



LIMAVADY  
GRAMMAR SCHOOL

# RETURN TO SCHOOL RESTART PLAN

AUGUST 2021



UPDATED 24/08/2021

# RETURN TO SCHOOL

## START DATES FOR THE NEW TERM

| DATE                           | DETAILS  |
|--------------------------------|--|
| <b>Thursday 26th August</b>    | <b>Year 13 Induction</b><br>9.00am to 1.00pm<br><b>Year 14 Induction</b><br>10.00am to 1.00pm  |
| <b>Friday 27th August</b>      | <b>Year 8 Pupils Induction</b><br>10.00am to 2.45pm  |
| <b>Monday 30th August</b>      | <b>Bank Holiday</b>  |
| <b>Tuesday 31st August</b>     | <b>Year 8 Pupils Induction</b><br>9.00am to 1.00pm   |
| <b>Wednesday 1st September</b> | <b>All pupils</b> attend school full time and follow procedures in the school restart booklet. |

## AIDING THE RETURN TO SCHOOL

A new school year brings a mix of emotions for pupils and parents alike—from excitement over the promise of new beginnings to anxiety over the fear of the unknown. No matter how your child feels about the incoming year, 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-Revised Covid Guidance for the New academic Year](#).

## PROTECTIVE BUBBLES

*The NI Executive ratified a range of relaxations on the 12 August 2021, some of which had an impact on the delivery of education and more widely on children and young people. With the Minister stating: "Educational settings are no longer required to operate a system of formal protective bubbles. However, in order to support effective contact tracing, schools will be asked to ensure pupils remain in consistent groups, where possible. Schools should continue to put measures in place to minimise transmission of the virus."*

- On the return to school all classes will not be confined to class bubbles. We will however, continue to encourage all pupils to stay in their class group whenever possible throughout the school day.
- Year groups may come together for outdoor PE or Games.

### KEY STAGE 3: YEAR 8, 9 AND 10

- All pupils will be assigned a form room for registration that they must go to directly on arrival to school.
- Pupils will follow their timetable as a form class or as a set for practical subjects.
- They may also be assigned a different room for Break and Lunch. See below:

| YEAR 8    |           |            | YEAR 9    |           |            | YEAR 10    |           |            |
|-----------|-----------|------------|-----------|-----------|------------|------------|-----------|------------|
| CLASS     | FORM ROOM | LUNCH ROOM | CLASS     | FORM ROOM | LUNCH ROOM | CLASS      | FORM ROOM | LUNCH ROOM |
| <b>8V</b> | N15       | N15        | <b>9V</b> | S1        | E2         | <b>10V</b> | G1        | G1         |
| <b>8W</b> | T2        | G5         | <b>9W</b> | E1        | E1         | <b>10W</b> | G6        | G6         |
| <b>8X</b> | N8        | N8         | <b>9X</b> | E6        | E6         | <b>10X</b> | G8        | G8         |
| <b>8Y</b> | N18       | N18        | <b>9Y</b> | E7        | E7         | <b>10Y</b> | M1        | G7         |
| <b>8Z</b> | S12       | N7         | <b>9Z</b> | N1        | E5         | <b>10Z</b> | N4        | G4         |

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

### KEY STAGE 5: YEAR 13 AND 14

- Sixth form study will take place in N11.
- 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 **designated seats** in each classroom for all lessons.

## 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.

## ASSEMBLY

Year group assemblies will take place later this year on a 2 week rota, with no mixing of year groups (subject to risk assessment).

| ASSEMBLY WEEK 1      | ASSEMBLY WEEK 2     |
|----------------------|---------------------|
| Monday <b>Y14</b>    | Monday <b>Y13</b>   |
| Tuesday <b>Y12</b>   | Tuesday <b>Y9</b>   |
| Wednesday <b>Y11</b> | Wednesday <b>Y8</b> |
| Thursday <b>Y10</b>  | -                   |

## 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

All pupils must follow the extra-curricular protocol for their chosen activity.

### 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. It is strongly advised for post primary pupils to wear face coverings in school and at drop off pick up areas unless an exemption applies.

When arriving on school grounds it is essential that pupils follow hand cleansing guidance and go directly to their 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 <b>G3</b> | Entrance at <b>G6</b> | <b>Pupil Foyer</b> |

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

### TRAVELLING BY BUS

*In line with the current arrangements for public transport, DE guidance states that it is mandatory for all pupils of post primary age to wear a face covering on public transport or school transport.*

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.

### 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.

## 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

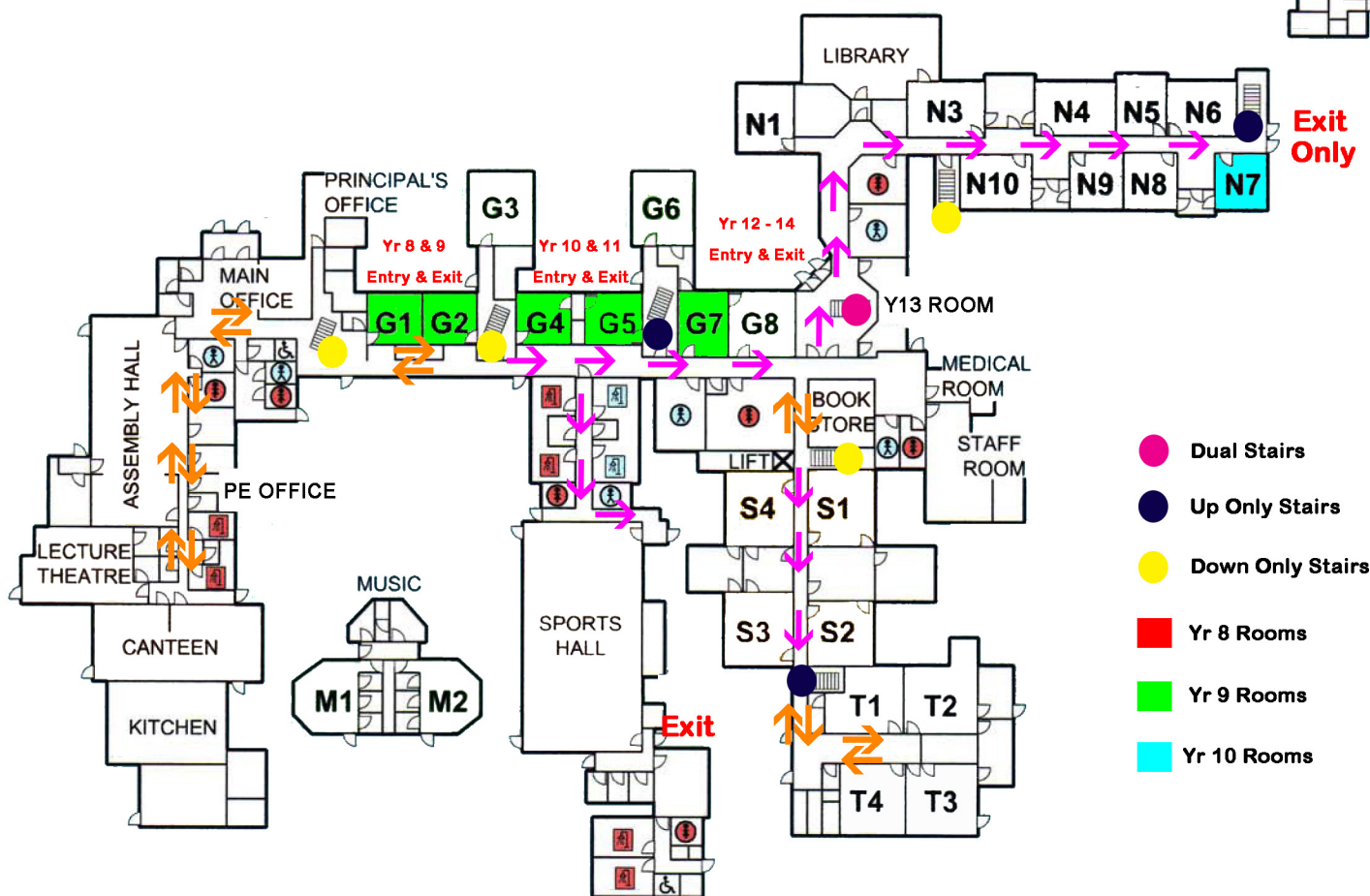
- Break time will start at 11am as usual.
- Updated guidance on the use of the canteen is published regularly.
- In order to reduce the potential risks associated with pupils sharing food or drinks, pupils must not share food or drink.
- To limit contact pupils must remain in their designated areas.
- Where possible, pupils should remain in their form group 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                | Form Rooms / Lunch Rooms                        | The School Courtyard                           |
| YEAR 9                | Form Rooms / Lunch Rooms                        | Principal's office to G6, including grass area |
| YEAR 10               | Form Rooms / Lunch Rooms                        | Front of Pavilion to Library grass area        |
| YEAR 11               | Assembly Hall                                   | Far pitch by the tall trees                    |
| YEAR 12               | Sports Hall                                     | Pitch at front of school by school gate        |
| YEAR 13               | Pupil foyer, Lower 6 <sup>th</sup> room         | Tennis Courts Area                             |
| YEAR 14               | 6 <sup>th</sup> Form room, N11, Careers Library | Area in front of Library and pupil foyer       |

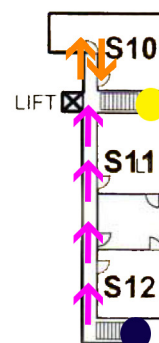
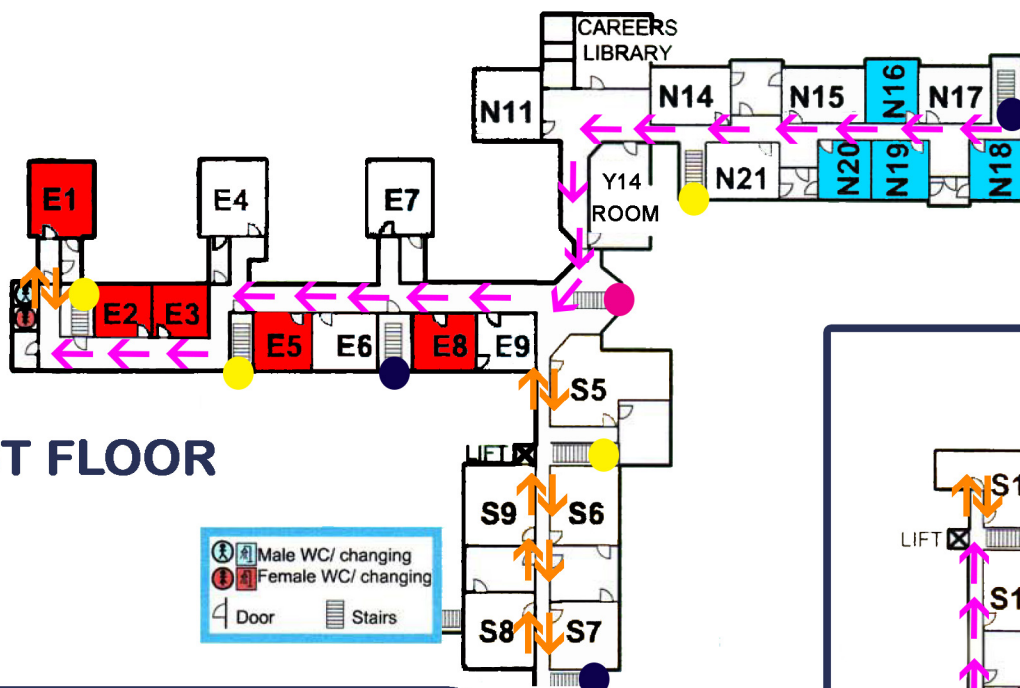
- 6<sup>th</sup> Form pupils may leave the school building during lunch.
- Pupils **must** always enter the school building via their designated entrance.

## THE SCHOOL CANTEEN

# GROUND FLOOR



# FIRST FLOOR



# SECOND FLOOR



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Updated guidance on the use of the canteen is published regularly.

## PE AND GAMES

All pupils must follow the new routines as outlined by the PE Department.

Until further notice, Year 13 and Year 14 Games will not take place (with the exception of senior team sports).

## 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.
- In the event of inclement weather pupils will be required to assemble at the areas of the school displayed and follow social distancing protocols. There will be two quick sounding rings of the school bell at 3.15pm to indicate that pupils should queue at the indoor locations.

| END OF THE SCHOOL DAY TIMES |        |
|-----------------------------|--------|
| YEAR 8                      | 3:24pm |
| YEAR 9                      | 3:26pm |
| YEAR 10                     | 3:28pm |
| YEAR 11                     | 3:30pm |
| YEAR 12                     | 3:30pm |
| YEAR 13                     | 3:30pm |
| YEAR 14                     | 3:30pm |

| BUS QUEUING WHEN IT'S WET  |                                  |
|----------------------------|----------------------------------|
| BUS                        | WHERE TO WAIT                    |
| L'Derry/Greysteel/Eglinton | Assembly Hall <b>rear</b>        |
| Coleraine/ Magilligan      | Lecture Theatre <b>left</b>      |
| Killywool                  | Assembly Hall <b>stage</b>       |
| Slaughtmanus               | Assembly Hall <b>middle</b>      |
| Barnault/Glack/Sistrakeel  | Assembly Hall <b>front right</b> |
| Drumsum                    | Assembly Hall <b>front left</b>  |
| Myroe                      | Lecture Theatre <b>right</b>     |

- 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.

## PUPILS BEING COLLECTED OR TRAVELLING BY CAR

Pupils should leave school via the nearest exit and walk to the rear carpark via the courtyard or rear of the school. Pupils must not walk on the road past the canteen.



## 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

The best available scientific evidence is that, when used correctly, wearing a face covering may reduce the spread of coronavirus droplets in certain circumstances, helping to protect others while also providing some protection to the wearer.

- It is strongly advised that face coverings are worn by all pupils, unless they are exempt, in classrooms and when moving about the school, in corridors and confined communal areas (including toilets) where physical distancing is particularly difficult to maintain. Their use is also recommended in drop off/pick up areas (this will be reviewed by the NI Executive in 6 weeks time).
- 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.
- Outside of classrooms, face coverings are strongly advised for adults and pupils where they cannot keep 2m distance and are interacting face-to-face with other adults and/or children and young people; and, for all adults visiting the school site.



## 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.
- 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

- On days when pupils have PE or games pupils should wear their full PE kit, including tracksuit and remain in it for the duration of the day (this will be reviewed at the end of September).



## 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.

## 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 and Senior Leadership Team
- Safeguarding team and 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



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