

**Parent and Pupil Guide to a Return to School   
2020 – 2021**

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August 2020

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**Foreword**

Holy Trinity College have worked extremely hard to ensure, as far as possible, a safe and comprehensive return to school for both pupils and staff. The guidance within this document is based on that provided by the Department of Education’s *‘Re-opening Schools* *Guidance’* published on 17 August 2020, and in conjunction with public health guidance available at the time of publication.

We recognise that the return to school will not be ‘business as usual’ from day one, but that a degree of flexibility must be employed to meet the needs and circumstances of Holy Trinity College, whilst demonstrating that our school will be a safe, welcoming and supportive environment for pupils, staff, parents/guardians, visitors and stakeholders alike.

Whilst you have received a lengthy document to read with regard to operational procedures for Holy Trinity College during this academic year, I encourage you to read it carefully with your son/daughter in preparation for their return to school.

Our sole purpose is to mitigate the element of risk associated with the Covid-19 pandemic, thereby ensuring a safe return to school for our pupils and staff, and a return to face to face classroom learning and teaching. We appreciate the support of our parents / guardians, families and external bodies as we navigate our way to a full return to school, whilst being respectful, sensitive and caring to each other. There are many changes to our procedures but I am confident with your support, we will be well-placed to resume our new academic year. Indeed, it may be that there are many benefits to the changes we have been forced to make. More importantly, pupils will be able to resume their education, develop their potential and aspire to great achievement both academically and personally.

Best wishes for a successful year

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**Mrs Russell**

**Principal**

**Arrangements for August 2020** are as follows:

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| **School and Staff Preparation** | | | | |
| 17/08/2020 | 18/08/2020 | 19/08/2020 | 20/08/2020 | 21/08/2020 |
| Year 8 Transition Scheme | Year 8 Transition Scheme | Staff Preparation | Issue of GCSE Results & Post 16 Enrolment | Staff Development Day |
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Year 8 Cognitive Ability Tests (CAT) will occur on Tuesday 15th September.

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| **Years 12 & 14 Subject Consolidation Week** | | | | |
| 24/08/2020 | 25/08/2020 | 26/08/2020 | 27/08/2020 | 28/08/2020 |
| Years 12 & 14 | Years 12 & 14 | Years 12 & 14 | Years 12 & 14 | Years 12 & 14 |
|  |  |  | \*\*Vulnerable children | \*\*Vulnerable children |

**\* Packed Lunch required as there are no Canteen facilities available during this week\*\***

**\*\* Guardians of vulnerable children may choose that they follow the Induction programme with their peers week commencing 31st August.**

**Arrangements for September 2020** are as follows:

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| **Induction Process – New Procedures & Well-Being** | | | | |
| 31/08/2020 | 01/09/2020 | 02/09/2020 | 03/09/2020 | 04/09/2020 |
| Bank Holiday  School closed | Years 8 & 13 | Years 8 & 13 | Years 10 & 11 | Years 9 & 11 |

There will be a phased approach to the re-integration of all pupils, week commencing Monday 7th September to enable procedures to be reviewed on a daily basis aiming towards a full school return on Thursday 10th September. Pupils should present to school on Highlighted days below.

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| **Week 2** | 07/09/2020 | 08/09/2020 | 09/09/2020 | 10/09/2020 | 11/09/2020 |  |
| Year 8 |  |  |  |  |  | 5 x Days |
| Year 9 |  |  |  |  |  | 2 x Days |
| Year 10 |  |  |  |  |  | 2 x Days |
| Year 11 |  |  |  |  |  | 3 x Days |
| Year 12 |  |  |  |  |  | 5 x Days |
| Year 13 |  |  |  |  |  | 5 x Days |
| Year 14 |  |  |  |  |  | 5 x Days |

There are many new procedures and systems to adhere to for a safe re-opening of our school and to reduce the risk of virus transmission. Procedures are based on advice and guidance from the Department of Education and Public Health Agency, but they are subject to change based on information provided by the relevant authorities at any given time.

**Procedures for 2020 – 2021**

**Symptoms of Covid – 19:**

If your son / daughter is showing symptoms of Covid-19, **they must remain at home.**

* A high temperature – feel hot to touch.
* A new continuous cough – coughing a lot more within a period of time.
* A loss of or change in sense of smell or taste.

Your child will be sent home and advised to follow the Public Health Agency guidance for households with possible coronavirus infection.

**Arrival to / Dismissal from School:**

We are in a position where many of our pupils arrive to school at varying times from 8.00am to 8.40am and this assists in pupils arriving in small groups on site at the one time. It is important that pupils are assigned to designated areas for safety (see below) whilst awaiting commencement of AM Registration and Period 1 class.

* Buses arriving between 08.00am to 08:35am – pupils proceed to designated area.
* Town pupils / pupils walking / left off by parents – 08:35am arrival
* **\*\*Period 1 class will commence at 8.40am**\*\*. Pupils should arrive to class punctually.
* Pupils travelling by car should be dropped off close to the school gates.
* Parents are not permitted to drive into the school yard.
* There will be no Year group assemblies.

With regard to dismissal, Year groups will leave class at various times between 2.55pm and 3.10pm.

* There will be two exit gates – lower gate for pupils walking home and the main gate for those proceeding to buses.

**Designated Areas** for each Year Group during recreational time. Year 12 do not have a designated area but they may avail of the Canteen at Break Time. **Period 1 class begins at 8.40am to facilitate a staggered break time**. Lesson monitor will notify pupil attendance and punctuality during period 1.

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|  | **Zones** | **Dismissal Time** |
| Year 8 AM | Canteen | 2.55pm |
| Break | Hub Area /Front Yard and Marquee at Rooms 2-4 |  |
| Dinner |  |
| Year 9 AM | Hub Area / Marquee at Drama | 3.00pm |
| Break |  |
| Dinner |  |
| Year 10 AM | Hub Area / Gym/Room 28 | 3.00pm |
| Break |  |
| Dinner |  |
| Year 11 AM | Canteen  Hub Area / Hall | 3.10pm |
| Break |  |
| Dinner |  |
| Year 12 AM | Roving | 3.10pm |
| Break | Canteen |  |
| Dinner | Roving |  |

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| Post 16 AM & Break | Rooms 5 & 6  Scout Hall | Year 13 - 3.10pm  Year 14 – 3.00pm |
| Dinner | Canteen, 5 & 6, Scout Hall |  |

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|  |  | **SOCIAL**  **DISTANCING** |
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* Social distancing requirements for all pupils will be relaxed.
* Social distancing requirements will remain in place between adults at 2metres, and as far as practicable, between pupils and adults.
* There are specific entrance and exit doors for pupils to proceed to various parts of the school building following a one-way system.
* A restricted numbers of pupils are permitted in the toilets at any one given time.

**Protective Bubbles:**

* Pupils in Years 8 – 10 are in Form Class ‘protective bubbles’ and will remain in a specific classroom where they will have the majority of their lessons. **Pupils should clean their chair, table and any equipment they used before leaving the classroom (spray and wipes provided).**
* Pupils within a ‘bubble’ will be expected to remain with the same group of pupils in the course of each day.
* Pupils will be expected to remain in designated zoned areas (see above) during recreational time.
* Pupils with medical conditions may remain in a safe designated zoned area during recreational time.
* Pupils should not leave the premises unless signed out and collected by parent/guardian. This should occur only in exceptional cases to reduce the number of people to the College.

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|  |  | **ONE WAY SYSTEM** |

* During periods of movement, all pupils and staff should follow the one-way system.
* Pupils in Years 11 – 14 will be ‘roving’ to timetabled rooms to facilitate curricular choices. Pupils should clean their chair, table and any equipment they used before leaving the classroom (spray and wipes provided). Pupils will be expected to follow the one-way system and adhere to social distancing guidelines.
* Pupils are encouraged to use external walkways when moving to different parts of the school which are accessible via the one-way system.
* Pupils will be encouraged to go outside as much as possible during movement and also at break and lunchtimes.

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|  |  | **HAND**  **HYGIENE** |

**Hand hygiene is vital to deter the spread of the Covid virus:**

* Parents / Guardians should ensure that pupils have washed their hands before arrival to school.
* Upon arrival to school, pupils should proceed to the Canteen marquee and sanitise their hands.
* New signage is positioned around the school to give reminders about social distancing and hand hygiene including in classrooms, toilets, canteen etc.
* Many classrooms have sinks located in them, so pupils may also wash their hands at the sink, dry with a paper towel, and dispose of the paper towel in a bin.
* Hand sanitiser units are located in a wide range of communal areas.
* Sanitiser and cleaning products are available in all classrooms.
* Tissues are available in all classrooms, and upon usage, they should be binned and disposed of.
* If you have no tissue, use your elbow to cough or sneeze into.
* Infrared thermometers have been purchased and will be used when required to check temperatures.
* There will be regular cleaning of key areas / touch surfaces throughout the day, eg computer keyboards, mouse, chairs, tables, banisters, door handles etc.
* Pupils and staff will be reminded to sanitise / wash their hands throughout the day and at break and lunch times.
* Pupils are encouraged to bring their own small bottle of sanitiser and tissues.

**Face Coverings and Personal Protective Equipment:**

* These should be used in enclosed spaces where social distancing is not possible.
* It is mandatory for all pupils over 13 years of age to wear a face covering on public transport. It is recommended that **all pupils** should wear a face covering on all methods of transport, provided it is appropriate for them to do so and they are able to handle the placing and removal of the face covering.
* Face coverings must be worn by any visitor to the school.
* Face coverings are strongly encouraged in practical activities where social distancing is not possible.
* Face coverings should be worn by Post 16 students in the **Sixth Form Study Room** – a plain face covering is required and discreetly labelled with student name.
* Staff and other pupils may wish to use face coverings during the routine school day – can be removed when outside.
* Face coverings must be worn by pupils and staff availing of Canteen services – whilst at the serving hatch and at payment till.

To be effective, face coverings:

* MUST cover both nose and mouth;
* MUST be changed when they become moist or damaged;
* MUST be worn once and then discarded – hands must be cleaned after disposal;
* MUST NOT be allowed to dangle around the neck; ***and***
* MUST NOT be touched once put on, except when carefully removed before disposal.
* PPE may be worn by staff when it is appropriate to the task they are undertaking.
* PPE should not be worn by pupils.

**Base classrooms:**

The necessity to establish ‘protective bubbles’ for Years 8 – 10 has resulted in base classrooms for Key Stage 3 Form Classes throughout the day. Teaching staff should therefore move between classrooms in order to minimise movement. Teacher movement places a responsibility on all pupils; whilst pupils remain in classrooms, teachers are quickly making their way to the classroom. **We expect pupils to be responsible and behave in an appropriate manner whilst being unsupervised for a short period of time.**

* Pupils will have an assigned chair and desk, facing forward.
* Pupils in Years 8 – 10 will be required to leave their schoolbags in their designated room throughout the course of the school day.
* Pupils in Years 11 - 12 will be expected to carry their school bags at all times including break and lunchtimes.
* Pupils in Year 13 should leave their school bags in Study Room 5/6.
* Pupils in Year 14 should leave their schoolbags in the Scout Hall Study location.
* Year 8 – 43A, 43B, 44A, 44B, 45A, 45B, 46 (Split by Form Class – Teachers Roving)
* Year 9 – 14,16,18,20,22,24,26 (Split by Form Class – Teachers Roving)
* Year 10 – 4,19,40,39,47,48,64 (Split by Form Class – Teachers Roving)
* Base classrooms are located close to the designated area to be used at break and lunchtimes.
* 2m social distancing will operate in classrooms between staff members, and between staff and pupils as far as is practicable.

**Break and Lunchtime Arrangements:**

* There will be no Canteen service during the week of 24 August.
* Year 12 and Year 14 should bring a small break and packed lunch for the week of 24 August.
* Canteen service will resume for week commencing 31st August.
* A hot meal will be available for Free School Meals pupils and other pupils who wish to avail of them. There may be a reduced choice of menu.
* Pupils in Years 8 – 10 will not have access to the canteen at break time. They should bring a healthy snack with them each day.
* Pupils in Years 11 and 12 will avail of the Canteen at break time. Class groups should endeavour to sit together and each year group will be assigned an area to sit in.
* Pupils in Years 13 and 14 should avail of facilities within their Sixth Form Study area at break time.
* Lunchtime arrangements continue as before with staggered times re admission to the Canteen.
* There will be allocated areas per Year Group in the Canteen at lunchtime with two exit routes.
* Pupils should wash / sanitise their hands before entering the Canteen. A Sanitising unit is located in the Canteen entrance foyer.
* As each Year group leaves the Canteen, tables and chairs will be wiped down in advance of the next sitting.
* Catering staff will wear appropriate PPE in addition to the normal disposable gloves and aprons.
* Face coverings must be worn by pupils and staff availing of Canteen service – whilst at the serving hatch and at payment till.
* We all have a responsibility to ensure the health and well-being of our Canteen staff.
* **Pupils are not permitted to go offsite for lunch.**

**School Uniform and PE Kit Presentation Requirements:**

* Full school uniform must be worn at all times

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| **Girls** | **Boys** |
| Black Blazer with Crest | Black Blazer with Crest |
| White Revere Collar Blouse | White Shirt |
| No Tie | Striped **Clip-on** Tie - Emerald Green/Black  (The clip-on tie is **compulsory** for all boys in **Years 8 – 12**)  **Years 13-14** – Emerald Green Tie with School Crest. |
| Black V-neck Jumper with Emerald Green Stripes | Black V-neck Jumper with Emerald Green Stripes |
| Knee Length Pleated Black Skirt | Black Trousers with the bottom of the trouser sitting on the shoe. **Tight fit jeans or skin-tight trousers are not acceptable.** |
| Black Tights | Black Socks |
| Black Shoes. **Vans, trainers, canvas style or plimsolls are not acceptable school footwear.** | Black Shoes. **Vans, trainers, canvas style or plimsolls are not acceptable school footwear.** |
| School Scarf | School Scarf |

* Pupils should wear school PE uniform on days when timetabled for PE as changing rooms are not available for use. Pupils may wear black jogging bottoms to school on timetabled PE days with Shorts and College PE top underneath. It is only in this instance, that pupils may wear a College /plain black sweatshirt or the College half-zip and black trainers for PE lessons.

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* Pupils are required to bring school bags to school. These can be left in designated areas in the course of the school day.
* Pupils should bring their own writing equipment to school, ie pens, pencils, rulers, rubbers, calculators, art equipment, colouring pencils and ensure that all are placed within a pencil case. **Please note: these items will not be given out or shared between pupils.**
* Aerosols can cause a problem for anyone who is asthmatic or suffers from breathing difficulties. We would prefer that aerosols are not brought to school. Pupils may bring roll-on deodorant to use after their PE lessons
* Black / Grey regular socks
* Hooded sweatshirts are not permitted.
* Hairstyles should be neat and tidy at all times, with no extreme styles or colours eg, tramlines or any other form of ‘shaving’. Short hair should be a minimum of a grade 2 style.
* Jewellery is a Health and Safety hazard in a school environment and keeping your child safe is our priority. For this reason, excessive jewellery should not be worn in school eg large earrings, rings, studs worn on any other part of the face. Girls may wear a small gold / silver stud / sleeper (removed for PE Lessons). No other facial or body piercings of any kind are permitted on pupils. Even if ears have ‘only just been pierced’, pupils (boys) will be required to remove the earrings.

The vast majority of pupils arrive to school well presented and ready to learn. With your continued support, our high standards will be maintained, complementing the high expectations we have for every pupil. Please remember to label your son / daughter’s uniform. Presenting to school in an outstanding uniform, will ensure your child is ready to learn, that he / she has the right attitude to school, and that he / she feels outstanding as well.

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| C:\Users\bdonaghy313\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.MSO\42326AD7.tmp | **TRANSPORT**  **TO**  **SCHOOL** |

* EA Buses and J & K Coaches are available week commencing 24th August.
* Translink service bus is only available for those traveling from Coalisland and Magherafelt during week commencing 24th August.
* There will be a full return of Bus transport service during week commencing 31st August.
* Pupils showing any signs of Covid-19 should not travel to school.
* Parents / Guardians and pupils are encouraged to seek alternative methods of travel to school other than bus transport (recommendation by Department of Education and Education Authority).
* It is mandatory for all pupils over 13 years of age to wear a face covering on public transport. However, it is recommended that **all pupils** should wear a face covering on all methods of transport, provided it is appropriate for them to do so and they are able to handle the placing and removal of the face covering.
* Family members are encouraged to sit together on bus journeys when travelling to and from school.
* No pupil should eat or drink on board a bus unless it is for a medical reason. This reduces the risk of sharing food or drinks.

**Medical Concerns:**

* If a pupil becomes unwell in the course of the day, he/she should inform a staff member. Pupil will be removed to the Medical Room.
* Parents/Guardians will be contacted to bring the pupil home / contact their GP.
* Medical Room will be cleaned immediately after the pupil leaves.
* PPE should be worn by staff caring for the pupil at all times.
* If pupils/staff develop symptoms of Coronavirus (Covid-19), they should not attend school but avail of the Test, Trace and Protect Service (downloading of App recommended for those over 18 years of age). The School must be informed of the outcome of the test result.
* Enhanced cleaning will operate with regard to a group of pupils and staff members who have been in contact with a pupil who has tested positive for Coronavirus.
* If your son / daughter has any allergies, please ensure that the College is made aware of them.
* Should your son / daughter be feeling anxious about returning to school or had been previously shielding, please contact the College. A Risk Assessment may be required for his / her return to school.

**Learning and Teaching:** All staff are looking forward to re-engaging with learning and teaching in the classroom. **Classroom Learning and Teaching begins at 8.40am each day.**

* There will be no practical lessons until a review of all procedures occurs (Staff Day: 18 /09/20)
* PE and ICT are encouraged as part of the curriculum.
* Schools are awaiting clarity re specification content from Examination Boards and future Examination procedures
* Homework should be managed carefully within Departments and may consist of reading materials, research, preparation work for the next face to face lesson in school etc. There is no requirement for staff to physically collect homework to mark. If this is the case, it should be left for 72 hours before marking of work commences. Pupils should be encouraged to submit work online for marking and constructive feedback
* **There is a necessity to contingency plan for blended learning in the event of local / wider school closure or class self-isolation. A new Blended Learning Policy has been devised and all work should be delivered via Google Classroom.**
* **Blended learning may be required for a minority of pupils unable to attend school at present.**

**Parent App:**

Communication between school and home will continue via the **Parent App**, which provides information with regard to attendance, achievements, conduct, pupil information, and end of year School Reports. If you have not yet downloaded the Parent App or received an activation email, please contact the College as soon as possible on 028 8676 2420. Parent App information is instantly readable and will enable you to celebrate daily achievements with your son / daughter as well as discussing any concerns that may arise.

**Free School Meals / School Uniform / PE Clothing:**

The Education Authority require Free School Meals / Uniform Grant Applications to be renewed on an annual basis. If you have not yet done this, please log on to [www.eani.org.uk](http://www.eani.org.uk) and download an application form. Application forms are also available from the College by contacting 028 8676 2420 or email the College info account [info@holytrinityc.cookstown.ni.sch.uk](mailto:info@holytrinityc.cookstown.ni.sch.uk) to request an application.

**Transport Arrangements:**

EA-S and Ulsterbus Transport arrangements will continue as per previous Academic year. Transport will also be provided by J & K Coaches for those pupils who have been advised by the Education Authority: Southern Board, that your child does not qualify under regulations to receive free transport to and from Holy Trinity College. Students enrolling in Year 13 must make a new application for a Bus Pass regardless if you had previously received a Bus Pass in Year 12. Please do not hesitate to contact the College if you have any concerns regarding transport to and from the College. Bus passes and Canteen Lunch passes will be issued on the first day of arrival to the College.

**Mobile Phones / Electronic devices:**

These items **should be switched off** upon entering the school gates (not on silent mode) and out of sight at all times during the school day, including break and lunchtimes. Where a mobile phone/electronic device is seen or heard during the school day or whilst on an educational visit outside the college, it will be confiscated and placed in the General Office for safekeeping until a parent / guardian can collect the item from a member of the Senior Leadership Team. **This will occur on the first and every subsequent occasion.** Pupils are responsible for the safe keeping of mobile phones / electronic devices and not the College.

**School Attendance & Punctuality:**

We know absence can have an impact on pupil learning and progress, and therefore we encourage you to ensure your son / daughter is in school every day and to only keep them at home when they are clearly too ill to attend. Every day missed for any reason makes it just that little bit more difficult to keep up with work and achieve your personal best. A minimum target of 95% attendance is set for every pupil. We would also encourage you not to book holidays during term time.

Similarly, encourage your son / daughter to be **punctua**l for the start of the school day and to all lessons. Being on time for school is a basic expectation and prepares pupils for the world of work. Lateness to school / class will have a negative impact on your son / daughter’s learning and it will also disrupt the learning and teaching of the entire class.

**Truancy:**

The **‘Truancy Call’** system to monitor pupil attendance will become effective again from 24th August 2020. A text message will be forwarded to the **‘priority 1 contact person’** if your son / daughter is marked absent from school and you will be able to respond in the same manner. In the event of your child being absent, please inform the College before 9.00am to avoid being contacted via ‘Truancy Call’.

**Health Promotion:**

As a Health Promoting School, breakfast is available every morning in the College Canteen. There is no necessity for pupils to visit shops en route to school. Crips, Chewing gum and Fizzy drinks such as BPM, Coke, Boost, Lucozade are not permitted in school.

**Please note:**

* **A number of our pupils have severe allergies to nut based products**.
* **Pupils are not permitted to bring Nuts or any products containing a ‘nut’ substance into the College at any time.**

**Code of Conduct:**

* The College Positive Behaviour for Learning Policy has been updated to cover Covid-19 related incidents. This is to prevent flagrant abuse of the Covid-19 risks
* Parents/Guardians and pupils are required to sign a Code of Conduct in advance of return to school (see next page)
* Pupils are asked to be responsible and respectful to others
* Sanctions including exclusion, may be used for those pupils who wilfully refuse to adhere to social distancing procedures, and who deliberately cough or spit at pupils or staff, subsequently placing them at risk.



**Code of Conduct Update as a result of COVID 19**

This Code of Conduct will remain in place until COVID-19 is no longer seen as a threat by the Government. The aim of these guidelines is to ensure the well-being and safety of all members of our school community.

**I agree to the following positive behaviours:**

* I will follow the altered routines for arrival and departure to school. I will adhere to instructions on where I am permitted to go in school and endeavour not to go beyond the permitted areas. **Yes/No**
* I will walk in an orderly line, respecting social distancing. I will observe 2 metres distance from staff. **Yes/No**
* I will follow clearly set-out expectations for sneezing, coughing, use of tissues and their disposal. **Yes/No**
* I will inform a member of staff if I think I have symptoms of COVID-19. **Yes/No**
* To reduce contamination, I will not share equipment. **Yes/No**
* I will follow the new guidance for break and lunch-time and remain in my designated area. **Yes/No**
* Reduce movement in the school, I will comply with the arrangements whereby Key Stage 3 pupils remain in assigned classrooms for all subjects and Key Stage 4 & 5 pupils will move between rooms to accommodate curriculum choices. **Yes/No**
* I will observe the new one-way system in school. **Yes/No**
* I will regularly wash my hands thoroughly for 20 seconds using soap or hand sanitiser. **Yes/No**
* If I have limited ICT facilities at home, I will request hard copies of work from my subject teachers. **Yes/No**
* I will talk to my form teacher or a trusted adult in school if I require some support with my emotional well-being or if I have experienced trauma, loss or hardship during school closure. **Yes/No**
* I will be kind to myself. We have all experienced a range of emotions during lockdown and returning to school. These are natural responses to this unexpected event.  **Yes/No**

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**Signature of Pupil Signature of Parent/Guardian**

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**Date**

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