



Covid19 School Logistics Plan

School Profile

148 pupils-Projected
6 Mainstream classes
3 Special Education Teachers (1 shared with another school 2 days per week)
1 Teaching Principal
1.5 Full Time SNA posts
Secretary
Cleaner
Caretaker

There are no toilets in 5th and 6th classrooms.
All classes from Juniors Infants to 4th have toilets.
All Classes have sinks in the classrooms.
There are 4 entrances/exits to the school building available

Additional Challenges

No on-site parking for parents/guardians.

Human Resources allocated through additional funding from DES

Aide – 2 days
Teaching Principal – 4 extra Leadership and Administration Days
Cleaning increased
Deep Clean

Key Date

*Working towards School re-opening for all pupils on Thursday 27th August 2020

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 8.45a.m.

Morning Drop-Off: (explained in previous Parent/ Guardian Letter)

All class teachers will be in their classrooms by 8.45a.m.

Parents are asked to 'drop and go' outside the school anytime between 8.45a.m. and 9.00a.m.

No children are allowed on school grounds before this time. No parking is be allowed outside the school.

Children will go directly to their classrooms on arrival through their specific entrance. 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 Collections: (Explained in previous Parent/ Guardian Letter)

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

Breaktimes: (Explained in previous Parent/ Guardian Letter)

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low. Class bubbles will be kept apart on the yard. Pods can mix on the yard.

All classes will come and go to the yard at breaktimes through their own specific entrance/exit.

Yard Supervision

A rota has been organised based on Class Bubbles and the SETs allocated to those classes.

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.

P.E.

PE days, where children wear their school tracksuits, will be on Wednesday Thursday and Friday (Including our first day back). Teachers to decide what specific slots to take. The Halla is out of use to all students for 2020/2021.

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly SET's and SNAs) can rotate between areas/classes but this will be minimised where possible. When rotation occurs, agreed sanitising routines will be observed.

SEN teaching 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.

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- **In class**-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. Face coverings must be used by teachers where physical distancing of 2 metres cannot be guaranteed.
- **Withdrawal**- Children from different bubbles and pods will not be withdrawn together.
- **Withdrawal**-The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.
- **Literacy Lift Off** – Only in 1st and 2nd Class for 2020/ 2021.

Junior Infants to Second Class

It is recognised by the Department of Education and Skills 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. However, in Shountrade National School we will model the Pod system in Junior Infants to 2nd Class as much as possible but cannot guarantee social distancing.

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. 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 and SCHOOL NEWSLETTER

Assemblies or any other gatherings of pupils will not take place in 2020/ 2021. A monthly NEWSLETTER will be produced by 6th class for the whole school community and published on the School website every month! These will remain banked under Newsletter on the school website- www.shountradens.ie

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 observe our usual practice of keeping distance and we now have facilitated 3 entry points. Crossing and interaction on the corridor is now very limited in line with new procedure and will be constantly monitored.

Additional Measures to Limit Interactions

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

Children will not be sent on errands to other classrooms, the secretary's office or the staffroom.

Hand shaking and hugging will **not** be allowed

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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 singing as a group, or when they are playing musical instruments.

Cloakrooms and Toilets

Children will use their own designated toilets at break time. These toilets will not be used by other children at breaktimes. Children will be encouraged to use the toilets in their own rooms before they go out on yard.

Coats, scarfs etc. will be placed on children's own chairs in their own desk space. Avoiding any congregation or mixing of clothing.

Lunches

Parents must 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.

Pupils will wash or sanitise their hands prior to eating. Children will eat their lunches at their own desk.

To ensure physical distancing, there will be no food bins in the classrooms. This also removes a 'high touched surface' from the class. **All children will bring home their own food and lunch waste every day.**

Children are advised to use lunch boxes as their waste can be stored in these and cleaned each evening by the children/parents. **It is imperative that lunch boxes and bottles are washed thoroughly each day.** Food wrappers, disposable bottles, etc. will also be brought home each evening by the children.

Classroom Management

Books, Copies, Pencils, etc.

Children should use their own books, pens, pencils, etc. and should **not** share with other pupils. **It is important that each pupil has their stationary labelled with their name.** Children should only have the minimum amount of stationary required. No novelty pens or pencils, etc.

Pencil cases will be left in school permanently to minimise the movement of items between home and school.

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NOTE: Parents need to ensure that stationary is available at home to facilitate homework.

Library Books-Shared Readers

Children will continue to be allowed to take library books and shared readers home. Each class will have a system in place.

Storing Books, Copies, etc.

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. Children should have their books, copies, etc. in their own pile (boxes) for ease of access. These piles (boxes) should be stored neatly at the end of the school day to facilitate the daily clean.

Correcting Classwork/Homework, etc.

Again, a common sense approach is required here. Teachers will need to develop a system where this can be done safely and easily by them.

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. However, as our PE tracksuit days are on Wednesday, Thursday and Friday.

As a school we strongly advise that children should wear their school uniforms or tracksuits. **only for school related activities.** So as the chance of any contamination is minimised.

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 from the door. Perspex is in place. Maximum of two adults in the office at any time.

Photocopying

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

ICTs

Devices should be cleaned after use and before they are returned.

Visiting Teachers/Coaches

There will be no visitors to school for 2020/ 2021 for extra- curricular activities- except the possibility of facilitating Coaching for games. This will be further explored will be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time.

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After-School Activities

Current advice is that non-essential after-school activities should not take place for the time being.

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. P.E. equipment will be cleaned fully and returned after use.

Parent/ Teacher Meetings

We will assess Parent/Teacher Meetings closer to their scheduled time.

NOTE: Going forward Parent/ Teacher Meetings will take place in the month of **NOVEMBER**.

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.

Staff meetings will be held in large spaces to facilitate physical distancing.

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

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.

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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, if you have not already done so or have changed details, please contact Mary in the office and you will be added to the Contact List for School Communications.

The school will also use **SEESAW** for long term absences or in the event of a pod/class/school closure. Teachers will set up class groups in the first week or two of return-Parent/ Guardian co-operation will be needed here.

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

Continuum of Support

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. Parent/ Guardian letter in early September will explain.

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.

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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-parental/ guardian decision..

2 reusable masks, disposable masks and 1 visor will be provided to each staff member. They should be worn when they cannot maintain 2 metre physical distancing.

Gloves

Gloves will be available on request. 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

18 sanitiser dispensers have been installed throughout the school and 5 Sanitising stations.

Pupils and staff should perform hand hygiene

- On arrival at school
- Before eating or drinking
- After using the toilet
- After playing outdoors
- When hands are physically dirty (wash with soap and water)
- When they cough or sneeze

Water and soap are available in all the bathrooms, classroom sinks, staff bathrooms 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, P.E. equipment and used resources. 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.

All classes will have pedal bins for the disposal of hand towels, cleaning cloths. All toilets have hand dryers. Waste will be collected regularly.



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 and children must not attend school if they display any symptoms.

A designated isolation area has been created in the 'HALLA' room.

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 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 1850241850 HSE LIVE, 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.

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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.

PRACTICALS

- **Entrances.**

To avoid crossing paths on entry and exit we are now using 3 access points for pupils.

RED Entrance= Fire exit at end of school building.

WHITE Entrance= Main school door.

BLUE Entrance= Door at the top of school (old Building)

NOTE- The pupils entering these areas need to do so through the gate opposite Entrance

GATES.

RED= Gate at hurling pitch.

WHITE= Main school gate

BLUE= Gate at the top of school wall at old building side.

Note:- There are coloured footprints on the school yard to highlight these points of entry.

Junior Infants and 1st/ 2nd Class- **RED entrance**

Senior Infants and 3^r/ 4th Class- **WHITE entrance**

5th and 6th Class- **BLUE entrance**

1. Dropping pupils to school

- Nobody is permitted on the school grounds until **8 45 am**. From **8 45 am** children will walk to their classrooms/Bubble and congregating in the school yard or at the school gate is strictly prohibited. If people arrive before **8 45 am** they are asked to wait in their cars.
- Parents/ Guardians of Junior and Senior Infants are permitted to walk their children to the school gate entrance.
- We encourage Parents/ Guardians from 1st to 6th Class to allow children to enter school as quick as possible and independently if they can.
- This is to avoid any congregating at school gate.



- Parents/ Guardians are not permitted on the school yard/grounds.

2. Collection of pupils.

- **Junior Infants and Senior Infants:**
At 1 40 pm, infants will be collected Parents/ Guardians of infants are encouraged to adhere to social distancing protocols. Parents of Junior and Senior Infants are permitted to collect their children at the school gate entrance.
- **1st Class to 6th Class:- Staggered**
At 2 40 pm children will leave the school in a staggered manner. 1st/2nd/3rd/4th will leave at 2 40 pm, and 5th and 6th will leave at 2 45 am.
We encourage Parents/ Guardians from 1st to 6th Class to encourage their child/ children to make their way from the school yard to Parent/ Guardian as quick as possible and independently if they can.
- This is to avoid any **congregating at school gate.**
NOTE: Supervision will be on the school yard until **2.50pm**

This system will apply rain, hail or shine so please ensure that your child comes to school prepared for the weather everyday! - thank you.

3. Break Times.

Breaks- *Staggered*-There are 3 designated yards sections

NOTE-Classes/Bubbles will not be mixing during break times

- **SOS:**
Junior Infants/ Senior Infant/ 1st Class and 2nd Class
10.50 to 11.00

3rd/ 4th/5th and 6th class
11.00 to 11.10
- **LÓN:**
Junior Infants/ Senior Infant/ 1st Class and 2nd Class
12.30 to 1.00

3rd/ 4th/5th and 6th class
1.00 to 1.30

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- **Physical Education:**

We have introduced a continuous timed daily WJR- Walk/Jog/ Run to each class/
Bubble

(Weather Permitting).

Junior Infants-2 Minutes

Senior Infants- 3 Minutes

1st Class/ 2nd Class- 4 Minutes

3rd Class/ 4th Class- 5 Minutes

5th Class/ 6th Class- 6 Minutes