



Windsor Hill Primary School
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Thursday 26th August 2021

Principal: Miss I McKane
Vice-Principal: Mr. P. Morrow
School Website: www.windsorhillps.co.uk

Dear Parent / Guardian,

WELCOME BACK

Restarting Arrangements – August 2021

As a school staff we are very much looking forward to welcoming children back for another school year. Our P2 – P7 children will meet their new teachers in their new classrooms on Tuesday 31st August from 9:00 – 12:00 at their **induction morning**. Please see below a breakdown of the staggered finishing organised in June for our first day back:

P2	12:00	P3	12:05	P4	12:10
P4/5	12:15	P5/6	12:20	P6	12:25
P7	12:30pm				

We ask our parents to continue to avoid gathering around the gate as much as possible as we all work to limit the continued spread of Covid.

While the department of Education Guidance has been relaxed somewhat, and we will endeavour to move forward, we do want to 'hasten slowly' and will continue most of last year's procedures from last year. We will continue endeavouring to minimize movement in and out of school and our class groups for lunch, break etc. will continue as last year.

School bags, lunch boxes and personal stationery were reintroduced last year and this can continue. Children are also encouraged to bring their own clearly labelled water bottle into school. We would however encourage pupils only to bring in essential items, toys etc. from home are not permitted.

We are introducing a Breakfast Club on a trial basis this half term, from the week beginning Monday 6th September. We also plan to resume our 2-3 club from Monday 6th September as well. (Separate details to follow)

ACCESS TO SCHOOL

Parents, other than P1 Parents, are asked **not to accompany their children into school**. Please leave pupils at the footpath inside the school gate. We would appreciate it if parents would try not to gather around the gate and move quickly from the school premises both in the morning and afternoon while maintain social distancing. Everyone coming in to the school building will be required to sanitise their hands on entry and a one-way system will be operated around the school.

ARRIVAL AT SCHOOL

Our 'Trickle Arrival' worked well last year and we intend to continue with it this year. The school door will be open from 8:45 am – 9:15am each morning for children to come in. On entry the children will go straight to their own class and should not accompany younger siblings to their classes. As a protective measure, we would ask parents to exercise wise judgement upon arrival at school and simply wait in the car for a few moments if there should happen to be a larger number of families arriving at the same time. Please do not, if at all possible, allow your children to gather at the school door before 8:45am.

STAGGERED DISMISSAL TIMES

Moving forward when 2-3 club is in place, to optimise teaching time and minimise class disruption, we are asking that all pupils stay with their class until the allocated finishing time each day.

The following finishing times are being trialled:

P1	1:40pm (From 20 th September)	Mrs Moore
P2& P3	1:50 pm	Mrs Jennett & Mrs Chapman
P4, P4/5 & P5/6	2:50pm	Miss McKeown, Mrs Magill & Miss Nesbitt
P6 & P7	3:00pm	Mr Morrow & Mrs Kerrigan

We would appreciate it if the office is informed in advance if your child needs to leave school early for medical appointments so that we can, as far as possible have the children ready to go on time.

SCHOOL MEALS

School dinners will begin again on **Wednesday 1st September** with arrangements being made for meals to be eaten in classes during staggered lunch breaks at 'class tables' in the assembly hall which worked well last year. A menu for September is available on the school website: <https://www.windsorhillps.co.uk/school-dinner-menus/>

FREE SCHOOL MEALS AND UNIFORM GRANT

Please ensure that those who may be eligible for free school meals and uniform grant have made a new application for this school year as soon as possible if you have not already done so. **Free meals cannot be provided until clearance is given by the EA.** This year applications were requested online. Further details are available at EA: <https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants>. *Anyone who has trouble with online applications should contact the office immediately.*

Payment for dinners should be sent to school on **Monday morning** in a sealed envelope with the pupil's name and dates dinner is required written on the front. (Cheques can be made payable to 'Education Authority'. Cash can be sent but the exact money would be very much appreciated.)

FAMILIES IN QUARANTINE

If your family has been effected by the Government guidance on quarantine, particularly if returning from abroad, please email / phone the principal to inform us.

FAMILY MEMBERS WITH COVID SYMPTOMS

Do not send your child to school if your they or anyone you live with has any of the following symptoms, or has been identified as a close contact with anyone who has tested positive:

- *a high temperature – this means you feel hot to 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 of or change in sense of smell or taste.*

Please inform the office immediately if your child or immediate family member they live with are suspected to have Covid.

WE SHARE ONCE AGAIN THIS IMPORTANT MESSAGE FROM LAST YEAR:

The classrooms may need to be protective bubbles, but our school will still have life and fun as we resume our learning together. Please try to keep the conversations about returning as positive as possible. Tell your children how much we are looking forward to welcoming them back. Despite the challenges and restrictions, we are confident that we can make learning enjoyable. It is so important that the children know that, along with you, we all want the best for them.

At the beginning of another year while we continue to control parental entry into the school, this does not mean that we are unavailable; just available in a different way. Feel free to call or email me and I will get back to you as soon as possible. Seesaw will also be available for communicating with school.

Sammy and his team have worked extremely hard all summer cleaning and sanitising. Procedures are in place for handwashing, enhanced cleaning etc. to protect us all as much as possible. I assure you, that as a whole staff we will do all we can to nurture our pupils all back into school, but with a sense of getting on with it and moving forward as positively and productively as possible. Our procedures and routines will be reviewed and updated regularly as we strive to minimise inconvenience for parents.

Your patience, co-operation will be very much appreciated. Please feel free to get in touch if you have any further questions or concerns.

Yours faithfully

I. McKane

Principal