

## Summary

- If a pupil or any member of their household feels unwell and displays any symptoms, **they should not come into school.**
- The pupil should stay at home and then follow the Public Health Agency (PHA) Guidelines and School Policy outlined below.
- These are the current guidelines at the time of publishing (28 August 2020). This document is subject to revision to reflect any changes in the PHA Guidance and will be available on the school website.

## If a pupil feels unwell or suspects they have symptoms of Covid-19 when at home

- He/she must stay at home, inform the school, arrange a test and remain at home until they have received the results.
- If the result is negative, the pupil can return to school, providing they are well enough and have not had a fever for 48 hours.
- **If the test is positive, the parent should inform the school immediately.**  
He/she will be contacted by the Contact Tracing Service in the PHA and will be asked to share information about their recent interactions. This could include household members, people with whom they have been in direct contact, or people with whom they have been within 2 metres for more than 15 minutes.
- The school will work as guided by the PHA under their Test, Trace and Protect programme.
- If a pupil tests positive, we will communicate with the school community as soon as practicable but will not identify the person who has tested positive.
- The pupil must remain at home for at least 10 days (PHA Guidance) isolation period. If the pupil is well enough to continue with schoolwork, work will be provided via Microsoft Teams.

## If a pupil reports feeling unwell with Covid-19 symptoms when in school

- He/she must go home immediately.
- A pupil who is unwell will be taken to a designated room.
- The parent of the pupil will be contacted immediately.
- The pupil will be supervised in the ventilated room.
- If the pupil becomes very unwell, the 999-service will be called.
- The parent will be asked to arrange a test for their child.
- The school will work as guided by the PHA under their Test, Trace and Protect programme.
- If a pupil tests positive, we will communicate with the school community as soon as practicable but will not identify the person who has tested positive.
- The room(s) in which the pupil was present will be closed and will undergo an enhanced clean.
- The pupil will only return to school, after at least the 10 days advised by the PHA Guidance, if he/she feels well.

*We have been advised that passing on corridors and short periods of contact do not present a significant risk to staff or pupils.*

## Minimising Contact

- Pupils will social distance as far as it is possible and maintain a 2m social distance from adults.
- In order to minimise movement on corridors, pupils have been arranged into year group “Bubbles” and have been allocated a designated Teaching Zone, toilet area and outside recreational area.
- Teachers will travel to pupils’ classrooms.
- Pupils will be separated according to year group at Break and Lunch time.
- Pupils are encouraged to use school buses and public transport only when there is no other alternative.
- Unfortunately, we cannot supervise our pupils on school buses. We trust that they will observe the safety regulations for travelling on public transport and that they will also be mindful of their responsibility to other pupils on school buses by wearing their mask and maintaining social distancing.

## COVID-19 - Health and Safety

- The school has been thoroughly cleaned.
- Pupils and staff have been briefed on the new safety procedures, including the importance of regularly washing their hands, particularly on their arrival at school and before mealtimes.
- Hand sanitisers have been installed at all entrances into the school and are also available in each classroom. Pupils and staff have been asked to bring their own hand sanitiser which they should use at the beginning and end of each lesson.
- Only essential visits will be permitted; when an authorised visitor enters the building he/she must wear a mask and sanitise his/her hands.
- All staff, pupils and authorised visitors are required to wear a mask in the school building. We will issue pupils with a washable school mask. Pupils are free to wear their own mask provided that the mask is appropriate for school.
- Pupils have been asked to regularly wash their uniform and to disinfect or wash their school bag.
- Pupils have also been asked to bring their own stationery and equipment to school because they will be unable to borrow this from anyone else in the class.

## Lunchtime Arrangements

In order to keep pupils safe and respect the guidance on contact between Year Groups, the following procedures will apply at lunchtime:

Year 8 will eat their lunch in the Convent

Years 9 – 12 will have access to the Canteen on alternate weeks

Year 9            Week beginning 7<sup>th</sup> September

Year 10          Week beginning 14<sup>th</sup> September

Year 11          Week beginning 7<sup>th</sup> September

Year 12          Week beginning 14<sup>th</sup> September

Sixth Form may go to Dunmurry or to their Study/Tutor Rooms for lunch.

During the week that Year Groups do not have access to the Canteen, they must bring a packed lunch to eat in their designated areas.

**Pupils may not bring peanuts or kiwis in their packed lunch.**

## Pupil Induction Mornings

On the Induction Mornings this week, Tutors have carefully taken small groups of pupils through our safety procedures.

Pupils were also issued with an information leaflet with a summary of the guidance and school protocols. This is to be retained inside their Student Planner. A digital copy is available on Microsoft Teams and on the school website.

The PowerPoint presentation that was used by Tutors has been posted on your son/daughter's Tutor Team.

### Notes

- We rely on your cooperation in coming to collect your child if he/she is unwell as outlined in the PHA Guidelines.
- For the foreseeable future we cannot offer any afterschool activities, Enrichment Programme, Breakfast Club or Library/ Homework Club facilities after school but we are eager to re-introduce these as soon as it is safe to do so.

Please note that all arrangements are subject to continual review, in light of updates to the Public Health Advice issued by the Public Health Agency and the guidelines set by the Department of Education.