

Scoil Náisiúnta Chaisleáin Uí Liatháin

Logistics Plan for Reopening our School (Lúnasa 2020)

A Thuismitheoirí, a chairde,

This Logistics Plan has been developed for the successful reopening of our school next Tuesday 1st September. Some aspects of this plan may change as we see necessary but as much notice as possible will be given to parents in advance of any changes.

Underlying Principles:

- The school has a responsibility to make efforts 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.
- It is not possible to totally 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 our school and the consequent risk of its spread.
- As well as co-operation, the flexibility and goodwill of all will be needed to ensure the plan can be implemented.
- **DES Guidance on Learning and School Programmes in 2020/21 :**
We will prioritise the following areas of the curriculum initially, as advised by the DES:
 - * Social, Personal & Health Ed. (SPHE), (promoting personal hygiene, well-being etc.)
 - * Physical Education,
 - * Language (Gaeilge/English)
 - * Mathematics.

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 and the child should be collected as soon as possible. However, in the event that contact cannot be made with either parent / guardian, the emergency contact person will be contacted along with the family GP. Therefore, it is vital that up-to-date emergency contact details and family GP contact details are supplied to the school and that any changes to same are notified to us immediately;
- The child will be accompanied to the designated isolation area, (which will be in our school Halla, clearly identified with signage), 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 m from the symptomatic child at all times;
- A mask will be provided for the child presenting with symptoms. 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.

Impact of a Suspected or Confirmed Case of Covid-19 on 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 from the HSE will be sought and 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.

N.B. Parents, please inform us *immediately* if your child cannot attend school due to being in the “high risk” category.

Reminder to anyone attending school that has travelled abroad:

It is a requirement for anyone coming into Ireland, from locations other than those with a rating of ‘normal precautions’ (“green”), to restrict their movements for 14 days, and this includes school staff, parents and children. Restricting your movements means staying indoors in one location and avoiding contact with other people and social situations.

Parents / Visitors to the School:

Parents / visitors must *not* enter the school without prior appointment and not until invited to do so. If a parent / visitor receives an appointment and is invited into the school, he/she will be required to complete a Contact Tracing Log and must wear a face covering / mask at all times while in the school.

Bubbles / Pods (Physical distancing):

- * Each class grouping will be classified as a “Bubble”
- * Bubbles (Classes) may be divided into “Pods” (c. 4/5/6 pupils), at class teachers’ discretion.

Break Times:

Staggered break times will apply at both breaks so that physical distancing between Bubbles (Classes) can take place in the yard

Staggered Arrival / Finishing Times

Staggered arrival / finishing times will apply for **all** pupils, (except for those children travelling by bus / taxi), for the purposes of physical distancing, from Tuesday 1st September until further notice, as follows:

Arrival Times:

- a) Family Surnames: A – G arrive at 9.00 am & have moved off from carpark by 9.10am
- b) Family Surnames: H – N arrive at 9.15am & have moved off from carpark by 9.25am
- c) Family Surnames: O – Z arrive at 9.30am & have moved off from carpark by 9.40am

* Pupils must not arrive in school before 9.00am

* All pupils, (except for those travelling by bus or taxi who will enter through the front gate), will use the upper gate from Fr Ferris Community Car-park when entering & leaving the school.

* Families of two or more children should enter and leave together as a family unit.

* All pupils should be encouraged, as far as possible, to come into school by themselves from the upper gate, keeping to the left side of the pathway, following the ground signage.

* In exceptional circumstances, if an adult must accompany a child into the school yard, please:

- (i) keep to the left side of the pathway as you enter, following the ground signage;
- (ii) leave your child at the corner where the pathway opens out into the front yard;
- (iii) do not stop or wait at that point and;
- (iv) leave immediately, going out the way you came in, keeping to the left side of the pathway, following the ground signage as you leave.

* All pupils will go straight to their classroom on arrival (where they will be supervised by a teacher).

* All pupils will be required to use hand sanitiser (provided) on entering their classroom each morning as well as at various intervals throughout the day along with regular handwashing (soap provided) throughout the day also, guided by the teacher / SNA where necessary.

* Separate arrival / finishing time arrangements for the first days back for Junior / Senior Infants will issue to the parents of those classes.

Finishing Times:

- a) Family of Surnames: A - G to be collected at 2.40pm
- b) Family of Surnames: H - N to be collected at 2.50pm
- c) Family of Surnames: O – Z to be collected at 3.00 pm
- d) Junior Infants to be collected at 1.50pm
- e) Senior Infants to be collected at 2.00pm
- f) Pupils travelling by bus / taxi will leave at their usual time of 3.00pm

Collection of Children During the School Day / Forgotten Items:

If a child has to be collected from school during the course of the school day, the following arrangements will apply:

The parent / guardian collecting the child should inform the school (i.e. class teacher and / or secretary 025-36220 / 086-4112889) at the earliest possible opportunity of becoming aware that the child has to be collected.

- When the adult collecting the child arrives at the school, they should phone the office from their car to alert us that they have arrived.
- The child will be brought from their class to the main front door area by a staff member to meet the adult collecting the child.
- The adult who is collecting will be asked to sign the child out at the main front door area (outside if it's dry / immediately inside if it's wet).
- No adult, (other than school staff), should enter the school building unless invited to do so and / or by prior appointment
- If a pupil forgets some item and a parent/guardian has to deliver it to the school, the same procedure as above will apply, (i.e. phone the school from the car to alert us that you have arrived outside and we will make arrangements for delivery / collection).
- Messages for teachers can be sent by email, or by phoning the school office.

Personal Equipment:

- All children will be required to bring their own pens, pencils, crayons / colours, rubbers, toppers etc. to school in their own pencil case to avoid the sharing of equipment. All children will be required to leave their pencil case & its contents in school and so should have another supply at home for completing homework.
- It is further requested that all items be labelled with the child's name for ease of identification.
- For children in Junior and Senior Infants, the school will provide a container which will hold each child's pencils, crayons, etc., and which will be labelled with their name. Pupils in these classes will also leave these items in school and so will need a second supply at home.
- All children should bring a small hand towel and tissues to school in a plastic bag (e.g. zip-lock bag / bumbag etc.) each day for the drying of hands after handwashing. Please ensure this towel is changed on a daily basis. Each child should have a second plastic bag (zip-lock / bumbag etc.) to store and take home any tissues etc. used during the school day.
- Ideally, lunch boxes should be stored in children's school bag if possible and all lunch wrappers etc. must be taken home in lunchboxes.
- Children will wear the school uniform / school tracksuit on alternate days, as follows:
Tracksuit - Mondays, Wednesdays & Fridays
Uniform - Tuesdays & Thursdays
(Note: Daily washing of uniforms/tracksuits is not a requirement of the DES at present. However, having alternate days for the wearing of uniforms/tracksuits, may facilitate this for parents who wish to do so).

N.B. Children should not wear their school clothes in shops etc. and should change out of their school clothes immediately after arriving home from school every day.

Homework

Considering that returning to school for the first time since March will be quite a different experience from previously and could, potentially, be quite difficult for many children, their families and ourselves in school, we have decided that pupils will not receive Homework for the month of September. We will monitor the situation over the month and issue further guidance on this in due course. However, we encourage everybody to keep reading from a favourite book/ author every evening / night.

Also, your child should bring all his / her books / copies etc. to school on the first day back, ensuring that everything is clearly labelled with your child's name.

N.B. It is absolutely essential that everybody adheres to the above arrangements at all times. As we are all now fully aware of the procedures around Covid-19 when people gather in groups, we remind you to please adhere to all public guidelines around physical distancing, face coverings, etc. when dropping / collecting your child.

Please inform your child of any procedures in this plan that are relevant to them and remind them regularly of them. Also, please make all this information available to any other person dropping / collecting your child. Your full co-operation in these matters is absolutely essential and appreciated.

Special Education Teachers (SETs):

Learning support will be provided by a blended approach of in-class support and withdrawal of pupils to the SET rooms. The provision of support will be organised to ensure our support teachers will work within the confines of two Bubbles (Classes), as far as is practicable.

Special Needs Assistants (SNAs)

Similar to arrangement for SETs, each SNA will work within the confines of two Bubbles (classes), as far as is practicable.

PPE:

Staff may wear visors, (or masks if deemed necessary in certain circumstances), when a physical distance of 2 meters cannot be maintained. 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 etc.

We hope the above information helps to allay any concerns parents may have as your child returns to school. While there *will* be changes to the operation of our school, the staff and board of management of Scoil Náisiúnta Chaisleáin Uí Liatháin are committed to providing a warm, welcoming and safe environment for every child in our care. We would strongly encourage you to explain to your child that there will be changes but not to create anxiety, reassuring them that everything will be fine as we will provide a happy and safe environment for them all.

Also, please remind your child of the proper method of handwashing and coughing /sneezing etiquette.

Looking forward to your child's return to school on Tuesday 1st September.

Le gach dea-ghuí,

Anne Fay (Cathaoirleach, Board of Management)

Nelius de Róiste (Príomhoide)

P.S Parents, please be aware that there are new resources and information on the Dept. of Education & Skills website on the "Back to School.." icon on the homepage, including information for those pupils using bus/taxi to travel to/from school etc.