



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.**



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Assumptions

- School will reopen on Tuesday, 1st September
- Staff will return to school officially on Monday, August 31st
- 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.

SENIOR SCHOOL

Arrival at school

We request you not to come onto the school grounds at arrival times unless it is essential or by prior arrangement. We appreciate that dropping off Infant pupils to their line in the yard in our Junior and Senior Academies is essential, but for the older pupils in the Senior School a drop off at the relevant school gate is desirable. To help keep the volume of traffic around the school gates to a minimum, children are asked to walk/cycle, if possible. **Children should not arrive at the senior school until the school gates open at 8.30.** Arriving earlier could lead to groups of children and adults congregating. We are offering a flexible arrival time between 8.30am and 9.00 am. School staff will be on hand to assist and guide children to their classrooms up to 9am. If you are unavoidably late we request that you walk your child to the door to ensure their safe arrival as staff will no longer be on duty and pedestrian gates may be closed. We respectfully ask that you do not try to have meetings with members of staff at drop-off and collection times. Parking is not permitted; we are operating a drop and go system to ease congestion. Unfortunately, it is not possible for parents/guardians to enter school buildings at arrival time.

Entrance and Exit Points Senior School	Number
Main Double Doors at Office/Reception	A
Double Doors to left of Office/Reception	B
Top Hall Fire Exit Doors next to library	C
Top Hall Fire Exit Doors next to room 1	D
Lower Hall Exit Doors next to room 12	E



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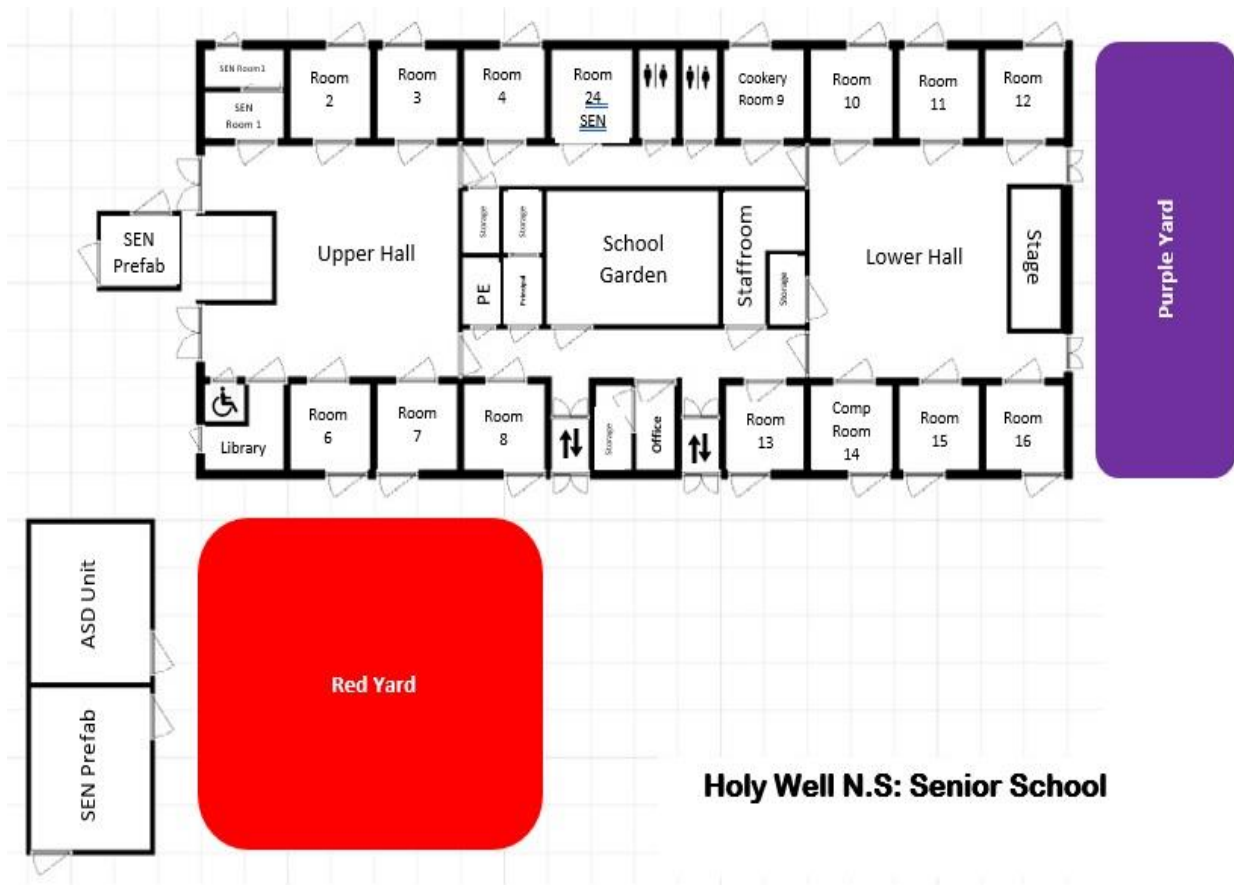
Lower Hall Exit Door next to room 16	F
External Door room 1 – Special Education Teachers	1
Room 2 external door (rear of bldg.)	2
Room 3 external door (rear of bldg.)	3
Room 4 external door (rear of bldg.)	4
Room 5 (library) external door (top yard)	5
Room 6 external door (top yard)	6
Room 7 external door (top yard)	7
Room 8 external door (top yard)	8
Room 9 (cookery room) external door	9
Room 10 external door	10
Room 11 external door	11
Room 12 external door	12
Room 13 external door	13
Room 14 (computer room) external door	14
Room 15 external door	15
Room 16 external door	16
Room 17 (mini prefab outside exit D)	17
Room 18 (special class prefab top yard)	18
Room 19 (prefab top yard)	19

Entrance & Exit Points for Specific Classes

SENIOR SCHOOL

Teacher	Class	Entrance & Exit Point
Ms O'Brien	4 th	2
Ms O'Mahony	4 th	3
Ms Hennessy	4 th	6
Ms McNally	4 th	7
Ms Byrne	5 th	8
Mr Allen	5 th	4
Ms Power	5 th	10
Ms O'Regan	5 th	13
Mr Coughlan	6 th	11
Mr Collins	6 th	15
Ms Brick	6 th	12
Ms Lynch	6 th	16
Ms O'Brien	Sp. Class	18

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SENIOR SCHOOL

Yard

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 –

RED and **PURPLE** yard areas will be divided into two. Two class bubbles will be permitted on yard at the same time. We will be operating staggered yard times. Class pods are permitted to mix when outside, however, they cannot mix with pods from another class.

In so far as is practicable, yards will be supervised by class teachers, special education teachers (SETs) and SNAs working within those bubbles. All staff will have a bag with first aid supplies and PPE for yard duty.



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End of School Day –

These systems will apply, rain or shine, so please make sure your child comes to school prepared for the weather.

1. Pedestrian gates will open at **2.15pm**
2. Where possible, we ask that older pupils walk home. However, if you are planning to meet them, the meeting point should be away from the school gates where other children are trying to exit safely
3. Teachers in the senior school will line up their classes, with 1m between each pod
4. Using the staggered times, class pods will exit one at a time from their external exit doors
6th @ 2.20pm 5th @ 2.25pm 4th@ 2.30pm
5. Children will either walk promptly to an exit gate, walk to another yard to meet you, or walk to another yard to collect a younger sibling
6. Please discuss the end of day routine with older/younger siblings, especially if an older child is to collect a younger child. Advise the older child to walk to the colour coded yard to meet their younger brother/sister **3rd Green Yard 2nd Blue Yard 1st Purple Yard**
7. Parents, if it is essential you collect from the yard, please note the following:
 - i. You must wait 2m apart and on the correct colour-coded yard
 - ii. Steps and pathways must be kept clear for children exiting classrooms and using the pedestrian gates
 - iii. If you are collecting more than one child, you must wait on the colour-coded yard of the youngest child and please ask older siblings exiting at 2.20pm/2.25 pm to walk to meet you there; then family units can exit together
 - iv. We respectfully ask that you do not try to have meetings with members of staff at collection times – meetings between parents and teachers can only take place by prior arrangement.
8. **Cars: Preferably, please arrange a collection point away from the school to keep traffic to a minimum. School gates will open to admit cars @ 2:40pm. Parking is not permitted. Brief setdown/collect only. Pupils must wait on footpath near **blue** yard or footpath near senior school; they watch for your arrival and walk to the car.** (see appendix 1)

Senior School Exit Points and dispersal times

6th Class @ 2.20 pm

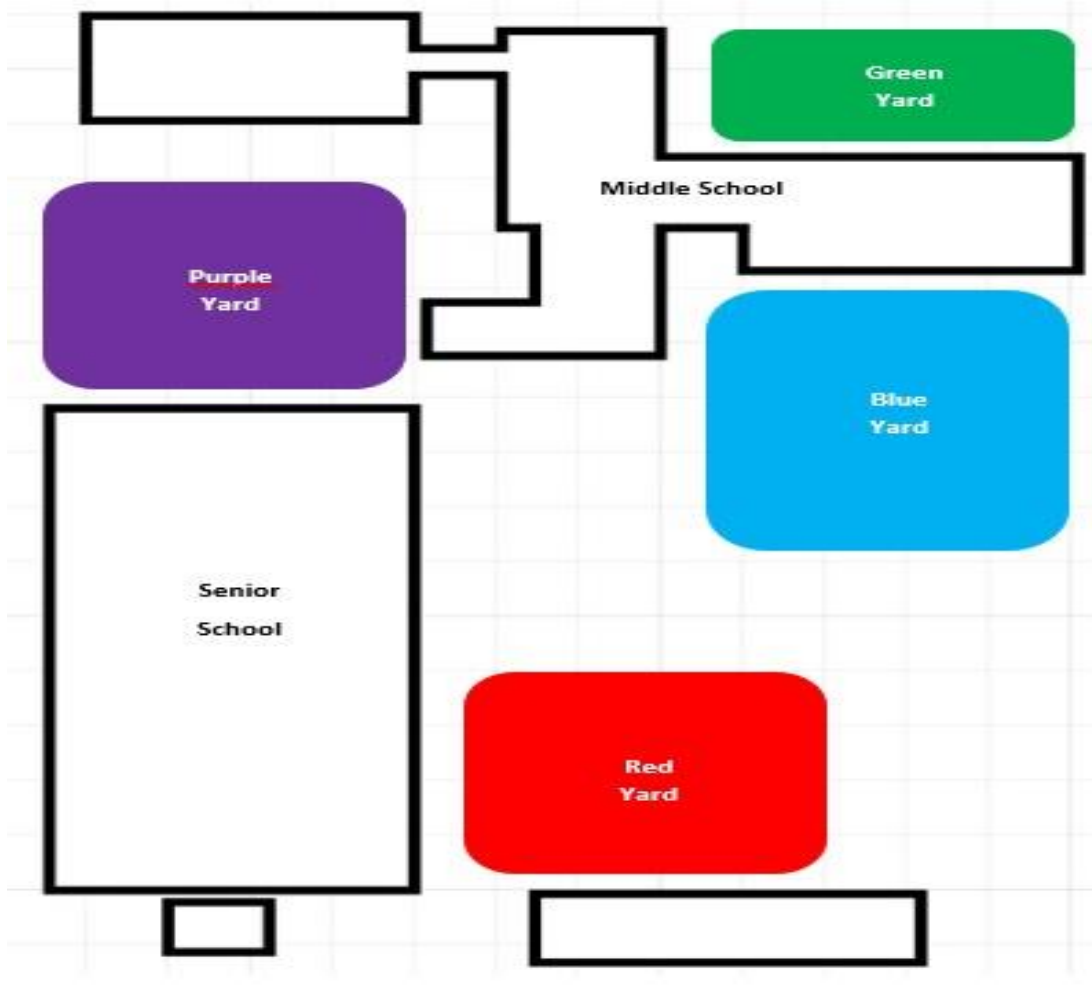
5th Class @ 2.25 pm

4th Class @ 2.30 pm

- 4th - 6th class pupils will use classroom exit doors
- pupils exiting at rear of building will walk to the front.



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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



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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.

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.



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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 1st to 6th 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.

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.



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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 3rd to 6th 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.

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



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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 – 3 toilets will be assigned for use by each class. 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.

Books, copies and stationery

Children should use their own books, pens, pencils, colours and should not share with other pupils. School stationery brought in on the first day of term will be kept at school. Children will be required to have pens, pencils etc at home for home use only.

Uniforms/Tracksuits

Guidance or advice has not been issued to schools to say that uniforms or tracksuits should be washed daily and this would not be practical for most families. We suggest uniforms and tracksuits can be worn on alternate days, if you wish. Tracksuits should be worn on P.E. days, or when otherwise requested by teachers. Infant classes only wear tracksuits for the first two years. We strongly advise that children wear their school uniforms or tracksuits **for school related activities only**. Children should change their uniform as soon as possible after school.

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. If the PE hall is being used by class groupings, common touch points should be cleaned at intervals throughout the school day.

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

Swimming (for the relevant classes) will not take place in Term1.

Administration Office / Main Reception

- 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.



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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.
 - 2 staff are permitted 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.

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.



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APPENDIX 1



REFERENCE GUIDE

SENIOR SCHOOL

ARRIVAL TIME

- Gates will open at 8.30am
- Pupils waiting outside gates – please remember to socially distance
- Arrival time: This is flexible to ease congestion - between 8.30 and 9.00 am
- School staff will be on duty until 9am only to direct children. If you are unavoidably delayed please escort your child to the main entrance
- Pupils will go directly to their classrooms, entering via their assigned entry point
- Special Class pupils and parents will follow the agreed procedures discussed with the class teacher
- Class teachers will be in their classrooms from 8.30am
- No adults, other than staff members, should enter the building
- Parking in spaces is not permitted, please drop-off and go
- We suggest schoolbags on laps to avoid delays with retrieval from car boot
- Messages for teachers can be sent by note in the homework journal, by email or by phoning the school office.

END OF SCHOOL DAY

These systems will apply, rain or shine, so please make sure your child comes to school prepared for the weather.

- Pedestrian gates will open at 2.15pm
- Where possible, we ask that older pupils walk home, however, if you are planning to meet them on the way, the meeting point should be away from the school gates where other children are trying to exit safely
- Teachers in the senior school will line up their classes, with 1m between each pod
- Using the staggered times, pods will exit one at a time from their external class doors as follows:
6th @ 2.20pm 5th @ 2.25pm 4th @ 2.30pm
- Children will either walk promptly to an exit gate, walk to another yard to meet you, or walk to another yard to collect a younger sibling, e.g. 3rd Green Yard 2nd Blue Yard 1st Purple Yard
- Please discuss the end of day routine with older/younger siblings, especially if an older child is to collect a younger child. Advise the older child to walk to the colour-coded yard to meet their younger brother/sister
- Parents, if it is essential you collect from the yard, please note the following:
 - You must wait 2m apart, only on a colour-coded yard
 - Steps and pathways must be kept clear for children exiting classrooms and using the pedestrian gates
 - If you are collecting more than one child, you must wait on the colour-coded yard of the youngest child and please ask older siblings exiting at 2.20pm/2.25pm to walk to meet you there; then family units can exit together
 - We respectfully ask that you do not try to have meetings with members of staff in the yard at collection times – meetings between parents and teachers can only take place by prior arrangement.
- Cars: Preferably, please arrange a collection point away from the school to keep traffic to a minimum. School gates will open to admit cars @ 2:40pm. Parking is not permitted. Brief setdown/collect only. Pupils must wait on footpath near the blue yard or footpath near the senior school; they watch for your arrival and walk to the car.

August 2020