



Saint Fanchea's College

We believe • We strive • We achieve

Information for Parents and Pupils – School Re-opening 12th April 2021

Dear Parent / Carer,

On behalf of the Governors and staff of Saint Fanchea's College we would like to extend our sincere gratitude to you for your continued support over the last period of remote learning from the start of January 2021. We fully understand that this has been a most difficult and challenging time for you and your daughter and we would like to pay recognition to your ability to adapt and support your daughter's education at home through online learning.

We thank you for the positive and constructive way in which you have engaged with the college in supporting your daughter's learning throughout the lockdown period and we look forward to welcoming all pupils back to school on Monday 12th April 2021. Please be assured that the college staff will strive to ensure that Saint Fanchea's College continues to be a safe environment for everyone in our school community. Many pupils will undoubtedly be anxious in returning into the school environment and our staff will strive to be compassionate and responsive to their needs. We are aware that many pupils may feel like they have lost time in their learning and we aim to address these gaps across all subject areas in the early days and weeks of the summer term. Our teachers will also implement a pastoral recovery curriculum over the coming term in order to provide mental health support while encouraging them also to address any concerns they feel as a result of the coronavirus pandemic and their return to school.

Following the publication of 'New School Day' guidance that was issued from Department of Education on 5th March 2021, the Senior Leadership Team have been working with staff to develop extensive plans to enable all of our pupils to safely return to school from Monday 12th April 2021 (**Education Restart: Guidance for Schools and Educational Settings in Northern Ireland 4th Edition** <https://www.education-ni.gov.uk/sites/default/files/Coronavirus%20Guidance%20for%20Schools%20and%20Educational%20Settings%20-%20March%202021.pdf>).

The continuing response to COVID-19 is taking place in a fluid and changing environment and the Public Health guidance is subject to adaptation and change at any time. We will continue to follow the scientific, medical and public health advice as is issued by the relevant authorities. If you have any queries about any of the details in this guidance document, please contact the college. The working partnership between home and school will be essential in assuring the safety of everyone in the school community over the coming months.

As you are aware, a further mitigation measure available to schools is regular testing of people who do not have symptoms of COVID-19. The purpose is to find individuals (staff and older Year 12-14 pupils) who may be infected but do not realise it so they can be advised to isolate so reducing the risk of them

unwittingly spreading infection in the school and elsewhere. This approach makes use of a type of **self-test Lateral Flow Device** (LFD) which provides a result within 30 minutes. You can see more information on how this testing works by visiting the link below:

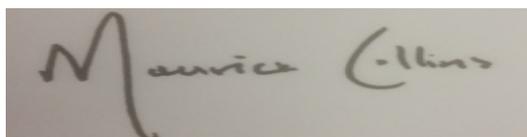
<https://sway.office.com/whz8dJ46JpeKLclV?ref=Link>

Staff and those pupils in Year 12, 13 and 14, who are participating in the Lateral Flow testing process in Saint Fanchea's College will be expected to conduct and test twice every week on Sunday evening and on a Wednesday evening. This next Lateral Flow test is due to take place on the evening of Sunday 11th April 2021.

We expect that normal home-school transport services will run as normal from Monday 12th April 2021. Parents and pupils are reminded of the requirement of wearing a facemask on buses / taxis unless they are exempt under medical reasons. We have been advised that the Education Authority is in the process of establishing a team who will work alongside Translink staff to monitor and promote compliance with COVID guidance and regulations, and specifically the use of face coverings. Spot checks will take place in the mornings and afternoons at school sites, transport hubs and mid-journey.

The school canteen will operate as normal for all pupils.

Thank you for your continued support.

A rectangular image showing a handwritten signature in black ink on a light-colored background. The signature reads "Maurice Collins" in a cursive, slightly slanted script.

Maurice Collins (Principal)

Our School Day (Week beginning 12th April 2021)

	Bus pupils arrive from 8.35am Pupils supervised in Assembly Hall before 8.45am and in form room after 8.45am	
	Non Bus pupils in Years 8 -10 arrive 8:45 -9:00 supervised in form room by form teacher	
	Non Bus pupils in Years 11- 14 arrive 8:55 – 9.00 supervised in form room by form teacher	
	Period 1 – 9:00	
	Period 2 - 9:45	
Year 8 & 9 Break 10:00 -10:15 Back to Period 2 until 10.30 then on to period 3	Year 10 & 11 Break 10:15 – 10:30 Then on to Period 3	Year 12, 13 & 14 Go to Period 3 at 10:15 Break 10:30 – 10:45 Then Back to Period 3
	Period 3 – see year group options above	
	Period 4 – 11:00	
	Period 5 - 11:30	
	Period 6 – 12:00	
	Period 7 – 12:30 1 st Lunch	
	Period 8 – 1:00 2 nd Lunch	
	Period 9 – 1:35 3 rd Lunch	
	Period 10 – 2:10	
	Period 11 – 2:40	
	Non Bus pupils who get collected by parents on ground floor (including Maths and T&D rooms) leave at 3:00	
	Non Bus pupils who get collected by parents on upper floor leave at 3:05	
	All other pupils including 'bus' pupils leave at 3:15	



Monday 12th April 2021



Normal Timetable for all Pupils

- All pupils should arrive to school for 8:45 - 9:00am in full school uniform (apart from pupils who are timetabled for PE lessons)
- Pupils will use the steps up to the college and enter the college building through the rear door entrance
- Pupils who use dedicated EA / Translink home-school transport can arrive at and enter the school between 8:30am-9:15am through the rear door entrance
- Lunches will be served in the school canteen over three staggered lunch breaks
- Pupils are expected to bring a facemask which will be worn on school / home transport, during all lessons and when moving on the corridors inside the school building
- Pupils will be expected to follow the requirements which are detailed in this booklet related to social distancing and personal hygienic practices
- Pupils will be expected to bring a school bag to carry only the following materials from home:
 - Packed Lunch
 - Ring Binder Folder with refill pads
 - Pencil Case
- All pupils who do not use dedicated home-school bus transport can be collected from school from 3:00pm at the turning circle at the bottom of the avenue
- Parents are not permitted to collect / drop off pupils at the main school front door entrance unless they have permission from the Principal
- Dedicated school transport / public bus services are expected to run as normal

New measures & procedures



- 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. If a parent needs to meet with staff, they must contact the college and make an appointment in advance.
- Circulation of pupils and staff throughout the school building and grounds will be via a strictly supervised one-way system and the outside of the school will be utilised as much as possible to allow for safe circulation and social distancing. Pupil movements on corridors will be staggered and supervised at all times to minimise congestion. Pupils will adhere to 1m social distancing between other pupils when circulating throughout the school building. The one-way system is clearly marked with directional arrows and signage to direct pupil movement.
- Pupils will walk in **a single file on the left hand side** of the corridor and **carry their school bag on their right hand side**.
- The following areas will have two-way movement system:
 - Mathematics & Technology Block
 - Main Foyer at front door
- Pupils will adhere to 2m distancing with all adults in the school building. Social distancing signage will be posted in all rooms / corridors around the building. Social distancing floor markings will be placed in key areas (toilet areas / changing rooms / etc ...)
- Teachers will direct a specific seating plan for pupils in each classroom to maximise social distancing. Pupils will be expected to sit at the same desk for the duration of time they are in a classroom.
- Pupils will be expected to go to the toilet at designated break / hand washing times.
- Locker Rooms and Post 16 common room areas will be closed.
- Reduction of pupil population in the school canteen during staggered lunchtimes and break-times. Pupils will be

	<p>encouraged to bring packed lunch and alternative designated areas around the building will be provided to allow for this.</p> <ul style="list-style-type: none"> ● Pupils who are unable to attend due to shielding guidance from a GP will be facilitated via a <i>'blended online approach'</i> to learning as far as practically possible. An individual plan will be developed for each pupil as required. Parents should contact the college in the first instance where a PEP is required. ● The SIMS Parent App will be the main communication hub between the college and parents over the coming academic year. It is vital that ALL PARENTS / CARERS have informed the main office of any changes to their contact details. ● All visitors to the school will be expected to sign in and leave contact details at the school reception to support the COVID – NI 'track and trace' process ● There will be no unnecessary gatherings at the school gates / turning area. These areas will be supervised by staff at the start / end of the school day. ● The Behaviour Management policy will be used to cover COVID-19 related incidents where refusal to adhere to the college's arrangements put other pupils or staff at risk. Pupils will be informed of the new processes and expected behaviours within the new COVID-19 Behaviour Management Policy on their return to 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. ● Dedicated school transport / public bus services (EA yellow buses) are expected to run as normal from Monday 12th April 2021. ● It is mandatory that all pupils should wear a face covering on school transport including taxis unless they have a reasonable excuse not to. Face coverings should be worn for the whole journey and at transport hubs / bus stops.

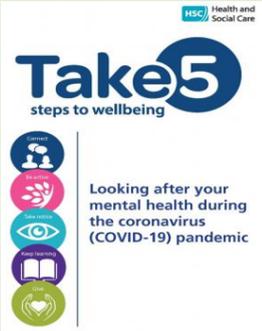
	<ul style="list-style-type: none"> ● Spot checks will take place in the mornings and afternoons at school sites, transport hubs and mid-journey. ● Anyone with symptoms of COVID-19 must follow the Public Health Agency guidance. This includes parents ensuring that their child(ren) do(es) not travel to or attend school if they or a member of their household has symptoms. ● On home-school transport services, where possible, pupils should sit with people from their own school or with their brother/sister. ● Pupils should give other people space when they are waiting for their bus and on board. ● Pupils should wash their hands or use hand sanitiser before getting onto buses
<p>Hand Hygiene, Face Coverings and cleaning</p> 	<ul style="list-style-type: none"> ● All pupils are encouraged to bring their own personal supply of hand sanitiser which should be used regularly. All pupils, staff and visitors are to sanitise their hands on entry into the school building. ● Pupils should not share their personal hand sanitiser with other pupils to avoid cross-contamination. ● Pupils on entry to the college building will be welcomed and directed by staff to go to the toilet facilities to enable pupils to wash their hands thoroughly before going to their designated form room. ● Pupils will be expected to make regular use of the sanitisation stations that have been located throughout the school. Pupils will be expected to sanitise their hands when they enter and leave all classrooms. ● All classroom areas will be cleaned after every lesson. Supplies of disinfectant sprays and paper towels will be available in every room and bins will be emptied regularly during the school day. ● All pupils will be expected to wash their hands thoroughly for 20 seconds before and after lunch / break.



- All pupils are required to bring their own facemask into school (www.nidirect.gov.uk/face-coverings)
- **All pupils and all adults** must wear a facemask when moving when moving around the building e.g. at the change of class, when on the school corridors etc ...) and when using toilet facilities.
- Pupils and adults must wear a facemask during lessons. The wearing of face coverings is now compulsory for all pupils and adults in post primary schools.
- A box of tissues will be available in each classroom.
- Pupils will be reminded about the importance of good respiratory hygiene and should follow '*catch it, bin it, kill it*' approaches.
- Pupils will have regular designated breaks to go to the toilet facilities. Pupils will be expected to wash their hands thoroughly after visiting the toilet.
- Pupils will have designated afternoon slot to use toilet facilities to wash their hands towards the end of the school day to minimise transmission between school and home.
- Pupils will be encouraged to:
 - Avoid touching eyes, face, nose and mouth
 - Avoid putting hands / fingers in mouth
 - Cough into their elbow if they don't have a tissue / paper towel
 - Cough into tissues and dispose safely into the nearest bin
- Signage to promote effective hygiene practices are posted across all rooms in the college building (including toilet and office areas).
- A full enhanced clean has taken place over the summer break in accordance with PHA guidance.
- Enhanced cleaning provision during and after the school day. The school will put in place the regular cleaning of key areas and other critical touch surfaces.

<p style="text-align: center;">Uniform</p> 	<ul style="list-style-type: none"> ● Normal school uniform rules will apply from Monday 12th April 2021 (except on the days when pupils are timetabled for PE classes). ● 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. ● Changing rooms will be utilised but with reduced capacity and numbers. ● Parents should strive to ensure that pupils wear clean and fresh uniform every day.
<p style="text-align: center;">Lunch-time & Break-time</p> 	<ul style="list-style-type: none"> ● School Meals provision will recommence on Monday 12th April 2021. ● Screens will be in place at the payment tills in the canteen. ● Pupil groups will access the canteen for lunch / break on a staggered basis. Each class group will have an allocated slot for each day and the college will strive to ensure that individual year groups will be sitting their lunch breaks in separate areas of the canteen / designated time slots. ● Pupil class groups will move to / from the canteen via outdoor routes (weather permitting). ● Canteen supervisors and a teacher will ensure that appropriate social distancing is adhered to at all times in the canteen. ● Pupils will be required to wear a face covering while queuing at the counters / tills in the canteen. ● The biometrical finger scanner at the canteen till areas will be sanitised after each individual use by pupils.

	<ul style="list-style-type: none"> ● Pupils who take packed lunches will have alternative designated areas to eat their lunch / break. ● A hand sanitiser station will be located at the entrance to the canteen. ● Pupils will transfer money to the biometric system once a week during a designated time. Parents will ensure that their daughters will transfer their expected weekly expenditure to the system once a week. Sanitiser wipes will be located beside the two biometric stations in the school. Pupils are asked to carry all of their cash in small personal plastic bag / wrapped cling fil / money bag ● The water fountains around the school building will be permanently switched off to minimise virus transmission. Pupils are encouraged to use vending machine to purchase water bottles. A sanitiser dispenser is attached to the vending machine. Pupils can also purchase water bottles in the canteen.
<p>Pupil Equipment</p> 	<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 (a list of essential equipment will be shared with pupils during induction days). Equipment which pupils have in their pencil case should not be shared with any other pupil. ○ Packed lunch bag ○ Ring Binder with refill pad ● Older pupils may be expected to bring in necessary books on occasion. Proper hygienic practices will be required to sanitise book surfaces both at home and school to reduce the risk of the transmission of the Covid-19 virus from home to school and back again.

<p style="text-align: center;">Stationary List</p> <p style="text-align: center;">(Pupils are expected bring this equipment with them to school <u>every</u> day)</p>	<p>1 generously sized pencil case</p> <p>Ball point Pens - Black/blue/ red/green</p> <p>Pritt Stick</p> <p>Ruler (30cm)</p> <p>Rubber</p>	<p>HB pencil</p> <p>Sharpener</p> <p>Highlighters (selection of colours)</p> <p>Colouring pencils</p> <p>A4 lined paper (refill pad)</p>	<p>Small dictionary/ Thesaurus (ideally combined)</p> <p>Protractor</p> <p>Small Sellotape roll</p> <p>Scientific calculator</p>
<p style="text-align: center;">Learning & Teaching</p>  <p>The logo for 'Take5 steps to wellbeing' features the text 'Take5' in a large, bold, blue font, with 'steps to wellbeing' in a smaller font below it. To the left of the text are five circular icons representing different aspects of wellbeing: a person, a heart, an eye, a book, and a leaf. To the right of the text is the text 'Looking after your mental health during the coronavirus (COVID-19) pandemic'. At the top right of the logo is the HSC Health and Social Care logo.</p>	<ul style="list-style-type: none"> ● Year 11 & 12 pupils will remain with their form class groups as a ‘classroom bubble’ for their core subjects and will move to different classrooms to ensure that they receive teaching in their chosen subject areas. Year 11 & 12 pupils will have mixed teaching groups to accommodate their subject options. All classroom desk surfaces and chairs will be cleaned after every lesson. ● Post 16 pupils will follow their normal timetable. All classroom desk surfaces and chairs will be cleaned after every lesson. ● The Assembly Hall and the Lecture Drama Room will be re-designated as classroom areas to accommodate larger class sizes for key subject areas. ● Guidance will be issued to staff, pupils and parents about the arrangements in place for the awarding of centre declared grades across GCSE / GCE / BTEC / Level 2 courses. ● Extra-curricular activities / inter school competitions / educational visits / school trips will be suspended until further guidance is issued to schools. We will inform pupils and parents when after school activities can re-start. ● Education visits, inter-school sports and after school activities will be paused until further guidance is issued. ● No indoor singing or playing of wind or brass instruments will take place on school premises. This applies to pupils undertaking these activities either individually or as part of a group. 		

<p>School Contact</p> 	<p>info@stfancheascollege.enniskillen.ni.sch.uk</p> <p>Tel: 02866 322919</p> <p>Facebook: www.facebook.com/saintfancheascollege/</p> <p>Twitter: Follow @SaintFancheas</p> <p>Website: www.saintfancheascollege.com (Site currently under review)</p>
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INFORMATION ABOUT CORONAVIRUS

<p>Pupil Health</p> 	<p>If any pupil has an underlying medical condition or is allergic to specific hand sanitisers, parents should notify the form teacher in writing by Monday 22nd March 2021. If there are pupils who were previously shielding or living with someone who was previously shielding, parents should contact Mr Collins (Principal) on their return to school so that a personalised risk assessment can be developed for these pupils.</p>
<p>Symptoms of coronavirus (COVID-19)</p>	<p>IF A PUPIL OR A FAMILY MEMBER SHOWS ANY OF THE FOLLOWING SYMPTOMS OF COVID-19, PUPILS SHOULD <u>NOT</u> ATTEND SCHOOL AND STAY AT HOME</p>



- o **High temperature** (this means you feel hot to touch on your chest or back). It is good practice that temperatures are checked at home as part of a morning routine.
- o **Cough** (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours / if you usually have a cough, it may be worse than usual)
- o **Breathing difficulty**
- o Sudden **loss** of sense of **smell** or **taste**. This condition is also known as '**anosmia**'.

College staff will be trialling the use of sensors to detect pupil and visitor temperature readings on entry to the school building over the initial weeks of the first term.

<https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public>

What should you do if you think you have COVID-19?

Everyone you live with must stay at home. You MUST arrange a test for COVID-19

You can ring NHS 111 for information or advice and they will help you decide if you need to contact your GP. Calling your GP may be necessary if you have:

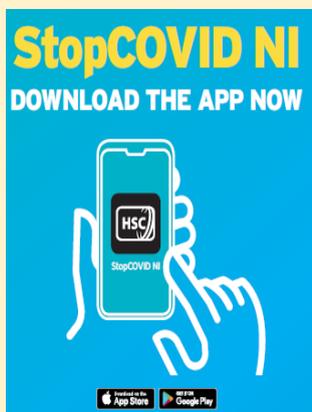
- an existing health condition
- problems with your immune system
- you feel you are not coping with your symptoms.

Do **not** attend your GP surgery or emergency department in person before calling ahead and speaking with someone. If you have very serious symptoms or feel it is a medical emergency and you need to call an ambulance, dial 999 and inform the operator of your symptoms.

While waiting for your test or if you receive a positive diagnosis for COVID-19:

You will need to stay at home for at least 10 days from when your symptoms started; **after 10 days** from when your symptoms started:

- if you **have not had a high temperature for 48 hours**, you no longer need to self-isolate;
- if you **still have a high temperature**, you need to self-isolate until your temperature has returned to normal for 48 hours.
- you do not need to self-isolate if you only have a cough or loss of sense of smell/taste after 7 days, as these symptoms can last for several weeks after the infection has gone.
- if you live with someone who has symptoms, you will need to stay at home and self-isolate also. If the person



	<p>with symptoms tests positive for COVID-19, everyone in the household without symptoms will need to self-isolate for 14 days from the day the first person in the home started having symptoms;</p> <ul style="list-style-type: none"> • however, if you develop symptoms during this 14-day period, you'll need to stay at home for at least 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period). Follow the advice above on when to end self-isolation. <p>If you receive a negative diagnosis for COVID-19:</p> <p>You can stop self-isolating if you have a negative test, as long as:</p> <ul style="list-style-type: none"> • everyone you live with who has symptoms of COVID-19 has tested negative – you need to keep self-isolating if someone in your household tests positive, or develops symptoms of COVID-19 and has not been tested; • you feel well enough, and have not had a raised temperature for more than 48 hours. <p>If you develop new or worsening symptoms, you should self-isolate and can arrange to be re-tested.</p> <p>All parents are strongly encouraged to download the StopCOVID-NI Proximity app onto their smart phones / ipads.</p> <p>https://www.nidirect.gov.uk/articles/coronavirus-covid-19-stopcovid-ni-proximity-app</p>
<p>Procedures for Pupils who have symptoms of COVID-19 during the school day.</p>	<p>A pupil who presents with <u>any</u> of the COVID-19 symptoms will be brought by a member of staff to a separate ventilated area. This area will be supervised at all times by a member of staff and the pupil will have access to designated toilet facilities.</p> <p>A pupil who presents with <u>any</u> of the COVID-19 symptoms will be EXPECTED to be collected promptly by parents / carers to minimise transmission within the college community.</p> <p>Parents / carers will be contacted by telephone and asked to immediately collect their daughter, and other siblings enrolled in the college. The whole family will be advised to follow the PHA guidance for households.</p> <p>It is vital that ALL PARENTS / CARERS have informed the main office of any changes to their contact details. An additional contact is recommended if a parent / carer is not available. The priority will be to ensure that a symptomatic pupil is not left on</p>

	<p>the school site for longer than is necessary in order to minimise the transmission risk to the wider school community.</p> <p>The college will adhere to all Public Health Authority guidelines and will contact the PHA to follow expected procedures.</p> <p>A separate FIRST AID medical room (adjacent to the main reception) will operate as normal for all other medical concerns.</p>
<p>The 4 'S'-words</p>	<p>The overarching principles for the safe return of pupils to Saint Fanchea's College have been designed around the 4 S-words.</p> <ol style="list-style-type: none"> 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).

Home School Communication Protocols

Following increasing numbers of cases positive COVID-19 cases across Northern Ireland from September 2020 it is important that there are effective, efficient and clear communication channels between home and school in order to minimise the transmission of COVID-19 into the school community. Parents/ Carers are asked to use the main college email account (info@stfancheacollege.enniskillen.ni.sch.uk) – especially when the during '**out-of-hours**' periods or **over the weekend** when the college is closed.

COVID-19 COMMUNICATION FOR PARENTS / CARERS

If your daughter develops COVID-19 symptoms at home and will be isolating in advance of a test.

Send an email to the college email account: info@stfancheascollege.enniskillen.ni.sch.uk

Enter 'COVID-19 SYMPTOMS' into the subject row of the email and give a brief summary of your details / daughter's symptoms in the main message area. Please also include your telephone contact number.

If your daughter is self-isolating.

Send an email to the college email account: info@stfancheascollege.enniskillen.ni.sch.uk

Enter 'COVID-19 SELF ISOLATING' into the subject row of the email and give a brief summary of your details / reasons for self-isolation in the main message area. Please also include your telephone contact number.

If your daughter has a positive COVID-19 test result.

Send an email to the college email account: info@stfancheascollege.enniskillen.ni.sch.uk

Enter 'POSITIVE COVID-19 TEST RESULT' into the subject row of the email and give a brief summary of your details in the main message area.

Please also include your telephone number as a member of staff will need to contact you.

If your daughter has a negative COVID-19 test result.

Send an email to the college email account: info@stfancheascollege.enniskillen.ni.sch.uk

Enter 'NEGATIVE COVID-19 TEST RESULT' into the subject row of the email and give a brief summary of your details in the main message area.

Please also include your telephone number as a member of staff will need to contact you.

