



# Draft Plan for Re-opening of the School

## Underlying Principles

- The school has a responsibility to make effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.
- Adjustments to daily school routines and operating procedures are being introduced in line with advice to all schools in relation to Covid-19. These measures are temporary and are all subject to review.

## Role of Parents:

The following are protocols that are put in place to safeguard the health and safety of all in the school community as we reopen the school. If the procedures are to work, parents and children must comply fully. The routines will be reviewed regularly and changes may be made where deemed necessary.

**Under no circumstances is a parent to bring a child to school if the child is exhibiting any symptoms of Covid 19-**

**The most common symptoms of Covid 19 are:**

- Cough - this can be any kind of cough, usually dry but not always
- Fever - high temperature over 38 degrees Celsius
- Shortness of Breath
- Breathing Difficulties
- Lack of smell/taste.
- **If the child has been vomiting or has diarrhoea.**
- **If a child has been to a country not on the Government's green list in the 14 days prior to September 1st, they are not to attend school but must isolate**
- **If the child has been in contact with any family member and/or other person who has Covid-19.**



# Draft Plan for Re-opening of the School

## Assumptions

- School will reopen on Tuesday, 1<sup>st</sup> September
- Staff will return to school officially on Monday, August 31<sup>st</sup>
- Staff training and setting up the school for the safe return of all our pupils will be completed
- The school is split across 4 buildings and a number of prefabs. Each building will follow agreed routines and timetables.

## Junior Infants to Second Class

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble.

## Third Class to Sixth Class

- Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles. As far as possible, each Pod will be at least 1 metre distance from the next Pod. Unnecessary furniture will be removed from these classrooms to create as much space as possible.



# Draft Plan for Re-opening of the School

## JUNIOR ACADEMY

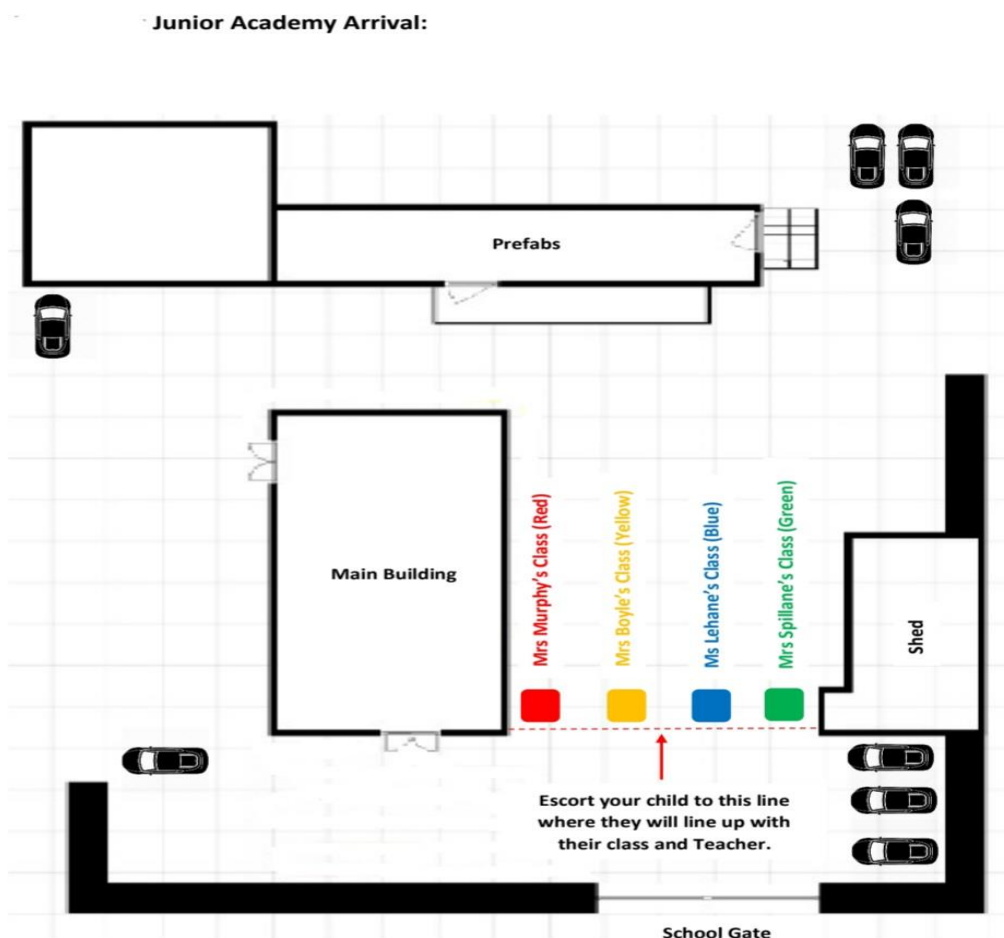
### Arrival at school

Note: later arrival times - weeks 1 and 2- shorter day (as per Information Leaflet – appendix 1)

School gates will open at 8.40am. Teachers and special needs assistants (SNAs) will be on hand to meet and assist you. We ask that you always remember to socially distance. Please avoid coming too early. We ask, where possible, that you leave promptly.

- All teachers will be on yard at 8.30am.
- Once pupils arrive, they will be brought as far as the white line by their parents and then placed into a line with their Teacher and class by a staff member. Parents are not allowed to cross the white line.
- Teachers will escort their class into their classroom at 8.45am.
- SETs/SNAs will remain on yard after this time to ensure all pupils are escorted to their classes.

(see appendix 2)





## Draft Plan for Re-opening of the School

Entrance and Exit Points Junior Academy	location
Front Door, Main Building	A
Back Door, Main Building	B
Prefab 1 prefab entry Door	C
Prefab 2 prefab entry door	C
Prefab 1 fire exit door	D
Prefab 2 fire exit door	E
Special Education Prefab	F

Teacher	Class	Entrance & Exit Point
Mrs. Murphy, room 1	Jnr Inf	A
Mrs. Boyle, room 4	Jnr Inf	B
Ms. Spillane, prefab 1	Jnr Inf	D
Ms. Lehane, prefab 2	Jnr Inf	C

### Yard: JUNIOR ACADEMY

A rota will be organised based on class bubble and SETs/SNAs allocated to those classes

*Each class bubble will have access to the yard during their allotted break times as follows –*

- The Yard will be split in two and 2 class bubbles will be on yard during each break.
- The Main Building classes will have first break from 10.45-11.00 (Eating inside class) and 11.00-11.15 (on yard) and second break from 12.30-12.40(on yard)
- The Prefab classes will have first break from 11.05-11.20 (eating inside) and 11.20-11.35 (on yard) and second break from 12.45-12.55(on yard)
- Teachers will be placed in groups of three and will complete a full day of yard duty every three days. All teachers will have a PPE bag to deal with minor injuries while on yard. The SNA's will also be dedicated to either the Main Building or the Prefab building and will complete their yard duty with their designated classes.



# Draft Plan for Re-opening of the School

## Junior Academy

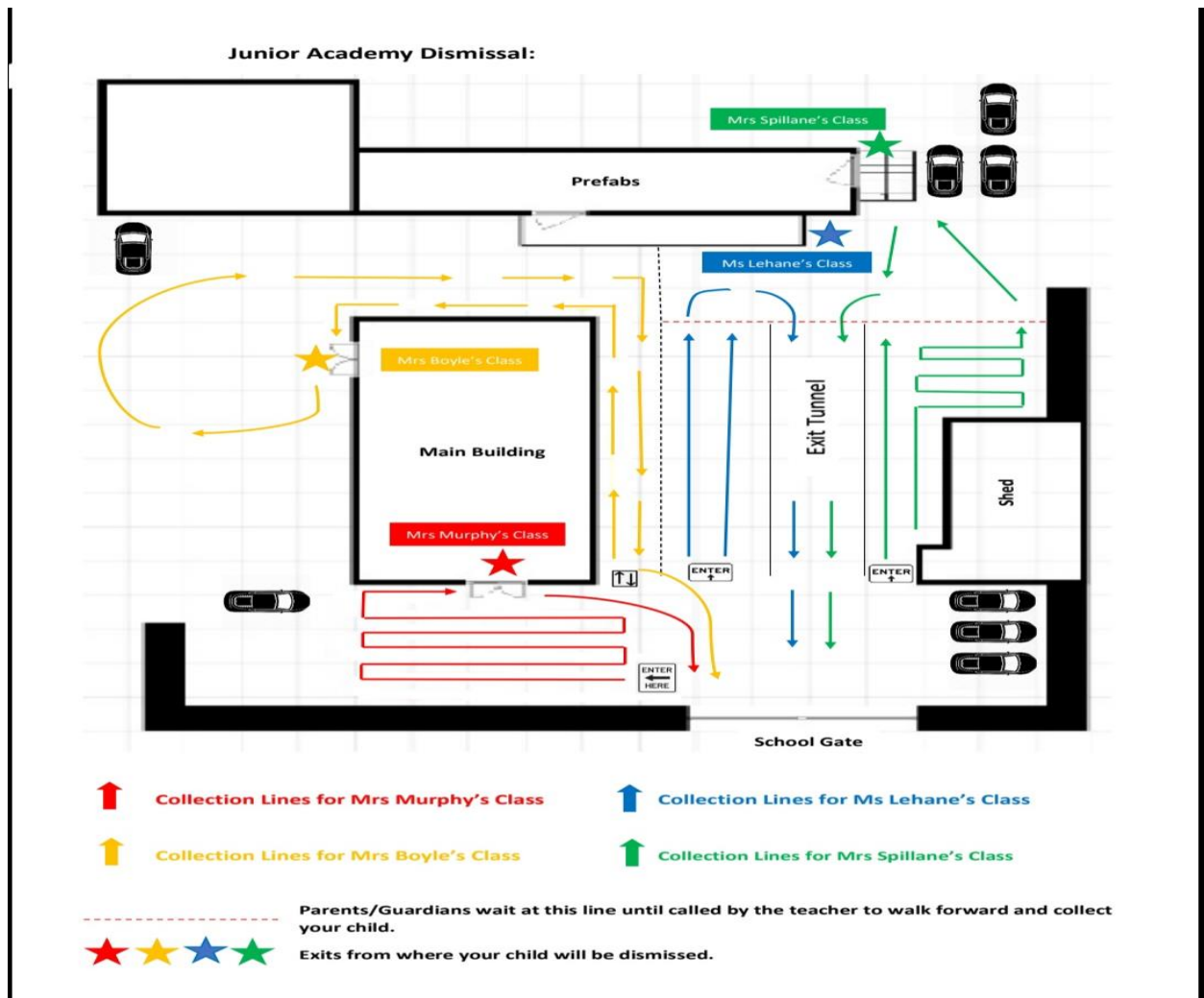
### End of School Day -

- These systems will apply, rain or shine, so please make sure your child comes to school prepared for the weather
- Please adhere to social distancing rules
- Please assist us by collecting on time. Thank You!

### Dismissal:-

( Note: Dismissal week 1 and week 2 shorter day (as per information leaflet - appendix 1)

- All classes will be lined up inside the buildings and escorted to the exits where they will be dismissed individually to their parents/guardians or nominated adult.
- Mrs Murphys Class will be dismissed from the Front Door.
- Mrs Boyle’s Class will be dismissed from the back door of the Main Building.
- Ms Lehane’s parents will line up at a designated point on the yard and once called, will walk towards the bottom of the ramp, collect their child and escort them off the school grounds.
- Mrs Spillane’s parents will line up at a designated point on the yard. Once called, they will walk to the top of the Fire Escape steps, escort their child down the steps and off the school grounds.





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### Collection of Children during the School Day

If an adult has to collect a child during the course of the school day, the following arrangements will apply

- When the adult arrives at the school, they should phone the office to alert the office that they have arrived
- The child will be brought from their class to the adult by a member of staff
- The adult who is collecting will be asked to sign the child out
- No adult should enter the school building, unless invited to do so

### Dealing with a suspected case of Covid-19

Pupils should not attend school if displaying any symptoms of Covid-19. If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures will be implemented:

- Parents/guardians will be contacted immediately
- The child will be accompanied to the designated isolation area via the isolation route by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times
- A mask will be provided for the child presenting with symptoms, if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home
- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home, and will assist them by calling their GP.
- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided
- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed.



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### Children who should not attend school

If your child is in one of the following categories, they should not attend school –

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has been diagnosed with Covid-19
- Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
- Children who are generally unwell. You should not, under any circumstances, send your child to school if they have a temperature, a cough of any kind, loss of smell/taste or have any kind of shortness of breath.

### Supporting the Learning of Children who cannot attend school

If a child is not able to attend school for an extended period of time, suggested activities to support the child's learning at home will be shared with parents by the class teacher and/or special education teacher (SET)/ Designated Teacher.

### Impact of a Suspected or Confirmed Case of Covid-19 in a Class

If the school is notified that a person in your child's class has a suspected or confirmed case of Covid-19

- Public health advice will be sought and followed

### Personal Equipment

- In so far as possible, it is requested that children from 1<sup>st</sup> to 6<sup>th</sup> Class will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case, to avoid the sharing of equipment.
- It is further requested that all items have the child's name on them for ease of identification.
- For children in Junior and Senior Infants, the school will provide plastic baskets which will hold each child's pencils, crayons, etc., and which will be labelled with their name.

### Shared Equipment

By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities and play in Infant classrooms. Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection.



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### Medical Conditions /administration of medicines to pupils

We request that parents inform the school in relation to any medical condition(s) your child may suffer from. The following procedures apply in relation to the administration of prescribed medicines:- Parents must write to the Interim Manager requesting her to authorise a staff member to administer the medication or to monitor self-administration. Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate in-date supply is available. Any changes in prescribed medication/procedures must be notified to school immediately with clear written instructions for administering and storing any new medication.

### Hand Hygiene

Soap/paper towels or hand-dryers and sanitiser dispensers are in all classrooms. Sanitiser will also be available at each separate pod within a classroom

Pupils and staff should perform good hand hygiene.

Frequency of Hand Hygiene:-

- On arrival at school
- Before eating or drinking
- After using the toilet
- After playing outdoors
- When hands are visibly dirty
- When you cough or sneeze.

### Special Educational Needs/Team Teaching/Special Needs Assistants

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our special education teachers (SETs) will work as far as possible, within the confines of a bubble. Staff members (particularly Special Education Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- Where children from 3<sup>rd</sup> to 6<sup>th</sup> Class receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending.

### Personal Protective Equipment (PPE)

It is recommended that teachers and staff in primary schools wear a face-covering when a physical distance of 2 meters from other staff or children cannot be maintained. In certain situations the use of clear visors will be considered, for example staff interacting with students with hearing difficulties or learning difficulties and where staff by necessity need to be in close and continued proximity with students with intimate care needs such as SNAs.

Whilst staff may wish to utilize their own face covering on a day-to-day basis, a stock of additional disposable or multi-use face coverings, or appropriate face visors, will be available in case a back-up face covering is needed throughout the day or where required on an ongoing basis.





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### Teacher/SNA Absence and Substitution

In the event that a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA. If a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, a special education teacher will teach the class on a short-term basis until a substitute teacher is employed. A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

### Assemblies

School Assemblies will be held via Zoom if necessary.

### Corridors and Stairs

Briefly passing someone in a hallway or corridor is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

When on the stairs and in the corridors, we will observe our usual practice of keeping to the right. Where possible, one-way systems will be put in place

### Doors and Windows

Where practical, all internal doors will be left open to minimise hand contact with common surfaces.

To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground.

### Cloakrooms and Toilets

Pupils will use the bathrooms in their own classrooms, with the exception of classes in the main junior academy building – main toilets will be used. Electric hand-driers or paper towel dispensers are available. Hand sanitiser will be available in each classroom.

### Lunches

**Please make sure that children bring their lunches to school in the morning to avoid adults having to come to the school during the day.** Please remind your children not to share their food or drinks with others. Children will eat their lunches at their desks, as per our usual practice.

Please practise with younger children how to open and close their lunch boxes/ drinks container, so they can carry out these tasks independently at school.

### Books, copies and stationery

Children should use their own books, pens, pencils, colours and should not share with other pupils.

### Uniforms/Tracksuits

Infant classes only wear tracksuits for the first two years. We strongly advise that children wear their school tracksuits **for school related activities only**. Children should change as soon as possible after school. Velcro shoes only please.



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### PE

Where possible, PE should take place outdoors and use of equipment should be confined to the sets that have been distributed to class groupings.

Staff members and pupils may take additional breaks outside during the school day.

### Administration Office / Main Reception – main campus

- A contactless payment system will be available through the school app. This will minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through the school app
- Children should not be sent to the Administration Office or to the Main Reception Office to deliver messages
- Staff members should not enter the Office area in the middle/senior schools. If you need to speak with a secretary, please do so using the hatch. Alternatively, please send queries via email.
- Parents/guardians who have forms or documents to be signed please post these to the school office. We will sign and return by post.

### Photocopying

Any staff member who uses the photocopier should clean it down after use with the wipes provided. In the middle/senior schools, staff are requested to complete any photocopying early in the morning. Staff in the senior school should use the risograph duplicator machine where possible. Staff are not permitted to enter the office areas in the Middle and Senior School without permission.

### Staffroom

- All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn
- The staff may be divided into groups for staff meetings
- Staff members should bring their own cups, bottles, and cutlery to school and avoid sharing utensils in the staffroom
- Staff Breaks: where possible, staff will be grouped into small pods depending on yard rota. Please adhere to the maximum number of people allowable in the staff room.
  - 4 staff in the Junior Academy
  - 4 staff in the Senior Academy
  - 4 staff in the Middle School
  - 4 staff in the Senior School
- Please wipe down any surfaces you use

### Extra-curricular Activities

The possibility of facilitating extra-curricular activities will be explored. However, it would not be recommended that children from different bubbles would participate in extra-curricular activities at the same time. The staggered finishing times will also make the scheduling of after-school activities problematic. Further updates will be provided in September.



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### Parent/ Teacher Meetings

Parent/Teacher Meetings may take place via phone or be postponed. We will review this closer to the time.

Where a parent needs to discuss an issue with the teacher please use the school journal or contact the school office. The teacher will return your call. **Note:** recording of teachers calls/discussions is not permitted.

### Contractors or essential visitors to the school

The contact tracing log must be completed. These persons must wear a face covering and hand sanitise on entering and leaving the school building.

**Note:** *This is a working document and will be updated, as appropriate, to reflect updated advice or required changes to routines within the school. All changes to timetables, routines and operational procedures are temporary in nature and are subject to change.*



# Draft Plan for Re-opening of the School

## My First Day at school Leaflet – Junior Infants

APPENDIX 1

### School Day

Please note, the times change slightly throughout the month of September.

- Tuesday 1st of September**  
Today will be an Induction Day and the children will be attending school for an hour at different time slots. Bring your child to their class and leave as promptly as possible, to minimise any possible anxieties. You may always check back discreetly after a while.

09.30-10.30: Mrs. Murphy's Class - Room 1  
Mrs. Spillane's Class - Prefab 2

11.00-12.00: Mrs. Boyle's Class - Room 4  
Ms. Lehane's Class - Prefab 1

- Wednesday 2nd-Friday 4th of September:**  
All classes attend school from 09.30-11.00
- Monday 7th - Friday 18th of September:**  
08.50-12.00  
\*Doors open at 08.45
- Monday September 21st onwards:**  
08.50-13.30  
\*Doors open at 08.45

NB: For child safety, only staff parking is permitted on the school grounds.

These systems may be altered due to COVID-19 guidelines issued by the Department of Education. Rest assured, we will keep you updated of any changes.

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Please ensure you inform the school of any changes to your contact details.

We strive to make every day a learning day for our pupils!

Holy Well N.S.

Meas agus Moladh

Contact Us

Holy Well NS  
Ballea Rd, Carrigaline, Co.Cork  
principal@holywellns.ie  
021-4371875/ 021-4372005

### Staff:

**Main Building:**  
Mrs R. Murphy: Room 1  
Mrs O. Boyle: Room 4

**Prefabs:**  
Ms R. Lehane: Prefab 1  
Mrs E. Spillane: Prefab 2

**SET's:**  
Mrs A. Ryan  
Mrs C. Walsh

**SNA's:**  
Christine Shinkwin  
Vivienne Mullane

**Principal:** Mr A. Crowley  
**Deputy Principal:** Mrs K. Murphy

### School Books:

You will receive a pack with all of the books and materials your child will need, on the first day of school. This pack will cost €100 and covers the following:

- All school books,
- Online subscriptions for subject areas
- Insurance
- Pencils + Twistables
- Copies
- A4 Folders x 3 + A5 folders x 2
- Whiteboard markers
- Colouring book
- All photocopied materials
- Book Rental

You may pay for these on the first day, by placing the amount in an envelope, labelled with your child's name.

### Helping your child to prepare:

- Ensure your child is able to:
  1. Recognise his/her own name on belongings (Please show your child where their name is written on their clothes and other belongings)
  2. Use the toilet, wash hands and dry them without help
  3. Put on and take off, open and close his/her coat
  4. Identify colours and shapes
  5. Open and close schoolbag, lunch box and drinks.
- Listen attentively to your child.
- Talk to your child about school - *Talk Positively!*
- Continue to encourage your child and praise his/her efforts.
- Read your child stories and nursery rhymes.
- Further information can be found on: [www.gov.ie/en/campaigns/1e8a3-lets-get-ready](http://www.gov.ie/en/campaigns/1e8a3-lets-get-ready)

### School Bags:

- School bags must be able to hold 2 x A4 plastic folders.
- No bags with wheels and ensure the bag is clearly labelled with your child's name.

### School Uniform:

Pupils in the Junior and Senior Academy only wear the school tracksuit in school and shoes with Velcro straps.

Tracksuits are available to purchase from:

- **Cahills School Uniforms**  
Kilmoney Road, Carrigaline  
085-2412107, info@cahillsschoolwear.ie
- **4orm Apparel Ltd**  
Carrigaline Estuary Business Park,  
Crosshaven Rd, Carrigaline.  
021-4372969, info@4orm.ie

### Lunches:

- Holy Well NS is a Health Promoting School and we encourage healthy lunches.
- Ensure that lunch boxes can be easily opened and closed by your child
- Your child should have one easily opened drink with them everyday
- All rubbish goes home each day
- Pupils have only one eating break each day.

### Collecting your child:

During the first week, staff will assist you with the queuing system associated with the building your child is in.

- Parents of pupils in the Main School building will gain access through the School's Main Door, queue up outside your child's classroom and exit through the door at the rear of the building. A one way system will be in operation.
- Parents of pupils in the prefabs, queue up at designated points on the yard which will be outlined to you on the first day.

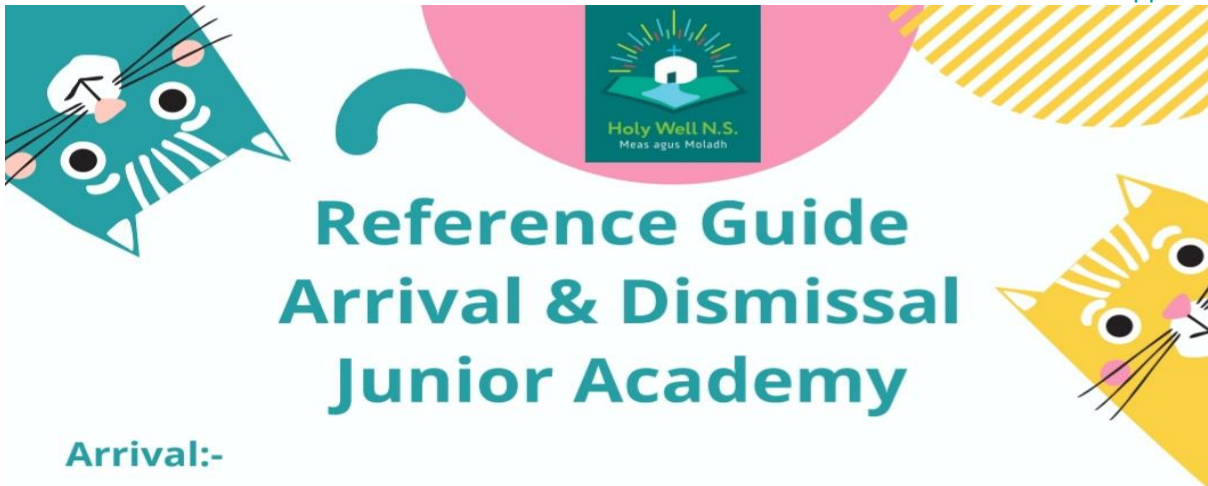
Please note that these systems may be altered due to COVID-19 guidelines issued by the Department of Education.

### School Map



## Draft Plan for Re-opening of the School

Appendix 2



# Reference Guide Arrival & Dismissal Junior Academy

### Arrival:-

- All teachers will be on yard at 8.30am
- Once pupils arrive, they will be brought as far as the white line by parents and then placed into a line with their Teacher and class by a staff member. Parents are not allowed to cross the white line
- Teachers will escort their class into their classroom at 8.45am.
- Special Education Teachers (SETs) /SNAs will remain on yard after this time to ensure all pupils are escorted to their particular classes.

### Dismissal:

- All classes will be lined up inside the buildings and escorted to the exits where they will be dismissed individually to their parents/guardians or nominated adult
- Mrs Murphy's Class will be dismissed from the Front Door
- Mrs Boyle's Class will be dismissed from the back door of the Main Building
- Ms Lehane's parents will line up at a designated point on the yard and walk towards the bottom of the ramp once called, collect their child and escort them off the school grounds
- Mrs Spillane's parents will line up at a designated point on the yard. They will walk to the top of the Fire Escape steps once called, escort their child down the steps and off the school grounds.

**AVOID GATHERING ON/OUTSIDE SCHOOL GROUNDS.  
PLEASE ASSIST US BY DROPPING AND COLLECTING ON TIME.**

