Monday 6 July 2020

Dear Parent/ Guardian and Student

I write to inform you about our plans for a phased return to school in late August. We will be delighted to welcome our pupils back to school and build up positive relationships again with teachers and peers. We know that returning to school is crucial for each child’s education, personal development and well-being. Whilst it is our hope to resume full educational provision as soon as possible, our priority will always be to ensure, the safety of our pupils and staff at all times. In doing so, we must follow guidance published by the Public Health Agency (PHA) and the Department of Education (DENI). Based on the Department’s guidance entitled ‘New School Day’, the College has been planning accordingly, taking into consideration social distancing and hand hygiene guidelines.

**Key aspects of ‘New School Day’ arrangements:**

* 1m distance between children and young people
* 2m distance for all adults
* A requirement that pupils/staff who are ill stay at home
* Increased hand hygiene and respiratory hygiene measures
* ‘Protective bubbles’ for pupils in Years 8 – 10
* Pupils in Years 11 – 14 expected to adhere to social distancing
* One-way system to maintain distancing
* Enhanced cleaning arrangements
* Staff IT Training Provision on G Suite and Google Classroom for remote learning: 22 – 30 June
* A ‘Blended Learning’ approach which would see pupils attending school on some days and working from home on others
* Minimum provision of 50% school contact time for all Year Groups with the balance by remote learning, as per DENI Guidelines

**Holy Trinity College Planning to date:**

Holy Trinity College has planned for a number of different ‘Return to School’ scenarios. We are conscious however, that DENI will issue further guidance during the Summer period and therefore existing documentation will be updated. I will write to you in early August to inform you re specific procedures for week beginning Monday 7th September. All other dates within this letter are confirmed.

* Year 8 Summer Scheme – Monday 17th & Tuesday 18th August
* Years 12 & 14, and vulnerable pupils, should return to school on 24th August
* Induction will proceed for all Year Groups from 1st – 4th September
* Plan A or Plan B will operate week commencing 7th September
* Pupils in ‘protective bubbles’ will remain in a specific classroom where they will have all their lessons. They will be expected to remain with the same group of pupils in the course of each day.
* Pupils in Years 11 – 14 will be ‘moving’ to timetabled rooms to facilitate curricular choices and will be expected to follow the one-way system and social distancing guidelines.
* Should families require siblings in school on the same day due to their return to work schedule, this will be provided as a supervised study facility.
* Laptops have been distributed to new Year 12 and Year 14 students, as per criteria guidance from Department of Education.
* An amended Code of Conduct will be forwarded in advance of school return. All pupils will be expected to sign this Code of Conduct.

**Health and Safety:**

* New signage is positioned around the school to give reminders about social distancing and hand hygiene, including classrooms, toilets, canteen etc
* Hand sanitiser units will be located in a wide range of communal areas.
* Sanitiser and cleaning products are available in all classrooms
* Tissues in all classrooms, and when used, they should be binned and disposed of regularly
* Infrared thermometers purchased
* Daily cleaning will focus in areas in use
* Pupils and staff will be reminded to wash their hands upon arrival to school and at break and lunch times
* A one-way system will be in operation and must be adhered to
* Pupils will be encouraged to go outside as much as possible during movement and also at break and lunchtimes
* Toilets will be monitored to ensure no more than 2 pupils at any one time.
* Pupils should bring their own writing equipment to school, ie pens, pencils, rulers, rubbers, calculators, art equipment, colouring pencils and ensure that all are placed within a pencil case. Please note: these items will not be given out or shared between pupils.
* There will be no practical lessons until further notice.
* All pupils in Years 8 – 14 will be required to carry their schoolbags at break and lunchtimes
* Pupils will be expected to remain in zoned areas during recreational time.
* Pupils with medical conditions may remain in a safe zoned area during recreational time. Please seek medical advice if your child has been advised to shield and inform the school.
* Pupils should not leave the premises unless signed out and collected by parent/guardian. This should occur only in exceptional cases to reduce the number of people to the College.

**Year 8 Summer Scheme**:

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| **Summer Scheme – arrangements to follow**Monday 17th & Tuesday 18th August – Full daysAccess Tests scheduled for 27th & 28th August -cancelledCAT Tests scheduled for 14th or 15th September |

**Years 12 and 14**:

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| **Subject Consolidation Week** |
| 24/08/2020 | 25/08/2020 | 26/08/2020 | 27/08/2020 | 28/08/2020 |
| Years 12 & 14 | Years 12 & 14 | Years 12 & 14 | Years 12 & 14 | Years 12 & 14 |
| Vulnerable pupils | Vulnerable pupils | Vulnerable pupils | Vulnerable pupils | Vulnerable pupils |

**Induction Week:**

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| **Induction Process – New Procedures & Well-Being**  |
| 31/08/2020 | 01/09/2020 | 02/09/2020 | 03/09/2020 | 04/09/2020 |
| Bank Holiday | Years 8 & 13 | Years 8 & 13 | Years 10 & 11 | Years 9 & 11 |

**Plan A and Plan B:**

Full Year Groups should attend school on assigned days for teacher contact time following normal Timetable. Remote learning will occur on days in which pupils are not assigned to school. This work will be set by all subject teachers via **Google Classroom,** and willconsist of a mixture of writing up notes, live or pre-recorded demonstrations, homework, reading, subject preparatory work and to be completed in advance of the next face to face contact lesson in school.

**Pupil Arrival and Dismissal Times:**

* Staggered arrival and dismissal times.
* Provision of zoned areas for different year groups upon bus arrival to school
* Pupils who walk to school or travel by car should arrive in school by **8.40am.**
* Pupils will be expected to remain in zoned areas during recreational times
* Staggered admission to Canteen facilities
* Staggered dismissal times by Year Group to bus/ walk / home – between 2.50pm – 3.10pm.
* Pupils travelling by car should be left at the school gates. There is no access for parents to park cars on the school premises at the end of the school day.

**Medical Concerns:**

* If your child becomes unwell in the course of the day, he/she should notify a member of staff, who in turn will inform a member of the Senior Leadership Team.
* Parents/Guardians may be contacted to bring the pupil home/ contact their GP
* Medical Room / Isolation Bay will be cleaned immediately after the child leaves.
* If your child has developed symptoms of Coronavirus (Covid-19), it is important that he/she is tested and the school informed of the results.
* Medical procedures will operate with regard to a group of pupils and staff members who have been in contact with a child who has tested positive for Coronavirus.

**External Concerns:**

* **EA Transport** have not provided final guidance re number of pupils per bus. Parents/Guardians may wish to provide transport for their child to and from school
* **EA Meals Provision** have not provided final guidance on type of meals provided or numbers to be catered for in each sitting.
* **Examination Boards** are to decide on specification content required in advance of new school year
* **EA Cleaning Services –** it is hoped that additional services will be available in the course of the school day

**Additional Information:**

* If you have changed or are likely to have a change of **address / contact details**, please forward this information to the General Reception as soon as possible in order to update our records. School contact details are 028 8676 2420 or email info@holytrinityc.cookstown.ni.sch.uk
* Communication between school and home will be via the **Parent App,** which provides information with regard to attendance, achievements, conduct, pupil information and school reports. If you have not yet downloaded the Parent App or received an activation email, please contact the College as soon as possible.
* **Mobile Phones / Electronic Devices** **should be switched off** upon entering the school gates (not on silent mode) and out of sight at all times during the school day, including break and lunchtimes. Where a mobile phone/electronic device is seen or heard during the school day or whilst on an educational visit outside the college, it will be confiscated and placed in the General Office for safekeeping until a parent / guardian can collect the item from a member of the Senior Leadership Team. **This will occur on the first and every subsequent occasion.** Pupils are responsible for the safe keeping of mobile phones / electronic devices and not the College.
* As a **Health Promoting School**, breakfast is available every morning in the College Canteen. We hope this will continue upon our return to school. There is no necessity for pupils to visit shops en route to school. Crips, Chewing gum and Fizzy drinks such as BPM, Coke, Boost, Lucozade are not permitted in school.

**Please note: A number of our pupils have severe allergies to nut based products**. **Pupils are not permitted to bring Nuts or any products containing a ‘nut’ substance into the College at any time.**

* Holy Trinity College is very proud of its pupils and how they present in **full school uniform** on a daily basis. We receive many positive comments from visitors and the general community regarding the appearance of our pupils. We appreciate your support in ensuring that pupils present neat and tidy, and take pride in their personal appearance.

School uniform is now available for purchase via Kee Clothing, Cookstown and Frank Mc Girr, Coalisland. Please see website [www.holytrinitycollege.org](http://www.holytrinitycollege.org) for details of uniform in the Parent Section. The College PE Uniform is available from Intersport, Cookstown.

Please note the following uniform requirements:

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| Girls | Boys |
| Black Blazer with Crest | Black Blazer with Crest |
| White Revere Collar Blouse | White Shirt |
| No Tie | Striped **Clip-on** Tie - Emerald Green/Black (The clip-on tie is **compulsory** for all boys in **Years 8 – 12**)**Years 13-14** – Emerald Green Tie with School Crest. |
| Black V-neck Jumper with Emerald Green Stripes | Black V-neck Jumper with Emerald Green Stripes |
| Knee Length Pleated Black Skirt | Black Trousers with the bottom of the trouser sitting on the shoe. **Tight fit jeans or skin-tight trousers are not acceptable.** |
| Black Tights | Black Socks |
| Black Shoes. **Vans, trainers, canvas style or plimsolls are not acceptable school footwear.** | Black Shoes. **Vans, trainers, canvas style or plimsolls are not acceptable school footwear.** |
| School Scarf | School Scarf |

As you will appreciate, there has been much planning to date. However, the current situation and easing of restrictions is evolving every day and should there be changes to current guidance issued, then arrangements will be revised accordingly. Please note that parents/guardians will be informed of the date, day, form class, zoned area and classroom location for their child(ren) prior to their return to school.

It would be appreciated that you discuss the scheduled arrangements with your son/daughter, so that they are prepared for their return to school. I will be writing to you at the beginning of August again, with details about the issuing of GCSE and GCE Results, and also updated information with regard to our pupil return to school.

If you have any concerns / questions about any aspect of the return to school, please do not hesitate to contact the College on 028 8676 2420 or by email info@holytrinityc.cookstown.ni.sch.uk

Thank you for your on-going support as always. I wish you all a very relaxing and safe Summer holiday. Take time to rest and recharge. I am looking forward to the beginning of a new academic year, albeit slightly different than normal, and I look forward to seeing all our pupils very soon.

Please keep safe, look after each other and take care.

Yours sincerely

I Russell (Mrs)
Principal