

Return to School - Logistical Plan

Usual School Hours

8.50a.m. – 1.30p.m. Infants

8.50a.m. – 2.30p.m. First to Sixth

Drop Off and Collection Times

To help with reducing the amount of traffic around the school gates, children are asked to walk/cycle/scoot to school if it is at all possible.

Children will utilise the 4 external doors to enter and leave the building. Infants through the front door, 1st & 3rd/4th Class through the side door (pitch side), 2nd Class through the back door and 5th/6th Class through the side door (road side)

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds 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 8.40a.m. *(Separate, special arrangements will be put in place for our Junior Infants and their parents for the beginning of the school year.)*

Morning:

Parents are asked to ‘drop and go’ in the car park anytime between 8.40a.m. and 9.10a.m. **No prolonged parking will be allowed.**

Children will go directly to their classrooms on arrival. Staff members (including Teachers on supervision duty, Special Education Teachers, SNAs and the Principal) will be available outside and inside the building to receive the children and to help them to their classrooms.

Afternoon:

(Special arrangements will be put in place for Junior Infants for the first two weeks of the school year)

From 14th September onwards:

1.30p.m. Class teacher will bring **Junior Infants** down towards the main school gate. Parents are asked to ‘pick up and go’. No prolonged parking will be allowed.

From 1st September onwards:

1.30p.m. Class teacher will bring **Senior Infants** down towards the main school gate. Parents are asked to ‘pick up and go’. No prolonged parking will be allowed.

2.30p.m. Class teacher will bring **First Class** through the court towards the main front gate. Parents are asked to ‘pick up and go’.

2.30p.m. Class teacher will bring **Second Class** through the court towards the main front gate. Parents are asked to ‘pick up and go’.

2.30p.m. Class teacher will bring **Third & Fourth Class** towards the ‘Big Gate’. Parents are asked to ‘pick up and go’.

2.30p.m. Class teacher will bring **Fifth and Sixth Class** to the tarmac and they will leave via the main front gate. Parents are asked to ‘pick up and go’.

Supervision will be provided until 2.40p.m.

Parents/Guardians who walk to the school gate/wall to collect children are asked to maintain a social distance outside the school gate.

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

Summarised Timetable for Drop Off and Pick Up

- 8.40 Staff on duty to be present to support arrival of pupils
SNAs and Principal to support arrival of pupils
- 8.40 – 9.10 Arrival of pupils – Stop, Drop, Go system. No adults to enter the school yard. Children to go straight to their classrooms on arrival.
- 1.30 Stop, pick up, go – Junior Infants (Sept. 14th onwards)
- 1.30 Stop, pick up, go – Senior Infants
- 2.30 Stop, pick up, go – First Class, Second Class, Third & Fourth Class, Fifth & Sixth Class

Breaktimes

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

Everyone will be coming and going through the 4 external doors - Front Door, 2 x side doors and back door.

10.30a.m. - 10.40a.m.: Break Time: Junior Infants (Playground), Senior Infants (Yard in front of school down to ‘big gate’), First Class (Yard in front of school down to main front foot gate), Second Class (Court), Third & Fourth Class (Half of pitch) and Fifth & Sixth Class (Half of pitch)

12noon -12.40p.m.: Lunch Time: As above

Summarised Timetable for Breaks

Time	Place	Class
10.30 – 10.40 - Break	Playground	Junior Infants
	Yard to ‘Big Gate’	Senior Infants
	Yard to main front gate	1 st Class
	Court	2 nd Class
	Half of pitch	3 rd & 4 th Class

	Half of pitch	5 th & 6 th Class
12noon – 12.40 - Lunch	Playground	Junior Infants
	Yard to ‘Big Gate’	Senior Infants
	Yard to main front gate	1 st Class
	Court	2 nd Class
	Half of pitch	3 rd & 4 th Class
	Half of pitch	5 th & 6 th Class

Yard Supervision

Our yard duty rota will be updated and organised with the class teachers, SETs and SNAs to work together. A number of teachers and SNAs will be on duty at each break and lunch time.

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 their class groupings, i.e. 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.

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 by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work as far as possible, 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.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

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 groups (pods) within their Class Bubbles. As far as possible, each group will be at least 1 metre distance from the next group. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

General Purpose (GP) Room

The GP Room may not be used for assemblies, Physical Education or for any other gatherings of pupils. For the present, it will be used as a mainstream classroom for 2nd Class.

Corridors

Briefly passing someone in a hallway 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 the practice of keeping to the left when in the corridors.

Additional Measures to Limit Interactions

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.

Windows should be opened when children are singing as a group, or when they are playing musical instruments.

Toilets

Soap dispensers and hand dryers are installed in the toilet block.

Water heaters have been repaired in the toilet block.

Lunches

Parents must make sure 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.

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

Books, Copies, Pencils, etc.

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

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 or tracksuits should be worn every day.

As a school we strongly advise that children should wear their school uniforms or tracksuits **only for school related activities.** Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

Office

We will investigate the use of a contactless payment system to minimise the amount of cash that needs to be handled. If we go with such a system, 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 Office or to the Reception area to deliver messages.

Photocopying.

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

ICT

All ICT devices will be cleaned after use.

Visiting Teachers/Coaches

The possibility of facilitating extra-curricular activities such as dancing, coaching for games, etc. will be explored. However, it is not recommended that children from different Bubbles (Class groups) would participate in extra-curricular activities at the same time, for example, during music lessons, etc.

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.

Physical Education and P.E. Equipment

Physical Education lessons will take place outside when the weather allows.

Staff members and pupils may take additional breaks outside during the school day. All classes are encouraged to participate in 'The Daily Mile'.

Parent/ Teacher Meetings

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

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 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.

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.

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 due to being in the “very high risk” category, the class teacher (and/or the Special Education Teacher, where relevant) will work with the parents to support the child’s learning at home.

The majority of 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. Parents, if you need to update your details, please email glounaguillaghns@gmail.com.

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 not required to wear PPE. 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 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 to support children with learning needs.

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.

The guidelines recommend that staff wear masks or face coverings. Visors will also be provided to staff members who wish to wear them.

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

Sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom.

Warm water and soap are available in all the classrooms, in the toilets, staff bathroom and staff room.

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.)

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. <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 within the school.

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.

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.

A face covering will be provided to the staff member/child who is symptomatic.

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.

In extreme cases, if the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 (in consultation with the child's parents) and seek their advice.

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

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. 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/Class Teacher 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.

Teacher or SNA Absence and Substitution

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. In such circumstances, it may not be possible for the class/pupil to attend on that day. If that is the case, as much notice as possible will be given to parents.

Employee Assistance and Wellbeing Programme

Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.

The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.