

## ARRANGEMENTS DURING COVID19

### **Punctuality is key to the safe arrival and dismissal of your children.**

This is essential both for you and for us, so let's work together to keep everyone safe!

 **SUPERVISION IN THE YARD BEGINS AT GATE OPENING TIME (8.40AM) AND ENDS AT 9.10. CHILDREN ARRIVING AFTER THIS TIME SHOULD BE ACCOMPANIED TO THE SECURITY DOOR BY AN ADULT.**

**Children arriving late put extra pressure on staff as they must be met at the door and accompanied to their classrooms so please come on time each day.**

Children will wear **school uniforms in line with our normal school policy**. Children may however wear tracksuit/uniform (including school trousers/pinafore/school shorts) **as they wish** for now unless teachers request a particular dress code on a particular day (for example PE).

**There is no requirement for primary school children to wear face masks. If this changes we will of course let you know without delay.**

### **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.
- 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.
- We urge you all to be to school on time but ask you NOT to arrive early and to avoid congregating at the entrance.

### **Assumptions (which are exactly as they were last year!)**

- All children return to school and classes operate within a bubble system
- We will operate a one-way system to and from school.
- The school is split into 2 groups with each group having different starting times, break times, lunch times and finishing times.
- Within each class, **where possible**, from 3<sup>rd</sup> to 6<sup>th</sup>, the children will be further divided into pods, with a minimum distance of 1 metre being maintained between pods

- Hand sanitiser will be available at all entry points and in all class and support rooms

### Timetables

Timetable for Group A	Timetable for Group B
<b>8.40 – Gate Opening</b> <b>8.45 - School start</b> <b>10.15 – Break time</b> <b>10.25 – Class resumes</b> <b>12.00 – Lunch time</b> <b>12.30 – Class resumes</b> <b>1.25 – Infant classes finish</b> <b>2.25 – 1<sup>st</sup>, 3rd &amp; 5th Classes finish</b>	<b>8.55 – Gate Opening</b> <b>9.00 – School start</b> <b>10.35 – Break time</b> <b>10.45 – Class resumes</b> <b>12.40 – Lunch time</b> <b>1.10 – Class resumes</b> <b>1.40 – Infant classes finish</b> <b>2.40 – 2nd, 4th &amp; 6<sup>th</sup> Classes finish</b>
Classes in Group A	Classes in Group B
<b>J1 – Ms. Lyons</b> <b>1st Class – Ms. Sheehan</b> <b>1st Class – Ms. Lannin</b> <b>3rd Class – Mrs. Meagher</b> <b>5<sup>th</sup> – Ms. O Shea</b> <b>5<sup>th</sup> – Ms. Mc Carthy</b>	<b>S1 – Mr. Horan (Ms O Regan)</b> <b>S1 – Ms. Matthews</b> <b>2nd Class– Ms Kingerlee</b> <b>2nd Class – Ms Roche</b> <b>4th Class –Ms. Byrne</b> <b>4th Class – Ms. Riordan</b> <b>6th Class – Ms. Murphy</b> <b>6th Class - Ms. Singleton</b>

▶ School gate will be locked at 9.30am.

### Arrival at school

- Each group should aim to arrive at the school in the 5 minutes immediately preceding their start time  
**Group A – 8.40 – 8.45 (Gates open at 8.40am)- Normal School Gate.**  
**Group B – 8.55– 9.00 (Gate opens at 08.55am)- Normal School Gate**  
**We will meet you and guide the children into the big yard!**
- Each class should line up at their designated point with social distancing observed.
- The class teacher will invite the children to enter the building via their designated entrance point at the appropriate time.
- No adults should enter the yard (with the exception of one Junior Infant parent per child for the initial day or two)
- No adults, other than staff members, should enter the building.
- Messages for teachers can be sent via email to that individual teacher using the email provided for google –classroom which will be sent to parents on the first day via text.

### End of School Day

**Group A – 1.25PM (JUNIOR INFANTS) and 2.25pm finish time for 1st, 3rd and 5th, gate 1 will open to parents/guardians at 2.25pm. Exit via Gate 2.**

**Group B – 1.40PM (SENIOR INFANTS) 2.40pm finish time for the rest of the school, gate1 will open to parents/guardians at 2.40pm. Exit via Gate 2.**

- We ask you to please leave the yard without delay and to not congregate outside the school grounds.

▶▶ **Parents/Guardians please** take note of our one-way system. You will enter the yard to collect your child via the usual gate (Gate 1) and exit onto Wolfe Tone Street via Gate 2. Staff will be on hand to assist you!

### **Collection of Children during the School Day**

Collection of children during the school day **must be kept to an absolute minimum**. The duties of the secretary often require her to be out of office and therefore out of earshot of the buzzer. The following arrangements will be adhered to. Due to yards being busy all day for multiple breaks, **11.15am** is the time for children who need to be either dropped to school late or collected early for essential appointments. When the adult arrives at the school, **by pre-arrangement**, they should either phone the office or use the intercom at the front door of the school to alert the office that they have arrived.

- Children will be brought from their class to the collecting adult by a member of staff
- The adult who is collecting will be asked to sign the child out
- 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. 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 room (middle room, old HSCL Rooms) via the isolation route (stairs nearest the hall) 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 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, and will assist them by calling their GP.
- 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 contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed.

### **Personal Equipment**

- It is requested that children from 1<sup>st</sup> to 6<sup>th</sup> Class will bring their own pens, pencils, colours, rubbers, etc., in pencil case to avoid the sharing of equipment. ***These items will remain in school.***
- It is further requested that all items have the child's name on them for ease of identification.
- For children in Junior and Senior Infants, the school will provide a clear zip-lock bag which will hold each child's pencils, crayons, etc., and which will be labelled with their name.
- ► Children will each receive, FREE of charge, a plastic container for their belongings from their class teacher. These boxes are waiting for them in their classrooms! The box is large enough to hold their books, copybooks, pencil cases, colours etc.

### **Access to School and Contact Log**

Access to the school building will be in line with agreed school procedures. Arrangements for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval through the office with approval from Niamh O' Sullivan, Principal. The Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and pupil contacts

### **Frequency of Hand Hygiene**

👉 Pupils and staff will perform hand hygiene:

- 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.