



Tandragee Junior High School

Re-opening School Guidance

Based on Department of Education Guidance:

[Northern Ireland Re-opening Schools Guidance - New School Day Version 2 Published 13th August 2020](#)

Aims:

- To provide clarity for TJHS stakeholders with regard to the practical approaches to be implemented for a safe re-opening of school;
- To detail the mitigation measures to be put in place;
- To identify responsibilities of stakeholders with regard to the implementation of this guidance;
- To support the implementation of [TJHS Transition Plan 2020-2021](#)

Premise:

- The return to school will not be “normal” - **it will require flexibility, adjustment and sustained partnership on the part of all stakeholders;**
- This guidance and the measures adopted by school should be expected to evolve, based on regular review, updates from DE and as a direct result of the pandemic context which by its nature is fluid;
- The DE guidance is informed by scientific and health advice;
- Passing in corridors and short periods of contact do not present a risk to staff or pupils so long as face-to-face conversation is avoided - however a one-way system will be in place as far as possible;
- Stringent social distancing requirements between pupils will be relaxed from 17th August;
- **Public Health Guidance with respect to social distancing of 2m remains in place between adults and as far as possible between adults and pupils;**
- **Heads of Departments and teaching staff** should continue to contingency plan for the delivery of remote learning in the event of local or wider school closures, or that a class or group of pupils need to self-isolate;
- A blended approach will be implemented where pupils cannot be in school for all or part of the time - as a contingency arrangement;
- **In the event that school will have to engage its blended learning plans, it will not be possible to accommodate individual preferences regarding weeks/groups.**

Risk Assessments:

- The **principal** will complete Risk Assessment templates provided by EA to identify risks and appropriate mitigation measures. **Staff** should discuss individual

circumstances with the principal to ensure that specific health matters can be considered;

- **Parents/carers** should make contact with the **pastoral team (FT/HOY/VP)** in school to discuss the specific health concerns of their child.

Important:

- Anyone (**staff or pupil**) displaying Covid-19 symptoms or if a member of their household has symptoms, must not attend school - please notify the principal promptly;
- If a **pupil** develops symptoms whilst at school, he/she should be collected by their **parents/carers** and must not travel on public/school transport. If a **pupil** develops symptoms whilst on transport they must inform the driver and school staff immediately;
- An individual who becomes symptomatic during the school day will report to the office and avail of the disabled toilet outside Room 1 as an isolation room and wait there until they are collected by a **parent/carers**. The room will be thoroughly cleaned afterwards. The pupil's temperature will be taken prior to contact being made with home;
- Guidance for **staff**:
 - if you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days;
 - if you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms;
 - however, if you develop symptoms during this 14-day period, you will need to self-check in accordance with Test and Trace guidance and stay at home for 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period);
 - 10 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone;
 - if you have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else they can stay for the 14-day isolation period;
 - it is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.
- **Staff or pupils** who have been part of the same 'bubble' as anyone who has tested positive for COVID-19, must likewise follow PHA guidance and self-isolate and

undertake a test under the Test and Trace and Protect system. They can return to school when they have a negative test result or have undertaken the necessary period of isolation after a positive test result. This will contain any potential transmission to those limited number of staff/pupils in the 'bubble' and protect the wider community;

- Where **staff** or **pupils** have tested positive in a cohort that is not operating as a 'bubble' (for example, in some senior school classes or where smaller numbers permit social distancing within existing classrooms) all staff and pupils who have been in direct contact with the individual must follow the PHA guidance and self-isolate, seek a COVID-19 test and only return to school when they have received a negative test or completed the required period of isolation after a positive test;
- It is essential that **all staff** follow this guidance, as by doing so staff will not only protect themselves but limit the spread of the virus to educational settings and the wider population;
- **Staff** are encouraged to use the Stop-Covid 19 App to help with "test" and "trace."

Start Dates (please refer to separate Induction Timetables):

- Year 8:
 - Thursday 27th August: 8MM, 8KG and 8BH only (½ day)
 - Friday 28th August: 8HB, 8SS and 8GC only (½ day)
- Other Year groups: from 1st September 2020
 - Tuesday 1st Sept: Year 10 + 9/10GC only (½ day)
 - Wednesday 2nd Sept: Year 9 + 11/12TH only (½ day)
 - **All pupils** from Thursday 3rd Sept (Full day)

Social Distancing:

- Protective bubbles will be used as a key mitigating action where possible. This will require (as indicated in DE Guidance) **teachers** to move between classes;
- Limited mixing into different class groups to adhere to legal requirements for practical subjects will be necessary and is permitted;
- Prolonged interactions between classes or different year groups (for example in canteens or assembly halls) will be avoided (see separate section on assemblies);
- Strict social distancing requirements for all pupils will be relaxed but remain in place between **adults** at 2m and, as far as is practicable between **pupils and adults**.
- Space Utilisation:
 - Seating will be spaced as widely as possible within a teaching space;
 - Children will face the front as much as possible;
 - Pupils will be assigned to particular desks;
- Staffroom:
 - Face coverings must be worn;
 - Own mugs etc. to be used and washed immediately after use;

- Where **non-teaching staff** support SEN or vulnerable pupils, consistently remaining with an individual or class, these adults should be viewed as part of the protective bubble and social distancing may be relaxed.

- **TJHS Class Bubbles**

Year	Class	Room
Year 8	8MM	Mobile 20
	8HB	Room 18
	8KG	Mobile 21
	8SS	Room 5
	8BH	Room 12
Year 9	9RS	Assembly Hall
	9LG	Assembly Hall
	9JK	Library
	9EG	Room 4
	9LM	Mobile 22
Year 10	10KM	Mobile 19
	10HJ	Room 16
	10RG	Room 15
	10JH	Room 1
	10EC	Room 17
LSC	LSC Junior	Room 3
	LSC Senior	Room 2

Journey to School:

- Active travel or “Park and Stride” are encouraged;
- It is strongly recommended that **all pupils** wear a face covering on all dedicated school transport including buses and taxis where it is appropriate for them to do so. **Parents** should ensure that pupils using transport have a washable plain face covering. Please do not use disposable face coverings;
- **Parents and pupils** - avoid congestion and large gatherings near school gates/entrance. Refer to staggered arrival and departure times;
- **Pupils** should make their way immediately on arrival to their bubble base.

Moving around school

- A one-way system will be in operation - see **Appendix 1** and refer to signage around school.

Pupil Behaviour

- The school’s behaviour policy was reviewed by Governors in June 2020 and the following addition was agreed:
 - **In the event of COVID-19 or similar virus related incidents, school reserves the right to sanction, up to and including exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.**
 - TJHS has high expectations for **pupil** behaviour and their compliance with staff and value partnership from **parents/carers** in supporting these standards.

Hygiene Measures:

- Regular and thorough attention to hygiene is essential;
- School avails **of EA Contract Cleaning service** and these staff will be implementing relevant cleaning practices;
- **Pupils** should bring their own hand gel and tissues to school;
- **Pupils** should wash hands on arrival to school - in their bubble base room if feasible, or in the school toilets;
- **Pupils** should wash hands prior to eating;
- Additional hand sanitising stations will be in place around the school building;
- Practice of good respiratory hygiene is encouraged - Catch It, Bin It, Kill It;
- Frequently touched surfaces will be cleaned regularly;
- Routine general cleaning should take place at least daily;

- Regular cleaning of door handles and other frequently touched surfaces will take place throughout the day;
- Cleaning materials will be made available and if so desired by those using equipment, these can be used to easily wipe surfaces;
- Should there be an outbreak of Covid-19 an enhanced clean may be required;
- Staff should use their own cup/cutlery and ensure these are cleaned straight after use;
- **Parents** should ensure that all pupils wash their hands before leaving home;
- **Parents** should ensure that their child's school uniform is clean/sanitised.

Ventilation:

- The opening of windows and doors, if possible, is encouraged to increase natural ventilation and to reduce contact with door handles.

Break/Lunch arrangements:

- School meals will be available from 1st September 2020 (break only 1st and 2nd September) /from 3rd September (break and lunch);
- **Pupils** should remain onsite for lunch and will eat lunch in their bubble base;
- **Parents** are encouraged to provide packed lunch - pupils will be expected to bring their unused food and litter from their packed lunch home with them;
- Pupils who receive free school meals can select from the canteen following a staggered schedule and bring to the bubble classroom;
- The options and type of lunch provided will be different;
- Arrangements for Meals:
 - The canteen will be serving reduced options at break and lunch (see separate menu and pricelist);
 - Food purchased in the canteen will be wrapped in disposable paper/wrapping;
 - Access to the canteen will be scheduled by class/year group;
 - Pupils will return to the class bubble to eat their purchased food item.
- Arrangements for Leisure Time:
 - It is not anticipated by DE that school would be able to maintain class bubbles during break and lunch times so the following arrangements will apply:
 - Year 8 will use the turning circle
 - Year 9 will use the tennis courts
 - Year 10 will be in the playground
 - LSC will be in the paved area at technology
 - If it is wet, pupils will remain in their bubble room.

Assembly Arrangements:

- Assembly remains an important avenue for promoting our strong Christian ethos and maintaining a sense of a cohesive school community. **SLT and teachers** will utilise technology to deliver assemblies to pupils within their bubble base during normal assembly slots;
- School will liaise with **local clergy** to encourage a technological solution to maintaining their normal Friday morning assembly slot.

Visitors to school including parents/carers:

- All **visitors** to school are required to wear a face covering and use sanitising stations on arrival;
- **All visitors** must report to reception and comply with guidance in the school's Visitor Management Protocol;
- All **adults** in school must remain 2m apart;
- **Parents/carers** will be welcome in school by appointment only.

Curriculum Delivery:

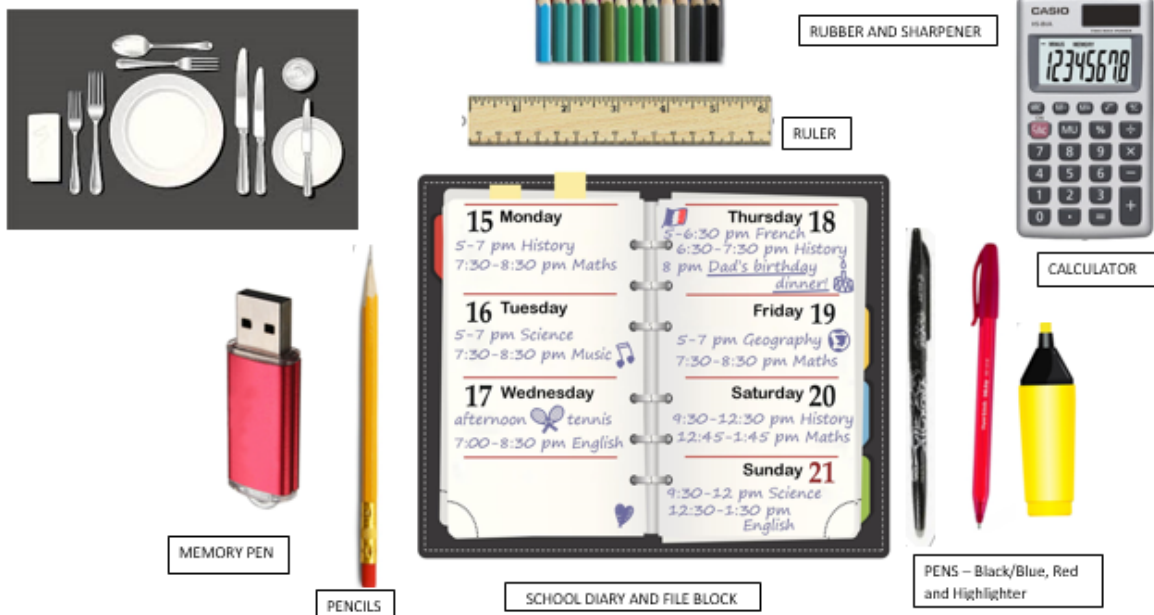
- TJHS conducted surveys with pupils, parents and staff in June 2020. The surveys will be used to inform planning and delivery of the curriculum going forward;
- **Teachers** are aware that there will be pastoral priorities to be considered to support pupils back to school, back to routines and back to learning;
- **Teachers** are aware that the remote learning experience will have resulted in pupils making varying degrees of progress and some skills and content may need to be re-visited;
- As strict social distancing has been relaxed there is no barrier to the delivery of practical subjects. Good hygiene practice will be key to the safe delivery of practical subjects and relevant subject HODs and their staff will devise and implement suitable hygiene practice;
- Google Classroom will be useful in setting/handling in homework and minimising potential to spread infection;
- PE:
 - **Pupils** may wear their school PE kit (no alternatives) to school on the day(s) they have PE on their timetable;
 - TJHS recognises that PE contributes to pupil positive physical and mental health. Pupils will have regular access to PE which may take place outdoors mainly or in Ballymore Church Hall;
 - Groups may come together for PE or Games as per DE guidance.

Stationery/Equipment:

- **Parents** should ensure that pupils have necessary equipment for school. These items should be sanitised at home regularly and should not be shared with anyone else;
- Cloakroom/pegs will be out of use.
- **Parents** should also ensure that their child has their own pocket size sanitiser/gel and tissues.

Equipment for TJHS –

Think of a table setting and use it as an example



Face Coverings:

- Face coverings should be worn by all **visitors** to school, including **parents**;
- Pupils and staff are not required to wear face coverings in school but the guidance acknowledges that some staff or pupils may wish to do so;
- It is strongly recommended that all **pupils** wear a face covering on all dedicated school transport including buses and taxis where it is appropriate for them to do so. **Parents** should ensure that pupils using transport have a washable plain face covering. Please do not use disposable face coverings;
- Must be worn in staff rooms and during adult to adult meetings lasting more than 15 minutes.

PPE:

- PPE is distinctly different from face coverings and is not generally required in school;

- However, all staff will be provided with a reusable face shield and Perspex desk screens are available;
- PPE should not be worn by pupils;
- PPE may be necessary and will be available for circumstances such as:
 - Providing 1:1 care/supporting a vulnerable person;
 - Dealing with intimate needs
 - If a member of staff is supporting a pupil who is displaying symptoms;
 - Giving medication.

SEN Pupils

- School staff will work to support all pupils and will be empathetic towards individual pupils' needs. A pastoral approach will be adopted by all staff to support pupils becoming familiar with new routines and school will continue to work with a range of external agencies to support pupil wellbeing;
- Refer to [TJHS Transition Plan 2020-2021](#) for additional actions to support SEN pupils.

Evacuation Procedures:

- In the event of an evacuation the normal evacuation procedures by using the closest exit will apply. Refer to Fire Drill Procedures displayed in every classroom. There should be no talking in the corridors and pupils will assemble outside on the gravel pitch in their form class (bubble).

Concerns:

- **If you have any concerns regarding these arrangements, please contact the school to speak with the principal.**

Appendix 1: One Way System

The arrows on the diagram below indicate the direction of the one-way system.

- Entrance to school for pupils will only be via the playground doors;
- Teachers in upstairs rooms (Room 5, HE, Library, Music, Room 17, Room 18) will release classes (if class is moving to a practical subject) a few minutes early to ensure that there is only one direction of travel on stairs at any given time;
- Staff can access school by the front foyer entrance;
- During changeover times staff should lead by example.

