

*St. Mary's Boys' National School,
School
Ferrybank, Waterford.*



Logistics Plan for Re-opening of the

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AUGUST 2020

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 co-operation 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 on Tuesday 1st September 2020.
- Classes operate within a bubble system ie each class is a bubble.
- There will be staggered opening times, collection times and break times to make social distancing possible and reduce the possibility of interaction between class bubbles.
- The day will include 1 x 10 min small break and 1 x 20min lunch break.
- 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.

School Profile

- | | |
|------------------------|----------------------------------|
| - 210 pupils | - Administrative Principal |
| - 8 Mainstream classes | - 4.5 Special Education Teachers |
| - 1 EAL Post | -2 Full Time SNA posts |
| - Full Time Secretary | -Full Time Caretaker |

The classrooms in the school are approx. Range in size from approximately 45 - 60 metres squared. There are toilets allocated to specific classrooms or within classrooms. Two classrooms share toilets. The sinks and toilets will be colour coded so pupils from a particular class bubble will use specific toilets/sinks.

Human Resources allocated through additional funding from DES

Aide – 2 days (Paul Hearne)

Deputy Principal – 5 Leadership and Administration Days

Usual School Hours

09:20-15:00

List of Classes and Entry/Exit Points

Classes entering through front door	Classes entering through middle door	Classes entering under the canopy
3 rd – Ms. Phelan 4 th – Mr. Fitzgerald 6 th – Mr. Rynne	1 st – Ms. Walsh 2 nd – Ms. Power 5 th – Ms. Heffernan	J.I. – Ms. Duggan S.I. – Ms. Kelly

Breaktimes

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

Break / Sos

11.00-11.10 Break for Junior Infants, Senior Infants, 1st class and 6th.

Play Areas: Junior Infants - half of Lower Yard,
Senior Infants -half of Lower Yard,
First Class - Tarmacadam area inside gate
Sixth - Upper Yard.

11.15-11.25 Break for 2nd class, 3rd class, 4th class and 5th class.

Play Areas: 2nd class - half of Lower Yard,
3rd class -half of Lower Yard,
4th class - Tarmacadam area inside gate
5th class - Upper Yard.

Lunch / Lón

12.20 Pupils in Junior Infants, Senior Infants, 1st class and 6th class eat lunch at their classroom.

12.30 – 12.50 Outdoor playtime / in class playtime

Play Areas: Junior Infants - half of Lower Yard,
Senior Infants -half of Lower Yard,
First Class - Tarmacadam area inside gate
Sixth - Upper Yard.

12.55 Pupils in 2nd class, 3rd class, 4th class and 5th class eat lunch in their classroom.

1.05 – 1.25 Outdoor playtime / in class playtime

Play Areas: 2nd class - half of Lower Yard,

3rd class -half of Lower Yard,

4th class - Tarmacadam area inside gate

5th class - Upper Yard.

Yard Supervision

Day	Break / Sos	Lunch / Lón
Monday	<p><u>11.00 - 11.10</u></p> <ul style="list-style-type: none"> ● Kate Duggan ● Nicola Kelly ● Ann Marie Walsh ● Aidan Rynne 	<p><u>12.30 - 12.50</u></p> <ul style="list-style-type: none"> ● Corinna Quillinan ● Shannon O’Sullivan ● Noreen Tuohy
	<p><u>11.15 - 11.25</u></p> <ul style="list-style-type: none"> ● Georgina Phelan ● Kate Power ● Tom Fitzgerald ● Aisling Heffernan 	<p><u>13.05 - 13.25</u></p> <ul style="list-style-type: none"> ● Aoife Grant ● Sharon Dunne / Edel Whelan ● Kate Ryan
Tuesday	<p><u>11.00 - 11.10</u></p> <ul style="list-style-type: none"> ● Corinna Quillinan ● Shannon O’Sullivan ● Noreen Tuohy 	<p><u>12.30 - 12.50</u></p> <ul style="list-style-type: none"> ● Kate Duggan ● Nicola Kelly ● Ann Marie Walsh ● Aidan Rynne
	<p><u>11.15 - 11.25</u></p> <ul style="list-style-type: none"> ● Aoife Grant ● Sharon Dunne / Edel Whelan ● Kate Ryan 	<p><u>13.05 - 13.25</u></p> <ul style="list-style-type: none"> ● Georgina Phelan ● Kate Power ● Tom Fitzgerald ● Aisling Heffernan
Wednesday	Yellow	Purple
	Blue	Green
Thursday	Purple	Yellow
	Green	Blue
Friday	Yellow	Purple
	Blue	Green

SNA supervision: Deirdre O’Farrell will be present in the playground for all third class breaks and Ben Murphy will be in the playground for all first/sixth class breaks in accordance with our SNA allocation. However, should JSD need to stay inside for the duration of break or lunch time, James Robinson will be available at this time to assist with supervision.

Arrival at School

Staggered Drop Off and Collection Times

In order to help ensure social distancing and to limit the possibility of pupils from different bubbles (ie classes) interacting with each other, staggered drop off and pick up times will be necessary. 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.

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 9.10a.m. Pupils should only enter the school grounds after 9:10am as outlined below and go straight to their classroom. It is not possible to ensure social distancing if pupils arrive before this time in the morning. *Special arrangements will be put in place for our Junior/Senior Infants and their caregivers/parents at the beginning of the school year.*

Morning:

All class teachers will be in their classrooms by 9.10a.m.

Parents are asked to drop and go between 9.10a.m. and 9.30a.m. To help ensure social distancing and reduce the number of people at the school gate, parents are asked to drop their children to school using the following schedule:

- Between 9:10am and 9:20am - Pupils whose surname begins with the letters A – M.
- Between 9:20am and 9:30am - Pupils whose surname begins with the letters N – Z
- Pupils who attend creche / before school supervision / breakfast club enter the school any time from 9:10am – 9:30am.

Please note the above time slots are simply to try and reduce the amount of traffic and the number of people outside the school gate in the mornings.

Children will go directly to their classrooms on arrival. Other staff members (including 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.

Please note it will not be possible for pupils to enter the school grounds prior to 9.10am as there will be no supervision and therefore we cannot ensure social distancing.

Afternoon:

□ 1.45p.m. A designated teacher will bring Junior Infants to the Lower Yard. Caregivers are asked to maintain social distancing in the yard at pick up times and exit promptly.

□ 2.00p.m. A designated teacher will bring Senior Infants to the Lower Yard. Caregivers are asked to maintain social distancing in the yard at pick up times and exit promptly.

□ 2.45p.m. Pupils from 1st and 2nd class will wait for their parents in the Lower Yard. Parents may enter through the school gates, turn to the right and follow the signs to the collection area. Parents are asked to maintain social distancing when on the school grounds and follow directions to the appropriate collection point.

□ 3.00p.m. Pupils from 3rd, 4th, 5th and 6th class will make their way to designated areas in the yard for collection. Again, there will be signage to direct parents to the appropriate collection point.

□ Please note, pupils that have permission to walk home will make their way directly to the school gates.

□ If a pupil from 3rd - 6th class has a younger brother in 1st or 2nd class they will be available for collection also at 2.45p.m.

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

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. A bubble is basically a class. 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.

The classes with most pupils will be allocated the largest classrooms.

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Special Education 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 Pods within their Class Bubbles, with a maximum of 6 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.

The Partitioned Room

The Partitioned Room will be used as a classroom catering for 5th class.

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 keep 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.

Cloakrooms and Toilets

Junior Infants will use the toilet block in St. Killian's Building.

Senior Infants will use the toilet block next to their classroom.

1st class will use the toilet block next to their classroom.

2nd class will use the toilet block in their classroom.

3rd and 4th class will use the toilet block inside the front door, adjacent to their classroom. These toilets/sinks will be colour coded so pupils from a particular bubble use the same sinks/toilets.

5th class will use the toilet outside their room, beside the staffroom.

6th class will use the toilet block in their classroom.

Lunches

Parents / caregivers must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Parents / caregivers are asked to remind their 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 as far as possible should not share with other pupils. Pupils will leave their books/copies etc in school. There will be no homework for the month of September.

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.

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.

We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, except on P.E. days, or when otherwise requested by teachers.

Office

A contactless payment system has been set up to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through the school office.

Parents should contact the school through Aladdin, email, Class Dojo or by phone.

Children should not be sent to the Secretary's Office or to the Reception area to deliver messages.

Staff members should not enter the Office area and should speak with the Secretary at the Reception area, through the glass panel.

Photocopying.

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

ICTs

A timetable will be drawn up for the use of common ICTs. Devices should be cleaned after use and before they are returned to the charging trolley.

Visiting Teachers/Coaches

The possibility of facilitating extra-curricular activities such as keyboard lessons, 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.

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/ Zoom 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 are encouraged to bring their own cup, cutlery etc; wash hands before and after using the staffroom; clean the area they sit at and wipe down anything they have touched e.g. kettle, microwave etc.

Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.

Again, staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible. School cups, crockery and cutlery, if used, will be washed in the dishwasher on a 60 degree cycle.

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 in 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 – on the advice of a medical professional, the class teacher (and/or the Special Education Teacher, where relevant) will provide work to support the child's learning at home and this will be shared with parents/guardians.

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)

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. However, if a parent would like their child to wear the mask in school this is acceptable.

The guidelines do not recommend that staff wear masks or face coverings as these would hide facial expressions and make communication with the children more difficult. However where a distance of 2m cannot be maintained, staff should wear a face covering. Visors and masks will be provided to staff members. A face covering should also be worn in corridors and other communal areas where it may not be possible to maintain a distance of 2m from others.

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

Dispensers containing hand sanitiser have been installed throughout the school e.g. at each entrance, in each classroom.

Soap and water are available in all classrooms, and at each sink in the toilet blocks, the 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. 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.

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 next to the office.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

1. 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.

2. If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, parents /guardians are asked to make sure that their contact details are kept up to date at all times.
3. Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.
4. A face covering will be provided to the staff member/child who is symptomatic.
5. The staff member or child who is symptomatic should avoid touching people, surfaces and objects.
6. 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.
7. 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.
8. If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
9. The isolation area and work areas will be thoroughly cleaned in line with the guidelines.
10. 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 and staff and pupil confidentiality will be maintained at all times.
11. It is important to remember than 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 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 Professional Development Service for Teachers (PDST) and the Centre for School Leadership (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. They are providing this support under the banner of 'Wellbeing Together: Folláinne Le Chéile'. Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support and so on. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural therapy is provided. Spectrum Life will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

Signed: Carmel Wemyss
Chairperson, Board of Management

James Robinson
Principal

Date: 17th August 2020

17th August 2020