

# St Louis Grammar School



**COVID-19**

**Parent/Student Handbook**

**September 2020**

## Contents

Page 3	Introduction
Page 4	Protective Bubbles
Page 4-5	The school day
Page 6	Transport to school / Handwashing & Hygiene Practice / Face masks
Page 7	Moving around the school building / Registration / Late Arrivals / Break time Arrangements
Page 8	Lunch time arrangements
Page 9	Classroom Routines
Page 10	IT Rooms / Toilet Facilities / Dismissal from school
Page 11	Practical subjects / Physical Education / Lockers / Peripatetic Music lessons Books & Equipment / Water bottles / Student Behaviour Expectations
Page 12	Fire drill arrangements / Students receiving medication / First Aid / School Visitors / Pastoral support
Page 13	If a student develops Covid-19 symptoms
Page 14	Educating students who are self-isolating / Test & Trace / In the event of a local lockdown/outbreak
Page 15-16	Covid-19 Absence Summary Guide

Please be mindful that the information provided in this handbook is subject to amendments in line with changing guidance and information received from the PHA, Local Government and the Department of Education.

## **Introduction**

To say that I am delighted that the school is open to all our students again is an understatement. As a school, we are beyond excited to welcome all our students back so they can avail of high quality learning and teaching in the classroom setting. Nevertheless, the health and safety of our school community is of paramount importance and our number one priority. In this guide, we explain some of the precautions undertaken by our school to mitigate risks and ensure the protection of our students and staff. It is vital that all parents and students read this handbook carefully to understand the various safety controls we have implemented across the school.

Furthermore, it is fundamental that no-one attends school if they are displaying any coronavirus symptoms. The symptoms are:

- A high temperature: this means you feel hot to the touch on your chest or back (you do not need to measure your temperature);
- A new, continuous cough: this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
- A loss or change of your sense of taste or smell: this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

Students / members of staff must contact the school if anyone in their household has any of these symptoms. Anyone with symptoms must consult Public Health guidance and self-isolate for the recommended period. Guidance states that if you have symptoms of coronavirus or a positive test, you must stay at home for at least 10 days. If you live with someone who has symptoms or a positive test, you are required to stay at home for 14 days from the day the first person started showing symptoms. Provision will be made for any students if they are self-isolating because of Covid-19.

Thank you for taking the time to read this guide. If you have any further questions, please do not hesitate to contact the school via email at [mail@stlouisgrammar.com](mailto:mail@stlouisgrammar.com).

Yours faithfully,

S. Rafferty

## **Protective Bubbles**

In order to minimise the risks associated with Covid-19, some temporary changes have been made in regard to how we work. The biggest change we will be making is splitting the school into 'protective bubbles'. Students will be assigned to one of the following bubbles:

- Year 8 bubble
- Year 9 bubble
- Year 10 bubble
- Year 11 bubble
- Sixth Form bubble

In Key Stage 3, each year group bubble will be split into a further 6/7 form group bubbles. For example, in Year 8 the following bubbles have been created:

- 8 Lara bubble
- 8 Lisbreen bubble
- 8 Lir bubble
- 8 Lurig bubble
- 8 Lismoyle bubble
- 8 Layde bubble
- 8 Lyndon bubble

It is important that students stay within their protective bubble as far as practicable throughout the school day. Some changes have been made to the school routine to ensure that this is possible and that the bubbles are kept as separate as possible. Hopefully this will minimise the likelihood of year groups mixing and therefore the number of direct contacts a pupil has within school, whilst still enabling us to continue meeting the needs of our students in terms of high quality learning and teaching.

This guide relates to students in Key Stages 3 and 4. If you have a son/daughter in Sixth form (Year 13/14) please also read the guide for the Sixth form.

## **The school day**

School will be open to students from 8.30am.

There is a natural stagger of students' arrival times in the morning due to the different arrival times of buses. This will be monitored by senior teachers.

When students arrive into school, they should go straight to their designated zone outside (see table 1). If it is raining, they can come into the school building but they must go straight to the room in which they are timetabled for period 1. To enter the school building, students in Years 8-12 should use the main entrance; Sixth form pupils should use the Sixth form entrance. Any student who is timetabled to be in the Convent / Creative Arts building period 1 should go straight to those buildings, unless they need to visit their locker.

Students in Key Stage 3 should go to their bubble classroom (see table 2) when they come into school unless they have a practical subject (Music, Drama, Art, Science, PE, Technology or Home Economics) period 1. If a student has a practical subject, they should wait in the Assembly hall until

8.45am before making their way to the relevant classroom. Students should not congregate on corridors / communal areas. Teachers will be present on corridors to ensure that students are not congregating.

All students will be expected to be on time, in their correct zone and their period 1 classroom for 8.50am.

<i>TABLE 1 – Designated Outdoor Zones for bubbles</i>	
Year group	Outdoor Zone
<b>8</b>	Outdoor Gym / Back of canteen / Picnic area outside Mr Quinn’s office
<b>9</b>	Turning circle / Table-tennis area
<b>10</b>	Hurling wall / Gravel pitch
<b>11</b>	4G Pitch & Amphitheatre
<b>12</b>	4G Pitch (larger pitch)
<b>13/14</b>	Back of Sixth Form area /4G Pitch not in use by Years 11or 12 during split lunch

<i>TABLE 2 – Bubble Classrooms for Key Stage 3</i>					
Year 8 Class	Room	Year 9 Class	Room	Year 10 Class	Room
8 Laragh	<b>16</b>	9 Laragh	<b>45</b>	10 Laragh	<b>21</b>
8 Layde	<b>10</b>	9 Layde	<b>47</b>	10 Layde	<b>20</b>
8 Lir	<b>14</b>	9 Lisbreen	<b>46</b>	10 Lisbreen	<b>18</b>
8 Lisbreen	<b>15</b>	9 Lismoyle	<b>48</b>	10 Lismoyle	<b>17</b>
8 Lismoyle	<b>13</b>	9 Lurig	<b>49</b>	10 Lurig	<b>22</b>
8 Lurig	<b>11</b>	9 Lyndon	<b>44</b>	10 Lyndon	<b>29</b>
8 Lyndon	<b>12</b>				

## **Transport to School**

If possible, students are encouraged to walk to school. It is important that students avoid gathering in large groups or congregating at the beginning/end of the school day. By maintaining social distancing from other year groups, the chances of contracting/spreading Covid-19 are reduced.

If travelling by car, students should not share a car with someone from another household.

If travelling by bus, students will be required to wear a face covering, as per government guidance. Students are advised to remain in their household/class/year group bubble and avoid mixing with other bubbles if possible on their bus journey.

## **Hand Washing & Hygiene Practice**

In accordance with guidance issued from the Department of Education, the school will provide hand washing facilities, disposable towels and hand sanitisers around the school building, in classrooms and at entrances/exits.

In addition, we would encourage all students to bring a small bottle of hand sanitiser with them and take personal responsibility for cleaning their hands as much as possible throughout the school day. By developing good habits and taking responsibility for their own hand hygiene, the opportunity to deliver outstanding learning and teaching can be maximised within lessons.

Students should ensure that they have tissues at all times - they must use tissues to cover coughs / sneezes. Tissues should be disposed of straight away. Red bins have been placed in classrooms and throughout the school for the disposal of such waste - tissues, face masks and any other related items should be placed in these bins. Hands should be sanitised after disposing of such waste. In the event that a student does not have tissues, they should cough/sneeze into their elbow.

## **Face Masks**

Government guidance on face coverings was updated at the end of August and as a school, we have taken the decision to ask all students to wear face coverings in communal areas such as corridors at the change of lessons and in indoor social spaces, such as when queueing for the canteen/using toilet facilities. Students are not required to wear face coverings in lessons or outside areas.

If you have a medical condition that prevents you from wearing a face covering, it is important that the Head of Year is informed.

During induction, students will receive information and demonstrations on how to wear and remove face masks correctly. Students are encouraged to carry a small bag which they can place their face mask into when they are not wearing it. This will reduce the risk of contamination. Students should sanitise their hands when they remove their face mask.

As a school, we reserve the right to ask students to remove face coverings which are deemed as inappropriate / offensive. A disposable face mask will be provided for a student if such case arises.

### **Moving around the school building**

Staff will be present on the corridors throughout the school day to encourage students to maintain social distancing (as far as practicable) and wear their face covering correctly. It is expected that students will behave in a responsible manner, moving quietly within their protective bubble, adhering to protective measures such as wearing their face mask and sanitising hands.

A one-way system will be in operation in some areas of the school where possible (Creative Arts Building and Convent). Students are asked to adhere to the one-way system in these building at all times in order to promote the safe flow of students and staff. Where a one-way system is not possible to operate, students are asked to walk on the left-hand side at all times.

When travelling to different areas of the school building, students are advised to take the shortest route possible, whilst adhering to protective measures such as walking on the left hand side of corridors, wearing a face mask and sanitising hands.

All areas of the school building will be sanitised frequently throughout the school day. Additional cleaning staff have been employed by the school to ensure that door handles, stair railings and other public surface areas are cleaned regularly.

### **Registration / Late Arrivals**

Morning registration will not take place as normal. Instead, students should go directly to their period 1 classroom where registration will take place at 8.50am.

All students should be in their period 1 classrooms for 8.50am. Any students who arrive late should use the main entrance to the school. They must report to reception and go straight to the class they are timetabled to be in.

### **Break time arrangements**

In order to prioritise the safety of our school community, measures have been put in place to avoid pupils congregating in the canteen/other communal areas at break time. Students in Years 8-11 will remain in classrooms over break-time where they will be supervised by a teacher. Key Stage 3 students will remain in the classroom where they had their period 2 lesson whereas Year 11 students will return to their form rooms (see table 3). Students in Years 8-11 are advised to bring their own break which they can eat in the classroom.

Students in Years 12, 13 and 14 may use the canteen to purchase their break. Year 12 students can remain in the canteen to eat their break whereas Sixth form students should make their way to the Assembly Hall. Students in each of these year groups should go to their outdoor zone (see table 1) once they have eaten their break. If it is wet outside, Year 12 students can stay in the canteen and Sixth form students should remain in the Assembly hall. Senior teachers will carry out supervision duties to ensure that students are adhering to designated zones.

<i>TABLE 3 – Year 11 Form Rooms</i>	
<b>Year 11 Class</b>	<b>Form Room</b>
11 Laragh	<b>40</b>
11 Layde	<b>8</b>
11 Lisbreen	<b>1</b>
11 Lismoyle	<b>7</b>
11 Lurig	<b>36</b>
11 Lyndon	<b>24B</b>

### **Lunch time arrangements**

Student access to the canteen will be staggered at lunch time (see table 4), with the main canteen being used by students in Years 8 – 12 and the Assembly Hall being used by Sixth form students.

<i>TABLE 4 – Staggered Access to Canteen</i>		
	<b>Time</b>	<b>Access to canteen</b>
<b>Period 4</b>	12.20	Year 8 & Year 13s who are timetabled to be in study
<b>1<sup>st</sup> lunch (period 5)</b>	12.35	Remainder of Year 13
	12.40	Half of Year 10 (timetabled to be on 1 <sup>st</sup> lunch)
	12.50	Year 11
<b>Period 5</b>	1.05	Year 9 & Year 14s who are timetabled to be in study
<b>2<sup>nd</sup> lunch (period 6)</b>	1.15	Remainder of Year 14
	1.20	Half of Year 10 (timetabled to be on 2 <sup>nd</sup> lunch)
	1.30	Year 12

In the canteen, students will be advised to sit with other students from their bubble. Signage on tables will help ensure that students do not mix across different bubbles. Supervision duties carried out by senior teachers in the canteen will also help ensure that students from different bubbles do not mix and that social distancing is maintained as far as practicable. In addition to hot/food service in the canteen, a pre-order deli food service will be available in the Assembly hall. This will



hopefully reduce the number of students queueing to purchase canteen food/the need for cutlery and should speed up dinner service.

Students also have the option of bringing their own packed lunch. Those who decide to bring their own lunch are advised to use packaging which they can dispose of rather than carrying potentially contaminated containers around the school. Students taking packed lunches should go to the canteen at the designated time with their peers.

Students are advised to sanitise their hands before entering and when leaving the canteen and face masks should be worn whilst students are queueing.

Once students have eaten their lunch, they should make their way to their designated outdoor zone (see table 1). If it is a wet day, students in Key Stage 3 should return to their bubble rooms, Key Stage 4 should go to the Sports Hall (split lunch allows Year 11 and Year 12 bubbles to remain separate) and Sixth form students remain in the Assembly Hall.

### **Classroom routines**

Key Stage 3 students will remain in their bubble classrooms for the majority of lessons and teachers will come to them. Students are required to move rooms for practical subjects: Technology, Science, Drama, PE, Home Economics, Art and Music. In every classroom, students must adhere to the seating plan devised by their teacher. The seating plan will be used for contact tracing (NHS Test and Trace) purposes if required.

Students in Key Stages 4 and 5 (Years 11-14) will move from class to class, according to their subject choices. They will be allocated a seat in each classroom, in which they must sit in every day.

On arrival to a classroom, students are advised to avoid queueing outside the classroom - instead they should enter the room straight away. Every student is required to sanitise their hands when they arrive and when leaving.

Where possible, desks will be forward facing, side by side in classrooms across the school. Teachers are encouraged to maintain a distance of 2 metres away from students in their class and will minimise any contact that is less than 2 metres. A protective screen has been provided for teachers' desks. Learning Support Assistants have also been advised to minimise any close contact with students whom they are supporting. When it is unavoidable to work closely with students, both the LSA and the pupil are advised to wear a face covering and sanitise hands.

To support ventilation, windows and doors will be open in all classrooms when possible.

All classrooms will have hand sanitiser, blue roll and anti-bacterial wipes/spray available. Surfaces/work spaces in each classroom should be wiped down at the end of each lesson/when a bubble is leaving the room and students may be asked to assist with this process. Red bins are available for the disposal of used tissues, anti-bacterial wipes or gloves.

## **IT Rooms**

Students must only access the ICT rooms when they are timetabled to do so. Seating plans must be adhered to and students will be asked to wipe down their keyboard, mouse and desk area using anti-bacterial wipes at the end of their lesson.

## **Toilet facilities**

Students are encouraged to use toilet facilities at break and lunch time. Designated toilet zones have been assigned for each of the Key stages (See table 5).

<i>TABLE 5: Designated Toilet Zones</i>	
<b>Key Stage / Year</b>	<b>Designated toilet zone</b>
KS3 (Yrs 8 - 10)	Opposite Room 11
KS4 (Yrs 11 & 12)	Male: Examinations Office corridor Female: Beside Reprographics – Block 1
KS4 (Yrs 13 & 14)	Male: Canteen Corridor Female: Beside Reprographics – Block 2

Toilet facilities will be cleaned periodically throughout the day.

Those students in possession of toilet passes have permission to go to the toilet without question, but staff will use their discretion and discourage other students from leaving the lesson. If a student needs to use the toilet during a lesson, their teacher will record the visit to the toilet on Sims. This is for the purpose of Track and Trace.

## **Dismissal from school**

The dismissal of students at the end of the school day will be staggered: Students in Years 8 and 9 will be released from class at 3.20pm; Year 10 students will be released at 3.25pm and all other year groups will be released at 3.30pm. Students are advised to leave the school building at their nearest exit.

After school extra-curricular activities are postponed until further notice.

If waiting at The State for the bus, students are advised to try to keep within their year group bubble and maintain social distancing. Face Coverings must be worn on public transport.

## **Practical subjects**

Practical subjects will operate however there will be some changes – in Science for example, pupils will be assigned the same partner whom they must work with in Biology, Chemistry and Physics; in Home Economics cookery demonstrations will be provided via the webcam.

## **Physical Education**

Some amendments to PE changing facilities have been made to ensure that adequate social distancing is maintained by students whilst they are getting changed. Extra facilities have also been made available. Students will be supervised whilst using changing facilities. The changing facilities will be cleaned periodically throughout the school day and sanitising spray and blue roll is available. Students may be asked to assist with the sanitising of changing facilities after usage. Contact sports will not take place and equipment will not be shared without cleaning.

## **Books and equipment**

Students are advised to use their own stationery and resources in school – they should not share resources with any of their peers/teachers. If a student forgets to bring their books/stationery, they should inform the teacher who will get them a replacement. Students can expect to have their work marked by teachers. In some cases, teachers will ask students to submit their work electronically through MS Teams/Google classroom. The distribution/collection of handouts, worksheets, pupil work and books by teachers is permitted. Teachers have been advised to sanitise their hands before and after handling pupil work.

Equipment in practical subjects (e.g. cookery equipment in Home Economics) may be used by students but sharing will be avoided where possible. Equipment will be cleaned before and after student usage.

## **Lockers**

Students are encouraged to visit their lockers only if necessary. This is to help avoid congestion in the locker areas. The locker area will be cleaned regularly during the school day.

## **Peripatetic music lessons**

Peripatetic music lessons have been suspended until the end of September – pending details from the Education Authority.

## **Student behaviour expectations**

High standards of student behaviour are required more than ever in order to promote the health and safety of the whole school community. Pupils are expected to conduct themselves in a safe, sensible matter. There is a zero tolerance approach to any student who behaves in a way that deliberately puts the safety of others at risk and the Pupil Behaviour Policy has been amended to

include sanctions for the abuse/disregard for Covid-19 precautions. Detention will run as normal but with adequate social distancing measures in place.

### **Fire drill arrangements**

The normal procedure for a fire drill remains in place. In the event of a fire, the priority is for students and staff to vacate the building in a calm, controlled manner via the nearest fire exit. However, students are asked to maintain social distancing where possible.

### **Students receiving medication**

For any students who receive medication whilst they are in school, medication will be administered by the School Nurse in the Medical room. Some amendments have been made to the medical room to facilitate social distancing and ensure that any direct contact between the school nurse and students is minimised.

### **First aid**

If the case arises whereby a student requires First Aid, the First Aider will wear PPE if required.

### **Water bottles**

Students are required to bring their own water into school in a water bottle - Jugs of water / disposable cups will not be available. Bottled water can be purchased from the school canteen / vending machine.

### **School Visitors**

Visitors (including parents) are not be permitted to enter the school building without a pre-arranged appointment. To arrange an appointment, parents are asked to contact the school via telephone / email (contact details are found on the school website).

Visitors are expected to adhere to protective measures which have been put in place: they must wear a face covering, sanitise hands on arrival/when leaving and report to reception. Visitors should not enter the building if they have any symptoms of Covid-19.

### **Pastoral support**

As a school we are aware that some students have been negatively affected by the pandemic and pastoral support will be offered to any students who are in this position. Form teachers and Heads of Year have identified students who may require some additional pastoral support through keep in touch phone calls that were conducted over lockdown as well as any concerns expressed by students through the 'Worry box' (an online facility which enabled students to contact their Head of Year regarding any fears/anxieties they felt during lockdown).

Parents are asked to inform the school of any concerns they have about their children by contacting the relevant Head of Year (see table 6).

Year	Head of Year
8	Mrs Toner
9	Mr Gillan
10	Miss Ferris
11	Mrs Doherty
12	Miss Glavin
13/14	Mrs McGreevy

Parents should contact the school office if they would like to speak to their son/daughter's Head of Year.

### **Procedure to be undertaken when a student develops Covid-19 symptoms when they are in school**

The steps listed below will be followed in the event that a student develops Covid-19 symptoms during the school day:

1. Student will be moved to an area where they are situated away from other students (they may be asked to wait outside the classroom). The student will be told to wear their face covering.
2. Teacher will inform office staff immediately.
3. Office staff will notify the school nurse and will ring the student's parents.
4. Parents will be asked to collect their son/daughter. They will be told that their son/daughter has developed Covid-19 symptoms and will be asked to arrange a test.
5. The school nurse will bring the student to an isolation room.
6. The rest of the class will be brought to another classroom so a deep clean can be undertaken in the original classroom.
7. Whilst waiting on the test, the students and any members of their household should self-isolate.
8. Once the student obtains their test result, parents are required to notify the school.
9. If the test is negative, the school will follow government guidance which states "Where an individual has had a negative test result, it is still important to apply caution. If everyone with symptoms who was tested in their household receive a negative result, the pupil or staff member can return to work providing they are well enough and have not had a fever for 48 hours". If the test is positive they must follow the guidance given by the Public Health Agency. The student will be contacted by the Contact Tracing Service and will need to share information about their recent interactions. This will include anyone who has been within 2m of the student for more than 15 minutes.

Parents/students are asked to avoid sharing information regarding known or suspected cases on social media as this can cause unnecessary alarm.

All parents should familiarise themselves with the documents in the link below:

<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

### **Educating students who are self-isolating due to Covid-19**

If a pupil is self-isolating due to Covid-19 and unable to attend school, plans are in place to ensure that they can continue to receive a high standard of education. Work will be made available to students who are absent either online or through the post. The Head of Year will discuss what is most appropriate with individual parents/carers when such a situation arises.

### **Test and Trace**

All members of the school community are expected to engage fully with the NHS Test and Trace programme. This means that anyone presenting with Covid-19 symptoms will:

- Book a test
- If result is positive, provide details to NHS Test and Trace of anyone they have been in close contact with and follow advice issued by the Public Health Authority
- Self-isolate
- Parents are required to inform the school immediately of the results of a test.

In the case of a positive test result, any individuals who have had close contact with the infected individual will be sent home by the school, should the Health Protection team advise this. Close contact is defined as having:

- Any face-to-face contact within 1 metre
- Contact for more than 15 minutes at a distance of between 1 and 2 metres
- Been in a small vehicle with the infected individual

Any individual who has had close contact with an infected individual should follow Public Health guidance, which advises them to self-isolate for 14 days.

Individuals living in the same household as the person who is self-isolating do not need to self-isolate unless the person sent home develops symptoms.

### **Procedure to be undertaken in the event of a local lockdown/ outbreak of Covid-19**

As a school, we have a contingency plan ready which we can implement immediately in the event of a local lockdown or an outbreak of Covid-19. In the event of a local lockdown / outbreak of Covid-19, the school may decide to remain partially open to students in some year groups or close completely. In the event of any partial or full closure, we will aim to provide high quality learning and teaching using online tools such as MS Teams and Google Classroom.

Parents will be informed immediately if the school takes the decision to partially or fully close by text message/school app and website.

### Covid-19 Absence Summary Guide

<u>What to do if</u>	<u>Action</u>
My son/daughter has coronavirus symptoms	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school office to inform school about absence/reasons for absence</li> <li>• Self-isolate</li> <li>• Organise test</li> <li>• Inform school immediately about test result</li> <li>• Follow PHA Guidance</li> </ul>
My son/daughter tests positive for Covid-19	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school office to inform school about absence/reasons for absence</li> <li>• Follow PHA guidance - Self-isolate for at least 10 days</li> <li>• Inform school immediately about test result</li> </ul>
A member in my household has coronavirus symptoms	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school office to inform school about absence/reasons for absence</li> <li>• Self-isolate</li> <li>• Household member should organise test</li> <li>• Inform school immediately about test result</li> <li>• If household member obtains a negative test result, your son/daughter may return to school</li> </ul>
A member of my household has tested positive for Covid-19	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school office to inform school about absence/reasons for absence</li> <li>• Follow PHA guidance – self isolate for 14 days</li> </ul>
NHS test and trace have identified my child as a 'close contact' of someone with symptoms or confirmed Covid 19	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school office to inform school about absence/reasons for absence</li> <li>• Follow PHA guidance – self isolate for 14 days</li> </ul>
We have received medical advice	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school office to inform school about absence/reasons for absence</li> </ul>

<p>that my son/daughter must resume shielding</p>	<ul style="list-style-type: none"> <li>• Shield until you informed otherwise by your GP</li> </ul>
<p>We / my son/daughter has to self-isolate due to quarantine rules</p>	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school office to inform school about absence/reasons for absence</li> <li>• Follow quarantine rules - Self isolate for 14 days</li> </ul> <p><b>**Note that students should not take unauthorised leave during term time. Parents are strongly encouraged to consider quarantine requirements when making any travel plans**</b></p>



