

# St. Francis of Assisi Primary School

Madden Row  
Keady  
ARMAGH  
BT60 3RW  
Tel: (028) 37531284  
Fax: (028) 37539633



Email: [info@stfrancisofassisi.keady.ni.sch.uk](mailto:info@stfrancisofassisi.keady.ni.sch.uk)  
Website: [www.stfrancisofassisisps.co.uk](http://www.stfrancisofassisisps.co.uk)

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21st September 2020

Dear Parent/ Guardian,

We are so delighted to be welcoming back our pupils over the next few weeks and wish to assure you we have put every precaution in place to ensure the safe return of your children to St Francis of Assisi PS.

**As we draw closer to our reopening parents are reminded to check starting dates along with necessary guidance on the Return to School letter dated 7<sup>th</sup> August.**

#### **Reminder of staggered school starting times:**

- 8:45am: Families and Individual Pupils with working parents only.
- 9am: Remaining families with younger siblings in the school.
- 9:10am: All remaining pupils.

Pupils upon arrival at school should go directly to their classroom. Staff will be available to guide pupils to the correct entrance. Please refer to table below for detailed information on designated entrance doors, finishing times and collection points.

Gatherings both inside and outside of the school grounds should be kept to a minimum. To ensure the smooth running of our day we ask parents to please adhere to the staggered starting and finishing times, observe the 2m social distancing guidance, to be on time and to please leave school grounds promptly, allowing for the next cohort of pupils/parents to arrive.

#### **Class Structures:**

During the school day classes will act as one single group or 'protective bubble', with the least possible level of interaction with all others. Pupils will also remain in their own group for playtime and lunchtime.

In an effort to safeguard each 'bubble', there will be NO Breakfast Club, Minding Club or After School Clubs at present. The school will review this at a later date.

Toileting facilities will be assigned to designated classes with staff monitoring the number of pupils using the facilities at any one time. These facilities will be cleaned regularly throughout the school day.

### **School Dinners:**

School meals will be available to order from Tuesday 1<sup>st</sup> September. Dinners for Rang 1, P1 and P2 will be served in the classrooms. Mealtimes for P3-P7 will be staggered. These classes will be served dinner in the school hall where pupils will remain in their respective 'bubble'.

The school is presently setting up an online cashless system to allow parents to pay for school meals and any other payments which may be required. There will be strictly no cash transactions - details to follow.

### **School-Home Communication using Online Forums:**

Parents will over the next few weeks receive invites to join the P1-P3 See-Saw and P4-P7 Google Classroom forums where information, resources and homework will be shared. Temporary email addresses for teachers will be shared on these forums so in the absence of face to face contact, a parent can contact the teacher about any concerns or arrange a meeting if necessary. More information will follow.

### **Curriculum:**

Our priority upon return to school will be to ensure pupils are afforded the opportunity to re-engage with their friends and to slowly settle back into the daily routine of a full school day.

Homework will be gradually introduced over the coming weeks. Parents should be aware that while paper copies will be sent home, photographs of completed homework or homework completed online should be uploaded to the online forums. No paper copies of homework should be returned to school.

Reading books will go home in the homework folder supplied and returned daily to school. It is vitaly important that reading books are brought back to school daily, if your child does not bring their book back to school they will not be permitted to share a reading book with any other child and will miss out on much needed reading practice.

### **Health and Hygiene:**

**Guidance for Parents:** Parents are asked to please check your child's temperature daily, before sending them to school. Parental advice from the Education Minister, including when NOT to send your child to school, can be found on the links below. These links have also been shared on the school's Facebook Page. The school should be informed by phone immediately if your child is feeling unwell.

<https://www.education-ni.gov.uk/sites/default/files/publications/education/FINAL%20-%20Letter%20to%20Parents%20and%20Carers%20August%202020.pdf>

<https://www.education-ni.gov.uk/sites/default/files/publications/education/Education%20Restart%20Leaflet.pdf>

**Contact numbers:** It is vitally important that the school hold the most recent contact details for you and your emergency contact numbers. Please update the school secretary should contact numbers change.

**Supplies for school:** Regular washing of hands will take place throughout the school day. However, it is important that pupils take in a small bottle of **hand sanitiser** to leave on their desk, **soap** for sensitive skin if necessary (with names clearly marked on the label) and a small packet of **tissues**. This will be for personal use only.

**School uniforms:** While it is recognised that many families do not have a full second uniform, uniforms should be regularly washed and changed throughout the school week. It is strongly advised that children change uniform when they come home from school.

While **crested navy PE hoodies** were always optional, the school is currently in talks with suppliers to stock up on these as this may be a more financially viable option should a second uniform be needed later in the term. We ask parents to please consider purchasing such.

### **Equipment and Supplies:**

Parents are reminded on the first day back to send in a pencil case of supplies which will remain in school for your child's personal use.

Pupils should only at any time take to school:

- Water bottle (sanitised at home before and after school daily)
- Lunchbox (sanitised at home before and after school daily)
- Breaktime Snack (in line with our healthy eating policy crackers/ cheese/ fruit etc)
- Raincoat (pupils will be outside at break even during light showers of rain)
- Plastic Clipped Homework File (provided by the school)
- Hygiene supplies as outlined above (to be left in school)

### **Parental Support:**

It is difficult to predict what lies ahead in such uncertain times, however the return of our children to school is of utmost importance. In school we will endeavour to put systems in place for online learning platforms and ask that you as parents support and engage with this at every opportunity. It is vital that pupils become accustomed to using online platforms so that if for any reason they are not able to be in school, they can continue their learning at home.

We very much look forward to having the children back in our classrooms and seeing their smiling faces as they run around chitter chattering and playing with their friends in the school yard. While we recognise some children may be a little apprehensive about returning to school after such a long break, staff will do everything possible to ensure the children feel comfortable and reassured as they settle back into school life.

We pray to our patron saint, St Francis of Assisi, to watch over and guide us upon our return to school and pray that it brings with it a little hope and normality for everyone.

Kind Regards,



Mrs Feena Hughes  
Principal

**Foundation -Downstairs**

Class	Teacher	Room – Entrance Door <b>Refer to information: Staggered Starting Times</b>	Finishing time -Exit door Collection Point Collected at Exit Doors
Naíscoil	Mrs Sharon McGeown	External classroom door accessed from Outdoor Play Area	Staggered times - External classroom door accessed from Outdoor Play Area
Reception/Primary 1	Miss McBride	External classroom door accessed from Outdoor Play Area	<b>12pm Induction Period</b> - External classroom door accessed from Outdoor Play Area <b>2pm</b> Small Gate into Outdoor Play Area

**Key Stage 1- Upstairs**

Class	Teacher	Room – Entrance Door <b>Refer to information: Staggered Starting Times</b>	Finishing time -Exit door Collection Point Collected at Exit Doors
Rang 1	Bean Uí Thuatháil	External double doors to foyer of Foundation Block (as used by Naíscoil last year)	<b>2pm</b> - External double doors to foyer of Foundation Block (as used by Naíscoil last year) Parents should wait in area directly outside door NOT in area at the top of the steps.
Primary 2	Mr R Rafferty / Ms G Loughlin	External door – double doors into foyer of Foundation Block	<b>2pm</b> -Exit door beside P7 classroom at back of school. Parents should wait in area with buddy benches.
Primary 2/3	Mrs M O Malley	External door – double doors into foyer of Foundation Block	<b>2pm</b> -Emergency Exit from Main Hall – left side of school kitchen accessed from front staff car park. Parents should walk around to the door at the side.

### Key Stage 2- Upstairs

Class	Teacher	Room – Entrance Door	Finishing time -Exit door Collection Point <b>Pupils will be escorted to the gate by the class teacher.</b>
Primary 3/4	Mrs P McEvoy	Main door at front of school beside school office- classroom upstairs in main block	<b>P3- 2pm / P4 - 2:45pm</b> - Small gate onto road at front of school building beside main door. Parents should wait on footpath outside school gate.
Primary 7A	Ms J Hughes	Main door at front of school beside school office- classroom upstairs in main block	<b>3pm</b> - Small gate at front of school building beside main door.

### Key Stage 2- Downstairs

Class	Teacher	Room – Entrance Door	Finishing time -Exit door Collection Point <b>Pupils will be escorted to the gate by the class teacher.</b>
Primary 5	Mrs L Quinn Mon-Wed Mr C Sloan Thurs-Fri	Emergency door at back of school – opposite staffroom -classroom downstairs beside Principal’s office.	<b>2:45pm</b> – Small gate at top of steps onto road in front of the main playground
Primary 6	Mrs A Campbell	External door into P6 classroom.	<b>3pm</b> – Small gate at top of steps onto road in front of the main playground
Primary 7B	Mrs N Smith	External door into P7 classroom.	<b>3pm</b> - Small gate onto road at front of school building beside main door.

# EDUCATION RESTART



## Everyone has a role to play in keeping our schools safe and helping to stop the spread of COVID-19.

### Everyone should continue to:

- wash hands regularly
- cover coughs and sneezes
- practise social distancing
- follow the latest public health advice

### What should I not do?

- Don't** send your child to school if they have COVID-19 symptoms
- Don't** allow your child to use public transport unless you have no alternative
- Don't** gather at the school entrance/gate
- Don't** allow your child to share food/drinks with friends

### What should I do?

- Do** let the school know if your child will be absent due to COVID-19 symptoms
- Do** encourage your child to socially distance, if it is possible
- Do** encourage good hand hygiene
- Do** use alternative transport if you can
- Do** walk or cycle if it's safe and appropriate to do so
- Do** use park and ride or other car-parking facilities (if available) and walk the remainder of the journey to school
- Do** avoid parking close to or at the school gates
- Do** encourage the use of face coverings on school transport

Further information, including Frequently Asked Questions for parents and carers, can be found on the Department of Education's website at [www.education-ni.gov.uk](http://www.education-ni.gov.uk).