**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.

Assumptions

* All children return to school and classes operate within a bubble system
* Within each class from 3rd – 6 th , the children will be further divided into pods of 4/6 with 1 metre being maintained between pods.
* Hand Sanitiser will be available at the main entrance to the school, at the door of each classroom, outside the staff room and outside the office door and at each of the designated exits
* The children will be reminded of good , regular hand washing and hand sanitising and the observance of coughing / sneezing etiquette.

**Timetables**

**Key to Entrances & Exits**

|  |  |
| --- | --- |
| **Entrance and Exit Points** | **Number** |
| **Front left of school ( Main door )- Ms.R Quigley** | **1** |
| **Front right of school ( Main door)- MS. C. McDonald** | **2** |
| **Entrance –Infant room ( Mrs C Furlong)** | **3** |
| **Back Yard left – Ms. B Murray Ryan** | **4** |
| **Back yard right –Ms. Sarah Browne** | **5** |
| **Second Main Entrance ( Ramp) Ms. Clodagh Jordan** | **6** |
| **Ent/Exit 1- Enter through main and line up on markers to the left of front door.** |  |
| **Ent/ Exit 2-Enter through right stile and line up on markers to the right of the front door.**  **Ent/ Exit 3; Enter through left stile and line up on markers outside Infant room.**  **Ent/ Exit 4; Enter through the back gate at the hall and line up on markers outside Ms. Murray Ryan’s door.**  **Ent/Exit 5; Enter through the bus stop parking area and line up on markers at Ms. Browne’s classroom door.**  **Ent/Exit 6; Enter through the bus stop parking area and line up on markers at office entrance.** |  |

|  |  |
| --- | --- |
| **Staggered Break Schedule 2020/2021** | |
| **Break Time** | |
| 10:30 – 10:45 | Ms Furlong + Ms Murray-Ryan |
| 10:45 – 11:00 | Ms McDonald + Ms Jordan |
| 11:00 – 11:15 | Ms Quigley + Ms Browne |
| **Lunch Time** | |
| 12:15 – 12:30 | Ms Furlong + Ms Murray-Ryan |
| 12:30 – 12:45 | Ms McDonald + Ms Jordan |
| 12:45 – 13:00 | Ms Quigley + Ms Browne |
| **Bus Line Timetable** | |
| Monday/Wednesday/Friday | John Curran |
| Tuesday/Thursday | Niamh Murphy |

**Arrival at school**

\****School will start at 9.20am for ALL pupils.***

\* The morning walk will be abandoned for the moment.

\*Children can enter the school (on wet days )/ line up on the social distance markers outside at **their designated entry points from 9 .10 am onwards**.

* We ask for co-operation with these times as it will mean that the numbers congregating on the footpath outside the school, at any one time will **be minimised.**
* The class teacher will invite the children to enter the building via their designated entrance point at the appropriate time.
* **No adults, other than staff members, should enter the building, unless they have an appointment.**
* Messages for teachers can be sent by email, letter/note through the school post box attached to the Infant room wall or by phoning the school office.
* A brown box to the left of the front door for parents to drop off forgotten lunches , water bottles, books hurls etc during the course of the school day. Make sure items are clearly marked with your child’s name.
* Any monies for school **Hot Food** , books, trips etc. can also be put into the post box with the child’s name/ payment name clearly marked on a sealed envelope.
* We hope to have an online payment facility set up through Aladdin (school software) very soon.

**End of School Day**

* Adults, who are collecting their children from school at the end of the day, should remain at their car until they can see their child / children in the area where the child’s class lined up in the morning.
* When the school day for that class is over the following arrangements will apply –
  + Jun Inf – 2nd Class - the class teacher will bring the children to their designated entrance/exit point and will release the children into the care of the adult who is there to collect them
  + 3rd – 6th Class – the class teacher will allow each pod to leave the classroom separately in order to minimise contact
  + The school bus passengers will line up in the shelter at 2.50 pm every day.
  + **ALL children** are asked to have a light weight packable raincoat for lining up outside on wet evenings. **There will be no lining up indoors**.

**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 either phone the office or use the intercom at the front door of the school 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.
* Any adult who is visiting the school will be asked to wear a mask.

# 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.

***A BEFORE SCHOOL CHECKLIST FOR CHILDREN AND PARENTS***

***We ask that the following checklist is completed by PUPILS AND PARENTS each and every morning.***

***Stick a copy on the fridge and make it part of your morning routine !***

|  |  |
| --- | --- |
| 1. ***Have I taken my temperature?*** |  |
| 1. ***Do I have my hand sanitiser and tissues ?*** |  |
| 1. ***Is my rain jacket in my bag?*** |  |
| 1. ***Have I washed my hands?*** |  |

***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

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

If a child is not able to attend school for an extended period of time, the class teacher (and/or the learning support teacher, where relevant) suggested activities to support the child’s learning at home will be shared with parents.

**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

* The parents of all children in the class will be notified
* 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 a pouch or container which will hold each child’s pencils, crayons, etc., and which will be labelled with their name.
* Children who have coats should pack them away into their bag or hang them in the cloakrooms in their pod groups.

**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.

* Each child will be asked to have their own bottle of labelled hand sanitiser for personal use during the day.

**Yards**

Yards will be supervised by class teachers, learning support teachers and SNA’s working within those bubbles.

**Learning Support**

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 support teachers will work within the confines of a bubble.

* 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

**PPE**

While it is not envisaged that PPE will be worn by staff in general, staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks . Staff may choose to wear PPE where 1 metre social distancing is not possible.

**Teacher Absence and Substitution**

In the event that teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. 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, it may not be possible for the class to attend on that day. If that is the case, as much notice as possible will be given to parents.

**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. We will be encourage outdoor play and learning as much as possible, weather permitting. Further updates will be provided in September.

**Uniforms**

There is no specific guidance here but we would ask pupils to change out of their uniforms when they go home every day. Any navy tracksuit bottoms can be worn with navy jumper / tracksuit top.

This will be at parents own discretion.

**Tuesday 1st September**

**We are really looking forward to welcoming back our pupils again!**

**Children will line up at the appropriate entrance with their “ Return To School Questionnaire”.**

**Use hand sanitiser at the door and return the questionnaire to teacher when seated in classroom.**

**The emphasis will be to become familiar with all the new routines which the teacher will explain.**

**New Junior Infants**

We recognise that this is a very special day for pupils and their families.

Ms. Furlong will meet and greet all the new Junior Infants and their families outside the door of her classroom where parents will be reassured that if their child does not settle they will be contacted. An SNA will then take the Junior Infant pupil to his/her designated pod seat.

Parents will be met later at the gate by Ms. Furlong/ SNA and their child at 12.30 pm for the first 2 weeks of school.

**HSA Return to Work Protocols**

All adults working in school, teachers, SNAs, secretary will have received training on best practice and safety protocols prior to returning to work. They will also complete a return to work questionnaire and have their temperature checked. They will have a supply of sanitising wipes, tissues etc to hand all day. Every safety precaution possible will be put in place and adhered to by all staff in school building.

**Cleaning**

The school building including will be thoroughly cleaned each evening with special emphasis placed on toilets and regularly touched surfaces such as door handles. Toilets, door handles, light switches, and front door buzzer will be also cleaned regularly during the day.

**Hand washing and hand Sanitizers**

Hand washing will be a regular feature of all children’s day. The will sanitise their hands

* on arrival to classroom
* before eating and drinking
* after using the toilet
* after playing outdoors
* when their hands are physically dirty
* when they cough or sneeze

We have put 10 hand-sanitiser dispensers throughout the school building and pupils will be told to use them when they enter or exit a room. We will use a good quality foam that soaks in when rubbed on hands.

**Contact Tracing Log**

We will also keep track of all who are in the school on a given day for contact tracing. Parents will not need to sign their child in each day.

**Other Provisions;**

* Extra cleaning hour during school day 11.30am-12.30 am
* Update Code of Behaviour
* Update internet usage policy to include Google Classroom.
* Update of yard policy, critical incident policy.
* Update of fire drill procedure.
* Update of health and well being policy.

**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.