**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 3 groups with each group having different break times and lunch times. Each class is also divided in half alphabetically to allow for staggered starting and finishing times. Typically children with surnames A- L will begin at 9.00 and finish at 2.25 and those with surnames m-Z will begin at 9.15 and finish at 2.40.
* The day will include 2 x 20 minute breaks
* Within each class from 3rd to 6th, the children will be divided into pods, with a minimum distance of 1 metre being maintained between pods as far as is possible
* Hand sanitiser will be available at the school entry point.
* Regular hand washing will take place in all classes

**Timetables**

|  |  |  |
| --- | --- | --- |
| **Timetable for Group A** | **Timetable for Group B** | **Timetable for Group C** |
| **9.00/ 9.15 – School start**  **10.30 – Break time**  **10.40- Yard**  **10.50 – Class resumes**  **12.45 – Lunch time**  **12.55- Yard**  **1.05 – Class resumes**  **2.25/ 2.40 Classes finish** | **9.00/ 9.15 – School start**  **10.45 – Break time**  **10.55- Yard**  **11.05 – Class resumes**  **1.00 – Lunch time**  **1.10- Yard**  **1.20 – Class resumes**  **2.25/ 2.40 Classes finish** | **9.00/ 9.15– School start**  **11.00 – Break time**  **11.10- Yard**  **11.20 – Class resumes**  **1.15 – Lunch time**  **1.25- Yard**  **1.35 – Class resumes**  **2.25/ 2.40 Classes finish** |
| **Classes in Group A** | **Classes inGroup B** | **Classes inGroup C** |
| **Glasmore Yard**  **3rd – Room 27**  **4th – Room 9**  **5th – room 7**  **6th – Room 1**  **Windmill Yard**  **3rd Room 30**  **4th Room 12**  **5th room 26**  **6th Room 4** | **Glasmore Yard**  **3rd – Room 28**  **4th – Room 10**  **5th – room 8**  **6th – Room 2**  **Room 21**  **Windmill Yard**  **3rd Room 31**  **4th Room 13**  **5th Room 19**  **6th Room**  **Room 22** | **Glasmore Yard**  **3rd – Room 29**  **4th – room 11**  **5th – Room 25**  **6th – Room 3**  **Windmill Yard**  **3rd Room 32**  **4th room 14**  **5th Room 15**  **6th room 6** |

**Key to Entrances & Exits**

|  |  |
| --- | --- |
| **Entrance and Exit Points** | **Number** |
| **Front of school** | **1** |
| **Hall Entrance** | **2** |
| **Back Foyer Entrance** | **3** |
| **Door to Windmill Yard near 3rd/ 4th class toilets** | **4** |
| **Door to Windmill Yard beside room 13/14** | **5** |
| **All classrooms** | **6** |

**Entrance & Exit Points for Specific Classes**

|  |  |  |
| --- | --- | --- |
| **Teacher** | **Class** | **Entrance & Exit Point** |
| **Room 1** | **6th** | **Class door- 1** |
| **2** | **6th** | **Class door 2** |
| **3** | **6th** | **Class door 3** |
| **4** | **6th** | **Class door 4** |
| **5** | **6th** | **Class door 5** |
| **6** | **6th** | **Class door 6** |
| **7** | **5th** | **Class door 7** |
| **8** | **5th** | **Class door 8** |
| **9** | **4th** | **Class door 9** |
| **10** | **4th** | **Class door 10** |
| **11** | **4th** | **Class door 11** |
| **12** | **4th** | **Class door 12** |
| **13** | **4th** | **Class door 13** |
| **14** | **4th** | **Class door 14** |
| **15** | **5th** | **Class door 15** |
| **19** | **5th** | **Prefab door 19/20** |
| **25** | **5th** | **Prefab door 25/26** |
| **26** | **5th** | **Prefab door 25/26** |
| **27** | **3rd Class** | **Prefab door 27/28** |
| **28** | **3rd Class** | **Prefab door 27/28** |
| **29** | **3rd Class** | **Prefab door 29/30** |
| **30** | **3rd Class** | **Prefab door 29/30** |
| **31** | **3rd Class** | **Prefab door 31/32** |
| **32** | **3rd Class** | **Prefab door 31/32** |
| **Room 20** | **SEN** | **Prefab door 19/20** |
| **Room 21** | **SEN** | **Prefab door 21/22** |
| **Room 22** | **SEN** | **Prefab door 21/22** |
| **Room 23** | **SEN** | **Prefab 23/24** |
| **Room 24** | **SEN** | **Prefab 23/24** |
| **Room 17** | **SEN-RES** | **Front/ back doors** |
| **Room 17a** | **Office** | **Front/ back doors** |
| **Room 18** | **SEN-RES** | **Front/Back doors** |
| **Principal’s Office** | **Office** | **Front/ back doors** |
| **Secretary’s Office** | **Office** | **Front/ Back doors** |

**Arrival at school**

* Each class/ bubble will have been divided in half alphabetically. Children should aim to arrive at the school at their assigned start time either 9am or 9.15
* 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 class should line up at their designated point with social distancing observed.
* 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 should be written in the child’s journal. Messages of a sensitive nature may be written in a sealed letter 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 at pre arranged meeting points off the school grounds.
* When the school day for that class is over the following arrangements will apply –
  + 3rd – 6th Class – **the class teacher will allow each pod to leave the classroom separately in order to minimise** contact
  + The first half of the class will leave at 2.25 and the second half will leave at 2.40.

**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 an adult arrives at the school, they should 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, and must wear a face mask

# 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/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 call their/a GP or 999
* The child presenting with symptoms will be given a face mask to wear
* 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 a child appears extremely unwell 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 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.
* All children should bring a hand towel to school for the drying of hands after hand washing

**Shared Equipment**

By necessity, some classroom equipment needs to be shared. 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 12 classes will have access to the yards during their allotted break and lunch times.

Yards will be supervised by class teachers, learning support teachers and SNAs working within those bubbles where possible. A rota will be drawn up.

**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.
* When SEN support is delivered 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**

Staff are encouraged to wear visors or facemasks as it is envisaged that the minimum 2m social distance will be difficult to maintain. Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves, aprons and face masks.These are provided for all staff.

**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 and use of equipment should be confined to the sets that have been distributed to class groupings. If the PE hall is being used by class groupings, common touch points should be cleaned at intervals throughout the school day.

**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. The staggered finishing times will also make the scheduling of after-school activities problematic. Further updates will be provided should this change.