

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 and classes operate within a bubble system
- The school is split into 2 groups with each group having different break times, and lunch times.
- The day will include two 10min breaks and two 30min lunch breaks
- Each class is a bubble and in so far as possible will not have any interaction with other bubbles (classes)
- Within each class from 2nd to 6th, the children may be further divided into pods, with a minimum distance of 1 metre being maintained between pods and between pupils in pods where possible
- The two Speech & Language classes will be 2 pods and together operate as a Bubble at break time and for certain activities
- Hand sanitiser will be available at entry points to all classrooms and all pupils have access to sinks which are provide with soap dispensers and paper towels.

Points of Entry/ Exit-Procedure

- There is one front door, two side doors directly from classrooms 3 & 4, three doors directly into playground and one door on the right hand side of building
- All mainstream pupils will go to the rear of the school prior to admission in the mornings as before.
- There are lines on the yard marked 1 to 12 for the 12 mainstream classes, with markings 1 metre apart along each line for the pupils to stand socially distanced

- Speech & Language children will be collected at taxi by SNA/Teacher and taken in front or right side door and directly to classrooms
- No playing of games permitted in the morning (email to parents asking not to have children coming into yard prior to 8.45am) all pupils will stand in above mentioned lines till 8.50am
- All support teachers/SNA's/ Principal/ Deputy Principal to be on yard or on corridors by 8.50am to direct pupils into class. All mainstream teachers to be in classrooms by 8.50am to receive pupils.
- Teachers can access staffroom briefly prior to 8.50 to bring tea/coffee back to room but cannot remain in staffroom (*has been sanitized for first break at 10.40am*) also see note further on re hot cups of tea/ coffee anywhere outside staff room

Key to Entrances & Exits

Entrance and Exit Points	Door Label
Front Door of school	A
Left side of school (Mr. Fortune's Door)	B
Left side of school (Ms Fitzpatrick's Door)	C
Playground Left Door (Susan's Office Entrance)	D
Playground right Door (5 th Cass Entrance)	E
Playground Door (6 th Class Entrance)	F
Rear Door on right side of Building (near Prefab)	G

Entrance & Exit Points for Specific Classes Morning & Break times

Teacher	Class	Entrance & Exit Point	Line Number On Yard
Mr. Fortune	3 rd	B	1
Ms. Fitzpatrick	3 rd	C	2
Ms Brady	3 rd	D	3
Ms. Donnellan	4 th	D	4
Ms. Cahill	4 th	D	5
Ms. Carroll	2 nd	D	11
Ms. Smith	2 nd	E	6

Mr. Brady	5 th	E	10
Ms. Smith Lynch	5 th	E or G	7
Ms. Mc Cartin	5 th	Prefab	12
Ms. Farrell	6 th	F	8
Mr Tighe	6 th	F	9
Ms. O'Neill	Speech & Lang	A and G	Front /side of school
Ms. Maguire	Speech & Lang	A and G	Front /side of school

Morning Times

- Each class should line up at their designated line with social distancing observed if they arrive before 8.50am
- From 8.50am onwards the pupils will filter into their respective classrooms directed by a teacher in the yard area.
- After break times, the class teacher will invite the children to enter the building via their designated entrance point at the appropriate time.
- No adults, other than staff members, should enter the building.
- Messages for teachers can be sent by email, or by phoning the school office.

End of School Day

All class teachers will walk their class, observing social distance (arm stretch in line) through the following exits to the top of the steps as before, remaining two metres from the next class.

Exit points after School

Teacher	Class	Exit Points
Mr. Fortune	3 rd	B
Ms. Fitzpatrick	3 rd	C
Ms Brady	3 rd	D
Ms. Donnellan	4 th	D
Ms. Cahill	4 th	D
Ms. Carroll	2 nd	A
Ms. Smith	2 nd	A
Mr. Brady	5 th	A
Ms. Smith Lynch	5 th	A or G(Avenue)
Ms. Mc Cartin	5 th	A or (Avenue)
Ms. Farrell	6 th	F

Mr Tighe	6 th	F
Ms. O Neill	Speech & Lang	A and G
Ms. Maguire	Speech & Lang	A and G

The entrance points in the morning are the points the classes will use to enter the yard for breaks or PE, some of their exit points at home time may be different. (see above)

Speech & Lang pupils will use doors D & E to enter/exit the yard or door G to access the playground

Movement throughout the school -Staff and Pupils

Only 4 staff members permitted in Susan's Office (including Susan) at any given time

Pupils are not permitted to walk around the building for any reason

Pupils are not to be sent to the office or other rooms on messages

Exceptions only apply to

- Boys going to toilet from Ms Brady's & Ms Carroll's rooms
- Boys going to toilet from Ms Smith's & Mr. Brady's rooms
- Boys going to their own toilet from both 6th classes
- *Speech & language pupils going to toilet*
- Pupils being escorted by a support teacher/SNA/therapist to a designated space
- A pupil being brought to isolation area by staff member
- In extreme case where class teacher needs help and has to send a pupil to office

Break/Lunch –

See Staggered Break Lunch time tables for further information.

Classrooms

- All Fresh Today snack boxes to be brought by class teachers to their rooms in morning
- Amanda will distribute hot lunches
- Group A classes (Staggered breaks) to have their rubbish out for Amanda by 1.10pm at latest.
- Group B will already have left out rubbish and be on yard by 1pm
- If staff are taking any hot drink from the staffroom or in any rooms where children may be, they must bring a lidded cup, no cups (hot drinks) without secure lids can be taken outside the staffroom
- Teachers on Yard Duty will take their break in their room while class is having snack/lunch. This will be before duty for Group B and after Duty for Group

Yard

- Two staggered breaks will take place
- Each group of teachers A) & B) will remain with their group for break times/yard duty
- Only 9 staff can be in the staffroom at any given time, social distancing will apply

- Yard duty will be in order of names on Timetable emailed to all staff
- First two teachers on top court
- Third teacher & SNA on bottom court
- No pupils will enter the building during breaks
- Each class uses their own toilets before and after break
- There are no communal toilets for use during break
- Each teacher will receive their own personal Bum Bag to wear on yard during duty, and has responsibility for replenishing it from school PPE stock
- Therefore, all minor ailments cuts/bruises etc. will be treated on the yard
- Yards will be supervised by principal, class teachers, learning support teachers and SNA's working with specific bubbles, which will be on the yard at that 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

- The parent will inform the school by phone/email in advance and arrange a time for collection
- When the adult arrives at the school, they may remain in their car and phone the office
- If walking they should 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 procedures will be implemented:

- Parents/guardians will be contacted immediately
- A mask will be provided for the child if presenting with symptoms. He should wear the mask if in a common area with other people or while exiting the premises

Isolation Area 1

- The child will be accompanied to the designated isolation area (near the stairs at Exit Point D) via the isolation route (outside insofar as is possible from the child's classroom) 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
- The accompanying adult will put on a mask and gloves and an apron
- They will enter the Isolation Area and open Exit D
- The child will be given a seat (*and some colours and paper, if they are well enough to use them*)
- The adult will remain in the area, keeping in contact with the child but more than 2 metres away.
- When the parents arrive, they will be advised to come to Exit Door D and the child will leave. They will be transported home by a family member, as soon as possible, public transport of any kind should not be used

If Isolation Area 1 is already in use or being cleaned, then Isolation Area 2 will be used

Isolation Area 2

- The child will be accompanied to the designated isolation area (the kitchen) via the isolation route (outside insofar as is possible, from the child's classroom) 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
- The accompanying adult will wear a mask and gloves.
- They will enter the Kitchen, turn on the fan, open the hatch into the hall and put the screen in place.
- The child will then enter the Kitchen and be given a seat (*and some colours and paper, if they are well enough to use them*)
- The adult will wait in the hall, keeping in contact with the child through the hatch/screen but more than 2 metres away.
- When the parents arrive, they will be advised to come to the exit door beside the kitchen and the child will leave. They will be transported home by a family member, as soon as possible, public transport of any kind should not be used

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- They will be advised to contact their GP. (*If it is break time, the parent will remain at the front door and the child will be brought out keeping 2 metres away from others at all times*)
 - 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 following confirmation to do so from parents. (In so far as possible we will expect the parents to do this)
 - 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
 - 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 or staff who should not attend school

If a child /staff member is in one of the following categories, they should not attend school –

- Staff/Children who have been diagnosed with Covid-19
- Staff/Children who have been in close contact with a person who has been diagnosed with Covid-19
- Staff/Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Staff/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
- Staff/Children with underlying health conditions who have been directed by a medical professional not to attend school
- Staff/Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
- Staff/Children who are generally unwell

Supporting the Learning of Children who cannot attend school

A) High Risk pupils

The adapted education provision arrangements set out by the DES to support pupils at very high risk to COVID-19 do not apply to pupils who are at risk of early school leaving, pupils who are experiencing COVID-related anxiety about the return to school or pupils who have been requested to self-isolate by a medical doctor or the Health Service Executive (HSE). It is the responsibility of parents/guardians to seek medical advice and certification to indicate if their child is at very high risk to COVID-19 and to inform the school of this.

For the certified very high risk pupil the school- class teacher, support teacher and SNA where access has been granted will endeavour to provide support in the form of resources and teaching inputs to the pupil in a manner that is aligned to the teaching and learning in the classroom. Arrangements can be made for these pupils to have access to relevant digital technology and other resources as appropriate. ***Pupils in this category who engage with learning from home should be marked present on attendance records.***

B) At Risk of Early School Leaving

Pupils at risk of early school leaving should be supported by the school to return to school in the normal way and ***it is not expected that they would be educated using adapted education provision provided by the school.*** Each school is asked to identify those who have not returned to school and/or are at risk of early school leaving.

C) Anxious Parents/Pupils

Some pupils or their parents may be experiencing anxiety about the return to school to such an extent that their child does not return as expected. All schools are expected to support such pupils in making a full return to school and to provide supports to ensure their anxiety is managed in such a way as to enable them to re-engage productively in their learning.

It is not expected that pupils who are experiencing COVID-related anxiety would be educated through adapted education provision

D) Pupils who have been requested to self-isolate for a short time

From time to time, a number of pupils may be required to self-isolate for a short time on foot of medical advice. ***It is not expected that these pupils would be educated through adapted education provision during this time.*** Instead, schools should, at a minimum, ensure that these pupils are supported to catch up with their learning on their return to school. In some instances, where adapted education provision is already being provided by teachers in the school to other pupils, it may be possible for pupils who are self-isolating to avail of that adapted provision. This decision should be made at local level by each school in the context of the needs and circumstances of their pupils.

The usual guidance for attendance records for all pupils at categories B, C & D above applies and therefore these pupils should only be marked present when they are in attendance at school.

Personal Equipment

- In so far as possible, it is requested that children will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment.
- These will be left with their own books/copies and rented books in the individual boxes provided
- All boxes, rented books, drinks bottles etc will be given the number the child has on roll 1-24

Shared Equipment

By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for stations or work in Pods. Cleaning of such shared equipment by the class teacher/SET teacher with wipes or other cleaning products will take place prior to being transferred to another pod/bubble. Alternatively, books (library, AR, guided reading within the Bubble) will be left for 72 hours. [See Cleaning Schedule](#)

We will use a 4 box cycle

Books returned all day until 2.40pm on a Monday will rest in a box for 72 hours—until 2.40pm Thursday, hence ready for use again Friday morning

Books Ready for redistribution	Mon	Tues	Wed	Thur	Fri	Sat (Mon)	Sun (Mon Tues)	Mon	Tues	Wed
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Mon	Books returned to box prior to 2.40pm					Ready					
Tues	Books returned to box prior to 2.40pm						Ready				
Wed	Books returned to box prior to 2.40pm							Ready			
Thurs	Books returned to box prior to 2.40pm								Ready		
Fri	Books returned to box prior to 2.40pm									Ready	

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 insofar as possible.

- 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.
- Station teaching can take place where pupils in a Bubble(Class) remain within the same Pod (*the above directions with regard to sharing equipment apply*)
- Where children receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.
- Every effort will be made to ensure that these pupils are from the same pod
- The tables and chairs in SET rooms will be wiped clean in between different groups attending

PPE

Face coverings will be worn by all staff. This includes masks or visors. While it is not envisaged that other 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, aprons etc.

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.

PE

Where possible, PE should take place outdoors. See attached PE timetable and plan and check Cleaning Schedule for information

Extra-curricular Activities

The possibility of facilitating extra-curricular activities has been explored. However, it would not be recommended that children from different bubbles would participate in extra-curricular activities at the same time. Therefore, we envisage that no extracurricular activities will take place for the foreseeable future. We will revisit this again in due course.

Homework

Upon consultation with the Board of Management and the In-school Management Team it has been agreed that no hard copy homework will be given to pupils for the foreseeable future. This will be revisited again around the Midterm break. The pupils will be set up on Google classroom and some online homework will be given weekly to all pupils.