

## Logistics Plan for Parents



### Timetable for the school day

**9.00 – School opens to receive pupils.**

**10.30 – Break time (Juniors to 2<sup>nd</sup>)**

**11.00 – Break time (3<sup>rd</sup> to 6<sup>th</sup>)**

**12.20 – Lunch time (Juniors to 2<sup>nd</sup>)**

**12.50 – Lunch time (3<sup>rd</sup> to 6<sup>th</sup>)**

**1.40 – Infant classes finish** (first two full weeks both infant classes will finish at 1pm)

Junior Infants exit via main pedestrian gate, senior infants via the new pedestrian entrance

**2.20 – 1<sup>st</sup> and 2<sup>nd</sup> class finish** (1<sup>st</sup> exit via new pedestrian entrance, 2<sup>nd</sup> via the main entrance)

**2.30 – 3<sup>rd</sup> and 4<sup>th</sup> class finish** (3<sup>rd</sup> exit via new pedestrian entrance, 4<sup>th</sup> via the main entrance)

**2.40 – 5<sup>th</sup> and 6<sup>th</sup> class finish** (5<sup>th</sup> exit via new pedestrian entrance, 6<sup>th</sup> via the main entrance)

### Hygiene and Cleaning

Sanitiser dispensers have been installed throughout the school e.g. at each entrance, at the door of each classroom. Small pump dispensers are available in each classroom also.

Antibacterial soap (which emulsifies at low temperature) and water is available in all classrooms and toilets.

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

- Sanitise hands before entering the classroom
- Wash hands before eating
- Sanitise hands before going to yard
- Sanitise hands before entering the classroom (wash hands if visibly dirty)

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. Under no circumstances should these cleaning materials be removed from the building. 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.

### **Illness**

If your child is feeling in any way unwell or is off form, it is essential that you do not send them to school. We all have a role to play in ensuring our school can operate as best as possible, and sending an unwell child to school could have a serious impact on the school community and our ability to continue to function.

### **Changes to Classroom Layouts**

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.

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.

Children from Third Class to Sixth Class will be distanced in so far as is practicable, with approximately 1m achieved in all rooms. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

### **Learning Support**

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. For September, the focus will be primarily on in-class support and the pastoral care of our pupils. The provision of support will be organised to ensure our support teachers will work within the confines of the minimum amount of class bubbles.

- 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 receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group. Only pupils from the same class bubble may be withdrawn together for SET purposes
- The tables and chairs in SET rooms will be wiped clean in between different groups attending

### Entrance & Exit Points for Specific Classes



To facilitate pupils arriving with pupils entering and exiting the grounds safely, we ask that no pupils be present on school grounds before 9am. From 9 to 9.20, staff will be supervising at the lay by and main pedestrian entrance. Over this period, pupils can enter the school grounds through their designated gate and proceed directly to their class, where their class teacher will be waiting for them. Doors will be numbered as the picture above. If needed, parents from Junior Infants to 2<sup>nd</sup> class can walk their child as far as the front door, but please ensure social distancing if doing so. Supervision will be in place both outside and inside the school from 9am. From 1<sup>st</sup> up, families with siblings can collect all siblings at the same time.

| Teacher               | Class           | Entrance Gate            | Entrance Door | Exit Gate                | Finish Time |
|-----------------------|-----------------|--------------------------|---------------|--------------------------|-------------|
| Ms. Pamela Murphy     | Jun Inf         | Main Pedestrian Entrance | 2             | Main Pedestrian Entrance | 1.40        |
| Ms. Mary Kirwan Doyle | Sen Inf         | Main Pedestrian Entrance | 2             | New Pedestrian Entrance  | 1.40        |
| Ms. Niamh Hore        | 1 <sup>st</sup> | Main Pedestrian Entrance | 3             | New Pedestrian Entrance  | 2.20        |

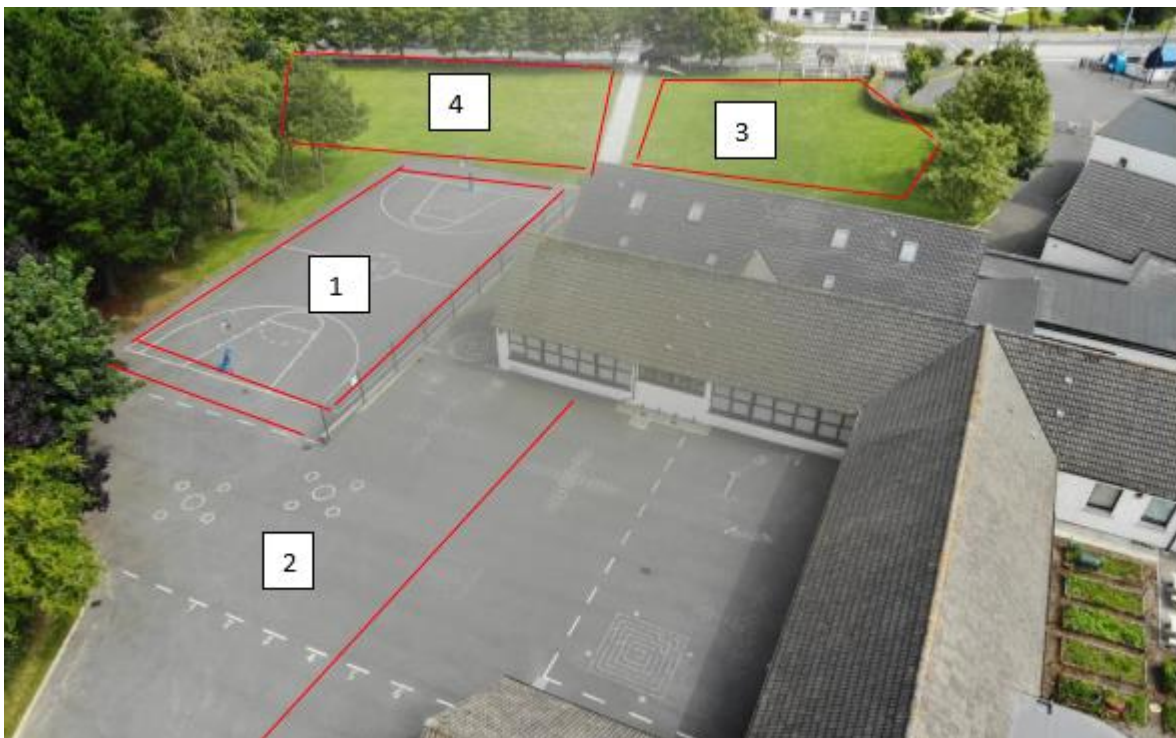
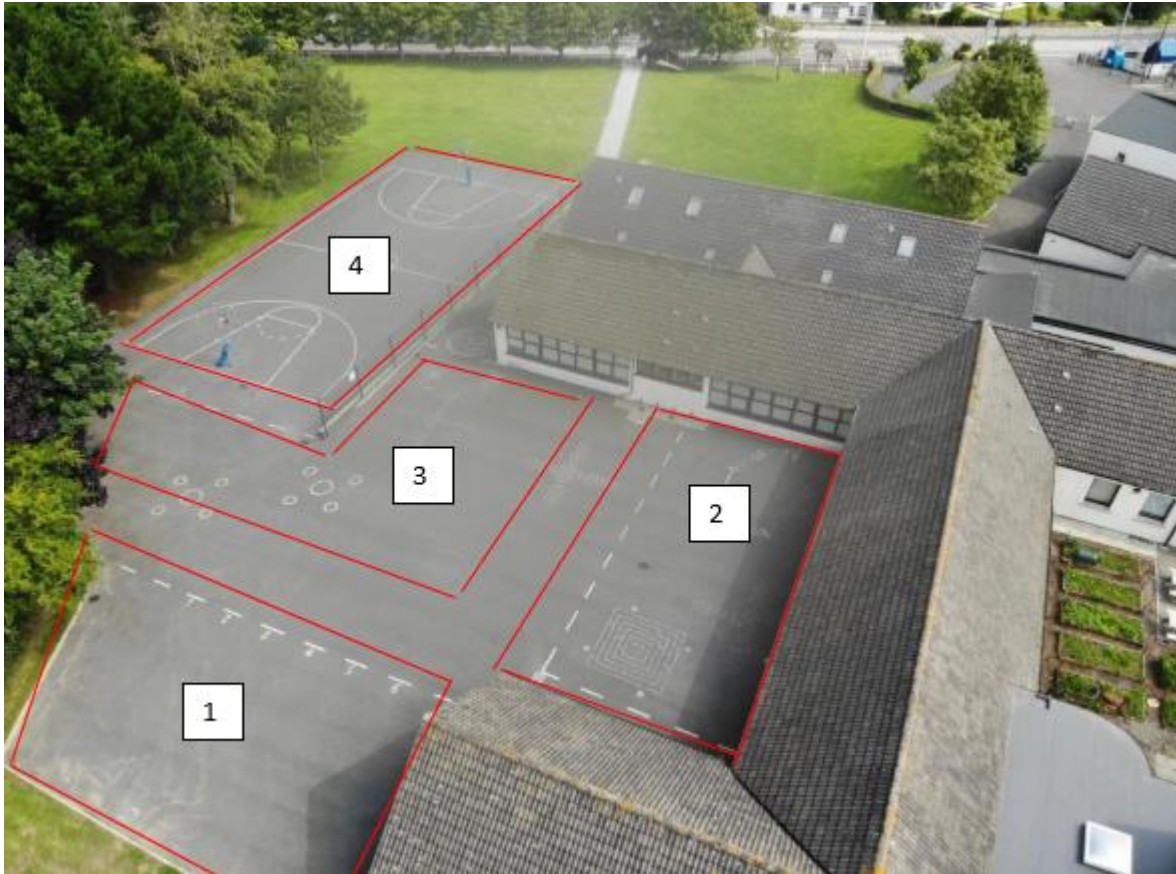
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|-------------------------------------|-----------------|--------------------------|---|--------------------------|------|
| Ms. Karen Purcell                   | 2 <sup>nd</sup> | Main Pedestrian Entrance | 2 | Main Pedestrian Entrance | 2.20 |
| Ms. Margaret Byrne                  | 3 <sup>rd</sup> | New Pedestrian Entrance  | 5 | New Pedestrian Entrance  | 2.30 |
| Ms. Aideen Byrne                    | 4 <sup>th</sup> | New Pedestrian Entrance  | 5 | Main Pedestrian Entrance | 2.30 |
| Ms. Donna Hayden                    | 5 <sup>th</sup> | New Pedestrian Entrance  | 3 | New Pedestrian Entrance  | 2.40 |
| Ms. Denise Davitt (Ms. Ciara Roche) | 6 <sup>th</sup> | New Pedestrian Entrance  | 4 | Main Pedestrian Entrance | 2.40 |
| Ms. Aileen O'Connor                 | East Wing 1     | Main Pedestrian Entrance | 1 | Main Pedestrian Entrance | 2.20 |
| Ms. Anna Gahan                      | East Wing 2     | Main Pedestrian Entrance | 1 | Main Pedestrian Entrance | 2.30 |
| Ms. Aisling Cummins                 | East Wing 3     | Main Pedestrian Entrance | 1 | Main Pedestrian Entrance | 2.40 |

### Yards

Classes will be assigned specific areas for break times during which they will not mix with other classes. Pupils from the same class can play freely with each other but physical contact will be kept to a minimum where possible. Each break will be supervised by one teacher and SNAs attached to the classes on yard.

The two pictures below show the layout for yard time on wet and dry days.

- Areas:
1. Juniors/3<sup>rd</sup>
  2. Seniors/4<sup>th</sup>
  3. 1<sup>st</sup> Class/5<sup>th</sup>
  4. 2<sup>nd</sup> Class/6<sup>th</sup>



**Lunches**

Pupils will be given time to eat lunch in class as usual. Please remind the boys and girls to eat directly from their lunchbox, not to use their table surface for laying food on. Also, sharing of food is not permitted. Unfortunately, under new guidelines, the school are not permitted to fill water bottles for

pupils. The water supply in the staffroom will have to be removed before the start of the school year. Lunch boxes and drinks bottles should be washed thoroughly, inside and out each day.

## **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. All classes are encouraged to participate in 'The Daily Mile'.

## **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. This should be kept in school and separate items should be kept at home for homework as necessary.
- 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.

## **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.

## **Library and Guided Reading**

The library will be in use for classes on a timetabled basis. Books should be placed into a sealed box for 72 hours before going back into circulation (i.e. into the box on Friday and place back on shelves on Monday). Guided reading will operate on a similar basis. SET will support class teachers in the administration of guided reading.

## **Visiting Teachers/Coaches**

The possibility of facilitating extra-curricular activities such as Dancing, coaching for games, Safe Cycling course, etc. will be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time, for example, during music lessons.

## **PPE**

The Department of Education advise that facemasks should be worn by all staff who cannot maintain a 2m social distance from pupils. The BOM are supplying all staff with disposable and reusable facemasks as well as a face shield. Gloves and aprons will also be provided for providing intimate care or first aid.

## **GP Rooms/Assembly**

The GP rooms will be used on a timetabled basis, including for Aistear by our Junior Classes. Whole school assemblies will not take place in our GP rooms, but may be held via Zoom using the classroom IWBs.

### **Corridors**

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 on the stairs and in the corridors.

Arrows will be placed on the floors to remind pupils of this

### **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.

### **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

### **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

### **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

## **Illness and Absences**

### **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 that 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.



## FAQ

**What if my I have more than one child in the school?** If at collection time it works better for your family to be collected at one time, this can be facilitated by the school. The aim is to reduce the amount of people leaving the premises at any one time.

**What is happening with homework?** For the first full week, there will be no homework. This may be extended.

**Can I send in a bottle of sanitiser with my child?** Yes, but please remind your child it is for personal use.

**Can my child wear a facemask?** Yes.

**Will staff be wearing facemasks?** Yes, at times.

**Will Parent Teacher meetings be taking place?** At the minute they are postponed

**What if I need to speak with my child's teacher?** Please contact Ann in the office or your child's teacher via email. We will issue staff emails when school reopens

**What happens if my child's teacher is out sick?** Every effort to find a substitute will be made. If one cannot be found, the class will be asked to stay at home as the children cannot be split into other classrooms.

**What happens if my child forgets their lunch or drinks?** The school will contact you so you can drop one to the school for your child.

**My child has hay fever and sneezes quite a bit, will he/she be sent home?** If your child has an underlying condition such as hay fever (as many of us have) please make sure the class teacher is aware. The symptoms we will be keeping an eye out for:

- A fever (38 degrees Celsius or above)
- Ongoing cough
- Shortness of breath
- Loss or change to sense of smell or taste

**What if my child is sent home with a suspected case of Covid 19?** We would advise that you contact your GP/HSE for further advice. If a child is unwell they should under no circumstances be sent back to school.

**Are parents permitted in the school building?** No, unless collecting a pupil presenting with Covid 19 symptoms.

**I am anxious about arrival and dismissal times due to possible crowds, what can I do?**

While we are trying to spread arrival and dismissal as best we can, please don't feel under pressure to be in by 9.20. If you want to avoid the busier times, leave it until just after 9.20 to drop your child in

**Why are pupils not allowed onto the school grounds before 9am?** As there would be insufficient staff to guarantee social distancing would be ensured, we cannot allow pupils onto the playground.

**My child is in a “pod” with some other children, can they still play with their other classmates at break time?** Yes, absolutely. We will however be reminding pupils to avoid physical contact.

**Are 3<sup>rd</sup> to 6<sup>th</sup> classes in “pods”?** At the start of the school year we will be distancing pupils as much as possible, with approximately 1m between all students. This will not eliminate pupils from interacting with each other or prevent talk and discussion. 2 pupils will still be seated at each desk (as is typical in senior classes), just in a different layout.

**If my child falls on yard/gets a bump or cut?** Our first aid policy will be followed, but staff are required to wear PPE to apply first aid.

**Why can some of the classes not mix? They are playing soccer/GAA together anyway!** That may be the case for some of the pupils, but our procedures are governed by Dept. of Education Guidelines, which state that every effort must be made to limit the amount of contact between “bubbles”. We do not adhere to what other sporting /social organisations are using

**Will teachers talk to the boys and girls about Covid 19?** Yes, from day one we will be reteaching cough etiquette, hand hygiene, reinforcing the idea of social distancing/reduced physical contact and chatting (in an age appropriate way) about Covid 19. The aim will be on reassurance and promoting calmness and safety.

**Will the children wear their uniform?** Yes, it is business as normal in relation to uniform. There is no guidance from the Department of Education or HSPC to the contrary.

**Will after school activities be taking place?** No decision is made in relation to these yet. The providers will be in contact with us to see if we can facilitate them on our campus and it will be their responsibility to liaise with parents. After school groups may not follow the same class bubble system as we do.

**Will the school be cleaned during the day?** Yes, all staff will monitor their rooms and common touch