

# Topham

## Elementary School

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Principal: Vanessa Jaggi

Administrative Assistant: Shirley Finley

## TOPHAM ELEMENTARY

### SEPTEMBER 2020 PHASE 2 RESTART PLAN

#### Families of Topham Elementary

Below you will find the information related to the Phase 2 restart at our school. We know this is an exciting and anxious time for many of our students and families so we wanted to share with you what we've put in place under the guidelines of the Public Health Officer, the Ministry of Education, and the Langley School District. Our number one goal is to create a safe environment for your children to learn and flourish. Please take time to read through the information.

#### GUIDING PRINCIPLES

- We will continue to
  - put family and health first as a staff
  - support one another in a positive, collaborative way
  - keep the best interests of our students at the forefront of our day-to-day
  - work with our families in a supportive way
  - remember to laugh and have fun as we navigate these times

#### MY CHECK LIST FOR EVERY CLASS THIS YEAR

1. Keep them safe
2. Lower their anxiety about the current situation
3. Make them laugh
4. Make them feel loved
5. Teach them something

All in that order



#### GUIDING DOCUMENTS

- In creating our Topham Phase 2 Restart Plan, we are guided by the following documents:
  - [Operational Guidelines for School Districts and Independent School Authorities](#)
  - [Provincial COVID-19 Health and Safety Guidelines for K – 12 Setting](#)
  - [Langley District Restart Plan](#)
  - [Langley District Health and Safety Guidelines](#)

## LEARNING COHORTS

- A learning cohort is a group of students and staff who remain together throughout a school year and who primarily interact with one another
- Students will be assigned to a classroom as per normal.
  - We will email parents with class placements prior to September 10<sup>th</sup>
  - We will combine classrooms to create learning cohorts within Ministry Guidelines (maximum of 60 people, including adults)
  - These will be primarily organized by grade level
  - While students will primarily be in their classroom group, there are times they will combine with another class within their learning cohort for learning opportunities
- Students and adults within a learning cohort will attempt as much physical distancing as possible however it is not a requirement within a learning cohort
- Any adults who need to move within different learning cohorts (Support Staff, Resource Teachers, ELL, etc) will be required to physically distance or wear a mask where physical distancing is not possible

## KEEPING STUDENTS AND STAFF SAFE

- If a student, staff or other adult has any symptoms, they must not enter the building
  - For a full list of symptoms of COVID 19, see the [BC Centre for Disease Control website](#)
- Please click [here](#) to access the District “Daily Health Check Form”
  - This needs to be filled out, signed and brought to your classroom teacher at the beginning of the year
  - In signing the form, you are agreeing to not have your child attend school if they have and COVID 19 symptoms
- If a student/staff exhibits any symptoms of COVID 19, they will be isolated in our medical room and parents will be contacted.
- If a student or staff is confirmed to have COVID-19, Fraser Health will do an investigation to confirm if a staff or students have been in close contact with that person and need to self isolate

## SCHOOL ACCESS

- Students will have an assigned place to line-up when they arrive at school
  - Please remind your child to not interact with students from other learning cohorts
- Students will need to leave the school grounds once dismissed
- In order to maintain the safety of our students and staff, parents are only able to access the school through our front entry
  - We ask that you try to communicate through phone, email or messenger if possible
  - If you need to access the school, please call the office to make an appointment
- Our playground spaces will be closed to students before and after school

## START / DISMISSAL TIMES

- To facilitate the staggered recess and lunch times, our new bell schedule will be 8:44 – 2:30
- For students taking the bus, transportation has adjusted times to meet this new schedule
- We ask that students come directly to their designated line-up spot in the morning to avoid interactions with other learning cohorts
- At the end of the day, students are asked to go immediately home

## RECESS/LUNCH

- Students will be asked to bring a litter-less lunch. Any garbage will be taken home in their lunch kit
- Our water fountains are closed so please send your child with a water bottle
- To promote physical distancing, we will stagger eating periods and outside time for students
- Our outside space will be divided into sections to accommodate learning cohorts.
  - There will be a rotation system for these spaces

## HANDWASHING & HYGIENE

- Regular handwashing is the most effective way to help prevent the spread of germs
- Hand sanitizer will also be made available
  - This will be used sparingly in specific circumstances when hand washing is not possible
- The diagram on the right from the COVID 19 Health and Safety Guidelines shows when staff and students should be washing their hands
- In order to maintain minimal student contact in the bathrooms, each class will be assigned a specific bathroom to use
- Only 1 student at a time is allowed in the bathroom
  - Markers will be on the floor to promote physical distancing

| When Student Should Perform Hand Hygiene:   | When Staff Should Perform Hand Hygiene:   |
|---|---|
| <ul style="list-style-type: none"><li>• When they arrive at school.</li><li>• Before and after any breaks (e.g., recess, lunch).</li><li>• Before and after eating and drinking (excluding drinks kept at a student's desk or locker).</li><li>• Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab, etc.).</li><li>• After using the toilet.</li><li>• After sneezing or coughing into hands.</li><li>• Whenever hands are visibly dirty.</li></ul> | <ul style="list-style-type: none"><li>• When they arrive at school.</li><li>• Before and after any breaks (e.g. recess, lunch). Before and after eating and drinking.</li><li>• Before and after handling food or assisting students with eating.</li><li>• Before and after giving medication to a student or self.</li><li>• After using the toilet.</li><li>• After contact with body fluids (i.e., runny noses, spit, vomit, blood).</li><li>• After cleaning tasks.</li><li>• After removing gloves.</li><li>• After handling garbage.</li><li>• Whenever hands are visibly dirty.</li></ul> |

## THE FIRST WEEK

- **GRADES 1 – 7**
  - Tuesday September 8<sup>th</sup>
    - Students do not attend ... Staff Health and Safety orientation sessions
  - Wednesday September 9<sup>th</sup>
    - Students do not attend ... Staff Health and Safety orientation sessions
    - Parents will be notified of their child's class placement
  - Thursday September 10<sup>th</sup>
    - Students last name A – J attend for a ½ day from 8:30 – 11:30 to homeroom class for Health and Safety Orientation and Team Building Activities

- Friday September 11<sup>th</sup>
  - Students last name K - Z attend for ½ day from 8:30 – 11:30 to homeroom class for Health and Safety Orientation and Team Building Activities
- Monday September 14<sup>th</sup>
  - First full day for all students grade 1-7

- **KINDERGARTEN**

- Gradual entry schedule will now begin Monday September 14<sup>th</sup>
- The new gradual entry schedule will be sent to K families the week of August 31st
- An email will be sent during the week of September 7<sup>th</sup> outlining your child's schedule based on which class and group they are in
- Please note any original information you received in June may have changed

## WHAT DOES MY CHILD NEED FOR SCHOOL START-UP?

- To prepare for your child's successful return:
  - School supplies
    - Grade 1 – 7 lists will be available on the school website beginning August 31st
    - Kindergarten - supplies will be provided and parents charged a fee
  - Ensure all items are labeled with child's name
  - Consider litter-less lunch containers that can be washed and reused
  - A labeled water bottle (our refillable water bottle station is open)
  - Outdoor learning will be much more common this year, so please ensure your child has proper footwear and outerwear and is ready for rain or shine
  - A mask (optional)

## COMMON QUESTIONS & ANSWERS

- We have a link on our website for COVID 19 updates [click here](#) where we will post the most recent documents
- The district has put out a great document that includes a Q & A section (starting on page 18) so please be sure to [click here](#) and check that out before sending in your questions

This is definitely a lot of information to take in and process. I encourage you to reach out to me through email ([vjaggi@sd35.bc.ca](mailto:vjaggi@sd35.bc.ca)) or by calling the school if you have any questions.

Please enjoy the last week of summer. Together, we have an amazing school year ahead of us and I am confident that our Topham Community will thrive during these unique, dynamic times.

Vanessa Jaggi  
Proud Principal  
Topham Elementary