



St. Benedict's College Restart

The Basics of our "New School Day"

Student Guidance

Principals Welcome

We are really looking forward to welcoming all of our students back to school full-time this term. In order to make our school as safe as possible we have put a number of procedures in place which all students are required to follow.



The procedures are based on the Department of Education's "Northern Ireland Re-Opening Schools Guidance", Version 2 (published 13 August 2020).

We will keep these procedures under regular review and adapt them as required and in line with the latest guidance from the Department of Education.

In general, it is essential that everyone continues to:

- Practise social distancing as much as possible;
- Wash their hands thoroughly throughout the day;
- Adopt the 'catch it, kill it, bin it' approach when they sneeze or cough.

We are confident that if we adopt this approach and work together we will be able to ensure that everyone is "happy, safe and successful" in our school.

Social Distancing

Increasing Separation for Students

Protective Bubbles – Years 8-10

- Students in Years 8-10 will be kept in a protective bubble within a designated year group zone.
- To create a ‘protective bubble,’ students will be required to stay in the same group, their form class, for the entire day.
- Each form class will be allocated a single classroom.
- Each student will be allocated a desk within that classroom.
- Teachers will move to classes to deliver their lessons.
- Break and lunch will be taken as a ‘bubble.’
- Group activities and interaction with others will be restricted.
- Each year group will be allocated a zone, a toilet and sink area.



Year Group	Rooms based	Toilets
Year 8	1, 2 and 3	Junior toilets
Year 9	4, 5 and 7	Junior toilets
Year 10	Mobiles 1, 2 and 3	Mobiles, Exterior toilets

Loose Bubbles – Years 11-12

- Due to option blocks protective bubbling is not possible, however to reduce movement Year 11 and 12 will be confined to designated zones.

Year Group	Rooms based	Toilets
Year 11	Room 20, 22, 16	Senior toilets
Year 12	Room 11, 12, 13, 14	Senior toilets

- Students will move to different classrooms as required by their choice of subjects but remain within their designated zone.
- Movement and interactions will be kept to a minimum and social distancing encouraged.
- Students will be expected to wipe down their designated work area (desk and chair) before exiting any classroom they visit in the course of a day. Staff will supervise the process and cleaning materials will be provided.
- Each form class will have a base room in their zone for morning registration.



Classrooms

- Seating has been spaced as widely as possible within each teaching space.
- Desks have been positioned so students face the front of the classroom, where possible. In rooms where this has not been possible, (eg. science rooms) students are encouraged to wear face masks.
- Students will be assigned desks within their protective bubbles (KS3) and seating plans will be in place in all KS4 classrooms.
- Floor markings will be put in place in classrooms to indicate a 2m distance between staff and students.
- The opening of doors and windows will be encouraged to increase natural ventilation and also to reduce contact with door handles.

Classroom Materials

- Students will need to bring their own learning materials to school e.g. books, stationery, pencil case etc.
- Students are expected to bring a schoolbag which they will keep with them throughout the day.
- KS3 students will be expected to leave their stationery in a zip bag, provided by us, on their desk in their protective bubble.
- KS4 students will be expected to leave their stationery in a zip bag, provided by us, in their school bag.
- Stationery and other classroom materials cannot be shared.



Social Distancing

- Students should ensure they maintain a social distance of 2metres between themselves and adults at all times when they are in the school building and grounds.
- Students should adhere to the demarcation areas around the personal space of others (2metres – teacher and student in classroom)
- Learning Support assistants will be viewed as part of the protective bubble. Social distancing will be relaxed between them and the students they work with.

Decreasing Physical Interaction

Break time

- KS3 students will have their break in their protective bubbles.
- KS4 students will have their break in their base room.
- **All pupils must bring their own break.**



Lunchtime



There will be 2 lunches.

- KS3 – year 8, 9 and 10 - Period 4 (12.10 p.m. – 1.00 p.m.)
- KS4 – year 11 and 12 - Normal lunchtime (1.05 p.m. – 1.45 p.m.)
- Year groups will be invited to go to the canteen on a rolling basis.
- There will be a designated year group area outside (which will be subdivided into class groups). Students will use these spaces to continue their lunch break, weather permitting. If weather does not allow outside recreation students will return to their base rooms after eating.

Circulation and Transitions

One-way system

- Where possible a one-way system will operate in all areas. It will be clearly signposted.
- Students and staff will be provided with a map detailing entry/exit points and new circulation patterns.



Internal corridors

- Corridors will be marked with a one-way system.
- Students must adhere to it and always keep to the left hand side; this will also apply to stairs.

The School Day



TIME CHECK

09.10 – 09.25	REGISTRATION
09.25 – 10.15	Period 1
10.15 – 11.05	Period 2
11.05 – 11.20	BREAK
11.20 – 12.10	Period 3
12.10 – 13.00	KS3 (Year 8, 9, 10) LUNCH KS4 (Year 11, 12) Timetabled Class - Period 4
13.05 – 13.45	KS3 (year 8, 9, 10) Timetabled Class –Period 4 KS4 (Year 11, 12) LUNCH
13.45 – 14.35	Period 5
14.35 – 15.25	Period 6

Drop off/Pick up Arrangements

Morning/Arrival

- Students who walk to school or are dropped off at school should enter from the Station Road entrance.
- Students should arrive between 9.00 a.m and 9.10 a.m and not before 9.00 a.m.
- Students should enter through their designated entrance and make their way to their base room/protective bubble on arrival.
- Students who travel on buses will enter through their designated entrance and will move to their base room/protective bubble when they arrive on site.
- Students must not leave the premises once dropped off by buses on the school grounds.
- Students will be directed to their base room/protective bubble by staff.



Afternoon/Departure

- Students who walk home or are collected from school will be dismissed at 3.20 p.m.
- Students getting the bus home will be dismissed at 3.25 p.m.
- Students must not congregate at the school gates. They should make their way without delay.
- Parents of children with complex needs or disabilities, who normally drop their children off within the school building, should contact the Head of Year to agree suitable arrangements for the drop off/collection of their child.



Personal Hygiene

Hand Hygiene

All students will be encouraged to wash their hands before coming to school in the morning.

Hand Hygiene Routines

The following routines must be followed by all students and staff:

- **Arrival** - everyone must cleanse their hands on arrival. (toilet facilities or hand sanitiser stations)
- **Change of rooms** - when entering a new classroom students and staff must cleanse their hands (soap and water if available in the classroom or hand sanitiser).
- **Lunch and break** - prior to and after eating, students and staff must cleanse their hands. (toilet facilities or hand sanitiser)



Hand Washing Facilities

- Toilets will be used to provide hand washing facilities.
- Students will be encouraged to wash hands frequently in tepid/luke warm water for 20 seconds and to dry thoroughly with hand dryer/paper towels.
- PHA guidance on 20-second hand washing routine will be displayed in all toilet facilities
- All classrooms with sinks will have soap and blue disposable roll to encourage hand washing

Central Hand Sanitiser Stations

- Hand sanitiser stations will be located at all entrance/exit points.

Classroom Hand Sanitisers

- Hand sanitiser will be available in all classrooms.

Personal Hand Sanitisers

- Students are encouraged to bring their own hand sanitiser to school for personal use.

PHA's 20-second handwashing routine

- Students will be taught the 20-second handwashing routine as part of Student Induction. Staff will encourage students to practise this routine throughout the school day.

Respiratory Hygiene – “Catch it, Bin it, Kill it”

- Staff and students will be encouraged to practice good respiratory hygiene and to follow the “Catch it, Bin it, Kill it” approach.
- Tissues/paper towels will be available in all rooms.
- Bins with lids will be available in all rooms for disposal of used tissues/paper towels.
- Students will be alerted to the “Catch it, bin it, Kill it” approach as part of student induction. They will also be discouraged from touching their eyes, face, nose and mouth and/or putting hands/fingers into their mouths.



Face Coverings

- We strongly encourage both staff and students to wear a face covering when in the school building but at this point we are not making them compulsory. Staff can choose to wear face visors/face coverings. Students can choose to wear face coverings. These must be appropriate for school.
- The use of face coverings on public transport is mandatory for pupils aged 13 and over;
- To be effective, face masks:

- Must cover both nose and mouth;
- Must be changed when they become moist or damaged;
- Must not be allowed to dangle around the neck; and
- Must not be touched once put on, except when carefully removed before disposal.



- Disposable face coverings should be worn once and then discarded – hands must be cleaned after disposal.
- Any parent/adult who comes on site must wear a face covering.

Toilets

Pupil toilets will be designated as follows:

Year 8 & 9	Main building, Junior toilets
Year 10	Mobiles, External toilets
Year 11	Main building, Senior toilets
Year 12	Main building, Senior toilets

General Hygiene

Students and parents should ensure that uniform and any items brought into school e.g. school bags or face coverings are washed frequently.

School Transport

School buses **will not** be available **Monday 24 August** to **Friday 28 August** inclusive.

Students must make their own travel arrangements for this week.

School buses **will** operate as normal from **Tuesday 1 September**.

Translink's Guidance for students travelling on buses:

Students must:

- ✓ Wash their hands regularly and especially before you get on a vehicle.
- ✓ Use sanitiser when they get on board if it is provided.
- ✓ Wear a face covering if they can.
- ✓ Catch it, bin it, kill it. Carry tissues, cover coughs and sneezes.
- ✓ Fill seats from the back and sit apart if possible. If not, sit with a sibling or another pupil from the same class, year or school. Try to sit in the same seat each day.
- ✓ Give other passengers space when queuing, and getting on and off the vehicle.



Remember:

- ✗ DO NOT travel if you are experiencing symptoms of Covid – 19 or if your household has been advised to isolate. If a child is displaying symptoms our EA driver may speak to a parent about making alternative arrangements.
- ✗ DO NOT share phones or other personal items with other passengers.
- ✗ DO NOT eat or drink on board (unless its required for medical purposes).
- ✗ DO NOT approach the driver.
- ✗ DO NOT litter. Take any rubbish with you and dispose of it safely.



DE guidance stipulates that

- Students showing any symptoms of COVID 19 should not travel to school.
- Home to school transport on public bus services, should be avoided and only used when there is no alternative available.
- Active travel (walking, cycling) should be encouraged.

School Meals and Catering Services

Break and lunchtime provision

Break

The canteen will not be available for break.

All students must bring their own break.

Lunch

There will be two lunches:

- Years 8-10 – Period 4
- Years 11-12 – Normal lunchtime.
- Lunchtime will be staggered to minimise the numbers in the dining hall.
- Each year group will visit the canteen separately at a designated time.



Canteen Arrangements

The following arrangements will in place in the Canteen:

- Students will be encouraged to cleanse their hands before entering the dining hall and eating their meal.
- Central hand sanitiser stations, (at entrance/exit).
- One-way system marked on the flooring.
- Reduced seating to ensure 1m social distancing.
- Surfaces will be wiped down and disinfected between each lunchtime sitting.
- Reduced menu offered (hot and cold choices available).
- Sandwich/salad bar unavailable.

School meals will not be available Monday 24 August to Friday 28th August inclusive. All students must bring a packed lunch.

Packed lunches

- Students will eat their packed lunch in the Canteen.
- Students should ensure that the lunch bag and contents are disposable (plastic/brown paper bag/disposable cutlery)

Attendance

- Students should not attend school if they or a member of their household is displaying any COVID – 19 symptoms. They must follow PHA guidance on testing and self-isolation.
- Any student who has symptoms of coronavirus or a positive test will need to stay at home for at least 10 days and follow PHA guidance.
- Parents should contact the Head of Year to let them know if their child’s absence is COVID related.
- Until further notice, absence notes should not be sent into school. Instead, parents should email dwatters162@c2kni.net with “Absence Note” as the subject heading. The email should include the student’s name, form class, date of birth, date(s) of absence and brief explanatory details. Please also include the most convenient contact number in case clarification is required.



Symptoms in school.

If a student becomes unwell and shows symptoms of COVID-19 while in school, they should alert a member of staff immediately. The following procedures will be followed:

- The student will immediately be taken to the interview room in reception by the member of staff who has been alerted or has identified a concern.
- The student will be supervised by the Principal/SLT.
- No students or staff will be allowed to enter the interview room unless wearing appropriate PPE.
- A parent will be contacted to collect the student.
- If the child needs to go to the bathroom while waiting to be collected, they will use the disabled toilet. It will be cleaned and disinfected before being used by anyone else.
- The student will be collected from reception by their parent.
- Enhanced cleaning/disinfection of all areas the student has been in contact with will take place.
- If the child is seriously ill, injured or their life is at risk the Principal/SLT will call 999.



Standards

Uniform

- Full school uniform should be worn as normal except on days when a student has PE.
- When a student has PE they should come to school in school sports kit. Navy / black tracksuit bottoms and school half zip.

Behaviour

- All students must adhere to the new routines and procedures to ensure that school is a safe place for all.
- While we trust that all students will follow this guidance, it should be noted that sanctions up to and including exclusion will be applied to students who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at students or staff, putting them at risk.
- The school's Positive Behaviour Policy will be reviewed and amended to ensure that it covers COVID-19 related incidents.

