



Ashgrove Primary School Newtownabbey

Our Weekly Newsletter

ISSUE: 01

FRIDAY 28TH AUGUST 2020

WELCOME BACK TO SCHOOL!

It has been a pleasure to welcome our boys and girls back to school yesterday and today. The old saying of “Absence makes the heart grow fonder” is indeed true.

I have lots of housekeeping information to share with you in this first edition of our Weekly Newsletter. Please refer to this information in the coming weeks as by keeping to our routines you help our school to manage in these challenging times.

On the homepage of our website, I have published our Restart Plan – this is essentially a handbook for parents and should answer many of the questions you have about school. See below for some main points I want to share with you once again:

- If you or your child are displaying symptoms of COVID-19 you **must not** come to school. You should follow advice from PHA.
- Pupils and parents must only arrive to school at their allocated arrival and departure times – this is to stagger pupil numbers and help maintain social distancing.
- Adults must not enter the school building or mobile classrooms.
- To prevent the spread of the virus, please do not loiter in school grounds or at the gate.
- Remember to observe social distancing – there are various markers and clear signage around school.
- We ask that parents and all adults respect the integrity of our class ‘bubbles’
- If you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days

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Learning, Caring, Growing Stronger Together

PROCEDURES IF SOMEONE EXHIBITS SYMPTOMS ASSOCIATED WITH COVID-19

IF A CHILD DISPLAYS SYMPTOMS OF CORONAVIRUS

1. **DO NOT** come to school
2. Inform the school info@ashgroveps.newtownabbey.ni.sch.uk
3. The child and anyone in the immediate household with symptoms will need to arrange testing
4. If the test is positive follow the latest government stay at home guidance and inform school of the result
5. If all members of the household test negative, the pupil can return to school providing they are well enough and have not had a fever for 48 hours. Where an individual has had a negative result it is important to still apply caution.
6. If someone in the household tests positive, the child must stay at home for 14 days after the first person in the household became ill, seek medical advice

IF SOMEONE IN A PUPIL OR STAFF MEMBERS IMMEDIATE HOUSEHOLD TESTS POSITIVE

1. **DO NOT** come to school
2. Inform the school and follow the latest government stay at home guidance info@ashgroveps.newtownabbey.ni.sch.uk
3. All members of the household exhibiting symptoms should be tested and inform school of the result
4. If the test is positive follow the guidance for a pupil or staff member with a positive test result
5. If your individual test is negative, the pupil or member of staff still must stay at home for 14 days from the day the first person in the household displayed symptoms. Where an individual has a negative result it is important to still apply caution.

IF SOMEONE IN A PUPIL OR STAFF MEMBERS IMMEDIATE HOUSEHOLD DISPLAYS SYMPTOMS

1. **DO NOT** come to school
2. Inform school and follow the latest government stay at home guidance info@ashgroveps.newtownabbey.ni.sch.uk
3. Arrange testing for all household members
4. If all members of the household have negative results the pupil or staff member may return to school providing they are well enough and have not had a fever for 48 hours. Where an individual has had a negative result it is important to still apply caution.



Test, Trace, Protect

To be used in conjunction with New School Day Guidance – Section 8

Anyone who exhibits any symptoms associated with COVID-19 should not attend school. All symptomatic pupils and staff are expected to follow the advice and obtain a test for COVID-19.

Where an individual has had a negative result and everyone with symptoms who was tested in their household receive a negative result, the pupil or member of staff can return to school providing they are well enough and have not had a fever for 48 hours.

Anyone who tests positive will be contacted by the Contact Tracing Service in the Public Health Agency, and will need to share information about their recent interactions. This could include household members, people with whom you have been in direct contact, or been within 2 metres for more than 15 minutes.

All household members should follow PHA isolation guidance which currently requires everyone in the household to stay at home.

- If you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days.
- If you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms.
- However, if you develop symptoms during this 14-day period, you will need to self-check in accordance with Test and Trace guidance and stay at home for 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period).
- 10 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone.
- If you have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else they can stay for the 14-day isolation period.
- It is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

PHA guidance under the Test and Trace and Protect programme will be applied for all staff or pupils in contact with someone who tests positive for COVID-19. Test and Trace staff will contact anyone with a positive test and trace their contacts over the previous 48 hours seeking information on where that individual has been in contact with someone for 15 minutes or more and less than 2 m social distance. Isolation guidance will then be provided that is context specific and may result in friendship groups, regular contacts and potentially an entire class or 'bubble' being instructed to self-isolate at home.

Should a COVID-19 confirmed case occur, the EA cleaning service should be notified. Enhanced cleaning should be carried out within any classroom in which an individual who has developed COVID-19 has been to minimise risk of the spread of the virus. This should be clearly communicated to staff, parents and pupils to provide assurance that the environment is safe.

Pupils and staff can return to school when they have completed the necessary period of isolation as advised by the Test, Trace and Protect service. This will help contain any potential transmission to those staff/pupils and will also assist in protecting the wider community.

WE ENCOURAGE ALL ADULTS IN SCHOOL AND PARENTS/CARERS TO DOWNLOAD THE STOPCOVID NI APP

HOW TO RAISE A CONCERN...

At Ashgrove Primary School we value parents and carers as partners in the education of our pupils. The views of parents are significant and we encourage the positive contributions which parents and carers make to the life of our school.

We recognise that from time to time, a parent or carer may have a concern about some aspect of their child's life at school. By working in partnership with home, it is our aim that any concern is dealt with quickly and efficiently.

PLEASE FIND BELOW THE PROCEDURE WE HAVE IN PLACE.

It is important that we have a staged approach to raising and addressing concerns as this means issues will be heard by more than one person in a fair and unbiased way.

HOW DO I RAISE A CONCERN?

1. Make an appointment with the class teacher to discuss the matter. All parents/carers from home must make appointments to speak with the teacher. Due to COVID-19 adults must not enter the school building.

(Making an appointment will enable the teacher to give you the necessary time to listen attentively to your concern. Teachers are not able to ring parents during class time).

MOST OFTEN CONCERNS CAN BE RESOLVED AT THIS STAGE.

2. If after speaking to the teacher the matter is not resolved the issue can be taken up with the Head of Key Stage (Miss Morrison/Mrs Torrie) or the Vice Principal, Mrs Flaherty.
3. Following the second stage, you may make an appoint with the VP, Mrs Flaherty.
4. If concerns still remain the issue can be referred to the Principal, Mr Smith.
5. Ultimately, if the issue is still not resolved the parents/carers can write to the Chairperson of the Complaints Committee of Board of Governors (Mr B. Edwards)- please refer to our Complaints Procedure.

IT IS VERY RARE FOR CONCERNS NOT TO BE RESOLVED BEFORE STAGE 4.

If you have a concern about any aspect of Child Protection or Safeguarding do not hesitate to contact either:

MRS LUNEY, P5 (Designated Teacher for Child Protection) or

MRS COULTER, P1 (Deputy Designated Teacher for Child Protection)



ADMINISTRATION OF MEDICATION IN SCHOOL

At the beginning of the week, I wrote to all parents whose children have a Medical or Dietary Care Plan. It is important that you, as parents, ensure we have the most up-to-date Care Plan. If the Care Plan has been reviewed by a medical practitioner, you must give us the most recent copy.

If a child has to take medication in school their parent or guardian **MUST** complete a school **Administration of Medication Form** OR **A Request for a Pupil to Carry His/Her Medication**. Medication will **NOT** be administered unless the appropriate form is completed and received by school. **To request a form, please contact the Office.**

This year, these forms should be completed online via Google Docs. For safety reasons, children should **NOT** bring their own medication to school – this should be brought by an adult and left in the office.

Please remember, if your child requires an inhaler (or any other type of medication) it is your responsibility to ensure there is an adequate supply in school and the medication is in date.

Please remember, school staff can only administer medication in accordance to prescribed instructions or instructions from a GP or Care Plan.

AUGUST BANK HOLIDAY MONDAY

As per our Holiday List, school is **CLOSED on Monday 31st August** for the Bank Holiday. We reopen on Tuesday 1st September. Remember to arrive to school at your allocated time until further notice.

A copy of our Holiday list for this academic year is available on the Parents Section of our website. I have also included a copy of our Holiday List in this Newsletter.

SCHOOL MEALS

For the first two weeks of September, School Meals will only be served to those children who are entitled to Free School Meals. It is the responsibility of parents/carers to reapply for FSM each year – this is not automatically renewed by the Education Authority. As per previous years, all school meals must be booked online via SchoolMoney for the week ahead.

All other children must bring a packed lunch in a disposable bag. If lunchboxes are used, parents should sanitise these every day at home.

Our Dining Hall in school is undergoing a refurbishment, which means this space is out of use for 2-3 weeks. Therefore all lunches will be eaten in classrooms.



TEACHING STAFF IN ASHGROVE PRIMARY

Please see below for a list of Teaching Staff in school as of August 2020. As you can see some members of staff hold positions of responsibility for areas of the curriculum or leadership posts.

| YEAR GROUP | TEACHERS |
|-------------|--|
| Primary 1 | Miss Morrison (Head of Foundation Stage & Clubs) Mrs Coulter (Deputy Designated Teacher for Child Protection) |
| Primary 2 | Mrs McGivern (World Around Us & Eco Schools) Mrs Cartmill |
| Primary 3 | Mrs Douglas (Drama & Shared Education) Miss Crozier |
| Primary 4 | Mrs Torrie (Head of Key Stage 1) Mr Hutcheson (C2K Manager) |
| Primary 5 | Mrs Luney (Designated Teacher for Child Protection & Literacy Leader) Mrs Carberry (PDMU/Pastoral Care Leader & Attendance) |
| Primary 6 | Mrs Ewing (Numeracy Leader) Mr Kelly |
| Primary 7 | Mr Morrow (PE) Mrs Flaherty (Vice Principal, ICT & Assessment) |
| SEN Support | Mrs Doherty (SENCO) Mrs Hawkins |

SCHOOL CLOSURE REMINDER...

School will be CLOSED to pupils on **FRIDAY 2ND OCTOBER 2020** for Staff Development. Although staff will be in school this day, parents will need to make alternative childcare arrangements.

SCHOOL FUND/ VOLUNTARY CONTRIBUTION

At the beginning of each academic year, we ask parents to make a voluntary contribution of £5.00 per child (maximum of £10.00 per household) to our school fund. This year we have so many additional pressures on our school resources as we adapt to COVID-19. We are mindful that school restart can be an expensive time of year for parents, however we will use all monies carefully to help of children. Please make your Voluntary Contribution online via SchoolMoney by Friday 11th September.



HOLIDAY LIST, 2020-2021

AUTUMN TERM, 2020

School commences:

P7 pupils restart

Monday 24th August

(Half Day)*

P2-7 pupils restart

Thursday 27th August

(Half Day)*

Friday 28th August

(Half Day)*

Bank Holiday:

Monday 31st August

(School closed)

School Development Day 1:

Friday 2nd October

(School closed to pupils)

HALLOWEEN:

Thurs 29th Oct - Tues 3rd Nov

(inclusive)

School Development Day 2:

Wednesday 4th November

(School closed to pupils)

School recommences:

Thursday 5th November

CHRISTMAS:

Friday 18th December

(Half Day)*

Mon 21st Dec - Fri 1st Jan 2021

(inclusive)

School Development Day 3:

Monday 4th January 2021

(School closed to pupils)

SPRING TERM, 2021

School recommences:

Tuesday 5th January 2021

School Development Day 4:

Monday 15th February

(School closed to pupils)

HALF TERM:

Tuesday 16th Feb - Fri 19th Feb

(inclusive)

St Patrick's Day:

Wednesday 17th March

(Half Day)*

EASTER:

Wednesday 31st March

(Half Day)*

Thurs 1st April - Tues 13th April

(inclusive)

SUMMER TERM, 2021

School recommences:

Wednesday 14th April

MAY DAY HOLIDAY:

Monday 3rd May

School Development Day 5:

Friday 28th May

(School closed to pupils)

School Closed:

Tuesday 25th May

Wednesday 26th May

Thursday 27th May

MAY BANK HOLIDAY:

Monday 31st May

End of School year:

Wednesday 30th June

(Half Day)*



School Meals Menu

VEGETARIAN OPTIONS ARE AVAILABLE EACH DAY – refer to website

Monday 31st August

SCHOOL CLOSED
BANK HOLIDAY

Tuesday 1st September

Cheese & Tomato Baguette
Water
~
Yoghurt & Melon

Wednesday 2nd September

Chicken & Salad Sandwich
Milk
~
Chocolate Brownie & Pineapple Slice

Thursday 3rd September

Sweet Chilli Chicken Wrap & Cucumber Sticks
Water
~
Jelly & Fruit Pot and Shortbread Biscuit

Friday 4th September

Chicken Tikka Bap & Carrot Sticks
Milkshake
~
Cookie & Mandarin Orange

**FOR THE FIRST TWO WEEKS OF TERM,
SCHOOL MEALS WILL ONLY BE
PROVIDED TO CHILDREN ENTITLED TO
FREE SCHOOL MEALS**

New School Routines

I would like to thank our families for helping our boys and girls adapt to the new routines and expectations in school.

Next week, P2-7 pupils will move to a full school day. (There are separate arrangements for the induction of new P1 pupils). Your allocated arrival times will remain unchanged (please stay to this time). Home time collections will differ, check the letter emailed to you for collection times.

As you know, Breakfast and After School Club are unavailable for the first two weeks of September (our Dining Hall which is used to host these is undergoing a refurbishment). When these are ready to restart I will let you know.

We are working to update and review a number of key school policies to reflect new guidance and circumstances. I will let you know when these updated policies are available.

