



Logistic Plan for the Re-opening of our School

“No person (child, teacher or parent) should attend an educational setting if unwell or any members of their household are unwell with symptoms consistent with COVID-19”

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 for the arrival and dispersal of pupils.
- Classes will have two lunch breaks; 10 minutes and 20 minutes. Classes will play within a defined zone on the yard and only with children in their class bubble.
- 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. Pupils from Junior Infants – 2nd class are not required to maintain a distance of 1 metre between their peers throughout the school day, however, they will be seated in pods and for all play and group activities within the classroom they will remain in these pods and only share resources with pupils in their pod.
- Hand sanitiser will be available at all entry points and outside all class and support rooms

Timetables for Arrival and Dispersal at school

All Pupils

- All pupils will be divided into two groups. It is imperative that parents and pupils adhere to the arrival and dispersal times for these groups in order to minimise the risk of the introduction of Covid-19 into our school. **Children are not permitted to congregate at any door in the morning time.** Pupils should enter their classroom immediately when they arrive at their specified times. Going to the yard is not required at present as we have to keep classes apart to avoid the spreading of COVID-19.
- **Group A will consist of all pupils with a surname A-L. These pupils should arrive at school at 9:10 am and must be in their classroom by 9:20 am. At home time, pupils in this group should be collected at 2:50 pm. Parents are reminded to adhere to 2m social distancing at collection times and to leave the carpark promptly to facilitate Group B families arriving.**
- **Group B will consist of pupils with a surname M-W. These pupils should arrive at school at 9:20 and must be in their classroom by 9:30 am. At home time, pupils in this group should be collected at 3:00pm. Parents are reminded to adhere to 2m social distancing at collection times and to leave the carpark promptly.**

Parents are kindly asked not to congregate at the school wall, gate or within the school grounds. Please lead by example and maintain a distance of 2m between one another. As soon as you have dropped/collected your child we ask that you promptly return to your car and leave the school premises. Thank you for your co-operation.

Junior Infant & Senior Infant Collection routines

Junior and Senior Infants will adhere to the Group A/B system outlined above for the morning drop-off. Junior & Senior infant children should be collected at 2pm as normal. The class teacher will help children to exit the school building. We ask parents not to engage the classroom teacher in conversation at this point in order to ensure that the collection process runs efficiently for these pupils. Please leave the school grounds immediately once you have collected your child. If the class teacher wishes to relay an important message to you about your child, she will endeavour to do so at the end of the school day via telephone conversation or email.

Entrances & Exits

In order to reduce the risk of Covid-19 entering into the school we will no longer allow children to gather along the ramp outside the school. We ask that pupils enter the school buildings using the following doors:

- Infants, 1st and 2nd – use the ramp to enter the building.
- 3rd and 4th Class – use their external classroom door.
- 5th and 6th Class – walk around the school to their external classroom door next to the PE shed.

We ask all parents to please be mindful of children using the different entrances and as always, extreme caution when driving in the school car park.

Communication

In Killina we have always enjoyed open lines of communication between parents and teachers. In the coming school year, we will always endeavour to ensure that this will continue. However, in line with government directives it is imperative that we do our absolute best to minimise the number of people coming into our school other than staff and pupils. With that in mind **parents are asked not to come into the school building** without prior approval by a teacher/and or principal.

In order to ensure that our communication is effective, the direct staff email addresses will remain open throughout the school term. Parents are asked to contact their child's class teacher in the first instance. Staff will endeavour to check school emails once during school hours but it may not be possible to respond to same during the school day. We will do our best to reply in a prompt manner when possible. We ask that you do not send notes into school with your child, but instead utilise the email system. The less materials transferring from home to school will help us to minimise the risk of allowing the virus to enter our school.

- Mrs. Usher: mrsusher@killinans.com (Junior and Senior Infants)
- Mr. Tyrrell: mrtyrrell@killinans.com (1st and 2nd Class)
- Ms. Dalton: msdalton@killinans.com (3rd and 4th Class)
- Mrs. Noonan: mrsnoonan@killinans.com (5th and 6th Class)
- Mrs. O'Sullivan: mrsosullivan@killinans.com (SET)

We ask that general school queries be directed through the school office at office@killinans.com

Our Secretary Aishling will be in the School Office on Monday, Wednesday and Friday between the hours of 9-1. If you have a very important message about your child that the classroom teacher should know at the beginning of the school day, please phone the school office and Aishling will relay the message to the relevant teacher. If the message is not urgent, perhaps the most effective means of communication will be through the teacher's direct email.

Our school website will continue to be a source of valuable information throughout the year. There will be a 'Covid-19 Schools Updates' section on our website. Here, we will keep the most up to date government guidelines and our school policies and routines which relate to Covid-19. Our website will also host a wealth of information relating to our school and we hope that it will be an excellent resource for the parent body.

Collection of Children during the School Day

Children should not be collected early from school unless for medical appointments or urgent family reasons. If an adult has to collect a child during the course of the school day, the following arrangements will apply (please ensure class teacher is aware that you will be collecting your child early):

- The adult should proceed to the front entrance and buzz the doorbell. Please remain outside the front door.
- A member of school staff will record that your child has left early.
- Please remember that no adult should enter the school building unless invited to do so.

Drop off Box

We understand that at times your child may forget an essential item for their school day, therefore there will be a drop off box placed outside the front door of the school for such instances. Please label the item with your child's name and we will ensure that your child receives the item.

Materials coming from the home

In order to minimise the risks associated with materials coming from home the vast majority of your child's belongings will remain in their individual baskets at school and will not be brought home. Furthermore, as we aim to decrease transmissions between home and school we will be enhancing our emails and the Aladdin text message system.

Pencil Cases

This will include pencil cases. Pupils will not share their personal belongings with their peers. Please ensure your child has all necessary stationery in their pencil case on the first day of school. It would be most helpful if you could label your child's stationery with their name. This pencil case is to remain in school at all times and should not be brought home.

Lunchboxes

Every child should have a lunch box and drink bottle. It is very important that these items are washed in soapy water every day at home. It is important that the lunchbox and drink bottle are made of a material that can be disinfected. These must be brought home every day. Children must bring home all of their lunch materials every day as we will not be providing a composting/recycling service for the coming school year.

Homework

Please note that there will be no homework given during the month of September. Our priority will be on helping your child to become reacquainted with their peers, to settle into our new school routines and to ensure that their wellbeing is prioritised. After this period homework protocols will be shared with parents as our normal homework routines may differ this year.

Coats

Coats will be hung on the backs of chairs or in a shared pod for each group.

Slippers

Slippers will not be required for the coming year. Children are not to bring these in to school.

Cushions

Children are not permitted to bring cushions for their seat.

Classroom Layout (2020/21 classes)

In order to maintain social distancing/distances between pods we have reconfigured our classrooms. Many pieces of furniture have been removed to create more space.

- Junior and Senior Infants will remain in Mrs. Usher's classroom.
- 1st and 2nd Class will remain in Mr. Tyrrell's room.
- Ms. Dalton's 3rd and 4th Class will now use Mrs. Noonan's classroom.
- Mrs. Noonan's 5th & 6th Class will now use Ms. Dalton's classroom.

These changes were made to accommodate larger class numbers and to make social distancing possible.

Know the Symptoms of COVID-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- High temperature
- Cough, shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

Hand Hygiene

Hand sanitising stations have been placed in all classrooms and throughout the whole school. It is advised that pupils and staff wash their hands on the following occasions:

- On arrival at school
- Before eating or drinking
- After using the toilet
- After playing outdoors
- When their hands are physically dirty
- When they cough or sneeze

We have altered our school to ensure that there is access to warm water in every classroom and there will be an ample supply of liquid soap, paper towels and sanitising gel in all classrooms.

Respiratory Hygiene

Staff and pupils need to know the importance of good respiratory measures to limit the spread of the virus.

- avoid touching the face, eyes, nose and mouth
- cover coughs and sneezes with an elbow or a tissue
- dispose of tissues in a covered bin

Dealing with a suspected case of Covid-19

If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures which 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 **who will then call their doctor and continue self-isolation at home.**
- 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.

Please ensure we have up to date contact details for 3 individuals where possible (this may include, parents/guardians and one other) who will be available to collect your child in the event that we need to make urgent contact with you regarding your child's health. It is recommended that the person collecting your child from school is not in an 'at-risk category'.

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 (eg. Siblings)
- Children with underlying health conditions **(see roadmap on school website)** 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 due to circumstances mentioned in the previous section, the class teacher (and/or the SET, where relevant) will provide suggested activities to support the child's learning at home and these 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

- Public health advice will be sought and followed

Shared Equipment

By necessity, some classroom equipment needs to be shared including chromebooks, tablets 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. We will also have a safe system in place for the use of classroom libraries.

Lunch time Yard

Class Bubbles will consist of the class levels that are within one classroom.

Therefore, Mrs. Usher's infant classes are one class bubble. Within this bubble there will be smaller groups of pods. These pods will share resources and toys within the classroom with appropriate cleaning measures taken.

Mr. Tyrrell's 1st and 2nd class will be another class bubble. Within this bubble there will also be pods for the purpose of completing group work. It will be the teachers aim to maintain a distance of 1 metre between the pods. Resources will not be shared between pods and will be cleaned after use.

Ms. Dalton's 3rd and 4th class will be another class bubble. Within this bubble there will also be pods for the purpose of completing group work. It will be the teachers aim to maintain a distance of 1 metre between the pods. Resources will not be shared between pods and will be cleaned after use.

Mrs. Noonan's 5th and 6th class will be another class bubble. Within this bubble there will also be pods for the purpose of completing group work. It will be the teachers aim to maintain a distance of 1 metre between the pods. Resources will not be shared between pods and will be cleaned after use.

Please note that teachers will not be changing the pod structure until an extended school holiday (eg. Christmas Break) occurs. Pupils within the pods may be alternated after a holiday period.

During yard time, class bubbles will play together on separate areas of the yard. For example, Infants and 1st/2nd class will be on the yard at the same time but both classes will not be allowed to mix with each other. Yard times are as follows:

- Infants to 2nd Class – Small break (10:50 to 11 am) Big break (12:25 to 12:45)
- 3rd to 6th Class – Small break (11:05 to 11:15 am) Big break (12:50 to 1:10)

Learning Support/Special Educational Needs teaching

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal.

- When working within a classroom setting the SET will maintain a 2m distance from the class teacher and SNA.
- Given the nature of the support provided by the SEN teacher, social distancing may not always be possible. Therefore, it is likely that our SET Mrs O' Sullivan will be wearing a face covering when supporting your child.
- Where children from 3rd to 6th Class receive support in 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
- It is recognised that pupils with SEN will require particular support at the time of transition back to school including supporting their well-being, reducing potential anxiety and planning learning experiences that take account of the effect of school closures on their progress.
- Please refer to the NCSE website which has wonderful resources to support transition from home back to school.

PPE

When a distance of 2m cannot be maintained between the teacher and pupils the teacher will wear a face covering. Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks.

Teacher 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 (classes/bubbles are not permitted to mix). **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

When possible, PE will take place outdoors. Equipment used during the PE lesson will be cleaned thoroughly.

Extra-curricular Activities

It has been agreed that no external coaches or extracurricular teachers will visit the school for the month of September. After this point the Board of Management will review this decision and parents will be kept informed.

Induction Training

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of this training is to ensure that staff have full knowledge and understanding of the latest up to-date advice and guidance on public health, Covid-19 symptoms, what to do if a staff member or pupil develops symptoms of Covid-19 while at school and knowledge of the Covid-19 Response Plan.

Lead Worker Representative

A Lead Worker Representative in collaboration with the Board of Management will assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace. A Deputy Lead Worker Representative will deputise as Lead Worker Representative where the Lead Worker Representative is absent.

Return to School for Pupils:

When our school re-opens there will be changes for everyone. Students will be changing classes, and some will be changing teachers. There will be new school rules and routines to learn to keep everyone safe. A lot of time has gone into planning for the return to school to help to ensure that staff, students and parents feel welcome, safe and secure.

Our school is opening up and staff are really looking forward to welcoming students back and helping them re-engage with learning in school. We understand that some students will require additional support to help them reconnect with their school community and re-engage with learning.

Most students will be looking forward to school and meeting up with friends, teachers and other school staff. Many will feel excited, relieved and happy. Some may feel a little anxious and worried about returning to school. This is to be expected and is a normal response at a time of transition and change. Most students will settle in over time, as they re-connect with friends and get used to the new school safety routines.

Our school staff know that wellbeing is important and needed for learning to happen. We are prioritising the things that we know will promote wellbeing at this time. We also know that parents have made great efforts to support their child's continued education when schools were closed and that parents have done their best. As per the Department of Education's guidelines, the focus on our return to school will primarily be in the curricular areas of English, Gaeilge, Mathematics, P.E. and S.P.H.E. We would like to reassure you that teachers will focus on each child's individual level on their return to school.

Getting back to a school routine, getting enough sleep, eating healthily, taking physical exercise, taking some time to be creative and reconnecting with friends will help everyone to settle back in to school. We are all working towards the same goal, helping our pupils to make the transition back to school, to reconnect with their teachers and friends and to establish new routines that support their health and safety.

We understand that there is a lot of information in this document. Please read it carefully and keep it safely for future reference. This is a living document and as such is subject to change.

We are looking forward to welcoming all of our pupils back to school on the 31st of August.

Kind regards,

Dominic Tyrrell

Principal

Raphael Leen

Chairperson, Board of Management