



# RICHMOUNT PRIMARY SCHOOL

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**Principal: Mr M.D.J. Hall B.Ed., M.Ed., D.A.S.E., P.G.Dip.Ed., PQH (NI)**  
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1<sup>st</sup> October 2021

Dear Parent/Guardian,

Since the beginning of the school year we have been operating a number of measures in an attempt to minimize the risk of Covid-19 transmission to/between pupils, staff and the wider community. I feel that to date these measures have been proportionate and appropriate given the current ongoing situation with which we are faced.

The lack of clear guidance from DE/EA has left schools with the unenviable task of trying to balance the need to educate our pupils whilst still managing risk. The abandonment of the Track and Trace system has created more uncertainty and confusion with schools relying on parents to inform them should their child receive a positive result following a PCR test, while PHA do not inform close contacts.

At this point I would like to thank all of our parents for their support thus far in regard to the measures we have had in place since the beginning of September. Having now reviewed our procedures I wish to draw your attention to the following:

## **UPDATE ON SCHOOL PROCEDURES FROM 11<sup>TH</sup> OCTOBER 2021**

- ❖ **Arrival times for classes Pupils must not be left off prior to 8.30 am (Parents must leave their child at the school gate and not congregate with other parents)**
  - P7 8.30am (via main door)
  - P5/6 8.30am (via rear fire exit door)
  - P4/5 8.30am (via assembly hall door)
  - P2/3 8.30am (via door from outdoor play area)
  - P1 8.30am (via door from outdoor play area directly into the classroom)
  
- ❖ **Departure times for classes (Parents must collect their child at the school gate and not congregate with other parents)**
  - P1 1.55pm
  - P2 1.55pm
  - P3 1.55pm (Mon – Wed)  
2.40pm (Thu – Fri)
  - P4/5 2.40pm
  - P5/6 2.40pm
  - P7 2.40pm
  
- ❖ **After School Club (1.50pm – 2.40pm)**
  - The After School Club is to enable one pick up time for parents with children in Foundation/Key Stage 1 & Key Stage 2
  - The After School Club will recommence on Monday 11<sup>th</sup> October
  - Cost is £2 per day (Money for the week to be brought into school on a Monday)
  
- ❖ **School Bags**
  - P1 – Book bags to be used as issued already
  - P2 – P7 - Pupils are permitted to bring a school bag

- ❖ **Pupils wash hands at classroom sink**
  - ✓ On arrival every morning
  - ✓ Hourly thereafter
  - ✓ Before & after eating (break/lunch)
  - ✓ After going to the toilet
- ❖ **School Bus**
  - The school bus will be operating as usual
  - Pupils travelling via the bus will arrive at school by 8.40am and will leave school on the bus at 2.40pm
- ❖ **School uniform**  
For ease of daily washing all pupils must wear the following (Where parents have bought the full school uniform this is also acceptable)
  - ✓ School polo shirt
  - ✓ School sweatshirt
  - ✓ Navy tracksuit bottoms
  - ✓ Trainers (*preferably navy or black*)
- ❖ **No jewellery/watches can be worn**
- ❖ **Pupils with long hair MUST keep it tied back at all times**
- ❖ **Dinners**
  - School dinners cost £2.60 per day.
  - All dinner money must be sent in to school on a Monday.
  - Dinner money must be sent in to school in a clear money bag or wrapped in cling film.
  - To facilitate social distancing, school dinners will continue to be served in classrooms.
  - Packed lunches and healthy break can be brought to school in a lunch bag
  - Pupils taking packed lunch will eat their lunch in classrooms.
- ❖ **Homework**
  - One written literacy and one written numeracy homework will be set each week
  - Homework books will be sent home on a Monday and Tuesday to be returned the next day
  - To enable staff to mark these books they will be left for 72 hours prior to marking
  - Google Classroom will be used to set spellings, number facts etc
  - In some classes reading will be posted on Google Classroom while some may begin to send reading books home
- ❖ **Extra-curricular activities/trips etc**
  - These will not restart during October

## PARENTAL INTERVIEWS

Parental interviews will be held via telephone and will begin from 5<sup>th</sup> October onwards. They will take place from 2.00 pm to 4.30 pm. Parents are required to indicate a preferred day and your child's teacher will give a 10 min time slot in advance. The interviews are being held earlier in order to negate the need for school to end earlier each day once the new finishing time has been embedded.

**Thank you in advance for your support!**

Yours sincerely,

*M. Hall (Principal)*

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### Parental Interview reply slip

*Please indicate below which afternoon/s when you are available to take part in a parental interview via the telephone and return to your child's class teacher.*

Monday	Tuesday	Wednesday	Thursday	Friday

Pupil's Name: \_\_\_\_\_ Parent's name: \_\_\_\_\_

Preferred telephone number on which to receive a call: \_\_\_\_\_