



Education Authority
**Roddensvale
School**

The Roddens Larne BT40 1PU

Tel: 028 28272802 Fax: 028 28273898

info@roddensvale.org.uk

Principal
Mr J Madden BEM BEd (Hons) MA PQH

10th August 2020

Dear Parent/Guardian,

I trust you are well. Please see below important updated information regarding our proposed restart programme for pupils:

M1 Forms were sent out with school reports. Please return these on the 24th August, if you have not already done so. It is vital we have the most up to date contact numbers for each pupil. If you require a new form, please phone the school office and one will be sent to you.

School Return: All pupils from P1 to Yr15 will be returning to school on Monday 24th August. This will be 5 days a week, Monday to Friday inclusive. Finishing times will be 1.30 pm each day for pupils in P1-P3, 3.00 pm for all other pupils.

Health and safety: It is vital that if you, your child or any member of your household presents with any COVID symptoms (new continuous cough, high temperature and/or loss of taste/smell), or if you or any member of your house has tested positive for COVID in the past 14 days, that your child DOES NOT attend school and the school is notified.

Risk assessment: A comprehensive risk assessment has been issued to all staff and is available on request. However, as previously identified, staff can only ever try to minimise risk so if you would prefer to continue to keep your child at home this will not be recorded negatively on school attendance records.

Transport: Dates and times for the proposed restart have been shared with the Education Authority. However, transport is outside the control of the school. The Minister's letter dated 6th August refers to the removal of requirements for social distancing on dedicated home to school transport. You should receive confirmation of transport arrangements from the EA in due course. If you are able, or would prefer, to transport your child to and from

school initially then please observe the staggered drop off and collection times detailed below:

Drop Off Times:

9.25am to 9.35am P1 to P3, plus all pupils in Classes MD, GS, LS, RMK and RMN

9.35am to 9.45am P4 to P7

9.45am to 10am all remaining post primary pupils

Collection Times:

1.30pm P1 to P3

2.50 pm to 2.55 pm P4 to P7, plus all pupils in Classes MD, GS, LS, RMK and RMN

2.55 pm to 3.00 pm all remaining post primary pupils

If you have children in different age groups, all siblings may be dropped off together at the time slot of the youngest child.

If you are transporting your child please remain in your car until the times indicated. Please do not park in bus bays at either drop off or collection times. A number of parking spaces for parents dropping pupils off will be allocated morning and afternoon. The semi-circular parking area may be used as a drop off area too.

A waiting area under the canopy, outside the dining bay window, will be the designated waiting area. This is important to keep the front doors clear and allow the movement of staff and pupils into school.

Pupils in Senior School may proceed down the access road towards the hydrotherapy pool to their classes. This road will be closed to all vehicles and will allow pupils in the mobile to quickly access their class. Staff will be on hand to supervise.

Uniform and Bags: School uniform should still be worn, but sweatshirts changed each day. For a number of our pupils, uniform is an important visual reminder they are at school. School bags are permitted as these are stored outside classrooms.

Lunches: School meals will be provided by the School Meals Kitchen for pupils from 24th August. A copy of the first week's menu will be posted on Facebook the week before restarting. The school's Facebook page is public so you do not need to be signed up to Facebook. Lunch boxes/bags are permissible in school and will be sanitised before being taken into the classroom. Please try to use SchoolMoney to pay for dinners to reduce

cash handling in the office (details will be sent to new pupils and any not already signed up to this). However, cash or cheques payable to “Education Authority” will still be accepted for dinners. The price of a school dinner remains at £2.60 per day for all pupils. Free School Meals will recommence on 1st September – pupils in receipt of Free School Meals in 2019/20 are required to pay the week commencing 24th August. This is, according to EA, due to the Summer Food Payment Scheme covering the period to 31st August. If you have applied/re-applied for Free School Meals, please remember dinners need paid for until EA confirms Free School Meals for 2020/2021. Forms are available on EA’s website.

The Healthy Tuck Shop is suspended. Classes will inform you of individual arrangements.

Bubbles: Classes will be taught in individual bubbles and whole-school activities such as Assemblies are suspended until further notice. All classes have a designated individual play area and rooms are well ventilated. Classes have been working on reducing the sharing of resources and extra boxes/stationery have been sourced for pupils.

PPE: there is no requirement for pupils to wear face masks in school. As usual, staff will be using PPE during intimate care procedures, administering medication and PEG feeding.

Hygiene: pupils will be required to wash/sanitise hands on arrival, before break, before lunch and before home. Staff will assist where required. There is no requirement to send sanitiser in unless you want to – we have adequate supplies. Our tooth-brushing programme is suspended until further notice.

Communication: paper home/school diaries will not be used. Communication will be via Seesaw and an access code for new pupils will be supplied. Any other messages may be phoned to the school office and these will be passed to classes. Teachers will phone with urgent messages. PECS books, communication books and communication devices will be used as normal. These will be sanitised on arrival and before being put back in to school bags. You will still receive paper copies of menus and a monthly newsletter home.

Homework: there will be no homework/reading books sent home. Individual classes may set practical homework tasks based on Learning for Life and Work, or via Seesaw.

Changes to Activities: Choir, Makaton Choir, bus outings and aromatherapy are suspended in the meantime. Play Therapy and counselling for post-primary

pupils will continue, with additional cleaning measures. The Soft Play Room, Interactive Projector Room, PE hall and Multi-Sensory Room will still be used with a reduction in class slot times to allow for additional cleaning between classes. We hope to reopen the hydrotherapy pool, but we are waiting on confirmation from EA before we can do so. In preparation, the daily/weekly and annual pool checks and cleaning has been carried out throughout lockdown. Allied Health Professionals are working on procedures to allow them to resume therapy with pupils once school starts.

Cleaning: alongside the daily cleaning schedule of the school, classes will be wiping down surfaces and door handles throughout the day. Toys, equipment and items brought into school will be sanitised on a daily basis.

Visitors: In an effort to reduce the risk of infection external visitors to the school will not be allowed access to the building. If you need to pick up your child early, please phone the office beforehand.

First Day Items: please remember, if applicable, to send in nappies/pull-ups, wipes, feed, insulin, etc. on 24th. Mrs Stewart will be date checking all medication held in school and will be in touch if new medication/epi-pens are needed. Updated Emergency Medication and Epilepsy Plans have been handed over and staff have undertaken their bi-annual medical training during lockdown. Please label all sweatshirts and coats – this is more important than ever to ensure you receive the correct item home.

Class teachers will be phoning parents on the week beginning 17th August to link in before we restart.

As you know all too well we are at the centre of a global pandemic and pupil safety continues to be at the forefront of consideration. The restart programme will be subject to change if guidance or advice alters based on our local circumstances.

Finally, may I take this opportunity to thank you for your continued cooperation, understanding and support at this unprecedented time for us all.

Kind regards



Mr. J. Madden
Principal

