabled for P.E./Games). Uniforms should be cleaned regularly, but guidance indicates it is not essential for this to be done every day.
- School Hoodies or coats may be worn on the way to and from school, but must be removed while in school and the classroom.
- School Hoodies may be worn when travelling to and from school and during P.E. and Games but must be removed in the corridors and when in other classes.
- Staff will ensure classrooms are well ventilated, while maintaining a comfortable working temperature. In colder weather staff may allow pupils to wear their school hoodies or coats in class, in order to maintain adequate ventilation.

Asymptomatic Testing (Lateral Flow Testing)

- Lateral Flow Testing is available to all staff and pupils and is strongly recommended by the Department of Education / PHA.
- These self-administered tests aim to identify the 30% of people who experience no symptoms of Covid 19 while infected and identify infection in the 3-4 days prior to the display of symptoms experienced by others. This will help prevent the spread of infection within school and minimise the risk of pupils having to self-isolate. Written consent is required for your child to participate in the testing programme. Pupils (under the age of 16) must have their consent form signed by a parent. If you would like your child to participate please return a signed consent form as soon as possible.
- Where tests are issued these will be used by pupils at home, following the supplied instructions. Tests should be conducted twice a week, on Sunday and Wednesday. All results should be logged with the NHS. In the event that a positive result is determined the school must be informed via telephone or via the Covid 19 email address for positive tests: 5210127covid19@rathfrilandhigh.rathfriland.ni.sch.uk

Extracurricular Activities

- Extracurricular activities can recommence in 2021/22. Staff may limit numbers or year groups to ensure consistent groupings.
- Full details will be provided by the relevant teaching staff and details will be placed on the school website.

Home – School Communication

- The SIMS Parent App proved invaluable last year in allowing important messages, guidance and advice to be sent home quickly and easily. The school will continue to use this tool as our primary means of communicating with parents/guardians.
- Year 8 parents are encouraged to complete the paperwork supplied with your induction pack and register for the system. Support with registration can be obtained via the school.
- Any parent of a child/children in years 9-12 not already using the SIMS Parent App is encouraged to contact the school to register.

Pupil Wellbeing

- The well-being of all our pupils, remains our primary concern. Pupils can access support from a range of sources, including their Form Teacher, Year Tutor or any member of the Safeguarding Team (identified on signage throughout the school).
- The school counsellor is also available for pupils who would like to avail of this service.
- A wide range of information for parents and pupils is also available via the school website.

Pupil Behaviour

- In addition to the normal expectation of good behaviour in school and in the interest of the safety of all members of the school community pupils should follow the guidance and procedures detailed below to ensure the safety of all members of the school community.

What should I do if?

Parents may have a range of questions surrounding Covid 19. Current advice on all aspects of Covid 19 may be found on the Public Health Agency website at <https://www.publichealth.hscni.net/covid-19-coronavirus>.