**School Logistics Plan – Covid 19**

**School Profile**

16 pupils

2 Mainstream classes

2 Special Education Teachers - shared with other schools (1 is three days in our school shared with another school, other ½ day per week after Halloween Break)

1 Full Time SNA post

Part Time Caretaker

Part time Cleaner

Classrooms are large in size.

There are sinks in the classrooms.

There are two toilet blocks located in the hallway.

**Assumptions**

School will re-open for all pupils on Wednesday 1st September 2021

**Usual School Hours**

9.20 – 2.00p.m. Infants ( Junior Infants will go home at 12:00pm for the first two weeks)

9.20 – 3.00p.m. First to Sixth

**Drop Off and Collection Times**

Ms Campion’s room will enter the building via the left hand gate facing the school and then in to the building through the main door.

Ms Wright’s room will enter via the right hand gate facing the school and then in through Ms Wright’s main door.

These entrances will be marked appropriately.

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school. To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school doors open at 9.10a.m. ***(Separate, special arrangements will be put in place for our Junior Infants and their Mams and Dads at the beginning of the school year.)***

**Morning**:

Parents are asked to ‘drop and go’ in the car park anytime between 9.10a.m. and 9.30a.m. **No parking will be allowed**.

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

**Afternoon:**

***(Special arrangements will be put in place for Junior Infants for the first two weeks of the school year)***

**From 12th September onwards:**

2p.m. Class teacher will bring **Junior Infants** to Ms Wright’s external door for collection by parents.

**From 1st September onwards:**

3.00p.m. Class teachers will bring classes to their respective main doors and will inform students when their parent is parked outside. The student will then be permitted to walk to their parent/guardian and will immediately leave the premises.

Parents who walk to the school to collect children are asked to maintain a social distance outside the school gate.

**This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!**

**Summarised Timetable for Drop Off and Pick Up**

9.10 All staff to be present to support arrival of pupils

Class teachers to be in their classrooms

SETs, SNA and Principal to support arrival of pupils

9.10 – 9.30 Arrival of pupils – Stop, Drop, Go system. No adults to enter the school yard. Children to go straight to their classrooms on arrival.

2.00 Stop, pick up, go – Infants

3.00 Stop, pick up go – All other classes

**Breaktimes**

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

11.00 – 11:15 Small Break

Junior room will exit onto yard via their external door at the front of the school.

Senior room will exit onto yard via the emergency door at the rear of the school.

There will also be a small supply of playing equipment for each class bubble which will not be shared between classrooms.

**Yard Supervision**

A rota will be organised accordingly.

**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 i.e. – Junior Room and Senior Room. A Class Bubble is a grouping which stays apart from other class bubbles as much as possible in. 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.

In the Junior room, pupils are not required to socially distance as per the guidelines but they will each have their own table.

In the Senior room, pupils will have a desk to themselves and will be at least 1m distance from each other. There will be 2 pods set up in the classroom also to ensure further social distancing. These pods will be 3th/4th class – pod 1, 5th class/6th class – pod 2. Each pod will be 2m apart from each other.

**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.

**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 5 pupils per Pod. As far as possible, each Pod will be at least 2 metre distance from the next Pod.All unnecessary furniture will be removed from these classrooms to create as much space as possible.

**Assemblies**

School Assemblies will be held outside when necessary.

**Corridors**

Briefly passing someone in a 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 use a practice of keeping to the right when 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, some 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. New CO2 monitors have been supplied by the Department of Education and Science and are in use in each main classroom.

**Cloakrooms and Toilets**

The Junior room will use the toilet block on the right in the hallway. There will be a cubicle for boys and one for girls.

The senior room will use the toilet block on the left in the hallway, beside the senior classroom. Again there will be a toilet for boys and one for girls.

**Lunches**

For those getting the lunches from Carambola, these will be distributed to each room in the morning before children arrive.

For parents who are sending in a lunch with their child, please 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.

Children will eat their lunches at their desks, as per our usual practice.

**Books, Copies, Pencils, etc.**

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils. The school has supplied these writing and colouring materials which will remain in school. They should have another supply of stationery for use at home.

**Uniforms/Tracksuits/Coats**

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 or when otherwise requested by teachers.

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.

Coats will be hung in the corridor on spaced out coat hooks – each class bubble will have their own section.

**Office**

Parents/Guardians are encouraged in helping to keep school staff safe by arranging for bank transfer of school book rental and charges. The school’s IBAN will be given out at the start of the year.

Children will not be permitted in the office area, except in exceptional circumstances and under the supervision of an adult.

**Photocopying**.

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

**ICTs**

Each classroom will have their own set of Ipads and laptops for their use. They will be cleaned/wiped down after use.

**Visiting Teachers/Coaches**

The possibility of facilitating extra-curricular activities such as Dancing, Music Generation Coaching for games, etc. will be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time.

**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.

**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.

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

Staff members should only use their own cups, bottles, cutlery, etc. in school and avoid sharing utensils in the staffroom as far as possible. Each staff member will have their own press to store their food and utensils. There will be a shelf for each staff member in the fridge also.

**Teaching and Learning**

As a staff, we are very aware that the children have had an unsettling time in school since March 12th 2020 over two school years. 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 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, if you have not already done so, please send us your email address ASAP via killeenduff.ns@hotmail.com

**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 generally 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. This may change as guidelines change. 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 or administering First Aid.

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

**Hygiene and Cleaning**

7 sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom and other dispensers will be placed around the school and to each class pod.

Warm water and soap is available in all the toilet areas, 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 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 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 than 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, the Special Education Teacher may be asked to cover the class.

**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**

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|  |  | Completed |
| Review, amend and communicate the school’s Covid-19 Response Plan | BOM in consultation with Staff and Parents |  |
| Appoint LWR and DLWR | Staff |  |
| 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 | Staff |  |
| Purchase required PPE | Principal |  |
| Arrange for installation of sanitising units, provision of PPE to staff and provision of cleaning materials to staff. | Caretaker |  |
| Display signage | Caretaker |  |
| Create Isolation Area | Caretaker |  |
| Review of S,H and W Policy and Covid-19 Risk Assessment | BOM |  |
| Agree timetable for SETs and SNAs  **e** | SETs/SNAs/All staff |  |
| Agree sanitising routines for LSTs/SNAs moving between Pods or Class Bubbles | LSTs/SNAs |  |
| Provide Notes to all school staff | LWR |  |
| Agree classroom layouts | All staff |  |
| Timetable for ICTs and plan for sanitisation | Staff |  |
| Plan for provision of ICT needs to pupils in case we need to return to Home Learning | Principal |  |
| Staffroom – arrange for social distancing. | Staff member |  |
| Plan for a visit to the school by incoming Junior Infants | Class teacher and Principal |  |
| Arrange for collection of 6th Class belongings | Principal |  |
| Organise and distribute Book Rental books to classrooms | Staff |  |
| Agree daily timetable to include staggered breaks if necessary | Staff |  |
| Agree supervision rotas | Staff |  |
| Agree and plan for morning drop off and afternoon pick up routines | Staff |  |
| Plan for the possibility of remote learning if the school/part of the school is advised to close by HSE | All staff |  |
| Plan for how P/T meetings, General Information Meetings might take place. | All staff |  |
| Arrange cleaning and sanitisation of the building before school re-opens | BOM/Principal |  |
| Plan for the management of substitutes | Principal/DP |  |
| Plan for enhanced daily cleaning routines | Staff |  |
| Plan for Teaching and Learning – September, October | All staff |  |
| Plan for Staff and Pupil Wellbeing | BOM, |  |