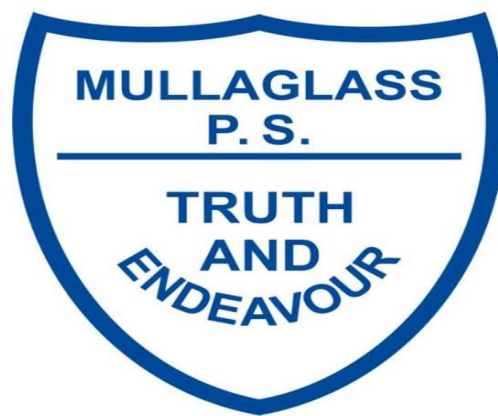


Mullaglass Primary School



2021 - 2022 Guidance

August 2021

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1. Introduction

On the 12th August 2021 the Executive ratified a range of relaxations, some of which impact on the delivery of education and more widely on children and young people. Educational settings are no longer required to operate a system of formal protective bubbles. We are hopeful that this can lead to a more 'normal' school day for the children however, the need for educational settings to continue to support effective contact tracing means that we still need to maintain a cautious and measured approach that still seeks to maximise the time where pupils are within a consistent group of pupils.

With this in mind, we will continue to use some principles of bubbles, used during the 2020-21 year, throughout the 1st term of the 2021-22 academic year. We believe that they have proved effective in mitigating virus transmission and that pupils' ability to learn will not be unduly impacted.

Please read through the information carefully to familiarise yourself with the school day for 2021-22. As we move through the 1st term, we will continue to review procedures and engage with the school community.

2. Staffing

Teaching

P1/2 – Miss Best

P3 – Mr Greenaway (teaching 4 days Monday – Wednesday & Friday) / Mrs McKendry (1-day principal release – Thursday)

P4/5 – Miss Doyle

P6/7 – Mrs Weir

Non-Teaching

Mrs Whiteside – School secretary / lunch supervisor

Mrs Murtagh – P1/2 classroom assistant / lunch supervisor

Miss Adams – SEN assistant / lunch supervisor

Miss Barbour – SEN assistant / lunch supervisor

Mrs Glass – SEN assistant / lunch supervisor

Mr McKenzie – Building supervisor

Mrs Chapman and Mrs Rogers – Kitchen staff

3. Key Dates and Times

- Week commencing Monday 23rd August – Staff Development Days / Baker Days.
- Thursday 26th August – P1 Induction day 1:00pm – 2:00pm. Pupils do not need to wear uniform.
- Friday 27th August – P1 pupils first day of term. 9am – 12:00pm. Pupils to wear full school uniform.
- Monday 30th August – School closed for Bank Holiday.
- Tuesday 31st August – start of term for **all pupils (P1-P7)** 8:45am – 12:00pm. Pupils to wear full school uniform.

- Wednesday 1st September - **all pupils (P1-P7)** 8:45am – 12:50pm (P1), 2:00pm (P2) and 3:00pm (P3 – P7).
- **All P1 pupils will go home at 12:50pm from Wednesday 1st September to Friday 17th September. This will help ease the P1 pupils into school life. From Monday 20th September, P1 pupils will then finish school at 2:00pm each day.**

4. School Transport / Taxi Service

Primary age pupils are strongly encouraged to wear a face covering on all public and schools transport where they are able to do so. Taxi pupils will enter school via the main entrance and wait in the seating area outside the staffroom.

5. Arrival and Pick up Times

Pupils will no longer be staggered for arrival and pick up times. All pupils will start school at **8:45am**. **School gates will be opened at 8:35am for pupils to enter.** School will finish at 2:00pm or 3:00pm for pupils. However, with the earlier start time of 8:45am each morning, school **will finish at 2:00pm on a Friday for all pupils.**

Class	School Start Time	Pick Up Time
P1	Pupils can arrive from 8:35am School begins at 8:45am	12:50pm Wednesday 1 st September – Friday 17 th September 2:00pm from Monday 20 th September From P1/2 fire exit door
P2	Pupils can arrive from 8:35am School begins at 8:45am	2:00pm Monday – Friday From P1/2 fire exit door
P3	Pupils can arrive from 8:35am School begins at 8:45am	2:00pm Monday, Tuesday and Friday 3:00pm Wednesday and Thursday From school main entrance
P4/5	Pupils can arrive from 8:35am School begins at 8:45am	3:00pm Monday – Thursday 2:00pm Friday From P4/5 fire exit door
P6/7	Pupils can arrive from 8:35am School begins at 8:45am	3:00pm Monday – Thursday 2:00pm Friday From P6/7 fire exit door

SCHOOL WORKS

Currently, we are having school works complete on our playground, entrance to the school and pedestrian entrance via the school garden. Works are due to be complete by the end of August / early September.

From **Tuesday 31 August – Friday 3rd September**, parents will follow a one-way system, with social distancing, and drop-off children at the main school entrance from 8:35am. To ensure social distancing, please do not drop children off at school before this time. Pupils will then move through the corridor to the Playground or Sports Hall (depending on weather) and wait with their class until 8:45am when their class teacher will collect pupils. **Parents are not permitted to enter the school building.** At pick up times, children will be collected by parents at the fire exit door / drop-off area of each classroom.

***Any pupil late in the morning, needs to report to the main entrance.**

From Monday 6th September

School will be opened for all children to enter at 8:35am. Pupils will enter the school via the new pedestrian entrance through the school front garden. The teacher on duty will open the gate for access to the playground at 8:35am. Pupils will walk to the playground and line up in their classes to 8:45am. If raining, pupils will be brought into the Sports Hall. At 8:45am, teachers will come outside and collect their class, ready to start the school day. **Parents are not permitted to walk through the playground in the morning times.** Please let children walk to the playground on their own. **Any pupil late in the morning, needs to report to the main entrance as the gate will be closed shortly after 8:45am.**

At home time, parents will collect children from their class fire exit door as normal.

Please try to have all children in school by 8:45am in the morning as lessons will begin at this time. Also, please try and collect children at the correct time as teachers have staff meetings, afterschool clubs etc. to attend and it is then difficult to supervise children. Thank-you.

6. Break and Lunch

Break and lunch times will be used for each class.

Class	Break Time (playground)	Lunch Time (sports hall)	Lunch Time (playground)
P1/2	10:30am-10:45am	12:15pm-12:35pm (Top of hall)	12:35pm-1:00pm
P6/7	10:30am-10:45am	12:15pm-12:35pm (Top of hall)	12:35pm-1:00pm

P3	10:45am-11:00am	12:35pm-1:00pm (Top of hall)	12:15pm-12:35pm
P4/5	10:45am-11:00am	12:35pm-1:00pm (Top of hall)	12:15pm-12:35pm

7. Break, Lunch and Hot Meals

We are continuing to encourage healthy snacks for break and lunch time. No fizzy drinks will be permitted in school, but I would encourage each child to have a water bottle of still water to sip throughout the day. Please ensure water bottle is labelled. Pupils may bring in a 'Friday Treat' for their break on a Friday.

Hot meals will be available to all children from Wednesday 1st September. School menu can be viewed on the school website – www.mullaglassps.com Click Parents tab, then Dinner Menu.

School dinners / lunches will be in the Sports Hall. Any pupil bringing in a break and / or a packed lunch can now use a lunch box moving forward.

8. Hygiene

Children will continue to wash and sanitise their hands throughout the school day. Hand sanitising material will be made available at each entrance point to the school and classroom. Pupils are encouraged to bring their own labelled hand sanitiser to stay in school as well as a pack of tissues to encourage our "catch it, bin it, kill it" approach.

9. Cleaning

The cleaning strategy adopted in the school will continue to focus on desk surfaces, chairs, doors, light switches, banisters, sinks and toilets being cleaned more regularly. There will be a routine cleaning and disinfection of frequently touched objects and surfaces such as telephones, keyboards, door handles, desks and tables.

10. School Uniforms

While Coronavirus can land on fabrics and remain for some time, schools are not a high risk environment. Children at Mullaglass will wear their school uniform each day and be encouraged to wash their uniform each day, however this is not essential. Pupils are to wear PE uniform for PE days only. Full school uniform is to be worn on non-PE days. **All uniform must be labelled.** School uniforms can be purchased from Mooreheads in Bessbrook.

11. Physical Education

The delivery of PE is a compulsory element of the primary curriculum. A broad, well-balanced, quality PE programme will support the development of physical skills, thinking skills and personal capabilities as well as improving mental health and emotional wellbeing. Therefore, pupils at Mullaglass will have access to PE throughout the week. Pupils are to wear their PE uniform on their PE day.

Class	PE Days
P1/2	Monday & Friday
P3	Tuesday & Wednesday
P4/5	Tuesday & Thursday
P6/7	Wednesday & Thursday

12. Stationery / School bags

Pupils are now allowed to bring school bags to school, along with pencil cases and stationery. Pencil cases and stationery can move between home and school each day. A list of stationery required for each class will be uploaded to the school website next week.

13. Homework

There will be no homework given to the pupils for the first few weeks of term. This will give teachers time to assess pupil level for spelling and reading groups. When homework does commence, homework will be completed through Seesaw and also in homework books, which can now move between school and home. Reading books can also now be used both at home and in school.

14. Seesaw

Seesaw was a great success during remote learning and for homework last academic year. We will continue to use this during the academic year. Pupils will be given passcodes etc. when they start back at school. We will demonstrate Seesaw, in school, to any parent unsure how to use the app.

15. Absence

Any pupil unable to attend school, please contact the school in the morning to let the school know. This can be through a phone call to the school or alternatively an email to Mrs Whiteside.

kwhiteside039@mullaglass@mullaglass.newry.ni.sch.uk

Any child who is unable to attend school and parents would like work sent home must state this to Mrs Whiteside in the morning. Please note the work will be uploaded at some stage throughout the day and not necessarily in the morning, as the teacher will be teaching. Work

sent home will be what the class completed that day i.e. worksheets that an adult at home may have to explain.

16. COVID-19

In terms of the requirement for staff and pupils to self-isolate if they are identified as a close contact of a positive case, the Public Health Agency is currently preparing guidance to ensure that the new requirements for school aged children to only self-isolate until they have received a negative PCR test apply equally to all pupils in each year group. Staff who are fully vaccinated are not required to self-isolate if they are identified as a close contact.

It is important for parents to comply with PHA guidance of child isolating due to:

- The child having COVID-19 symptoms, in which case parents should book a PCR test and support the child to isolate until a negative PCR test is returned.
- The child being identified as a close contact, either as a household member of a symptomatic or confirmed case, or as a close contact of a case not in their household.
- The child having returned to Northern Ireland from another country and isolating in line with NI Direct Travel advice and regulations.

More information will follow regarding self-isolating when PHA guidance is released.

17. Cashless Payments

We will continue to use our online payment app SchoolMoney for school meals, afterschool clubs, breakfast club and school trips etc. You won't need to sign up to this system as this is done automatically through the school. We will send new P1 parents a password next week and explain more during our Induction Day. This password will give you access to your **SchoolMoney** account where you can pre-book dinners and clubs each week.

To log into **SchoolMoney**, visit the website www.eduspot.co.uk and click on the sign in button in the top right hand corner. In the drop down, select the **SchoolMoney Parent Login** option and this will send you through to a page where you need to enter your mobile number, email address, password, and your child's first name. Please complete all weekly payments before midnight on a Sunday.

If any parent has forgotten password etc., please inform the school. We envisage a few problems in the first few weeks of the new school term and parents can use cash for dinner money and clubs in this event. All money must be placed in a sealed envelope or money pouch, clearly labelled stating name and days for dinner / clubs etc. and posted in the box outside the front entrance to the school.

18. Dinner Money

School dinners will be available from Wednesday 1st September 2021. School dinners will cost £2.60 per day (£13.00 per week).

Any cash dinner money must be placed in a sealed envelope or money pouch, clearly labelled stating name and days for dinner and posted in the box outside the front entrance to the school.

19. Breakfast Club

The Breakfast Club will be in the staffroom. This will be from 7:50am – 8:35am each morning. The Breakfast Club will cost £2 per day and will be supervised by Miss Barbour. Breakfast Club will commence on Tuesday 31st August. Breakfast Club can be booked online via SchoolMoney each week.

20. Afterschool Clubs

Afterschool clubs will be available throughout term 1.

2-3pm Club

Days Available	Time	Classes Available to
Monday – Thursday	2-3pm	P1 pupils (from Monday 20 th September) P2 pupils Monday – Thursday P3 pupils Monday and Tuesday

The 2-3pm Club will be available from Monday 6th September 2021. The 2-3pm Club will cost £2 per day and will be supervised by Mrs Murtagh. P1 pupils will be able to stay from Monday 20th September. 2-3pm Club can be booked online via SchoolMoney each week.

3-4pm Clubs for P4-7 pupils

When the pupils return to school, we can begin to timetable for the restart of all our afterschool clubs. Any 3-4pm club will cost £2. This £2 will subsidise resources and materials needed for the club.

21. AQE Club

AQE Club with Mr Greenaway for P7 pupils will commence on Thursday 2nd September 3:00pm – 4:30pm.

22. Text Service

We have a text service in school. This provides instant, up to date messages with parents. The text service allows ourselves to send a text to both the 1st and 2nd preferred form of

contact i.e. in most cases, this will be mother and father. We will upload all the information we receive from the contact information forms. If you are not receiving text messages after the first week in school – please contact the school.

23. School Website www.mullaglassps.com

Our school website will keep you up to date with upcoming events and keep you informed on what has been going on in school, as well as individual class pages.

24. Schools NI

Please download the free Schools NI app onto your phone to keep up to date with the latest news, events and updates at Mullaglass.

To download the Schools NI App in order to get information sent from the school –

- 1) Go to the app store.
- 2) Type in Schools NI.
- 3) Download the app.
- 4) Click Find School, then Down, and type in Mullaglass – this will place Mullaglass as a favourite.
- 5) You then need to go to your phone settings, click on notifications and make sure you have allowed notifications to be received.

25. Facebook

If you use Facebook, please like and follow our page Mullaglass Primary School. This will keep you up-to-date with relevant information and news. Feel free to like and share our posts. Please remember to use social media wisely.

If you need any clarity about the information, please feel free to contact myself via email or phone to school for any questions or concerns.

Email: pgreenaway945@c2kni.net

School Phone Number: 02830 830229

Mr Greenaway

Principal

