



Ardfinnan N.S.

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Reopening of School Logistical Plan 2021/2022

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:

Ardfinnan N.S. will reopen on Wednesday, September 1st 2021.

The Principal, Deputy Principal, SETs (Special Education Teachers) and SNAs will be on yard at 9:15am to ensure children are welcomed back to school and to help them become familiar with new safety rules.

Each classroom grouping will operate as a bubble. The children will go straight to their class every morning where they will be supervised by their class teacher. They will only meet with children in their classroom.

In the 3rd – 6th class groupings, pods will be created within the classrooms. These pods will change after October break.

Liquid soap, hand dryers and paper towel dispensers have been installed in bathrooms.

Hand sanitiser will be available at all entry points and in all class and support rooms. 17 sanitiser dispensers have been installed.

The staff will complete a wide range of tuition on, correct hygiene, lining up, the importance of hand sanitising, staying within their pods/bubbles etc. with the children during the first weeks back in school. These topics will be revisited on an ongoing basis.

All Parents will be required to complete a **Return to School Declaration Form** via Aladdin Connect App prior to September 1st 2021.

Arrival at School

- The school building will open to receive pupils from 9:15a.m. – 9:30a.m.
- To minimise the risks, and to help us maintain social distancing, we ask that children do not enter the school grounds before the school doors open at 9:15a.m.
- Each class bubble will have their own entry and exit point to the school. See **Reopening School Map** for reference. Directional signs have been erected outside the school for further guidance.

Class Group	Entrance Door
Junior Infants	Door C
Senior Infants	Door C
First Class – Mr. Moroney	Door B
First Class – Ms. Maher	Door A
Second Class	Door F
Third Class	Door D
Fourth Class	Door A
Fifth Class	Door F
Sixth Class	Door E
Ms. Griffin’s Junior Class	Door D
Ms. Geoghegan’s Senior Class	Door D

- Unfortunately, it will not be possible for parents/guardians, etc. to come onto the school grounds before/after school, with the following exceptions:
(Parents/guardians, etc. of Junior and Senior Infant pupils only may escort their child to drop off point, they may come as far as marking on the yard where they will be met by a member of staff).
- Under no circumstances are parents to stay in the yard after the child has been handed over but are to leave immediately.
- All class teachers will be in their rooms to receive children from 9:15a.m.
- It is necessary to stagger entry times for pupils. We will operate an alphabetical system based on surnames. Pupils will enter the school building at their designated entry point according to the timetable below and then proceed to their classrooms.

Pupils with Surnames beginning	Time of Entry
A – G	9:15 a.m.
H – N	9:20 a.m.
O – Z	9:25 a.m.

Buses arrive between 9.15 and 9.30. Buses will be met by a member of staff who will assist pupils in entering the school building in a calm, orderly fashion. ***The ‘time of entry’ plan will not apply to pupils who arrive by bus.***

- No adults, other than staff members, should enter the building.
- Messages for teachers can be sent via pupil homework journal, school email office@ardfinnanns.ie , or by phoning the school on 0527466397.

End of School Day

Junior Infants go home at the following times for the first five weeks.

Week No.	Date	Collection Time	Break times
Week 1&2	1 st September – 10 th September	12:00p.m.	One small break
Week 3	13 th September – 17 th September	12:30p.m.	One small break
Week 4&5	20 th September – 1 st October	1:00p.m.	One small break
Week 6	4 th October and thereafter	2:00p.m.	Two lunch breaks

- We ask that adults, who are collecting their children from school at the end of the day outside the school grounds must keep social distance.
- When the school day is over the following arrangements will apply:

- ☐ **Junior Infants** – the class teacher, SET and SNA will bring the children to their designated exit point and will release the children into the care of the adult who is there to collect them as follows:

Junior Infants with Surname beginning with	Collection Point
A - G	Gate 1
H - N	Gate 2
O - Z	Gate 3

- ☐ **Senior Infants** – the class teacher, SET and SNA will bring the children to their designated exit point and will release them into the care of the adult who is there to collect them as follows **@ 2.10pm.**

Senior Infants with Surname beginning with	Collection Point
A - G	Gate 1
H - N	Gate 2
O - Z	Gate 3

Due to the increased cleaning of our school as per DES guidelines, cleaning of infant classrooms will begin once pupils are collected. **All Junior and Senior Infants must be collected at their designated finish time, i.e Junior Infants as per the above table and Senior Infants @ 2:10p.m. Please note:** Busy Bees provide childcare supervision before and after school and can be contacted by calling Carmel on **083 3593754**, or email carmel@busybeesclonmel.com

- ☐ **First Class – Sixth Class pupils:** The children from 1st- 6th class who travel on buses will begin to be brought to the playground by Staff from 2:55p.m. and will go directly on to the bus in their pods or family groups.
- ☐ The Children in 1st-6th not travelling by bus will leave their classes at the following times:

Class Group	Collection Time	Collection Point
First Class – Mr. Moroney	3p.m.	Gate 1
First Class – Ms. Maher	3p.m.	Gate 2
Second Class	3p.m.	Gate 3
Third Class	3:05p.m.	Gate 1

Fourth Class	3:05p.m.	Gate 2
Fifth Class	3:10p.m.	Gate 3
Sixth Class	3:10p.m.	Gate 3
Ms Griffin's Junior Class	1:55p.m./2:55p.m.	Gate 1
Ms Geoghegan's Senior Class	2:55p.m.	Gate 1

- ☐ Staff will supervise each exit point to ensure all children are handed over safely to their parents

SEN Buses/Taxis

Where SEN pupils are dropped off and picked up by a private bus/taxi, the accompanying adult should remain in the car/bus with the pupil. A designated staff member will come to the car/bus to receive the pupil and will avoid or limit physical contact with the accompanying adult. A similar process should be followed for pick up.

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:

They should inform the school in advance if possible by means of Aladdin Connect App, email office@ardfinnanns.ie or by phoning the school on 0527466397.

When the adult arrives at the school, they must use the buzzer on the keypad at the front door to alert the school secretary 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 if they have not already done so via Aladdin Connect.

No adult should enter the school building unless absolutely necessary.

Arriving back at school after an appointment

If a child is brought back to school after an appointment e.g. Dental/hospital appointment they must wash their hands/sanitise hands on arrival. Adult should sign the child back in via Aladdin Connect App or at the school entry point.

Drop Off Box

If a child forgets any essential item, there will be a drop off box at the main door. Please ring or email the school to let us know you are dropping an item and we will ensure your child receives it. Please make sure to have their name clearly marked on the item.

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.

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

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distance from the next Pod. All unnecessary furniture has been removed from these classrooms to create as much space as possible.

Yard Supervision:

Due to the large number of children in Ardfinnan N.S. staggered morning and Lunch breaks must apply.

Sos beag:

Junior Break: 11:10a.m. – 11:25a.m. – Junior/Senior Infants, First & Second Class

Senior Break: 11:30a.m. – 11:45a.m. – Third, Fourth, Fifth & Sixth Class

Lón:

Junior Lunch Break: 12:45 – 1:05p.m – Junior/Senior Infants, First & Second Class

Senior Lunch Break: 1:10p.m. – 1:30p.m. - Third, Fourth, Fifth & Sixth Class

Common Purpose (CP) Room

The common purpose room will be divided into two sections and used as SEN rooms during the school day.

Corridors

Briefly passing someone in the 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 observe the practice of keeping to the left in the corridors and have sectioned it using black and yellow hazard tape.

Ventilation: Windows will be opened regularly in classrooms, bathrooms and corridor. They will remain open during all breaks. Classroom doors will remain open as much as possible.

Cloakrooms and Toilets

Additional soap dispensers and disposable hand towel dispensers have been installed in the toilet areas. Additional bins have been purchased to minimise hand contact with common surfaces.

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. During a P.E lesson the use of equipment should be confined to the sets that have been distributed to class groupings. Pupils will hand sanitise before and after using any P.E equipment.

Swimming

Pupils will not attend swimming lessons until further notice.

Staffroom:

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are accessing the staff room, arriving for work, using the photocopying facilities etc. If 2 metres cannot be maintained in staff groups, face coverings should be worn.

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

Staff should bring their own cups, bottles, cutlery etc to school to avoid sharing utensils in the staffroom, as far as possible. Items which are communally used, i.e. kettle, toaster, microwave, should be sanitised using the provided disinfectant wipes after use.

Hygiene and Cleaning:

17 Hand sanitiser dispensers have been installed throughout the school, at each entrance point and in each classroom.

Emulsifying soap, paper towels and hand dryers are available in toilet areas and in the staffroom.

Hand hygiene will be promoted and encouraged, Posters will display correct hand hygiene procedures. 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, tables, 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.

Children must bring home their own rubbish daily, in order to minimise movement around the classroom.

Shared Equipment

By necessity, some classroom equipment needs to be shared including Maths equipment 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. Pupils will hand sanitise before and after using any materials.

Books, Copies, Pencils, etc.

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils.

We would ask that pupils have a pencil case which can be left in school containing only necessary items. It would be useful to have a second pencil case at home for home based activities.

Library Books

HSE interim report reports that books which are used in the classroom or school library setting can be returned to the shelf and made available again without any delay.

PPE

While it is not envisaged that children will wear face coverings, staff will wear a facial coverings at all times. These will be provided to all staff members by the school. Staff that are attending to particular care needs, dealing with suspected COVID-19 cases or who are administering first aid will wear appropriate PPE including gloves and medical grade face masks and aprons. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

Gloves

There is no need for 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.

School Office

Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging to meet with various members of staff remotely, via email or by phone where possible. A contact tracing log must be completed once you enter the school building.

Children should not be sent to the Secretary's Office to deliver messages, please use school email office@ardfinnanns.ie or the Aladdin message board to do so unless in the case of an emergency.

A safety screen with hatch has been installed in the Secretary's Office. As far as possible, staff members should not enter the Office area (maximum of two persons in the office area when necessary).

Staff members are asked to only use the hands free telephone and to wipe it clean with disinfectant wipes provided when finished.

Photocopier

Staff members must wipe down the photocopier after use.

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 facilitating extra-curricular activities such as music lessons, GAA coaching, 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.

Support Teaching

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 where possible 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 - 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 groupings.

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 Special Education Teacher, where relevant) will support the child's learning at home.

The majority of parents have already provided an email address at which the school can contact them to support Home Learning. This is vitally important if the school, or parts of the school have to close due to HSE advice. Parents/Guardians, if you have not already done so, please email office@ardfinnanns.ie and you will be added to the contact list for Home Learning.

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.

Employee Assistance and Wellbeing Programme

Support for school staff wellbeing will be provided by Department Support Services including the PDST and 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 under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.

Teacher or SNA Absence and Substitution:

In the event that a 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. A member of the SET team will teach the class until a substitute teacher is secured for the teacher.

COVID-19 Related Absence Management

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

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.

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.

Staff **must not** attend school if they display any symptoms.

A designated isolation area, referred internally as our '**Oopsie Daisy Room**' has been created in our stand alone Prefab building.

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

- A staff member will take your child's temperature if they feel unwell and present with signs/symptoms.
- 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.
- 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, this can be done via the Aladdin Connect App.**
- Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.

A route plan has been drawn up for the child to take from their classroom to the Oopsie Daisy isolation room. Route plan maps will be displayed in each classroom.

The isolation area will have:

- Tissues
- Hand sanitiser
- Disinfectant/wipes
- Gloves/Masks
- Waste Bags
- Bins

A face covering will be provided to the staff member/child who is symptomatic.

The staff member or child who is symptomatic should avoid touching people, surfaces and objects.

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.

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.

The school will facilitate the child presenting with symptoms to remain in isolation if they cannot immediately go home. If the parent/guardian/emergency contact is uncontactable we will call their GP if necessary.

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.

The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

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 is essential at all times.

It is important to remember that 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.

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

School Uniform

- Pupils should wear their full school uniform apart from days when they have PE/coaching when they are permitted to wear their PE tracksuit, these days will be communicated to you by your child's class teacher in September.

- 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.

Key facts for Parents:

COVID – 19 is a new illness that can affect the lungs and airways and is caused by a new virus called the Coronavirus.

Coronavirus is spread in sneeze or cough droplets. To infect you, it has to get from an infected person's nose or mouth into your eyes, nose or mouth. This can be direct or indirect (on hands, objects, surfaces). If you come into close contact with someone who is shedding the virus and who is coughing or sneezing or if you touch - with your hands - surfaces or objects that someone who has the virus has coughed or sneezed on, and then touch your mouth, nose or eyes without having washed your hands thoroughly you may contract the virus.

As COVID-19 is a new illness, we are still learning about how easily the virus spreads from person to person and how to control it, so it is important to keep up to date and make sure you are using the most up to date guidance available. This information is available from:

- HSE-HPSC: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>

COVID-19 can be a mild or severe illness. Severe illness is much more common in older people (especially older than 70) and in people vulnerable for other reasons. Severe illness is much less common in children and young adults in good health.

The most common symptoms of Covid 19 are:

- Cough - this can be any kind of cough, usually dry but not always
- Fever - high temperature over 38 degrees Celsius
- Shortness of Breath
- Breathing Difficulties
- Lack of smell.

Symptomatic people appear to be most infectious for other people in the early days after symptoms begin. Infection can also spread from people in the day or two before they get symptoms and it can spread from some people who get an infection but have no symptoms or such mild symptoms that they take little notice of them (asymptomatic spread). People are no longer infectious for other people 14 days after they have developed symptoms.

Best practice for Parents and Pupils:

In order to prevent the spread of the virus **you must - Wash your hands with soap and water (which is the best method to get rid of germs) and or use a hand sanitiser...**

- If you have been in contact with someone who is displaying any COVID-19 symptoms
- If you have coughed or sneezed
- if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
- if you have been on public transport,
- if you have been in a crowd (especially an indoor crowd)

- if you have handled animals or animal waste
- If you move from one room to another room or from inside to outside areas
- If you have physical contact with a child from another group other than their own group
- if your hands are dirty
- when you arrive and leave buildings including your home or anyone else's home
- After using the toilet
- Before and after eating
- Before and after preparing food
- Before and after eating your own food – breaks/lunches
- After assisting a child to use the toilet or using the toilet themselves
- After contact with bodily fluids (runny nose, spit, vomit, blood, faeces)
- After cleaning tasks

You must practise good respiratory hygiene: that is, when coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.

You must - Maintain social or physical distancing: that is, leave at least 2 metres (6 feet) distance between yourself and other people where possible, particularly those who are coughing, sneezing and have a fever.

Must not engage in handshaking or hugging

Must avoid touching your eyes, nose and mouth – if you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself. Keep your hands in good condition. Moisturise them often. Any basic product that is not perfumed or coloured is OK.

Role of Parents:

It is important that parents have a clear understanding of the benefits and risk of attending school and that it is not possible to guarantee that infection can be prevented in any setting either in a childcare centre, school or in the home.

The following are protocols that are put in place to safeguard the health and safety of each other. Parents are expected to abide by them and failure to do so may result in a parent being instructed to remove a child from the school building/yard, and or to leave the school premises themselves.

Under no circumstances is a parent to bring a child to school if -

- If the child is exhibiting any symptoms of Covid-19.
- If the child has a temperature, is sneezing, coughing, who has been vomiting or has diarrhoea.
- If the child was sent home from school the previous day with diarrhoea or vomiting.
- If a child has been outside of the country in the 14 days prior to August 27th, they are not to attend school but must isolate
- If the child has been in contact with any family member and or other person who has Covid-19.

Responsibilities for Parents:

1. **(Optional) Parents of children in 1st to 6th class** may supply their child with his/her own hygiene bag which is **labelled** coming to school, i.e. a mesh zipped wallet containing anti-bacterial wipes, hand sanitiser and pocket tissues.
2. Parents must ensure that all of the child's equipment/books/copies are labelled with the child's name as equipment/books cannot be shared.
3. Books and copies must be covered in a vinyl type covering. Each child will be provided with a storage box or cubby hole to place their books in.
4. Parents are to ensure that their child knows and uses the protocols around coughing/sneezing/use of tissues/hand sanitisers etiquette **prior to returning to school.**
5. Parents must ensure that all **books/writing equipment/lunch boxes/water bottles** are sanitised using alcohol wipes on completion of homework before being placed in the child's schoolbag.
6. Water bottles are to be filled **at home.**
7. Pencils to be pared at home and copies ruled, where applicable.
8. Children are to go to the bathroom **before** they leave home for school daily.
9. Children are to wash their hands **before** leaving for school daily.
10. Parents/guardians must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with other children.
11. Children will eat their lunches at their desks/work stations, as per our usual practice.
12. Rubbish must be brought home and disposed of daily.