**Logistics Plan for Re-opening of**

**Scoil Chaitríona NS, Cappamore**

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 created to better ensure that the school can exercise that duty of care. The plan is based on the guidelines on the reopening of schools issued by the Department of Education and Skills.

In keeping with public health advice and these guidelines, all children will 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. It is vital that each family reads this information carefully and discusses it with their child.

As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

**Bubbles and Pods**

* The school will operate a bubble and pod system as advised by the Department’s guidelines.
* One bubble will be in the Junior and Senior Infant class, one in 1st, 2nd and 3rd class, one in 4th, 5th and 6th and one in the Special Class.
* Children from the Special Class will be integrated as the month/ term progresses into Jnrs, Snrs and 1st class.
* Within the bubbles in the senior classes there will be smaller pods
* According to Department guidelines, one metre distance will be kept between each pod in the senior classroom. To help achieve this extra furniture has been taken from classrooms to create maximum space. There will be four/six children in each pod.
* The school and the school day will be structured so that the bubbles will be separated as much as possible.
* Hand sanitiser will be available at all entry points and in all class and support rooms.

**Entrances & Exits**

* All classes will enter the school using the main front door of the school. (SLIDING DOOR)
* All classes will exit the school using the back door of the school; the door beside the infant room.

**Arrival at school**

* We will ask children to arrive at or just before 9. The front and back gates will be open for them to enter. We will not be staggering our arrival times.
* 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.
* All pupils should enter the school via the front or back gate.
* Each child should go straight to their classroom and to their seat on arrival at school.
* All pupils should enter through the main door and will exit through the back door near the infant classroom.
* No adults, other than staff members, should enter the school grounds with exception of the junior infant parents on their child’s first day of school. There will be a time slot for parents which will be emailed to them prior to start of school.

**Communicating with Teachers**

* Messages for teachers can be sent by email or by phoning/texting the school office/mobile.
* Parents will have to make appointments to meet the class teacher which will be arranged either before or after school.
* In the event of attending an appointment in the school, a detailed sign in/sign out contact log will be completed to aid in any possible contact tracing if parents enter the building.

**End of School Day**

*Infant Collection*

* Adults collecting infants may do so by only entering the yard of the school through the front and back gate and are asked to stand with physical distancing in mind. Please be mindful of physical distancing at all times while on the school grounds. **Parents may not enter the school building at any time for collection.**

*First to Sixth Collection*

* Each family is asked to collect their child at the same time as they have done in previous years. There will be no staggered collection time. Due to the volume leaving at this time we ask that parents remain outside the school gates
* Adults, who are collecting their children from school at the end of the day, should wait in their cars as normal and try not to congregate at the school gate to aid social distancing.

**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 either phone the office or phone the school mobile to alert staff that they have arrived. (Secretary days are Monday, Tuesday and Thursday 9:15 to 1:15. An SNA will have the school mobile on all the other days)
* 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.

# Dealing with a suspected case of Covid-19

Pupils should not attend school if displaying any symptoms of Covid-19; cough, shortness of breath, fever, loss or change to your sense of smell or taste. 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 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. 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,
* 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.
* 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.

**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 to a country not on the government’s green list and must self-isolate for a period of 14 days
* Children who are generally unwell

**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

**Curricular Learning**

The Department of Education has instructed schools to focus on the curricular areas of mathematics and the languages: English and Irish, when the school reopens. This will give us the opportunity to cover topics that were assigned during lockdown and revise topics from last year. Assessment will form a large part of our work initially to ascertain the level of the pupils and identify areas that need to be addressed. The Department also stress the importance of supporting the wellbeing of pupils through the teaching of SPHE and PE.

**Learning Support**

For the month of September, learning support will focus primarily on those pupils who have missed their time during the school closures. To enable this, in-class support will be increased and withdrawal time will be reduced. This approach will be reviewed at the end of September.

**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 will assign activities to support the child’s learning at home. In consultation with the parents, a method to share and receive work with the teacher will be decided upon.

**Personal Equipment**

* In so far as possible, 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.
* **Once your child has returned to school on the 31st of August we will not be sending books or stationary home to avoid contamination. Homework will be conducted via digital means.**

**Shared Equipment**

By necessity, some classroom equipment needs to be shared including 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.

**PE**

PE will be an important part of our return to school and pupil wellbeing. PE equipment will be sanitised after each lesson.

**Yard Time**

Each classroom will have use of their own section of the yard.

* 1st, 2nd and 3rd will use the back yard.
* Juniors, Seniors and the Special Class will use the middle yard.
* 4th, 5th and 6th will use the front yard and the green area in front of the convent.
* These yards have a distinct yellow line to delineate between the areas.
* Each class will line up at their own marker to support physical distancing.

There will be four SNAs and a teacher on duty every day

**Use of School Toilets**

As we have shared toilet facilities in the school, only one pupil from each class will be allowed to use the toilet at any given time. Floor markers will be used in the toilet area to support physical distancing.

**PPE**

Staff, who wish to do so, will wear face coverings. It is not recommended that children under 13 years of age need 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/shields.

**Hand Hygiene**

Hand hygiene will be a significant change to the school day for pupils. Pupils and staff should perform hand hygiene by using hand sanitiser and/or washing hands :

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

**Cleaning**

We have increased the cleaning hours in our school in keeping in line with Department guidelines.

**Temperatures**

We will not be taking children’s temperature in school but if we suspect a case we will seek the permission of the parent to do so.

**Uniform**

We would ask that the children would wear their uniform on Monday, tracksuit on Tuesday, uniform on Wednesday, tracksuit on Thursday and uniform on Friday. All clothes should be washed regularly and changed immediately after school.