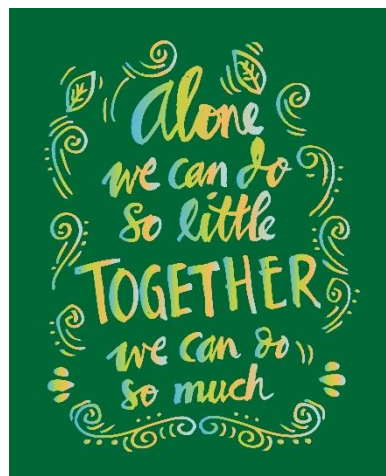




Holy Family N.S
Plan for Re-opening
September 1st 2020



Underlying Principles

- The school has a responsibility to make an 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 cooperation 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.
- Hand sanitiser will be available at all entry points, in all classrooms, support rooms and in staffrooms.
- No whole school activities, such as assemblies, will take place.
- The school will be cleaned following all government guidelines, advice and checklists daily.
- If a child becomes ill with any symptoms of Covid-19, they will be immediately cared for in our isolation room (HSCL office on the junior side of the school), and will remain in this room until they are collected.
- Children must be collected by a parent/guardian promptly. All parents/guardians are asked to ensure that their contact details are up to date. Please contact Lisa in the office if your details have changed.

Plan for Re-opening our School

Entrance & Exit will be through **designated access points at the front of the school and back of the school.**

Arrival at school

- To alleviate large congregations and congestion at any one time we have staggered our start and finish times. Parents/Guardians are **not permitted** on the school grounds. Pupils should enter the school grounds independently.
- Parents of Early Start and Junior infant pupils will receive a set time slot to escort their child to the appropriate entrance door, meet the class teacher and will then leave promptly **for the first two days.**
- Pupils will be greeted by a staff member upon entry to the school and their temperature will be taken. If your child has a temperature above 38 degrees Celsius, parents will be contacted and asked to collect their child promptly.
- **No adults**, other than staff members, are permitted to enter the school building.

End of School Day

- Children will exit the school grounds independently through the same point where they entered the school. Each class teacher will demonstrate this on the first day of school. Staff will oversee the safe exit of all children to the gate.
- All parents are asked to remind children each morning who is collecting them that day and where the child should meet the collector.
- Children and parents should leave the area promptly at the end of the school day.
- The above systems will apply regardless of the weather so please make sure that your child comes to school prepared for the weather!
- These arrangements will be on a **trial basis** and may be subject to change on our return. We would ask for your patience and understanding whilst we facilitate the safest and most effective procedures available to us.

Older Siblings

Older siblings (2nd-6th) dropping off younger siblings can walk them to their classroom door in the morning before entering their own classroom. In the evening older children (3rd-6th) will collect their siblings in (1st 2nd) and then exit the school.

Class teachers will remain in their classrooms to receive the children in the morning but will walk them to their collection point each evening.

Drop off and Collection Points

Early Start	Back Gate (JNR YD)
Horizons	Back Gate (JNR YD)
Junior Infants	Back Gate (JNR YD)
Senior Infants	Front Gate (SNR YD)
1 st Class	Front Gate (SNR YD)
2 nd Class	Back Gate (JNR YD)
3 rd Class	Front Gate (SNR YD)
4 th Class	Back Gate (JNR YD)
5 th Class	Front Gate (SNR YD)
6 th Class	Back Gate (JNR YD)

Staggered Start and Finish Times

Back Gate(JNR YD)	Morning	Evening
Class	Time	Time
Horizons /6 th	08:50am	2:25pm
4 th	09:00am	2:30pm
2 nd	09:10am	2:35pm

Junior Infants	09:20am	1:35pm
Early Start	09:30am	12:20pm

Front Gate(SNR YD)	Morning	Evening
Class	Time	Time
5 th	08:50am	2:25pm
3 rd	09:00am	2:30pm
1 st	09:10am	2:35pm (1:40pm Sept 1st – Sept- 11 th)
Senior Infants	09:20am	1:35pm

Collection of Children during the School Day

Under the current circumstances it would be preferable, if possible that children remain in school for the full 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 phone the office of the school to alert the office that they have arrived.
- The more notice given of a withdrawal the easier it is for the school to facilitate it.
- The child will leave their class.
- The adult who is collecting will be asked to sign the child out with Lisa at the computer room. The Sign Out book will be placed in the porch area at the entrance of the computer room. Sanitiser is available there. Please use it.
- No adult should enter the school building, unless invited to do so.

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.

Early Start, Junior Infants to Second Class

It is recognised that younger children are unlikely to maintain physical distance 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 Pods/ individual seating within their Class Bubbles. There will be a maximum of 4 pupils per Pod. As far as possible, each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

Special Education Support

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

In keeping with our Special Education policy and practices, special education 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.

Special Education teachers will wipe clean the tables and chairs in SET rooms in between different groups attending.

Yards

Breaks will now be for two twenty minute periods. There will be four yard areas. 2 areas on the Junior Yard and 2 areas on the Senior Yard. There will be no more than two classes on the yard at any given time. Yards will be supervised by class teachers, Special Education Teachers and SNA's working with those groups.

First aid area will now have to be in the main PE hall for all children in class specific areas.

*Children will be asked to use the toilet before break times as toilets in classrooms must be kept for each individual bubble

	6th/4th/2nd(Horizons)/Snr Inf (SNR YRD)	5th/3rd/1st/Jnr Inf (JNR YRD)
Break 1	10:10-10:30	10:40-11:00
Break 2	12:10-12:30	12:40-01:00

PPE & Hygiene

Frequency Pupils should perform hand hygiene while in school

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

PPE

Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves, aprons and face masks. Hand sanitizers are located at all entry/exit points, in all classrooms and in the staffroom.

Masks

The children are not required to wear masks or face coverings. The guidelines recommend that staff wear a mask or face shield when a 2m physical distance cannot be maintained. Face Shields and masks will be provided for all staff.

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, in the corridors and staffroom. 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 once per day. Particular attention will be focused on frequently touched surfaces – door handles, lightswitches, 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.

Waste should be taken home by all members of the school community **everyday**.

Additional Measures to Limit Interactions

Children will go straight to their classrooms from the yard. 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.

Hall

The Hall may **not** be used for Assemblies, Physical Education or for any other gatherings of pupils at the moment.

Lunches

Parents should ensure that children bring their lunches to school in a sealed lunch box each morning to avoid adults having to come to the school during the day. Please remind your child not to share their food or drinks with other children. Children will eat their lunches at their desks, as per our usual practice. Children in receipt of the school lunches will continue to receive them in their own individual bags. **Lunch waste is to be brought home each day.**

Books, Copies, Pencils, etc.

Children should use their own books, pens, pencils, etc. and **should not** share them with other pupils. Pencil cases will stay in school

Uniforms/Tracksuits

Children should alternate between uniform/tracksuit each day to give an opportunity for clothes to be aired or washed.

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.

PE

PE will take place outdoors as per guidelines and will focus mostly on the **Athletics** strand.

Extra-curricular/After-School Activities

No after school clubs will take place during the first term.

Shared Equipment

By necessity, some classroom equipment needs to be shared including i-Pads, the equipment used for structured activities (e.g. for PE) and play materials 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.

Bathrooms

All classrooms have bathroom facilities next to each room.

Children will be encouraged to use the bathrooms before /after break times.

Windows in bathrooms will be open to aid ventilation.

Teacher Absence and Substitution

In the event that a teacher is unable to attend school, every effort (as per circular 45/2020) will be made to secure a substitute teacher for the class. If a substitute teacher is not available, classes **will not** be divided into groups and accommodated in other classes.

Communication

Text messages will be sent in the event of an urgent matter along with emails. Please ensure you check your emails frequently.

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 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. It should be worn if in a common area with other people or while exiting the premises.
- 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 their pocket.
- 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.

Children who should not attend school

If your child is in one of the following categories, **they should not attend school –**

- Children who are generally unwell
- 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**

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

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 Remote Learning, and we recognise the challenges that Remote Learning presented for all families.
- Each child will be in a different place in relation to 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.
- **Homework will not be assigned to any class during September.**

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.

How can parents/guardians help?

- Practice washing hands properly, with soap, for 20 seconds. Make sure your child also knows how to dry their hands thoroughly.
- Show your child how to use hand-sanitiser correctly.
- Teach your child correct cough and sneeze etiquette. Cough or sneeze into a tissue, or into your elbow if you do not have a tissue. Put the tissue into your pocket and wash or sanitize your hands.
- Make sure that your child can independently open and close their lunch-box and bottle, their coat and their shoes. Shoes with laces are not recommended for younger children.
- Do not allow your child to bring personal items, e.g. toys, trinkets etc., to school.
- Do not loiter around the school at drop off and/or collection time.
- Do not send your child to school if they are **feeling unwell**.
- Ensure your child's hands are clean coming to school each day.
- Ensure your child's uniform/tracksuit is washed or aired after use.
- Ensure your child (1st - 6th) brings their own pencil, colours etc to school which will remain in school.
- Communicate with your child's teacher via email or through the office. No face to face meetings will take place unless a prior appointment has been made.

It is an anxious time for adults and children alike but please reassure the boys and girls that school will continue to be a fun and happy place to be present in.

We look forward to welcoming you all back on September 1st.

Ms. Martyn and all the staff of Holy Family N.S