



Ballyclare High School Coronavirus Contingency Plan

The School will continue to follow the advice issued by the Public Health Agency and will remain open unless we are instructed to close by the education authorities/on the advice of the Public Health Agency. It is important that all members of the school community remain mindful of the situation and act responsibly and appropriately in order to minimise the risk of infection.

Advice to pupils.

Please continue to adhere to advice already given in regard to good hygiene. Servicing of toilets has been increased to ensure there is a plentiful supply of soap and toilet roll. Please do not waste these resources – this is not a time for inappropriate behaviour as it may directly impact on you as an individual and others. We all have a responsibility to take what precautions we can to prevent the spread of infection, even if that is simply the spread of seasonal colds/flu.

Updated posters on hand washing have been placed in all toilets; *'Catch it Bin it Kill it'* posters now provide additional information on COVID-19.

If you feel unwell, follow normal procedures and so report to your Head of Year who will send you to the Office. The Office staff will ring home to arrange for you to be collected. DO NOT arrange this for yourself, we are responsible for you during the hours of school.

You should expect school to continue as normal but ensure you can access your C2k password and Fronter from home. If you cannot, please prioritise this and arrange assistance from Mr Farley.

Pupils preparing for external exams should continue to prepare as normal.

Deadlines for the completion and submission of coursework and controlled assessment remain unchanged. You will be updated as necessary should this change.

In the event that the government decides to close schools for a limited period of time, then arrangements will be made to facilitate your learning during the period of closure.

Advice to parents.

The most reliable and up-to-date advice can be accessed from the Public Health Agency. You and your family should familiarise yourself with and follow this advice:

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

If you have any queries or concerns regarding your family's health in the current situation that are not covered by the PHA advice, you should contact your GP or NHS 111.

If your child becomes unwell while in school you will be contacted and asked to collect them, as is our normal protocol. We are currently seeing the normal proportions of seasonal colds and flu.

If your child or a member of your immediate family becomes ill with suspected symptoms of Coronavirus, then please inform us by calling reception on 028 93322244.

If we are required to close we will communicate as per our protocols for emergency closure in the event of bad weather ie through our website, social media and via email. There has already been fake news in this regard and that is very unhelpful.

As a matter of importance, please ensure your child/ren know their C2k password and that they can access their C2k e-mail and Fronter.

Advice to staff

Familiarise yourself with the advice from the Public Health Agency NI by clicking on the following link <https://www.publichealth.hscni.net/news/covid-19coronavirus#guidance-for-educational-settings>

If you are unwell, follow the PHA advice and stay at home. Please inform Mr Barr as normal.

If a pupil complains of feeling unwell or is displaying symptoms, send them to the Office, as per protocol.

Please actively encourage good habits of hygiene in our pupils and model those yourself: reinforce that they should cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If they do not have/you do not have any tissues available, they should cough and sneeze into the crook of their elbow. Hand-washing should be regular and thorough, as per PHA guidance.

External exams

All exam boards and the Joint Council for Qualifications (JCQ) are working on plans to manage the situation. We will follow their guidance. A Level and GCSE pupils should continue to prepare for their exams as normal. Deadlines for the completion and submission of practical exams, coursework and controlled assessment remain unchanged.

Events, trips and visits

All scheduled events trips and visits will go ahead as planned unless:

- they are cancelled by the organisers, the UK Government advises against travel or a foreign government implements travel restrictions. Staff in charge of trips should remain in close communication with Dr Rainey. Direction will be taken from Foreign and Commonwealth Office and relevant governing bodies;
- a pupil or member of staff tests positive for the virus and the school is instructed to close on advice from the PHA;
- there is a closure of schools across NI, on government/education authority advice.

School Closure

If we are required to close we will communicate as per our protocols for emergency closure in the event of bad weather. All parents will thus be informed through our website, social media and via email.

During that closure, we must endeavour to provide online support for pupils, as per our briefing and principally via Fronter. Please ensure learning resources are available for all year groups.

In the event that staff are affected by the virus and the school is closed for a prolonged period of time, priority will be given to supporting pupils who are preparing for public examinations.

If a deep clean of the premises is required, this will be carried out by appropriately trained cleaners using the required products and recommended protective clothing as per PHA advice and direction.

The following are the primary sources of advice for schools on the Coronavirus:

Public Health Agency NI

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

Foreign and Commonwealth Office (travel advice):

<https://www.gov.uk/foreign-travel-advice>