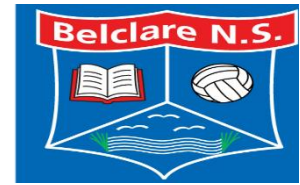


S.N. An Croí Ró Naofa – Response Plan Covid19



belclarens@gmail.com

093-55569

School Profile

233 pupils

9 Mainstream classes

5 Special Education Teachers

Administrative Principal

4.41 SNA posts

Part Time Secretary

Part Time Caretaker

Cleaner

Human Resources allocated through additional funding from DES (Department Of Education & Skills)

Aide – 2 days

Deputy Principal – 10 Leadership and Administration Days

Assumptions

School will re-open for all pupils on Wednesday, 26th August 2020

Usual School Hours

9.20a.m. – 2p.m. Infants

9.20a.m. – 3p.m. First to Sixth

*Class work starts at 9:30am

Staggered Drop Off and Collection Times

The children will enter and leave the building through different doors. There will be a 30 minute window in the morning for the children to arrive - 9a.m. – 9:30a.m.

Morning Drop Off / Afternoon Pick up:

In order to create a high level of safety and maintain social distancing, the school gate will remain closed all day, the front yard will be pedestrian access only. Cars can be parked in the public parking areas around the church.

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All class teachers will be in their classrooms by 9am.

Parents are asked to drop and go between 9:00am and 9:30am, with students entering the doors as outlined below.

The children will enter / exit the doors listed below:

| Class | Door | Time |
|-------------------------------------|---|-------------------|
| Junior Infants | Door directly to Classroom | 9:00am / 2:00p.m. |
| Senior Infants | Door at the back of school | 9:00am / 2:00p.m. |
| 1st Class | G.P. (Hall) Door to the right Of School | 9:00am / 2:50pm |
| 2nd Class | Door to new extension | 9:00am / 2:50pm |
| 3 rd Class (Mr. Leonard) | Door to new extension | 9:00am / 2:40pm |
| 3rd Class (Mr. Larkin) | G.P. (Hall) Door to the right of school | 9:00am / 2:40pm |
| 4th Class | Main Entrance – Front of school | 9:00am / 2.40p.m. |
| 5th Class | Main Entrance – Front of school | 9:00am / 2:30pm. |
| 6th Class | Own Classroom door | 9:00am / 2.30p.m. |
| Rainbow Room | External door to classroom | 9:00am / 2:00p.m. |

Children will go directly to their classrooms on arrival. Other staff members (including SET's (Special Education Teachers), SNAs (Special Needs Assistant) and the Principal will be available to receive the children and to help them to their classrooms.

Unfortunately, it will not be possible for parents/guardians to enter the school building before/after school. To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school doors open at 9:00am. ***(Separate, special arrangements will be put in place for our Junior Infants at the beginning of the school year.)***

All students will sanitise on arrival.

Parents are asked to maintain social distancing outside the school.

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This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather (Rainwear essential)!

Summarised Timetable for Drop Off and Pick Up

| | |
|----------|--|
| 9:00a.m. | All staff to be present to support arrival of pupils |
| 9:00am | Class teachers to be in their classrooms. SET's, SNAs and Principal to support arrival of pupils. No adults to enter the school building. Children to go straight to their classrooms on arrival. |
| 2:00pm | Pick up & go – Junior Infants, Senior Infants and Rainbow Room at doors listed. |
| 2:30pm | 5 th & 6 th Classes to exit school via doors listed and meet parents at school gate. <i>Parents wait for younger siblings, pupils stay in their cars.</i> |
| 2:40pm | 3 rd & 4 th Classes to exit school via doors listed and meet parents at school gate. <i>Parents wait for younger siblings, pupils stay in their cars.</i> |
| 2:50pm | 1 st & 2 nd Classes to exit school via doors listed and meet parents at the school gate. |

HSE Social Distancing guidelines should be followed at all times.

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Breaktimes

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

Bearing that in mind that we will keep our yard as is with some changes.

Staggered break times will be in operation.

- Each class teacher must ensure the children go to the yard assigned to their class.
- Yards will be supervised by teaching staff and SNA's at all times.
- On return to classrooms all pupils will wash their hands.

Regular handwashing / sanitising will take place during the school day:

- On arrival at school;
- Before eating or drinking;
- After using the toilet;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.

Each classroom will be equipped with automatic hand sanitising stations. All entrances / exits will be equipped with automatic hand sanitising stations. Extra hand wash basins have been fitted.

Changes to Classroom and School Layout and to School Routines

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day. There will be a 1metre distance between the pupils where possible and all unnecessary furniture has been removed from classrooms to create as much space as possible.

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Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Learning Support Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

In keeping with our Special Education policy, learning support will be provided accordingly.

Corridors and Stairwells

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

We will observe our usual practice of keeping to the right when in the corridors.

- Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.
- While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

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.

Lunches

Parents must ensure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with other children. Lunch boxes & bottles should be of a wipeable material and fit comfortably within the child's bag.

Children will eat their lunches at their desks, as per our usual practice.

Labelling Of Personal Items

All personal items from uniforms to lunch boxes etc. should be clearly labelled with your child's name.

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Books, Copies, Pencils, etc.

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils. Pencil cases will remain at school, children will therefore require a second set of items to use at home. *We ask pupils to bring a pritt stick and small scissors to school in their pencil case. Children will have a homework pack (A4 zip folder to be purchased by parents).*

- Books and copies for homework will be sent home in the homework pack each day. All items should be covered with a wipeable material.
- Learning aids / classroom equipment – pupils will only be equipped with items which can be washed / sanitised. These items cannot be shared and will be washed after every use.

Rainy Day Box

We ask all pupils to bring a rainy day box to school with approx dimensions of 1ft long and 6 inch high (*to be purchased by parents*) in which they can put a little toy / small puzzle / book / pack of cards / items of interest to your child. They can use this during break times on a rainy day.

Uniforms/Tracksuits

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families.

We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, whether it be PE or formal uniform.

Office

A contactless payment system has been set up to 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 office.

Children should **not** be sent to the Secretary's Office or to the Reception area to deliver messages.

As far as possible, staff members should not enter the Office area.

Photocopying.

Any staff member who uses the photocopier should clean it down after use with the wipes provided.

iPads/shared technology

A timetable will be drawn up for the use of common ICTs. Devices will be cleaned after use and before they are returned to the office.

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Visiting Teachers/Coaches

The possibility of facilitating extra-curricular activities such as Dancing, Coaching for games, music, hire of premises is suspended and will be reviewed at Hallowe'en.

Substitute Teachers and SNAs

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.

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, it is not appropriate for the class/pupil to be divided into groups and accommodated in other classes. Arrangements have been put in place to support substitution to ensure continuity in so far as possible.

Physical Education and P.E. Equipment

Physical Education lessons will take place outside.

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

Parent/ Teacher Meetings

Parent/Teacher Meetings may take place via phone or be postponed until after Hallowe'en. We will assess the situation closer to the time. Teaching staff have their school email for any necessary communication.

Staffroom

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn.

Staff meetings will be held in large spaces to facilitate physical distancing.

Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible. The dishwasher will be off limits.

Teaching and Learning

As a staff, we are very aware that the children have been away from school since March 12th. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.

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Each child will be a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.

The Department of Education and Skills has published Curriculum guidelines for us, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

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 Special Education Teacher, where relevant) will provide work to support the child's learning at home and this will be shared with parents/guardians. Parents have already provided an email address at which the school can contact them to support Home Learning. This will be especially important if the school or parts of the school have to close due to HSE advice.

Wellbeing of the School Community

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- A sense of safety
- A sense of calm
- A sense of belonging and connectedness to school
- A sense of self-efficacy and school-community efficacy
- A sense of hope

Our usual practice is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

The Use of Personal Protective Equipment (PPE)

Staff members are required to wear PPE where social distancing is not possible. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of

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those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.

- When staff members have to move between classrooms.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

Masks

The children are not required to wear masks or face coverings.

Visors will be provided to staff members.

Gloves

There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines.

Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

Hygiene and Cleaning

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste will be collected regularly from offices and other areas within the school.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

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Illness and Dealing with a Suspected Case of COVID-19

We love to see all of our children at school every day. **However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. This is imperative if we are to open and remain open - we need to work together on this.**

<https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Staff must not attend school if they display any symptoms.

A designated isolation area has been created in the G.P. room kitchen.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

The pupil will be accompanied to the isolation area. A distance of 2 meters will be maintained. If this is not possible, the person accompanying the child must wear a face covering.

If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, parents are asked to make sure that their contact details are kept up to date at all times.

Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.

The staff member or child who is symptomatic should avoid touching people, surfaces and objects.

If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible.

Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.

If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

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Please note due to GDPR compliance - the school cannot disclose any information about a suspected case.

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 and staff and pupil confidentiality is essential at all times.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

COVID-19 Related Absence Management

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

This is a working document and is subject to change as the need arises or guidelines change.