



ST PAUL'S HIGH SCHOOL, BESSBROOK

Information for Parents and Pupils regarding the return to school

Updated: 17 August 2020

Dear Parent/Carer

Please find below final information regarding the return of pupils to St Paul's at the start of the new academic year.

Please note that some of the information below has changed since the earlier draft plan was published on 3 August. Changes have been implemented to align the school's Restart Plan with Ministerial guidance that was issued from Department of Education on 13 August.

All parents are advised to download the latest version of the school app on their mobile device. Moving forward, this will be the **primary method** of communication with parents.

Date	
Monday 17 – Friday 21 August	<ul style="list-style-type: none">• Teaching and non-teaching staff return to St Paul's for planning, preparation and staff training.• No pupils are required to attend during this week (unless specifically requested to attend by teachers)
Thursday 20 August	<ul style="list-style-type: none">• Issue of GCSE and other Level 2 (e.g. OCN, BTEC) results to pupils in Year 12.• Pupils will be able to pick up their results from school between 8am and 10am. A staggered timetable has been published separately to allow for social distancing requirements. Results will not be issued via telephone.• Pupils will be required to confirm their Post-16 choices before leaving and where required may need to attend an interview with a member of school staff to discuss entry requirements.• Pupils will receive an email on Thurs 20 or Fri 21 August confirming their admission to Post-16 study.
Friday 21 August	<ul style="list-style-type: none">• Pupils from other schools who may wish to apply for transfer to St Paul's for Post-16 study may be seen on Friday 21 August.

	<ul style="list-style-type: none"> • An online expression of interest form will be available via the school website (from Thursday 20 August) and pupils will be required to provide relevant information in advance of any application. • The school will confirm via email, or phone call, of any appointment which may follow. • The school will be unable to offer appointments or consider applications from pupils who simply turn up at the school.
<p>Monday 24 – Friday 28 August</p>	<ul style="list-style-type: none"> • Year 12 pupils and Year 14 pupils will attend school this week. <ul style="list-style-type: none"> ○ In-class induction with Form Teacher will take place for Year 12 and Year 14 pupils on Monday 24 August from 9.00 – 10.40 a.m. ○ Normal timetable begins at Period 3 (10.40 a.m.) and continues for the rest of the week. ○ There will be no morning break in the Cafeteria until further notice. ○ Pupils are required to bring a packed lunch. There will be no Cafeteria or school meals service during this week. ○ Pupils should carefully read the new requirements regarding hand hygiene and face coverings which is detailed at the end of this document.
<p>Tuesday 25 August</p>	<ul style="list-style-type: none"> • Welcome Day for new Year 8 pupils transferring from the following schools: <ul style="list-style-type: none"> ○ St Joseph’s PS, Bessbrook ○ St Peter’s PS, Cloughreagh ○ St Malachy’s PS, Camlough ○ St Moninna’s PS, Cloughoge • Pupils should arrive in new school uniform for 10.00 a.m. (pupils should not bring a schoolbag nor a packed lunch). • Pupils will receive a break but lunch will not be provided. • Pupil day will conclude at 1.00 p.m. • Programme for the day will involve meeting key personnel, tour of school, using cashless cafeteria system etc. • Pupils will not do CAT4 computer based testing. • Pupils will not meet their Form Teacher until Induction Day (Tues 1 September). • School Transport will not be available and parents should arrange to drop-off for 10.00 a.m. and pick-up from 1.00 p.m.

<p>Wednesday 26 August</p>	<ul style="list-style-type: none"> • Welcome Day for new Year 8 pupils transferring from all other primary schools. • Pupils should arrive in new school uniform for 10.00 a.m. (pupils should not bring a schoolbag nor a packed lunch) • Pupils will receive a break but lunch will not be provided. • Pupil day will conclude at 1.00 p.m. • Programme for the day will involve meeting key personnel, tour of school, using cashless cafeteria system etc. • Pupils will not do CAT4 computer based testing. • Pupils will not meet their Form Teacher until Induction Day (Tues 1 September). • School Transport will not be available and parents should arrange to drop-off for 10.00 a.m. and pick-up from 1.00 p.m.
<p>Monday 31 August</p>	<p>Bank Holiday – School closed</p>
<p>Tuesday 1 September</p>	<ul style="list-style-type: none"> • Year 12 and Year 14 pupils continue normal timetable. • Induction for all Year 8 pupils • Pupils should arrive in full uniform for 9.00 a.m. with their schoolbag. • School Transport will be available from this date. • A special induction programme will be designed for pupils. This programme will be led by their new Form Teacher. • Pupils will have lunch from Period 5 (12.00 noon) and begin their timetable from Period 6. • Year 8 should attend school on Wed 2 Sep and Thurs 3 Sep.
<p>Wednesday 2 September</p>	<ul style="list-style-type: none"> • Year 8, Year 12 and Year 14 pupils continue normal timetable. • Pupils in Year 12 who attend Training for Business (TfB) will recommence their Occupational Studies timetable. Normal transport and uniform arrangements will apply. • Induction for Year 9 pupils • Year 9 pupils should arrive in full uniform for 9.00 a.m. • School Transport will be available from this date.

	<ul style="list-style-type: none"> • A special induction programme will be designed for pupils. This programme will be led by Form Teachers. • Pupils will not require lunch and their induction day will conclude at 12.00 noon. Parents should arrange pick-up. • Pupils in Years 8, 12 and 14 continue until 3.20 p.m.
<p style="text-align: center;">Thursday 3 September</p>	<ul style="list-style-type: none"> • Year 8, Year 12 and Year 14 pupils continue normal timetable. • Pupils in Year 12 who attend SRC will recommence their Occupational Studies timetable. Normal transport and uniform arrangements will apply. • Induction for Year 11 pupils • Year 11 pupils should arrive in full uniform for 9.00 a.m. • School Transport will be available from this date. • A special induction programme will be designed for pupils. This programme will be led by Form Teachers. • Pupils will not require lunch and their induction day will conclude at 12.00 noon. Parents should arrange pick-up. • Pupils in Years 8, 12 and 14 continue until 3.20 p.m.
<p style="text-align: center;">Friday 4 September</p>	<ul style="list-style-type: none"> • Year 12 and Year 14 pupils continue normal timetable. • Year 8 pupils are not required to attend school. • Induction for Year 10 and Year 13 pupils • Year 10 and Year 13 pupils should arrive in full uniform for 9.00 a.m. • School Transport will be available from this date. • A special induction programme will be designed for pupils. This programme will be led by Form Teachers. • Pupils will not require lunch and their induction day will conclude at 12.00 noon. Parents should arrange pick-up. • Pupils in Years 12 and 14 continue until 3.20 p.m.

Monday 7 September

- **All Year Groups return to school.**
- Pupils with Form Teacher from 9.00 – 9.50 a.m.
- Normal Timetable commences at Period 2 (9.50 a.m.)

**Mitigation Measures which
will be in place from
Monday 24 August**

- Limited access to school grounds/premises for all visitors. The school will only be accessible to staff and pupils who have been requested to attend. All other communication with school will be via telephone or online.
- Circulation of pupils and staff throughout the school building and grounds will be via a strict one-way system and will seek to use the outside of the school as much as possible to allow for safe circulation and social distancing.
- Enhanced cleaning provision throughout the school. The school will put in place the regular cleaning of bathrooms and other critical touch points
- Reduction of pupil population in the school Cafeteria during lunchtimes. Pupils will be encouraged to bring packed lunch and alternative locations will be provided to allow for this.
- Suspension of Morning Break in the Cafeteria for pupils in Years 13 and 14 until further notice.
- Reduction in private study facilities for pupils in Year 14. Pupils in Year 14 may be permitted to apply for permission to leave the school premises at the end of their timetabled classes. A protocol will be in place which must be adhered to at all times and will require approval from parents and Year Head before implementation.
- Pupils who are unable to attend, who are sick or who are in receipt of a shielding letter will be facilitated via a *'blended online approach'* to learning as far as possible. An individual Personal Education Plan (PEP) will be in place for each pupil as required. Parents should contact the SENCo (Mrs M McMahon) in the first instance to put in place a PEP where required.
- The introduction of the SIMS Parent App as an online portal to allow parents to see key pupil data (e.g. pupil attendance, behaviour and achievement information and formative assessment data).
- This app, as well as the existing St Paul's App, will be used as primary vehicles for communication and will seek to reduce the amount of paper and letters which issue from the school.

<p>Travel to and from school</p>	<ul style="list-style-type: none"> • If possible, parents should try and arrange their own transport for pupils to school. • Use of 'Park and Stride' – pupils can be dropped off at a safe area close to the school (but not at school gates) and pupils can walk the short distance to the school building.
<p>Hand Hygiene and Face Coverings</p>	<ul style="list-style-type: none"> • All pupils are required to bring their own personal supply of hand sanitiser which should be used regularly. Pupils should not share their hand sanitiser with others to avoid cross-contamination. • Pupils are encouraged to make regular use of the sanitisation stations that have been located throughout the school. • All pupils are required to wear a face covering when travelling to and from school. • Pupils aged 13 and over are required to wear a face covering when moving around the building (e.g. at the change of class, when on the school corridors etc.) • Pupils aged 13 and over may be required to wear a face covering in class at the teacher's discretion. Pupils aged 13 and over should have a face covering on their person should this be required. • Pupils aged 13 and over will be required to wear a face covering while waiting in line for lunch, or when in the playground/Yard when social distancing is not possible.
<p>Uniform</p>	<ul style="list-style-type: none"> • Normal school uniform rules will apply from Monday 24 August. • Please note the change to uniform policy for 2020/21 – all boys should wear a white shirt as part of their uniform. The grey shirt is no longer part of the school uniform policy. • Pupils should wear their PE kit on the day when they are timetabled for PE. Pupils should wear tracksuit bottoms/leggings but can wear their shorts underneath. • On PE day pupils are not required to change back into full uniform at the end of their timetabled lesson.
<p>Lunchtimes</p>	<ul style="list-style-type: none"> • There will be no school meals service during w/b 24 August. Pupils in Years 12 and 14 are required to bring a packed lunch. • School Meals recommence on Tuesday 1 September.

	<ul style="list-style-type: none"> • To allow for effective social distancing, pupils are strongly encouraged to bring a packed lunch which should be consumed outdoors. Lunch should be carried in a disposable bag which can be disposed of when consumed. Pupils are discouraged from bringing a lunchbox from home as this can increase the risk of the transmission of virus from home to school and back again. • Pupils who wish to access the Cafeteria will be required to inform their Form Teacher during AM Registration. This will allow for effective management of queues and numbers accessing the Cafeteria at any time. • Year groups will access the Cafeteria on a staggered basis. Each year group will have a slot. This will be explained during Induction.
Equipment	<ul style="list-style-type: none"> • Pupils should reduce the amount of equipment that is brought from home to school and back again. • Pupils are permitted to carry a school bag which should contain: <ul style="list-style-type: none"> ○ Pencil case (with essential equipment e.g. calculator) – this equipment should not be shared with anyone else. ○ Packed lunch bag ○ Necessary books
The 4 S-words	<ul style="list-style-type: none"> • The overarching principles for the safe return of pupils to St Paul’s have been designed around the 4 S-words. • 1. Stay at Home (if you feel ill or having any symptoms then DO NOT attend school. Stay at home and ring the school office to register your absence). • 2. Sanitise (wash your hands regularly with soap and water for at least 20 seconds. Use hand sanitiser regularly) • 3. Safeguard (wear a face covering when moving around the building, look out for each other, exercise good respiratory hygiene, e.g. coughing ‘Catch it, bin it, kill it’) • 4. Separate (maintain a safe social distance at all times, don’t touch each other, don’t share equipment, follow one-way system).

