

Plan for Re-Opening Scoil Mhuire Naofa



August 2021

Underlying Principles

- The school has a responsibility to make every 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

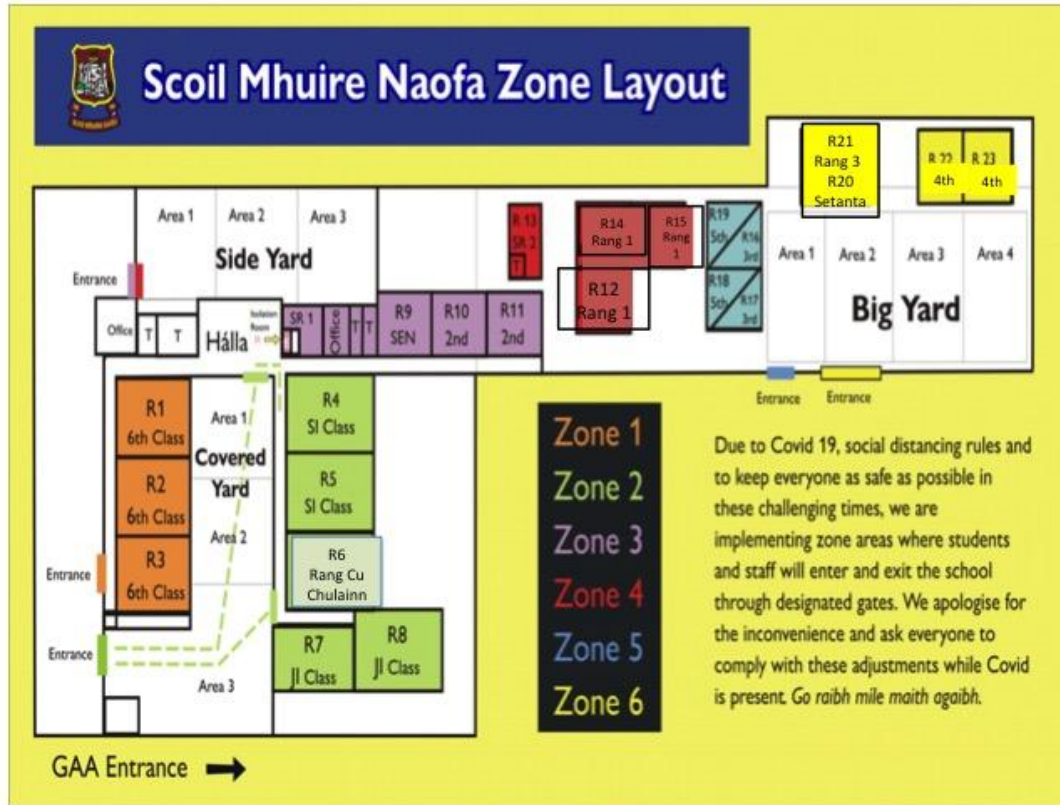
- All children return to school and classes operate within a bubble system.
- The school is split into 2 groups with each group having different break times and lunch times.
- Group 1: Junior Infants, Senior Infants, First Class and Second Class
- Group 2: 3rd class, 4th class, 5th class and 6th Class,
- The day will include 2 x 20 minute breaks
- Within each class the children will be further divided into pods, with a minimum distance of 1 metre being maintained between pods
- Hand sanitiser will be available at all entry points and in all class and support rooms

Scoil Mhuire Naofa discrete measures to minimise risk

- Enhanced cleaning measures are in place since August 2020
- Hand sanitiser dispensers are installed in all classrooms and entry/exit points
- Liquid soap dispensers are installed in all bathrooms
- Electric Hand Dryers are in all toilets
- Quarantine box placed in all classrooms.
- Bins in each class for safe tissue disposal
- Staff training prior to reopening provided by DES
- Appointment of a Lead, Deputy and assistant Worker Representatives.
- Contact tracing procedures for all visitors to the school
- Visitors to be approved by the principal
- New entry and exit points for all classes to avoid congestion
- Classes in Bubbles
- Pods within bubbles
- Reduced interaction between staff and pupils
- No sharing, where possible of classroom resources outside of pods
- Discrete lessons on hand hygiene and coughing etiquette to be taught
- Windows and doors to remain open where at all possible to aid air circulation
- Increased Cleaning Regime
- Training and checklists will be provided by DES to cleaning staff
- Signage installed
- Return to work forms for all staff, specific training webinar provided by DES
- Staff PPE procured.
- Isolation room identified
- Procedures for suspected case in place
- Staggered lunch breaks

- Regular hand sanitising
- Regular hand washing

Zone Layout and Entry/Exit Points



Key to Entrances & Exits

Entrance and Exit Points	ZONE
Gate to Front left of school (Side Yard)	Purple Zone (2nd Classes) Red Zone (First Classes)
Main Entrance	Staff and ASD Class Entry and Exit
Door next to Scooter Park Area on Front Corridor	Orange Zone (6th Classes)
Gate to Covered Yard	Green Zone Junior and Senior Infants
Small Gate from GAA pitch to Big Yard	Blue Zone 3rd and 5th classes
Double Gates From GAA pitch to Big Yard.	Yellow Zone (4th Class)

School Day

From August 31st:

8.20 am – 1pm (Jnr and Snr Infants)

8.20 - 1:50pm (1st and 2nd classes to assist with staggered dispersal of pupils).

8:20 - 2:00pm (3rd - 6th classes)

We will endeavour ensure that exiting school in the evenings is a coordinated affair to avoid the mixing of bubbles. All pupils will continue to leave via the main gate for optimum safety and supervision.

To ensure a safe and smooth morning drop off we continue to encourage parents to walk, or park and stride (from the church or Aldi), to school and to drop and go if a car is necessary.

When collecting, parents should observe social distancing at the front of the school, wear a face covering and where possible, arrange a meeting point away from the front gate.

We thank the GAA club for granting Access to the GAA Gates (Zone 5 and 6). Pupils should not access the gates over the grass. Parents must leave pupils at the start of the path so as to maintain a one-way system and social distancing.

Collection Plan

All Pupils will exit the school from the front gate in an orderly distanced manner. (Infants to be collected from the Yard. All entering the school grounds must wear a face mask)

We request that parents remain outside the gates and are mindful not to block the children's passage. Infant classes must be collected from the assembly yard and the children will be released to parents in an organised manner. Parents/Guardians collecting pupils must maintain social distancing guidelines while waiting for children. As it may not be possible to maintain 2m distance from others, all parents must wear a face covering when collecting pupils. Parents are advised, if possible, to pre-arrange meeting points with older children so as to reduce the number of people congregating at the gates. The school does not have the facility for supervising pupils after their finishing time.

Pupils travelling to school by scooter should park their scooter in one of the two dedicated scooter parking zones at the front of the school. The scooter park closest to the gate the pupil exits by should be used.

Our Lollipop Lady, Alice, will assist as usual with morning and afternoon crossings (excluding Infants home time).

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
- Staff members will complete the sign out book and note who has collected the child and the time.
- Time of pupils leaving the school within school time will be recorded on Aladdin by class teacher
- No adult should enter the school building, unless invited to do so.

Group 1 Breaks 10:10 – 10:30 and 12:00 – 12:20

Junior Infants, Senior Infants, First Class and Second Class

Group 2 Breaks 10:40 – 11:00, 12:30 – 12:50

3rd Class, 4th Class, 5th class and 6th class.

Timetables for the different groups are as follows:

Timetable for Group 1	Timetable for Group 2
8.20 – School start 10.10– Break time 10:30– Class resumes 12.00 – Lunch time 12:20 – Class resumes 1.00– Infant classes finish 1:50 - 1st and 2nd Classes Finish 2.00 –Classes finish	8:20 – School start 10.40 – Break time 11:00 – Class resumes 12:30 – Lunch time 12:50 – Class resumes 13:00 - Infant Classes Finish 2.00–Classes finish

Break Time Yard areas:

Our yards have been sub-divided into areas to ensure that classes have adequate space to play, while not coming into contact with pupils from other classes.

Group 1

Covered Yard	Big Yard	Side Yard
Area 1: Ms Galvin Area 2: Ms O Callaghan Area 3:	Area 1: Ms A Ahern Area 2: Mr O Riordan Area 3: Mr Cotter Area 4: Ms Heverin	Area 1: Ms M Ahern Area 2: Ms Hegarty Area 3: Ms Kelleher

Group 2

Covered Yard	Big Yard	Side Yard
Area 1: Ms McCarthy Area 2: Mr Duggan Area 3: Mr Kelly	Area 1: Ms Hanrahan Area 2: Mr Fitzgerald Area 3: Ms Lynch Area 4: Ms Bashford	Area 1: Ms Kelly Area 2: Ms E O Callaghan Area 3: Ms Forde

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 which will be implemented:

- Class teacher will ring the office and Parents/guardians will be contacted immediately.
- The SEN/SNA for the class level will accompany the pupil to the isolation area in the main hall and remain with them until they are collected. Senior leaders will be available for added support if required.
- The supervising teacher will provide the details to the secretary for recording purposes.
- 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.

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 have been diagnosed with Covid-19
- Children who are displaying Symptoms of 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 to countries on the current restricted countries list, must self-isolate for the recommended period
- Children who are generally unwell or displaying symptoms of Covid symptoms

Additional information for parents and when they should keep children home from school can be found [here](#).

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 learning support teacher, where relevant) suggested activities to support the child's learning at home will be shared with parents.

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

Additional information can be found [here](#).

Personal Equipment

- It is requested that all children will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case. No sharing of equipment is permitted.
- It is further requested that all items have the child's name on them for ease of identification.
- If a parent wishes, children may bring a hand towel to school for the drying of hands after hand washing. Electric hand dryers are installed in all toilets.

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.

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 the initial weeks, all learning support will be via in-class support. Special Education Teachers will make contact with parents in September regarding their child's School Support Plan.

Where a support teacher/SNA is working alongside a class teacher in a classroom, both staff members 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.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending

PPE

It is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 meters from other staff, parents, essential visitors or pupils. Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks. Perspex screens have been installed in each classroom to provide protection to pupils and staff.

Frequency of Hand Hygiene

There will be an ample supply of hand sanitizer in school. For health and Safety reasons, pupils must not bring their own sanitizer to school. Pupils and staff should perform hand hygiene:

- 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.

Pupil Absence and return to School declaration:

All pupils must complete the online Declaration prior to returning to school after an absence or a school closure.

When your child is marked absent or returning to school after a school closure, you will see that a declaration is required.

If your child is marked absent on a Friday, you will not be able to fill in the declaration until 3pm on Sunday. This is to make sure that the declaration is completed in as appropriate a time for your child's return to school as possible.

On Aladdin Connect, to complete the Return to School Declaration form, simply tick your child's name, tick the box to declare that you have no reason to believe that your child has an infectious disease etc. and tap Send to send the declaration to the school. Parents of all pupils returning to school on August 31st must complete the return to school form after 3pm on August 30th, or the day before they return if this happens to be later.

Teacher Absence and Substitution

In the event that a class 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, a member of the SET team may have to be reallocated, or it may not be possible for the class to attend school on that day. If the latter is the case, as much notice as possible will be given to parents.

Any staff member with symptoms of the virus and those who have been told that they were in contact with a confirmed case of Covid 19 are required to:

- Self Isolate
- Contact GP
- Go for Testing

PE

Where possible, PE will take place outdoors and the use of equipment should be restricted. Equipment that is used will be sanitised after use.

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. PE days will be advised in September by the class teacher. In exceptional circumstances where a School Uniform or Tracksuit cannot be worn, an explanation note to the class teacher is required.

School Books/Bags/coats

Pupils should bring to school all their books/copies on the first day of school, (or if too heavy, they can be brought over the first 2 days). Please ensure that everything is clearly labelled with pupils' names. All pupils are being provided with a plastic container for the safe storage of their books, stationary and pencil case as these will remain in school.

Coats will be stored on the back of pupil's chairs while in school or hung on a dedicated coat rack.

Book loan books will be labelled with the pupils name and will be their book for the duration of the school year.

Extra-curricular Activities

The possibility of facilitating extra-curricular activities will be explored. However, it would not be recommended that children from different bubbles would participate in extracurricular activities at the same time. The staggered finishing times will also make the scheduling of after-school activities problematic. Further updates will be provided in September.

This is a working document and subject to change. Up to date version can always be located on <https://carrigtwohill.com/school-covid-19-information-pack/>

COVID-19 Policy Statement

Scoil Mhuire Naofa is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct handwashing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: Margot Hartnett Date: August 2021