**Underlying Principles**

* The school has a responsibility to make 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 and classes operate within a bubble system
* The school is split into 2 groups with each group having different start times, break times, lunch times and finishing times.
* Groups will be constituted of Junior Infants to 3rd classes and 4th to 6th classes.
* The day will include 2 separate break and lunch times to facilitate social distancing between the 2 groups.
* Within each class from 3rd to 6th, 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

**Timetables**

|  |  |
| --- | --- |
| **Timetable for Group A (Downstairs)** | **Timetable for Group B (Upstairs)** |
| **8.55 – School start**  **10.50 – Break time**  **11.00 – Class resumes**  **12.15 – Lunch time**  **12.45 – Class resumes**  **1.40 – Infant classes finish**  **2.35 – 1st – 3rd Classes finish** | **9.05 – School start**  **11.00 – Break time**  **11.10 – Class resumes**  **12.45 – Lunch time**  **1.15 – Class resumes**  **2.45 – 4th – 6th Classes finish** |
| **Classes in Group A** | **Classes in Group B** |
| **JI – Ms. Brogan –Rm 2**  **The Nest - Ms Ray**  **SI/1st - Ms. O’Brien – Rm 3**  **2nd /3rd – Ms. O’Hare – Rm 1** | **3rd /4th – Ms. McGarry – Rm 10**  **5th – Mr. Shannon – Rm 4**  **6th – Mr. Brennan – Rm 6** |

Each group should aim to arrive at the school in the 10 minutes immediately preceding their start time

**Group A – 8.45am – 8.55am**

**Group B – 8.55am – 9.05am**

We ask for co-operation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised.

Each pupil should go directly to their class when they arrive at the school.

No adults, other than staff members, should enter the building.

Messages for teachers can be sent by email, class dojo or by phoning the school office.

**End of School Day**

Adults, who are collecting their children from school at the end of the day, should wait outside the school gate.

When the school day for that class is over the following arrangements will apply –

Jun Inf – 2nd Class - the class teacher will bring the children to their designated entrance/exit point and will release the children into the care of the adult who is there to collect them

3rd – 6th Class – - the class teacher will bring the children to their designated entrance/exit point and will release the children into the care of the adult who is there to collect them

**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

The adult who is collecting will be asked to sign the child out

No adult should enter the school building, unless invited to do so

**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 via the isolation route 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. He 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 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

**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

**Personal Equipment**

In so far as possible, it is requested that children from 1st to 6th Class will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment.

It is further requested that all items have the child’s name on them for ease of identification.

For children in Junior and Senior Infants, the school will provide a pouch or container which will hold each child’s pencils, crayons, etc., and which will be labelled with their name.

**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.

**Yards**

Each bubble of 3 classes will have access to the yard during their allotted break times – Each class will be allocated their own area in the yard that they must remain in

Yards will be supervised by class teachers, learning support teachers and SNA’s working within those bubbles.

**Learning Support**

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 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.

The tables and chairs in SET rooms will be wiped clean in between different groups attending

**PPE**

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.

**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 should be worn every day, except on P.E. days, or when otherwise requested by teachers.

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**

All payments should be put in an envelope with the name of the pupil on it and given to the class teacher. Children should not go to the office with money.

Children should not be sent to the Office to deliver messages.

As far as possible, staff members should not enter the Office.

**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.

**Visiting Teachers/Coaches**

The possibility of facilitating extra-curricular activities such as Coaching for games, Outdoor activities, boxing etc. will be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time.

**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. Sharing of equipment between classes should be avoided where possible. Where this is not possible equipment should be cleaned before and after use.

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

**Bicycles and scooters**

We encourage children to walk, cycle and use scooters to come to school. Bicycles and scooters cannot be brought into the school under any circumstances. Pupils must use the parking facilities provided.

**Teacher Absence and Substitution**

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

**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 extra-curricular activities at the same time. Further updates will be provided in September.

**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. A maximum of 6 staff members can use the staff room at any time. Staff members should as much as possible mix with other staff from their own bubble.

Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.

**Staff Meetings**

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