



# St Benedict's College

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1 September 2020

Dear Parent/Guardian

I trust that you and your family have had an enjoyable summer holiday and are refreshed and ready for "School Restart". School for all begins on Monday 7 September with Student Induction for various year groups scheduled for this week.

I hope you have been able to access The Basics of Our New School Day – Staff and Parent Guidance through the school website ([www.stbenedictscollege.co.uk](http://www.stbenedictscollege.co.uk)) and have reviewed, with your child, The Basics of Our New School Day - Student Guidance that was sent home with all students on their first day with us.

DE published a series of help sheets last week which are enclosed. They outline how schools will respond to a COVID case within the school community. They supplement Northern Ireland Re-opening School Guidance of 13 August and will be the basis of our response should we presented with a COVID case.

The success of our school is based on the strength of the partnership between school and home. As we "Restart" and adjust to the "New School Day" we will be dependent on your support. We would ask therefore for your help with the following:

## **Drop Off and Pick Up**

- Students who are dropped off or walk to school should not arrive on site before 9.00am. They should enter from the Station Road entrance.
- Students who are collected or walk home from school will be dismissed at 3.20pm. Parents should collect them promptly from the Station Road entrance.
- Parents should not come on site, on foot or in cars, to drop off or collect their child. Drop off and collections should be outside the school gates.
- Parents should not congregate at the school gates and they should advise their child/children not to do so either.

## **School Transport**

- Parents are encouraged to use alternative forms of transport, including Active Travel options, where possible.
- If students have to travel on school buses parents should ensure that their child/children have an appropriate face covering and they should instruct their child/children to wear it on the journey to and from school.
- Parents should encourage their child/children to sit with family members or others in their form class/bubble.
- Parents must not put their child/children on a bus to send them to school if they or anyone in their household are displaying any COVID 19 symptoms.

## **Face Coverings**

- From 1 September DE recommends that all staff and students wear face coverings on the corridors and in enclosed spaces. Parents should ensure that their child/children bring an appropriate face covering to school and they should instruct their child/children to wear it on the corridors, in the canteen or in any other area they are required to do so.
- The wearing of facemasks in classrooms is strongly encouraged but not compulsory at this time.
- Students should not share their face coverings with others and parents should ensure that face coverings are washed on a daily basis.

## **Personal Hygiene**

- Parents should encourage their child/children to wash their hands before coming to school and throughout the school day.
- Parents should teach their children the PHA's 20-second handwashing routine and provide their child/children with their own hand sanitiser for personal use.
- Parents should encourage their child/children to practise good respiratory hygiene and to follow the Catch it, Bin it, Kill it approach.
- Parents should provide their child/children with pocket tissues for personal use.

## **Uniform**

- Parents should ensure that their child/children wear their full school uniform and the school sports kit on days when their child/children has PE. PE uniform details are available on the school website ([www.stbenedictscollege.co.uk](http://www.stbenedictscollege.co.uk)) under the New School Day tab.
- Parents should ensure that uniform and school bags are washed on a regular basis.

## **Stationery**

- We are adopting a "Nothing in, Nothing out Policy".
- Parents should ensure that their child is equipped with the stationary pack we have suggested. Details are available on the school website ([www.stbenedictscollege.co.uk](http://www.stbenedictscollege.co.uk)) under the New School Day tab.

## **Canteen – Break and Lunch**

- Parents should provide their child/children with a break as the canteen will not be available at break time.
- Parents should provide their child/children with a packed lunch, if required. Lunch bags and their contents should be disposable.
- Parents should ensure their child/children bring a bottle of water to school every day.

## **Parental Visits to school**

- Parents are not permitted on site and are not allowed to come in to the school building, unless they have a pre-arranged appointment. Parents cannot come on site to collect their child/children or to drop off items their child/children may have forgotten.
- Parents should contact Reception to make an appointment with a member of staff they may wish to see.
- Parents who have an appointment must wear a face covering when they are in the building. Only one parent should attend any meeting arranged.

## Attendance

- We are adopting a “Stay at Home if Unwell Policy” for students and staff.
- Parents must not send their child/children to school if they or anyone in their household are displaying any COVID 19 symptoms. They must follow PHA guidance on self-isolation and testing.
- Any student who has symptoms of coronavirus or a positive test will be required to stay at home for at least 10 days and to follow PHA guidance.
- Any student who lives with someone who has symptoms or a positive test will need to stay at home for 14 days from the day the first person in the home started having symptoms.
- Parents should contact Reception to let us know if their child’s absence is COVID related. Heads of Year will be informed and will make contact with that parent. If their child/children are being tested for COVID 19 parents should inform us and keep us updated on results received.
- Until further notice, absence notes should not be sent into school. Instead, parents should email [dwatters162@c2kni.net](mailto: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.

## Medicals Needs

- Parents should contact their child’s Head of Year if their child falls in to the “clinically vulnerable” or “clinically extremely vulnerable” categories so that an Individual Risk Assessment can be completed for their child. ([www.nidirect.gov.uk](http://www.nidirect.gov.uk))
- Parents should also let us know if their child/children is living with someone who is “clinically extremely vulnerable” during COVID 19.
- Parents should make contact with us before Monday 7 September when all students will return to school on a full time basis.

## Medication

- Parents should ensure that any medication, inhalers, epipens etc. that their child/children may require have been dropped at Reception. Parents should contact Reception to arrange an appropriate time to do so and it must be before full school resumes on Monday 7 September. All medication should be deposited in a plastic bag and be clearly labelled with the child’s details. Please ensure that it is in date. Parents should contact Mrs B Kelly, SENCO, if they require clarification or support.

## Data Capture Forms

- Parents must return the Data Capture Form which will be issued, week beginning Monday 7 September, promptly and ensure that we have accurate contact details for you in case your child or a child in their bubble develops COVID symptoms while in school.

## **Communication**

- Parents are encouraged to continue to contact us with any issues, concerns or questions you may have. We will endeavour to get back to you promptly and remain committed to meeting you, in school, if required.
- We will continue to communicate with you through text messages, phone calls, letters and we would encourage you to keep an eye out for updates on our Facebook and Twitter feeds and on the school website ([www.stbenedictscollege.co.uk](http://www.stbenedictscollege.co.uk)).

“School Restart” and the weeks ahead will invariably be challenging for us all. I am confident though that working together we will be able to ensure that your child/children will continue to be “happy, safe and successful” in St Benedict’s College.

Yours sincerely

Catriona McAteer  
PRINCIPAL