



Scoil Chaitríona Cailíní Reponse Plan

School Profile

192 pupils

9 Mainstream classes

3.65 Special Education Teachers (1 shared with another school 1 day per week and our junior school .4 day per week)

Administrative Principal

4 Full Time SNA posts

Secretary works 4 days per week

Part Time Attendance officer

Part Time Caretaker

2 Cleaners

The biggest classroom in the school is 60 metres squared.

There are 2 toilets and sinks in each classroom.

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Additional Challenges

There is an ongoing building project but this is separate from the main school by a safety fence

No on-site parking for parents/guardians.

Human Resources allocated through additional funding from DES

Aide – 2 days

Deputy Principal – 10 Leadership and Administration Days

Assumptions

School will re-open for all pupils on Wednesday 26th August

Key Dates

Week beginning Monday 10th August

Organise ISM and Staff meetings to discuss and allocate tasks (Possible tasks listed at the end of this document)

Contact PA Committee and ask for questions/concerns from the perspective of parents. These can be addressed in the BOM's final plan.

Contact the school community and inform everyone that the BOM's COvid-19 Response Plan will be published on August 18th, two weeks in advance of school re-opening.

Appoint 'Aide'

Elect Lead Worker Representative and Deputy Lead Worker Representative.

Draw up list of required PPE, and order

Week beginning Monday 17th August

Classroom layouts to be finalised and completed.

Week beginning Monday 24th August

Monday and Tuesday– all staff on site to finalise arrangements

Wednesday – welcome children back to school

Usual School Hours

Normal school hours: 8.50am to 2.30pm

Parents/guardians will not have access to the school yard both before and after school. We respectfully request that parents/guardians drop and go and do not congregate in groups in the vicinity of the school.

All the children will enter and leave the walkway through the following doors:

DOOR A: Room 1, 2 & 3

DOOR B: Room 4, 5 & 6

DOOR C: Room 7, 8 & 9

Morning:

All class teachers will be in their classrooms by 8.40a.m.

Children will go directly to their classrooms on arrival. Other staff members (including Special Education Teachers, SNAs and the Principal) will be available on the walkway to receive the children and to help them to their classrooms.

Afternoon:

Classes will be released in room number order and walked to the green gate by teachers

As many of our older children walk home by themselves, there should not be as many cars arriving for pickups at this time. Parents/guardians who walk to the school to collect children are asked to maintain a social distance outside the school gate.

Breaktimes

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low. Yard times will be structured to allow the children as much free-play space as possible while keeping within the DES guidelines.

Yard Supervision

A rota will be organised based on Class Bubbles and the SETs allocated to those classes.

Staff will wear gloves on duty and carry their own pen.

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.

The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping, which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Learning Support Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

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 as far as possible, 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.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.
- When a support teacher is working in close proximity to a child they will wear a face visor.
- Smaller groups will be created where possible and pupils from the same class only if possible
- Sanitisers will be placed at the entrance to all SEN rooms and pupils must sanitise before lesson begins
- A teacher will wear a face visor where a teacher is engaged in table top activities. Teachers are advised not to stoop down to pupils if possible
- Pupils will have their own Ziplock folders which will contain their books/copies/whiteboard/markers writing materials etc.
- Extra supplies of pencils/markers/whiteboards/glue sticks will be purchased as backup.
- SEN staff to prepare back- up materials using sandwich bags
- After each group a teacher will use sprays and cloths to wipe down desks and door handles
- Cloths will be washed frequently
- SNAs will bring children to and from rooms
- The principal will discuss with parents the possible risks/ requirements of those with underlying conditions
- Staff will conduct lessons on the use of sanitisers and all relevant protocols.

Second Class

It is not a requirement for pupils in Second Class to socially distance. Our Second Class pupils will be frequently reminded in relation to hand hygiene and cough/sneeze etiquette.

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

Assemblies

Weekly school Assemblies will be held via Zoom

Walkway

Briefly passing someone on the walkway 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 our usual practice of keeping to the left when on the stairs and in the corridors.

Additional Measures to Limit Interactions

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.

While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

Doors and Windows

Where practical, all internal doors will be left open to minimise hand contact with common surfaces.

To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground.

Windows should be opened when children are on yard, when they are singing as a group, or when they are playing musical instruments. Recorders/tinwhistles should not be shared between pupils.

Cloakrooms and Toilets

All classrooms have their own toilets which will receive a deep clean each day.

Additional touch free soap dispensers, hand sanitising units and paper towel dispensers have been installed in each classroom.

Water heaters are installed in each classroom.

Lunches

Children are asked not to share their food or drinks with other children. Children will eat their lunches at their desks, as per our usual practice. Children should bring home all uneaten food.

Books, Copies, Pencils, etc.

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils. Pupils should leave their pencil cases in school each day and have a separate set of pencils/pens for home.

Uniforms/Tracksuits

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families.

We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, except on P.E. days, or when otherwise requested by teachers. We will be flexible about P.E. tracksuits being worn on non-P.E. days.

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.

Office

A contactless payment system has been set up to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through the school office.

Children should not be sent to the Secretary's Office or to the Reception area to deliver messages.

As far as possible, staff members should not enter the Office area and should speak with the Secretary at the Reception area.

Photocopying.

Any staff member who uses the photocopier should clean it down after use with the wipes provided.

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 possibility of facilitating extra-curricular activities such as GAA will be explored at a future date. Music with Gareth will be available to each class on a weekly basis via an online platform. Gareth will be visible to the class teacher and pupils on the classroom SMART board but will not be physically present in the classroom.

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.

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. All classes are encouraged to participate in 'The Daily Mile'.

Parent/ Teacher Meetings

Parent/Teacher Meetings may take place via phone/ Zoom or be postponed. We will assess the situation closer to the time.

Staffroom

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn and these are readily available in the school.

Extra lunch rooms will be set up for staff to allow for social distancing at breaktimes.

Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.

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

Teaching and Learning

As a staff, we are very aware that the children have been away from school since March 12th. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.

Each child will be at a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.

The Department of Education and Skills has published Curriculum guidelines for us, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

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 provide work to support the child's learning at home and this will be shared with parents/guardians.

The majority of parents have already provided an email address at which the school can contact them to support Home Learning. This will be especially important if the school, or parts of the school have to close due to HSE advice. Parents/guardians who have not already done so, please email Principal@scoilchaitrionasns.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.

The Use of Personal Protective Equipment (PPE)

Staff members are not required to wear PPE. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
 - When staff members have to move between classrooms to support children with learning needs.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

Masks

The children are not required to wear masks or face coverings.

The guidelines do not recommend that staff wear masks or face coverings as these would hide facial expressions and make communication with the children more difficult. Visors will be provided to staff members who wish to wear them.

Gloves

There is no need for the 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, administering First Aid or on yard duty.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

Hygiene and Cleaning

Sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom.

Warm water and soap is available in all the cloakrooms, and at each sink in the corridors, staff bathroom and staff room.

Hand hygiene will be promoted and encouraged, and 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, communal eating areas, 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.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

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. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Staff must not attend school if they display any symptoms.

A designated isolation area has been created in the Front Hall.

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

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.

Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.

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.

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.

COVID-19 Related Absence Management

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

Teacher or SNA Absence and Substitution

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, it is not appropriate for the class/pupil to be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class/pupil to attend on that day. If that is the case, as much notice as possible will be given to parents.

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.

Tasks Identified to Date

		Completed
Draw up and communicate the school's Covid-19 Response Plan	BOM in consultation with Staff and Parents	Yes
Appoint LWR and DLWR	Staff	Yes
Provide Return to Work Forms to all staff	Principal	
Provide links to training	Principal	
Complete and return RTW forms	All staff	
Complete Induction training	All staff	
Draw up list of PPE in advance of procurement process	Aide	Yes
Purchase required PPE	Aide	Yes
Arrange for installation of sanitising units, provision of PPE to staff and provision of cleaning materials to staff.	Aide	Yes
Display signage	Aide	Yes
Investigate contactless payments system	Secretary	Yes
Investigate internal intercom system	Principal	Yes
Arrange for installation of water heaters, extra hand dryer	Principal/Caretaker	Yes
Create Isolation Area	Caretaker	Yes
Erect 'safe area' for Reception	Caretaker	Yes
Review of S,H and W Policy and Covid-19 Risk Assessment	BOM	Yes
Plan for coat racks	Staff	Yes
Agree timetable for SETs and SNAs e.g. Allocat 1/2 SETs for all classes. Keep withdrawal to a minimum. In-class support as far as possible.	SETs/SNAs/All staff	Yes
Agree sanitising routines for LSTs/SNAs moving between Pods or Class Bubbles	LSTs/SNAs	Yes
Provide Notes to all school staff	LWR	Yes
Agree classroom layouts	All staff	Yes
Timetable for ICTs and plan for sanitisation	ISM Team member	Yes
Plan for provision of ICT needs to pupils in case we need to return to Home Learning	ISM Team Member	Yes
Staffroom – arrange for social distancing.	Staff member	Yes
2nd. To 5 th : Collect pupils' personal belongings, place in bags, label and move to pupils' 2020/21 classroom	All staff	Yes

6th: Collect pupils' personal belongings, place in bags, label and bring to Front Hall for returning to pupils	Class teacher	Yes
Arrange for collection of 6 th Class belongings	Principal	Yes
Organise and distribute Book Rental books to classrooms	Staff	Yes
Agree daily timetable to include staggered breaks	Staff	Yes
Agree supervision rotas	Staff	Yes
Agree and plan for morning drop off and afternoon pick up routines	Staff	Yes
Plan for the possibility of remote learning if the school/part of the school is advised to close by HSE	All staff	Yes
Plan for how P/T meetings, General Information Meetings might take place.	All staff	Yes
Arrange cleaning and sanitisation of the building before school re-opens	BOM/Principal	Yes
Plan for the management of substitutes	Principal/DP/Secretary	Yes
Plan for enhanced daily cleaning routines	ISM Team member and Principal	Yes
Plan for Teaching and Learning – September, October	All staff	Yes
Plan for Staff and Pupil Wellbeing	BOM, ISM Team	Yes