## Kilconly National School

**RE: Re-opening of Kilconly N.S.**

Re-opening the school safely will require the co-operation of all members of our School Community – BoM, Staff, Parents and Pupils. We will all be called on to play our part in ensuring that re-opening of the school is done in a safe manner which prevents the spread of the virus and allows the vital work of Teaching and Learning to proceed with as little disruption as possible.

We have been working on our plan for the safe reopening of the school for some weeks now and have published the DES COVID-19 Response Plan (updated on 24th February 2021) for the safe and sustainable reopening of Primary and Special Schools on our school website.

The Response Plan gives details of:

* Physical preparation, signage, hand sanitiser stations,
* Advice, procedures and training for the safe return to working in the school for all school staff
* General and specific advice on how all pupils, staff, parents and visitors will prevent the spread of the virus

We have also published information regarding the reopening of our school on the school website as a means to keep you informed as to the progress of our re-opening plans .

**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 this can be implemented.

**Assumptions**

* All children return to school and classes operate within a bubble system. Each class group is regarded as a bubble and the children will only mix with the children in their bubble during the course of a school day.

Eg: Bubble system:

Junior and Senior Infants- D. Hayes

1st and 2nd Class- R. Samuels

3rd class- S. Barrett

4th class- N. Conroy

5th and 6th class- L. Flaherty

* Children from junior infants to 2nd class will work in pods or small groups within their bubble and are not required to social distance. A minimum distance of 1 metre will be maintained between pods. Children from third to sixth class are required to maintain a social distance of one metre between each other.
* Break-times will be staggered in order to reduce the potential for mixing with other bubbles. Junior and Senior Infants and fifth and sixth class will be grouped together for break-times. First and second class will be grouped with third and fourth class. Each bubble will have a separate zone on the yard to play on.
* Deep Clean and sanitisation of entire school before re-opening.
* Hand sanitiser will be available at all entry/exit points and in all class rooms.
* Warm water and soap will be available in all classrooms for handwashing.
* Pedal bins in each classroom.
* Daily cleaning and sanitisation of school. (Checklists in place)
* Signage throughout the school
* Children are asked to bring home their own wrappings and uneaten lunch box contents.
* All classrooms will have windows open/partially open while in use and fully open during break-times to improve ventilation and minimise risk.

**Break times**

**Infants/ 5th and 6th class**

Small Break 10:50-11.00

Lunch Break 12:30-1:00

**1st and 2nd class/ 3rd class/ 4th class**

Small Break 11:05-11:15

Lunch Break 1.05-1:35

**Entry and Exit Points**

**Gates**

We are asking that all students be dropped off at the large car park beside the community centre and be escorted to the gate by an adult. A new gateway will be installed and we ask that students enter the school via this gateway at the gable of the school. All students are to enter their classrooms upon arrival to school where they will be supervised by their teachers. This is to limit interactions with other class bubbles. Unfortunately, children will not be able to play on yard before school starts. As always, school will open at 9.10am, classes begin at 9.20am. All students are asked to observe social distancing of at least a metre when entering and exiting the school grounds/building/classrooms**. All students will be required to sanitise their hands prior to entering/exiting their classroom.**

**Arrival at School**

* Parents may drop their children from 9:10am.
* Children must go directly to their assigned classroom where a teacher will admit them.
* Children must go directly to their class bubble and, in the case of Infants to Second Class, to their assigned pod within the class bubble.
* No adults, other than staff members, should enter the building.
* Messages for teachers can be sent by homework diary, email or by phoning the school office.
* Please make an appointment if you require a meeting with a member of school staff**.**
* All visitors are required to wear a mask and sign a contact tracing form.

**End of School Day**

The following arrangements will apply at the end of the school day –

* The class teacher will escort their students to their designated pick up point in the car park beside the community centre and will release the children into the care of the adult who is there to collect them.
* Siblings will remain together to be collected.
* Children who use the bus to travel home from school will form a queue in a designated area observing social distancing guidelines of at least one metre. Children travelling by bus should sit with a sibling/relation or someone from their class group/pod (to be arranged when back at school). The same seating arrangements should be in place daily. We are awaiting further guidelines to be released on this.

**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 to alert that they have arrived or ring the newly installed school doorbell.
* The child will be brought from their class to the adult by a member of staff.
* No adult should enter the school building, unless invited to do so, as to limit social interaction.
* All visitors are required to wear a mask on school grounds and sign a contact tracing form upon entering the school.

**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 on the numbers provided and will be asked to collect their child as soon as possible and will be advised to inform their GP by phone of their symptoms.
* The child will be accompanied to the designated isolation area by a member of staff (teacher). 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 member of the SET will be asked to step into the classroom to supervise the class in the teacher’s absence maintaining social distancing .
* 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 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.

**Return to Education Parental Declaration Form**

After any absences, including school closure, parents need to complete and submit a Return to Education form for their child. These forms are available to download from our website. They have been emailed home to each household. Hardcopies are available from the office. Please ring the office should you require forms and they will be sent home.

**Supporting the Learning of Children who cannot attend school**

If a child is not able to attend school for an extended period of time, suggested activities to support the child’s learning at home will be shared with parents by the class teacher (and the support teacher where relevant).

**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**

* It is requested that all 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.
* Children are requested to bring a rain jacket to school on days that are wet as they will have to walk to the pick-up area.

**Shared Equipment**

By necessity, some classroom equipment needs to be shared including tablets, shared readers and the equipment used for structured activities and play in the Infant classroom. Tablets will be wiped clean after use by the teacher before being returned to their trolley. Shared readers will be wiped between uses.

Cleaning of all shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection. Toys in the infant rooms will be cleaned regularly in line with the guidelines provided in the response plan.

**Yards**

Each class grouping/bubble will have a designated area of the yard to use during their breaks. This will be the case in order to minimise the opportunity of mixing with other bubbles.

Yards will be supervised by staff members working within those bubbles.

**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/visors. Staff members may be required to wear face coverings/visors where the necessary physical distancing guidelines cannot be adhered to. Pupils will not be required to wear face coverings.

UPDATE 24th February 2021

**Masks**

Use of PPE in Schools : Medical Grade Masks

Schools must provide medical grade masks in the EN16483 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs.

**Ventilation**

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice ‘Practical Steps for the Deployment of Good Ventilation Practices in Schools’

The guidance sets out an overall approach for schools

* that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day)
* and partially open when classrooms are in use.

The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

**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 be necessary for a member of the Special Education team to supervise the class on that day.

Teachers/ staff/ substitutes are required to complete the updated Return to work form. As of March 1st, all pregnant teachers are considered high risk and will work from home.

**Lead Worker Representative**

A Lead Worker Representative has been appointed. Deirdre Hayes has been nominated and in her absence, Liam Flaherty will take on the role. The Government’s Return to work safely protocol requires the appointment of at least one LWR. The LWR will:

* Help out with putting in place the Covid-19 control measures.
* Communicate regularly with principal.
* Carry out regularly checks that Covid-19 control measures are in place.
* Keep a record of non-compliance with Covid-19 workplace Controls.
* Report to Principal any problem areas of non-comliance.
* Listen to the concerns of fellow colleagues and raise them with principal.
* Help keep colleagues up to date with the latest Covid-19 advice from Government.
* Help as part of the response team in managing someone with symptoms of Covid-19.
* Be familiar with the Return to Work Protocol and the public health recommendations.
* Complete the Covid-19 Induction
* Know the signs and symptoms of Covid.
* Understand how to stop the virus.
* Know the cleaning requirements needed to prevent the spread of the virus.

**PE**

Where possible, PE should take place outdoors and any equipment used should be wiped down by the teacher after use.

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Rebecca Samuels

Príomhoide

The following websites provide further information on COVID-19 and on government advice and recommendations regarding the re-opening of schools. They are also accessible from our website www.kilconlyns.com , under “Our Learning Links” page.

* <https://www.education.ie/en/covid-19/>
* <https://www2.hse.ie/coronavirus/>
* https://www.gov.ie/en/campaigns/a128d-back-to-school/?referr[er=htt](http://www.gov.ie/backtoschool/)p:/[/www.gov.ie/backtoschool/](http://www.gov.ie/backtoschool/)



St. Conleth’s N.S. 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, Deirdre Hayes (or Liam Flaherty as Deputy LWR) who will be supported in line with the agreement between the Department and education partners.

Signed: \_\_Rebecca Samuels\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_27/08/20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_