



Parent and Pupil Guide to a Return to School 22nd March – Easter 2021



Promoting: Inspiration, Innovation, Excellence



Foreword

The guidance within this document is based on that provided by the Department of Education's *'Education Restart: Guidance for Schools and Educational Settings in Northern Ireland,'* published on 5 March 2021, *'EA Guidance for Schools,'* published on 3 March 2021, and in conjunction with scientific and public health advice, available at the time of publication.

We acknowledge that this most recent lockdown period has been difficult for many families and the ongoing school closure has been particularly challenging for some pupils. Whilst the College has embraced a range of very successful remote learning strategies, nothing can replace face to face interaction and teaching in the classroom and school environment. We recognise the challenges in supporting remote learning and especially if parents are also working from home. We truly appreciate all the support and encouragement you have provided to your son / daughter during this period of time.

We look forward to the phased and safe return of pupils and staff to Holy Trinity College, commencing on 22 March 2021. As always, the safety and well-being of our young people and staff remains our highest priority. All available guidance will be followed along with a range of health and safety measures to ensure, as far as possible, a safe and comprehensive return to school. The College implemented a range of protective measures in preparation for our return in August 2020 all of which have been revised and enhanced for March 2021.

Please read the document carefully with your son/daughter in preparation for their Return to School. Our sole purpose is to mitigate the element of risk associated with the Covid-19 pandemic, thereby ensuring a safe return to school for our pupils and staff, and a return to face to face classroom learning and teaching. We appreciate the support of our parents / guardians, families and external bodies as we navigate our way to a full return to school, whilst being respectful, sensitive and caring to each other. More importantly, pupils will be able to resume their education, develop their potential and aspire to great achievement both academically and personally.

We look forward to our pupils returning to school and welcome your support to ensure that this is achieved in a safe way and that mitigations in place to reduce risk are adhered to.

Best wishes

Isabel Russell

Mrs Russell
Principal

Abbreviations:

EA: Education Authority

DENI: Department of Education

FSM: Free School Meals

1] Week commencing 22nd March 2021 – Week 2 Timetable

We continue to follow the advice in the 'EA Guidance for Schools 8th March – Easter Break 2021' (issued 3 March 2021) and 'Education Restart – Guidance for Schools and Educational Settings in Northern Ireland 4th Edition' (issued 5 March 2021) in which the Minister of Education has set out the following key points for schools:

- ✓ Apply appropriate health and safety measures for the safe return of pupils and staff.
- ✓ Pupils in Years 12, 13 and 14 may return to school on Monday 22 March for face to face teaching and learning.
- ✓ Pupils in Years 8, 9, 10 and 11 should continue with remote learning at home.
- ✓ Pupils in Year 11 completing CCEA GCSE Maths qualification in June 2021 may be offered face to face classes
- ✓ Provide supervised learning for vulnerable children or children of key workers (protective bubbles).
- ✓ Implement a broad and balanced curriculum.

Week 2	22/03	23/03	24/03	25/03	26/03
Key worker & vulnerable pupils					
Year 11 GCSE 11H1 Maths	Period 2 online(home)	Period 4 online(home)	Periods 4, 5 & 6		Periods 1 & 2
Year 12					
Year 13					
Year 14					

Week 1	29/03	30/03	31/03	01/04	02/04
Key worker & vulnerable pupils				EASTER HOLIDAYS	EASTER HOLIDAYS
Year 11 GCSE 11H1 Maths	Periods 4, 5 & 6	Period 4 online(home)			
Year 12					
Year 13					
Year 14					

2] Procedures for the School Day in Term 2 beginning 22nd March 2021:

- ✓ Pupils or Staff must not attend school if they display any symptoms of the Covid virus (see section 10)
- ✓ Staggered drop off / dismissal (2 x gates) to avoid congestion at the school gates.
 Bus Pupils: Arrive 7.55 – 8.30am and Town Pupils: 8.35 – 8.40am.
 School transport will operate as normal from Monday 22nd March - Wednesday 31st March for Years 12-14 pupils. Children of key workers and vulnerable pupils who had specific EA transport arrangements in place will resume 'normal' transport service and times as of 22nd March (similar to Term 1). Transport is not available on 17th & 18th March due to school holidays.
- ✓ Sanitise hands upon arrival to school at external unit at Canteen (followed by nearest hand washing facility).
- ✓ School Meals Service: From 22nd March until the planned Easter break, the school meals service will operate as normal for years 12 - 14. If a child cannot attend school during this period, due to the revised reasons set out by DENI, and are entitled to a FSM, parents/guardians may wish to order a FSM Food Box through the Principal and the Unit Catering Manager as they did previously in 2020.
 All children of key workers and vulnerable pupils **must** bring a packed lunch each day they are attending school. Direct payment is being made to all children on remote learning entitled to Free School Meals.
- ✓ Strict social distancing requirements for all pupils has been relaxed.

- ✓ Social distancing requirements will remain in place between adults at 2m, and as far as practicable, between pupils and adults. The 2m rule also applies to the supervision of children of key workers and vulnerable pupils.
- ✓ Children of key workers and vulnerable pupils are in a one Class **'protective bubble'** and will continue to remain in a specific classroom to engage in remote learning tasks. Pupils will have an assigned chair and desk. They will be expected to remain with the same group of pupils in the course of each day. During periods of movement, they should follow the one-way system.
- ✓ Pupils in Years 12 – 14 will be **'roving'** to timetabled rooms to facilitate curricular choices and will be expected to follow the one-way system and social distancing guidelines. We will endeavour to limit interaction between Year Groups.
- ✓ In IT Rooms, pupils will sanitise on entry and a method of assigning pupils to specific computer locations should be devised. This will aid contact tracing purposes if required.
- ✓ All pupils will have signed the amended Code of Conduct issued in September 2020.

3] Designated Areas & Dismissal Times

	Morning	Break Time	Lunch Time	Dismissal Time
Children of key workers and vulnerable pupils	Canteen	English Mobiles Outside area beside grass verge – table tennis tables	English Mobiles Outside area beside grass verge – new table tennis tables. Classrooms [Wet days]	3.00 pm
Year 12	Room 63 Foyer & corridor to Room 67	Canteen (wet days) Handball court	Canteen Gym [wet days] Pitch	3.10 pm
Year 13	Rooms 5&6	Canteen and Rooms 5&6/Senior Foyer		3.00 pm
Year 14	Scout Hall (TBC)	Scout Hall (TBC) [only wraps/sandwiches/soup allowed out of canteen]		

4] Health and Safety:



Holy Trinity College will encourage all staff, pupils, visitors, contractors and service users to maintain personal hygiene throughout the day. Adequate handwashing facilities are accessible to all pupils.

- ✓ Pupils should wash their hands regularly throughout the course of the school day and always before / after eating.
- ✓ Disposable paper towels are available to dry hands thoroughly.
- ✓ Avoid touching your face including mouth, eyes and nose.
- ✓ Use a tissue or elbow to cough or sneeze into and place tissue waste in bins provided.

- ✓ Clear Signage is on display throughout the school building to raise awareness re personal hygiene standards and social distancing.
- ✓ Hand sanitising units are located at entry / exit points and throughout the school building.
- ✓ Disposable tissues are available within each classroom.
- ✓ Bins are provided in all classrooms and in other key locations around the school building.
- ✓ Pupils will sit facing forward in classrooms and will be expected to remain in their assigned seats at the change-over of class in 'protective bubble' classrooms, whilst awaiting the arrival of their teacher.
- ✓ Pupils and staff should clean their chair, table and computer workstation area before leaving the classroom.
- ✓ Routine general cleaning will occur daily, with continuous cleaning of toilets and hand wash facilities throughout the day.
- ✓ Pupils are encouraged to carry their own small bottle of hand sanitiser and tissues.

To facilitate increased separation and accommodate social distancing between Year Groups, discreet break and lunch times will continue for Key Stages.



- ✓ A one-way system to manage pupil circulation will be in operation and must be adhered to by both pupils and staff.
- ✓ 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 4 pupils at any one time.
- ✓ PPE may be worn by staff when it is appropriate to the task they are undertaking.
- ✓ Children of key workers and vulnerable pupils are required to leave their schoolbags in their designated room throughout the course of the school day.
- ✓ Pupils in Years 12 are expected to carry their bags at all times including break and lunchtimes.
- ✓ Pupils in Year 13 should leave their school bag in Study Room 5/6 whilst Pupils in Year 14 should leave their schoolbag in the Scout Hall Study location.

	<u>Children of Key Workers and vulnerable pupils</u>			<u>Pupils in Key Stage 4 & 5 Years 12 - 14</u>
Registration	8.45 – 8.55am		Registration	8.45 - 8.55am
Period 1	8.55 – 9.50am		Period 1	8.55 – 9.50am
Period 2	9.50 – 10.40am		Break	9.50 – 10.05am
			Period 2	10.05 – 10.55am
Break	10.40 – 10.55am		Period 3	10.55 – 11.45am
Period 3	10.55 – 11.45am			
Period 4	11.45 – 12.10pm		Lunch	11.45 – 12.30pm
PE	12.10 – 1.10pm		Afternoon Registration	12.30 – 12.45pm
Packed Lunch	1.10 – 1.30pm		Period 4	12.45 – 1.30pm
Period 5	1.30 – 2.20pm		Period 5	1.30 – 2.20pm
Period 6	2.20 – 3.10pm		Period 6	2.20 – 3.10pm

- ✓ Year 12 – 14 pupils should wear College PE uniform (top & shorts) on days when timetabled for practical PE **only**. Changing rooms are not available for use. The PE uniform may be worn underneath black jogging bottoms, plain black Sweatshirt/ College half-zip. Black trainers are also acceptable on PE days.
- ✓ Pupils will be expected to remain in designated areas during recreational time.
- ✓ Pupils with medical conditions may remain in a safe zoned area during recreational time.
- ✓ 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.

5] Pupil Attendance:

Year 12 – 14 Pupil attendance and punctuality is encouraged daily as of 22 March 2021 and will be recorded as per DENI procedures. If a pupil has a health condition or living with someone who has been told to shield, please inform the College as soon as possible. We acknowledge there may be individual circumstances as to why a pupil may be unable to return to school; we will work alongside pupils and families who are anxious about attending school. In this instance, you are encouraged to engage with remote learning as per Timetable, on a daily basis. Pupil Attendance will be recorded in this way. Should evidence not be provided of a specific medical condition or a pupil is clearly not engaging with remote learning, then the pupil will be marked absent. This will have implications for the awarding of Centre Determined Grades and future career pathways. This process will be effective as of Monday 22 March 2021.

6] School Uniform:

- ✓ Full school uniform must be worn at all times

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

The vast majority of pupils arrive to school well-presented and ready to learn. With your continued support, our high standards will be maintained, complementing the high expectations we have for every pupil. Presenting to school in an outstanding uniform, will ensure your child is ready to learn, that he / she has the right attitude to school, and that he / she feels outstanding as well.

7] Face Coverings:



- ✓ It is compulsory for post-primary pupils to wear face coverings in school and at drop off/pick up areas unless an exemption applies. Face coverings must be worn by adults and are compulsory for pupils / young people in post-primary schools, in classrooms, and when moving about the school in corridors, canteen, Library and confined communal areas (including toilets) where physical distancing is particularly difficult to maintain. Key Stage 5 pupils must wear a face covering in their respective Study Rooms. Holy Trinity College has provided pupils with a College facemask, and additional facemasks are available on request. (Exemption cards are available for pupils who are unable to wear facemasks.)
- ✓ Face coverings should not be shared with others.
- ✓ The face covering should be the right size to cover the nose, mouth and chin.
- ✓ It is mandatory for all pupils to wear a face covering on all methods of transport.
- ✓ Face coverings must be worn in adult meetings lasting more than 15 minutes
- ✓ Face coverings must be worn by any visitor to the school
- ✓ Face coverings are strongly encouraged in practical activities where social distancing is not possible
- ✓ Face coverings must be worn by staff and pupils availing of the Canteen – whilst at the serving hatch and at payment till.

8] Learning and teaching:



- ✓ 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.
- ✓ Year 13 & 14 pupils who received digital devices from the school to support their learning remotely are encouraged to bring them to school for use both in class and in study.
- ✓ There will be no practical lessons until receipt of additional advice although PE and ICT are encouraged at this time as part of the curriculum.
- ✓ The College continues to work with Examination Boards re Examination procedures and Centre Determined Grades.
- ✓ Homework should be managed carefully within Departments and may consist of reading materials, research, preparation work for the next face to face lesson in school. There is no requirement for staff to physically collect homework to mark. If this is the case, it should be left for 72 hours before marking of work commences. Pupils should be encouraged to submit work online for marking and constructive feedback.

- ✓ **There is a necessity to contingency plan for blended learning in the event of local/wider school closure or class self-isolation. A new Blended Learning policy has been devised and all work should be delivered via Google Classroom. Blended learning may be required for a minority of Years 12 - 14 pupils unable to attend school at present.**

9] Pastoral Support:

We acknowledge that some of our young people will be quite anxious about returning to school and that they may require additional emotional and pastoral support. Becoming acquainted with friends and staff, and re-building relationships will be crucial. We understand their anxieties and will do everything possible to support them. The College Pastoral System is excellent and is supported by the Pastoral Support Officer and external counselling. As a parent/guardian, if you have any concerns about your child upon their return to school, please do not hesitate to contact the College.

10] Medical Concerns:

Symptoms of Covid-19:

If your son / daughter is showing symptoms of Covid-19, **they must remain at home.**

Testing is recommended if a person has any of the symptoms of Covid-19.

- *A high temperature – this mean you feel hot to touch on your chest or back.*
- *A new, continuous cough – coughing a lot more than an hour, or three or more coughing episodes in 24 hours.*
- *A loss of or change in your normal sense of smell or taste.*

- ✓ If a pupil becomes unwell in the course of the day, the staff member should inform SLT (E Alert). Pupils will be removed to the Isolation Room.
- ✓ Parents/Guardians will be contacted to bring the pupil home and follow PHA Guidance for households with possible coronavirus infection.
- ✓ Isolation Room will be cleaned immediately after the pupil leaves.
- ✓ PPE should be worn by staff caring for the pupil at all times
- ✓ If pupils/staff develop symptoms of Coronavirus (Covid-19), they should not attend school but avail of the Test, Trace and Protect Service (downloading of App recommended). The School must be informed of the outcome of the test result.
- ✓ Enhanced cleaning will be carried out in the event of a positive case.
- ✓ As of 14 December 2020, the self-isolation period following notification of a positive test result or contact with a positive COVID-19 case has been reduced from 14 days to **10 days.**

11] Mobile Phones / Electronic devices:

These items **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.

12] Parent App:

Communication between school and home will continue via the **Parent App**, which provides information with regard to attendance, achievements, conduct, pupil information, and end of year School Reports. **Parent App will be used in the event of a positive case in school and for the communication of PHA letters.** If you have not yet downloaded the Parent App or received an activation email, please contact the College as soon as possible on 028 8676 2420. Parent App information is instantly readable and will enable you to celebrate daily achievements with your son / daughter as well as discussing any concerns that may arise.

13] Parents/Guardians and Visitors to the College:

As always, communication is vital between parents/guardians and Holy Trinity College. You will want to be assured that your child is safe and well in school, and that all practical measures re social distancing, hand hygiene and respiratory hygiene are working effectively. We have a duty of care to each child and to our staff.

- ✓ Parent/Guardian meetings with a staff member, should occur where possible, after school hours or online/ phone.
- ✓ For Safeguarding purposes, parents/guardians are requested to 'sign-out' pupils at the General Reception. Pupils should only be signed out of school for essential appointments.
- ✓ Parents/Guardians and Visitors must indicate their presence via the key pad.
- ✓ Upon entrance to the building, please sanitise your hands, wear a face covering and present to the General Reception.

14] Code of Conduct:

Holy Trinity College continues to have high expectations of all pupils. This has not changed as a result of school closure. Everyone has the right to be treated respectfully and to learn in an ordered environment.

- ✓ The College Positive Behaviour for Learning Policy has been updated to cover Covid-19 related incidents. This is to prevent flagrant abuse of the Covid-19 risks
- ✓ Pupils are asked to be responsible and respectful to others
- ✓ Sanctions including exclusion, may be used for those pupils who wilfully refuse to adhere to social distancing procedures, and who deliberately cough or spit at pupils or staff, subsequently placing them at risk.

15] Workforce:

In advance of the beginning of Term 2 and as time progresses, there may be a need to review the availability of all staff, both teaching and support staff, to determine their health and well-being, and availability for a return to school, and to ensure there is sufficient capacity to enable the school to operate safely and effectively on a daily basis.

Key considerations are to those staff who are regarded as:

- ✓ Extremely clinically vulnerable including pregnant women
- ✓ Clinically vulnerable

We will continue to carry out risk assessments with staff who fall into the above categories to ensure that they are supported with the safest available controls in place.

To reduce the transmission of COVID-19, recent guidance has clarified

- ✓ Physical Parent Teacher Meetings and Open Nights are not permitted
- ✓ All in-school meetings with more than six adults must be held via video conferences
- ✓ Physical attendance by staff at external training events is also strongly discouraged

16] Additional:

- ✓ Staff are encouraged to bring their own refreshments to school. In observance of the 2m rule, the staff room will accommodate no more than 22 personnel at any one time. Staff may wish to remain in their classrooms or in small Department bubbles during break and lunch times.

As you will appreciate, there has been much planning to date to ensure the well-being of our community and their families. The health and well-being of our pupils and staff is absolutely paramount as we return to school in March 2021.



PRAYER TO THE HOLY TRINITY

Almighty God, Father, Son and Holy Spirit,
Trinity of persons yet one God.
Bless our school community here at
Holy Trinity College.

God the Father, source of all creation,
Nurture in us a sense of true respect, support
And friendship.

God the Son, our brother, Lord and Teacher,
Fill all of us who learn, teach and work
With wisdom, understanding and love.

God the spirit, Paraclete and Helper,
Guide us to seek the good in everyone and to
Celebrate the commitment and cooperation of all.

Most Holy Trinity,
May our community share in your life and love
As we journey in Faith and Hope
Amen