



LIMAVADY
GRAMMAR SCHOOL

RETURN TO SCHOOL RESTART PLAN

AUGUST 2020



RETURN TO SCHOOL

START DATES FOR THE NEW TERM

DATE	DETAILS
Monday 24th August	Year 12 and 14 induction: 9.00am-12pm
Tuesday 25th August	Year 12 and 14 normal school day
Wednesday 26th August	Year 12 and 14 normal school day
Thursday 27th August	Year 12 and 14 normal school day Year 8 Induction: 9.00*-1.00pm *Staggered start as per detailed email to parents
Friday 28th August	Year 12 and 14 normal school day Year 8 Induction: 9.00-12.30pm
Monday 31st August	Bank holiday
Tuesday 1st September	Year 8, 12 and 14 normal school day Year 13 induction, periods 1-3. Normal timetable periods 4-9.
Wednesday 2nd September	Year 12, 13 and 14 normal school day Year 9 induction, periods 1-3. Normal timetable periods 4-9.
Thursday 3rd September	Year 12, 13 and 14 normal school day Year 10 induction, periods 1-3. Normal timetable periods 4-9.
Friday 4th September	Year 12, 13 and 14 normal school day Year 11 induction, periods 1-3. Normal timetable periods 4-9.
From Monday 7th September	All pupils attend school full time and follow procedures in the school restart booklet

AIDING THE RETURN TO SCHOOL

For many, re-establishing daily routines for school will be difficult given that we have not been in a formal school environment since 20th March. We are fully aware that some students will find the changes to their basic daily routine difficult to deal with after lockdown.

The return to school will undoubtedly cause anxiety for pupils at the beginning of the new term. Our pastoral team and teaching staff will endeavour to support all students on their return to school.

This document has been created to try to alleviate concerns about the return to school in these uncertain times. Our aim is to ensure that our pupils, staff and community are informed of measures put in place to ensure their safety and wellbeing by following the Department of Education's Re-opening schools guidance- Version 2- 13 August 2020.

PROTECTIVE BUBBLES

The Department of Education (DE) guidance states that 'Protective bubbles will be used to segment pupils into a consistent group or groups as far as is practicable.' Our aim is to keep pupils in the protective bubble of their year groups, whilst in school.

Where necessary some limited mixing of pupils may take place in line with guidance.

- For years 8 to 10, this will mean that pupils will remain within their registration group for most of the school day.
- For years 11 to 14 a mixing of pupils within their year group will be necessary to facilitate curriculum choice.
- All form classes will be assigned a base/form rooms for registration.

KEY STAGE 3: YEAR 8, 9 AND 10

- Pupils in Years 8 to 10 (Key Stage 3) will be taught in their base rooms for most of their subjects. At times it may be necessary to move pupils in their protective bubble to avail of practical lessons.
- When PE/Games commence, a year group may come together for outdoor PE or Games.

YEAR 8 BASE ROOMS	YEAR 9 BASE ROOMS	YEAR 10 BASE ROOMS
8V : E1	9V : G1	10V : N20
8W : E2	9W : G2	10W : N19
8X : E3	9X : G4	10X : N7
8Y : E8	9Y : G5	10Y : N18
8Z : E5	9Z : G7	10Z : N16

DE Guidance: 'For Years 11-14 there will be no requirement for protective bubbles, which are viewed as impractical in these year groups, given that pupils will be in mixed classes on subject choice'

KEY STAGE 4: YEAR 11 AND 12

- Pupils in Years 11 and 12 will be assigned a form room for registration that they must directly go to on arrival to school.
- All other classes will operate on a normal timetable (with some classroom changes).

KEY STAGE 5: YEAR 13 AND 14

- Pupils in Years 13 and 14 will be assigned a form room for registration that they must directly go to on arrival to school.
- All other classes will operate on a normal timetable (with some classroom changes).
- Sixth form study will take place in N11 or the Lecture Theatre.
- Pupils will be encouraged to remain in year groups throughout the school day.

PRACTICAL PRIORITIES

CLASSROOM SEATING PLANS

When entering the classroom, the teacher will inform pupils of the location of their seat for every lesson in that room. Key Stage 3 pupils will sit in alphabetical order in their base rooms for all lessons.

SOCIAL DISTANCING

As of 6th August, all schools were advised that a full return of all pupils would be possible without the need for a 1m social distance. However, we will encourage pupils to adhere to PHA guidance on social distancing where possible.

REDUCING LARGE GATHERINGS

To adhere to the DE Guidance on Social Distancing in school the following measures will be put in place:

- There will be no whole school assemblies until further notice.
- Large group gatherings of the school community at any one time will be carefully considered.
- Pupils will be required to follow social distancing guidelines and refrain from congregating in groups in corridors.
- With limited exceptions, pupils should remain in their designated zones in school during break and lunch.

SOCIAL DISTANCING FROM STAFF AND OTHER ADULTS

Guidance states that *'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'*

It is important that pupils are aware that staff and other adults in the school are not part of the relaxed social distancing guidance.

Classrooms have been arranged in a manner whereby there is a 2m designated teaching area. This is clearly marked in each room by red and white tape. At no time should pupils enter this designated area.

THE NEW SCHOOL DAY

The new school day starts with the journey to school. However, in order to prevent congestion of children and parents near the school gates or entrance areas to the building, large gatherings must be avoided.

EXTRA-CURRICULAR ACTIVITIES

There will be no Extra-Curricular activities after school until further notice. This will be reviewed on 14th September.

ARRIVAL TO SCHOOL

In the morning, there is naturally a fairly even spread and staggered arrival of pupils by bus, car or by those who walk to school.

When arriving on school grounds it is essential that pupils go directly to their base room/form room using the entrance they have been designated.

Pupils **MUST** always only enter the school building using the following entrances:

PUPIL ENTRANCES		
YEAR 8 & 9	YEAR 10 & 11	YEAR 12,13 & 14
Entrance at G3	Entrance at G6	Pupil Foyer

Pupils are required to go directly to their base/form room using the school one-way system.

TRAVELLING BY BUS

Executive guidance is that from 10 July 2020, it is mandatory for all pupils aged 13 and over 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 and they are able to handle them as directed.

We would encourage parents to adhere to the DE guidance above regarding public and school transport.

TRAVELLING TO SCHOOL BY CAR

Parents who drive their children to school are permitted to drop off their children and we would request that parents do not get out of the car. Alternatively, parents may wish to make use of "Park and Stride" whereby parents could park and walk with their children to the school gate providing it is safe to do so. However, please do not congregate at the school gate if dropping off in this way.

Pupils who are dropped off at the rear of the school, must proceed around the rear of the school past the Technology block to their designated entry point. Pupils must not walk from the rear car park past the canteen and against the flow of traffic.

WALKING TO SCHOOL

It is strongly advised that pupils walk to school only with members of their own family or at a 1m social distance with pupils in their own 'protective bubble'.

ADVICE FOR PARENTS

We would also ask that parents do not enter the school building (other than by prior appointment). If you are meeting your child at the end of the school day, we would request that you arrange to do so at a distance away from the main school gate.

ONE-WAY SYSTEM

A one-way system will be in place throughout the school building. It is crucial that pupils always adhere to this one-way system (including between classes) in order to ensure the safety of other pupils and staff. Signage will be clearly visible on walls and floors to indicate the appropriate direction of travel in all areas of the school. **A school map is provided on the following page.**

In limited areas of the school where a one-way system is not viable (this will be marked with red and white tape on the centre of stairs or corridor), pupils must always ensure that they stay to the **left-hand** side of the markings.

BREAK TIME AND LUNCH TIME

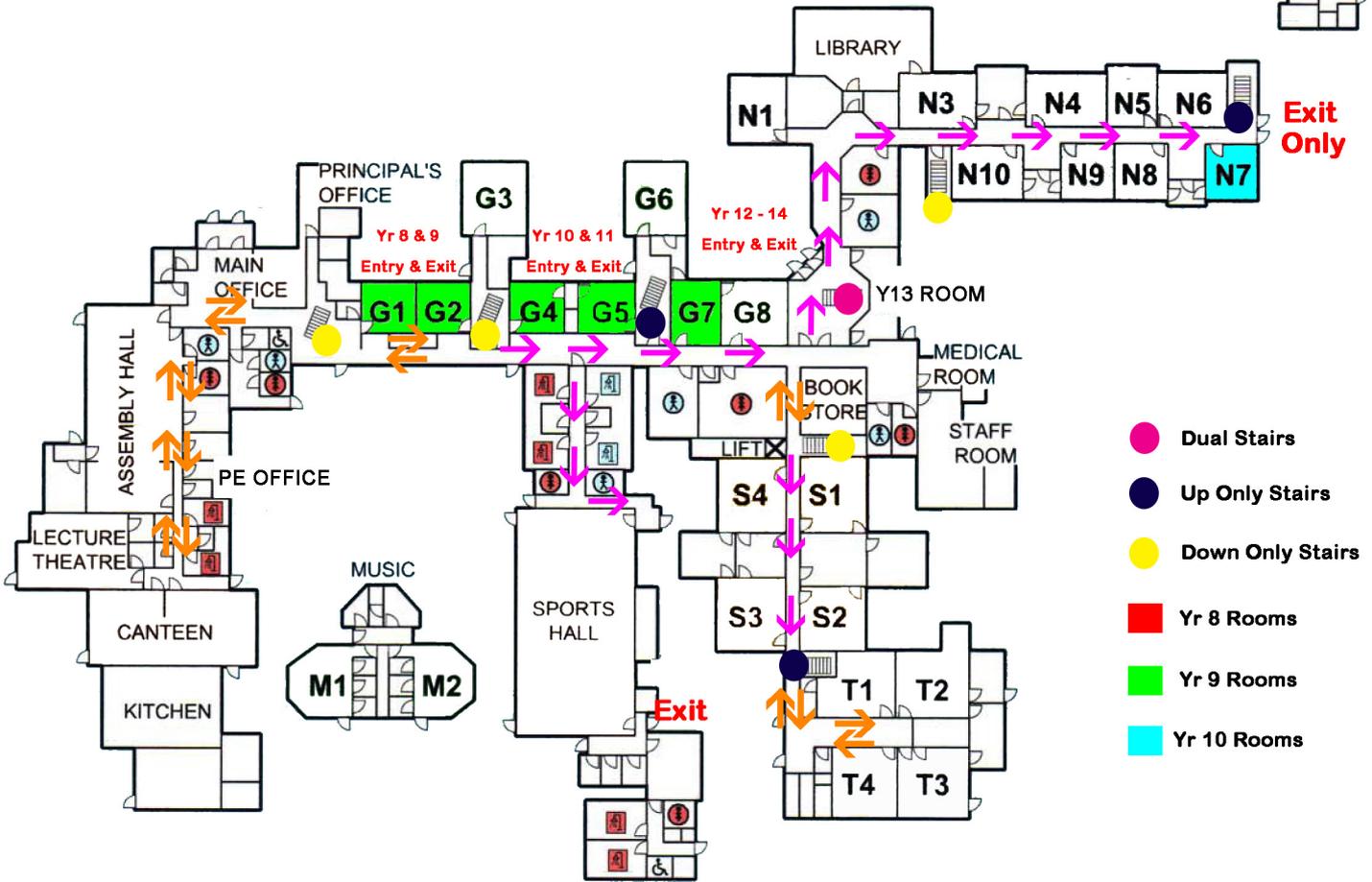
DE Guidance- 'When schools reopen for priority year groups only on 24th August school meal services will not be available. Parents should be advised to supply a packed lunch'.

- Break time will start at 11am as usual.
- The canteen **will not** be available at break time until further notice.
- In order to reduce the potential risks associated with pupils sharing food or drinks, pupils must bring their own break to school and not share food or drink.
- To maintain 'Protective bubbles' pupils must remain in their designated areas.
- Where possible, pupils should remain in their form group bubbles during non-teaching time. Weather permitting, pupils will be encouraged to use designated outdoor areas.
- There are specific designated areas for pupils to use during break time and Lunch.

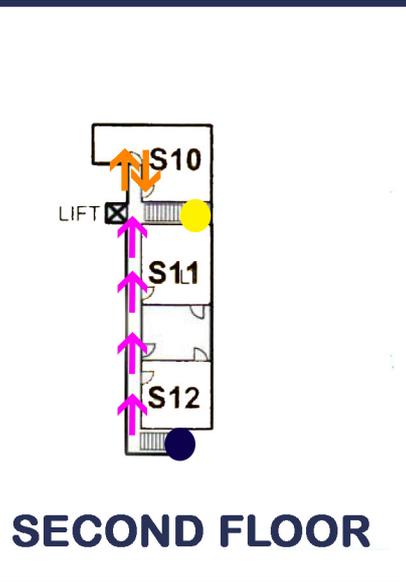
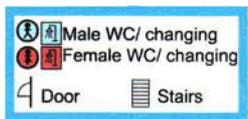
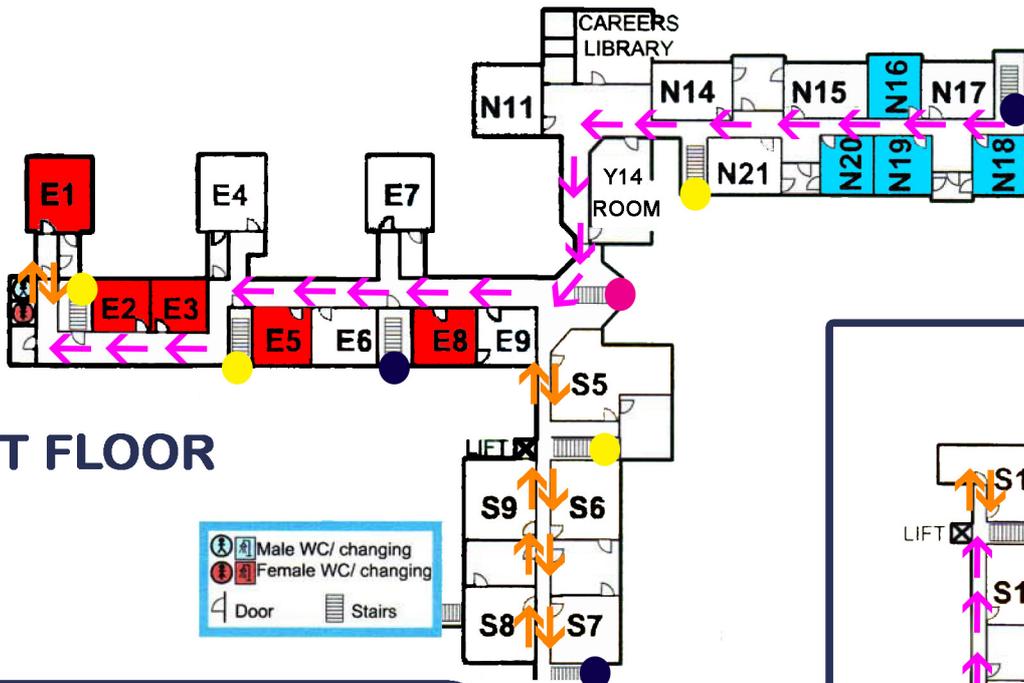
BREAK AND LUNCH AREAS		
	INDOOR	OUTDOOR
YEAR 8	Base classrooms: E2 to E6 Corridor	The School Courtyard
YEAR 9	Base classrooms: G1 to G5 Corridor	Principal's office to G6, including grass area
YEAR 10	Base classrooms: N20 to N7 Corridor	Front of Pavilion to Library grass area
YEAR 11	Assembly Hall	Pitch at front of school by school gate
YEAR 12	Sports Hall	Far pitch by the tall trees
YEAR 13	Pupil foyer, Lower 6 th room and G8	Tennis Courts Area
YEAR 14	6 th Form room, N11, Careers Library	Area in front of Library and pupil foyer

- 6th Form pupils are not permitted to leave the school building during lunch until further notice.
- Pupils **must** always enter the school building via their designated entrance.

GROUND FLOOR



FIRST FLOOR



SECOND FLOOR



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THE SCHOOL CANTEEN

- The canteen **will not** be available at break time until further notice.
- On the week beginning 24th August the canteen will not be available for food.
- The school canteen will provide hot food at lunch time for pupils who are in receipt of free school meals only, as of the 1st September.
- All other pupils **must bring their own packed lunch to school**, ensuring that they do not share food or drink. This will be reviewed weekly.

PE AND GAMES

It is envisaged that PE and Games will commence on the week beginning 14th September. This is subject to guidance provided whilst paying due regard to wider public requirements and guidance provided by individual sporting bodies.

END OF THE SCHOOL DAY TIMES

YEAR 14	3:18pm
YEAR 13	3:20pm
YEAR 12	3:22pm
YEAR 11	3:24pm
YEAR 10	3:26pm
YEAR 9	3:28pm
YEAR 8	3:30pm

END OF THE SCHOOL DAY

The end of the school day will be staggered to avoid congestion at exits and narrower parts of the school. Pupils will be released in the displayed order and leave the school building via the one-way system and by the nearest exit.

- Pupils must wear a Face Covering on Public Transport
- Pupils who get a bus home will line up on the grass pitch in front of the Principal's office by the sign for their bus while practising social distancing protocols. They will be directed to board the bus on arrival straight away by a member of staff.

BUS QUEUING WHEN IT'S WET

BUS	WHERE TO WAIT
L'Derry/Greysteel/Eglinton	Assembly hall rear
Coleraine/ Magilligan	Assembly hall front
Killywool	Assembly hall stage
Slaughtmanus	Assembly hall corridor
Barnault/Glack/Sistrakeel	Lecture Theatre right
Drumsum	Lecture Theatre left
Myroe	Canteen corridor

• In the event of inclement weather pupils will be required to assemble at the areas of the school displayed and follow social distancing protocols:

- Our advice is that pupils carry their own hand sanitiser if using the buses so that they can clean their hands as soon as they get off.

WALKING HOME

It is strongly advised that pupils walk home only with members of their own family or at a 1m social distance with pupils in their own 'Protective bubble'.

PUPILS BEING COLLECTED OR TRAVELLING BY CAR

Pupils should leave school via the nearest exit and walk to the rear of the school and leave immediately by car.

HAND HYGIENE

DE Guidance Hygiene - 'Regular and thorough attention to hygiene is essential to deter spread of the virus. Children should wash their hands thoroughly on arrival at the education setting - this must be a repeatable discipline throughout the school day.'

- Each classroom has been fitted with a hand sanitiser dispenser. On entering or leaving a room pupil must sanitise their hands.
- Upon entering the school building staff and pupils should cleanse their hands at the most convenient location. Hand sanitisers have been fitted at all entrances and exits.
- Pupils **should** bring their own personal hand sanitiser to school - applying it every time that they enter a new room.

FACE MASKS/COVERINGS

- Face coverings are not generally recommended for routine use in school but it is acceptable for pupils and staff if they wish to do so.
- It is strongly recommended that all pupils and staff carry face coverings. Face coverings may be worn in class and when moving around in the corridor between classes.
- They will also be required when travelling to and from school on the bus and when using the school minibus.
- Face coverings worn in school should be of a non-offensive nature and reflect the ethos of the school. Snoods, balaclavas and scarves are not appropriate face coverings for the prevention of the spread of COVID-19.

CATCH IT-BIN IT- KILL IT

Parents should ensure that their children carry tissues to school and that their children are aware of the need to follow the PHA's "Catch it, bin it, kill it" messages.

- Pupils should be discouraged from touching their eyes, face, nose and mouth, putting hands/ fingers into their mouths - often unconscious actions that we all make regularly;
- They should be shown how to cough into their elbow if they don't have a tissue / paper towel;
- If they have a tissue, they should be shown how to cough into it and then dispose safely of it into the nearest bin.



PUPILS DISPLAYING COVID-19 SYMPTOMS

Children showing any symptoms of COVID-19 **must not** come to school.

These include:

- **High temperature**
- **New persistent cough**
- **Loss of smell**
- **Loss of taste**



- If a child in school becomes unwell, the existing guidelines will be followed. The child will be taken immediately to a designated isolated space where they can be monitored and supported until they are collected by a parent or carer. There will also be a designated toilet for students who fall ill.
- Once the child is collected, both spaces will be thoroughly cleaned by a Building Supervisor who will wear appropriate PPE.
- Parents will then be expected to follow the Return to School Protocols.
- The **Interview room** beside the front office is the designated isolation room.

PUPILS WITH MEDICAL NEEDS

- Where pupils have specific medical needs, it is essential that the school is made aware of them. The usual procedures for bringing medication into school will stay in place. We would ask however that all medication is named and brought into school in a sealed plastic bag by your child. For further information please contact Mr Little via the school office.

USE OF TOILETS

- To encourage appropriate social distancing, only restricted numbers of pupils will access the toilets at one time. Signage will be in place to inform students of restricted access.
- To facilitate a queue, red and white tape has been laid outside each toilet block.
- As with any inside space, gathering in groups will be discouraged and will be prohibited in toilets to encourage appropriate social distancing.
- After using the toilet hand-washing protocols are to be strictly followed and 'catch it, bin it, kill it' is to be promoted. Hand sanitisers have been fitted in toilets and must be used after hand washing and **not** as a substitute for hand-washing.

THE SCHOOL BUILDING

- The school building is closed to all visitors except by appointment.
- Unfortunately, due to infection control the school office will not be open for parents, unless by prior appointment.
- Parents must make an appointment by phone or email if they wish to meet with a member of staff.

MEASURES TO PREVENT THE SPREAD OF COVID-19

UNIFORM CLEANING

- All pupils should wear school uniform. It is vital that it is cleaned on a regular basis in order to protect yourselves and others.
- School blazers can be machine washed (As per image).



WEARING OF PE/GAMES KIT

- When PE resumes, pupils should wear their full PE kit, including tracksuit and remain in it for the duration of the day.

EQUIPMENT FOR SCHOOL / LEARNING

- Pupils will be limited to one bag for school.
- Pupils should bring their own books and equipment to school and must not share these with others.
- Pupils must ensure that they have access to their C2K email and Google Classroom account from home (Year 8 will be guided through this).

CLEANING

- The Building Supervisors and Cleaning staff have carried out a deep clean throughout the summer. Each room will have the desks, chairs and door handles (other equipment at teacher request) wiped down and cleaned thoroughly at least once during the school day and again after pupils go home.
- The Cleaning Supervisor and Building Supervisor will follow all DE guidelines outlined in the returning to school guidance linked to at the start of this document.
- Bins with bags should be provided in classrooms and in other key locations around the site for the disposal of tissues and any other waste.
- "Catch it, bin it, kill it" will be promoted at all times.

POSITIVE BEHAVIOUR

The Positive Behaviour Policy has been updated to reflect the implications of COVID-19. Measures have been put in place to ensure everyone's safety. Pupils who wilfully refuse to adhere to arrangements for social distancing and hygiene, and/or deliberately cough or spit at pupils or staff, putting them at risk, can be sanctioned in line with the Positive Behaviour Policy - including all levels of sanction within this policy.

Pupils and parents must read and sign the **LGS Collective Responsibility Agreement** on returning to school.

SEN

The SENCo will continue to monitor the needs of SEN children and work in partnership with parents and professionals to ensure appropriate support is offered as required. Individual arrangements will be made for pupils as necessary.

CARE AND WELFARE

Pastoral care and wellbeing support will be available via the normal channels, including, but not limited to the following:

- Form tutors
- Classroom teachers
- Heads of Year
- Senior Leadership Team
- Safeguarding team
- Counselling team
- Special Educational Needs Coordinator and Assistant SENCo
- Relevant external support agencies
- Promotion of positive mental health and wellbeing via Personal Development Lessons, social media, school rewards system and wellbeing team
- Emotional Health and Wellbeing room
- EA Safer Schools App

This document should be read in conjunction with the Parent / Pupil collective responsibility agreement.



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