**Scoil Bhríde Reopening Logistics Plan for Parents**

**Underlying Principles**

* The Board of Management has a responsibility to ensure the health, safety and well-being of all members of the school community – children, parents and staff.
* It is not possible to eliminate the risk of infection completely. However, with the co-operation of all members of the school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
* The flexibility and goodwill of all will be required to ensure the plan can be implemented.
* As this plan is a working document it may change depending on circumstances and guidelines from the DES
* Guiding the plan at all times is the recognition that
	+ Social distancing
	+ Hand cleanliness and sanitising
	+ Sneeze and cough etiquette are of paramount importance.

**Operational Decisions**

* All children return to school and classes operate within a bubble.
* The children are being split into 2 groups alphabetically, by family surname, with each group having different starting times and finishing times.
* The children will also be arranged by class levels (i.e. each class will operate as a bubble) for all breaks during the school day and for yard time
* The day will include 1 x 15 minute and 1 X 20-minute break per class bubble
* At certain times, when required, within each class the children will be further divided into pods, with a minimum distance of 1 metre being maintained between pods if possible. A pod system will operate for Special Education Teaching.
* Hand sanitiser will be available at all entry/exit points and in all classrooms and support rooms
* Windows will be kept open as much as possible to ensure good ventilation in classrooms.

**Logistics:**

**Key to Entrance & Exit Points (Refer to attached map of school)**

|  |  |
| --- | --- |
| **Entrance and Exit Points** | **Letter** |
| **Main Entrance Front Door** | **A** |
| **Front Double PE Hall Doors**  | **B** |
| **Back Double PE Hall Doors**  | **C** |
| **Internal Courtyard Doors** | **D** |
| **Top Long Corridor doors** | **E** |
| **Coiscéimeanna Entrance Door** | **F** |
| **Door from Teacher Car Park** | **G** |
| **Door Beside Room 21 (Infant Exit Door)** |  **H** |

**Entrance & Exit Point for each Teacher’s Class**

|  |  |  |  |
| --- | --- | --- | --- |
| **Teacher**  | **Room No** | **Class** | **Entrance & Exit Point** |
| **Ms. Naughton** | **5** | **Jun Inf** | **A** |
| **Ms. Martin** | **11** | **Jun/Sen Inf** | **A** |
| **Ms. McPeake** | **12** | **Sen Inf** | **A** |
| **Ms. Healy** | **21** | **1st Class** | **B** |
| **Ms. Donnellan** | **10** | **1st/2nd Class** | **B** |
| **Ms. McCabe** | **4** | **2nd Class** | **A** |
| **Ms. Gannon** | **14** | **3rd Class** | **C** |
| **Ms. Waring** | **20** | **3rd/4th Class** | **C** |
| **Ms. Keating** | **15** | **4th Class** | **C** |
| **Ms. Maye** | **6** | **5th Class** | **A** |
| **Ms. Durnin** | **7** | **5th Class** | **B** |
| **Ms. Ryan** | **8** | **6th Class** | **B** |
| **Ms. Walls/McTernan** | **9** | **6th Class** | **B** |
| **Ms. Murphy** | **17** | **Sunshine** | **F** |
| **Mr. O’Boyle** | **18** | **Rainbows** | **F** |
|  |  |  |  |

**Arrival at school staggered times by alphabetical order**

Family surname A-K: 9.05 - 9.15

Family surname L-Z: 9.20 – 9.30

Bus: 9.05 and 9.30

* Co-operation with these times is vitally important to ensure that the numbers congregating on school grounds at any one time are minimised, reducing risk for all.
* Each child should walk to his/her designated entrance point observing social distancing.
* Children should stand on a marker spot until doors open BUT must wait in car until a spot becomes available.
* The supervising teachers will open the doors and invite the children to enter the building via their designated entrance point at the appropriate time.
* Each child must sanitise hands at entrance, observe social distancing and go directly to his/her classroom to meet the teacher.
* No adults, other than staff members, should enter the building. Parents should remain in cars
* Messages for teachers can be sent via the school email info@scoilbhridens.ie Aladdin Connect or by phoning the school office.

**End of School Day**

The following arrangements will apply:

**Jun Inf & Sen Inf:**

* Adults who are collecting Infants at 1.50\* or 1.55\*\* or at 2.00\*\*\* should stand in the yard at the railings in front of the usual infant collection door (Door H) while following social distancing guidelines.
	+ The class teacher will bring the children in their pods to their designated exit point and will deliver the children into the care of the adult who is there to collect them
		- Junior/Senior Infants: Ms. Martin\*: 1.50pm
		- Junior Infants: Ms Naughton\*\*: 1.55pm
		- Senior Infants: Ms McPeake\*\*\*: 2pm
		- Bus: 1.55

(Junior infant times apply once the Junior Infants are on a full day at school.)

**1st – 6th Class:**

* Adults who are collecting child/ren from school at 2.45 (Surnames A-K) or 3.00 (Surnames L-Z) should wait in their cars to avoid congregating and keep a close look out for their child/ren
* Children will be supervised walking from their classrooms and will exit the school **at the same door as they enter in the morning**
* Once outside the school children with younger siblings **will walk outside to the exit door of the youngest sibling**, following social distancing guidelines and wait in their family (childcare) units on designated markers for the adult to collect them. All children will be supervised by staff at this point.
* If your child attends a creche or childminder, please contact the school to be assigned a drop off and collection time.
* Bus: 2.55

**Coiscéimeanna:** See separate Coiscéimeanna plan

**Collection of Children during the School Day**

If an adult need to collect a child during the school day, the following arrangements will apply:

* + The adult should notify the school in advance of his/her intention to collect their child early
* When the adult arrives at the school, s/he should either phone the office or use the intercom at the front door of the school to alert the office of his/her arrival and **wait outside**
* The child will be brought from his/her class to the adult by a member of staff
* Bernie, school secretary, will 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. Check with hse.ie for symptoms list. If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures which will be implemented:

NOTE: There are two isolation rooms: room number 22 and Coiscéimeanna foyer

* Parents/guardians will be contacted immediately
* The child will be accompanied to the designated isolation area by a member of staff. En route and in the isolation room the staff member will remain at least 2 metres away from the symptomatic child
* A mask will be provided for the child presenting with symptoms, if appropriate. He/she should wear the mask while awaiting collection and/or exiting the premises
* Alternately, the child presenting with symptoms will be advised to cover his/her mouth and nose with the disposable tissue provided when he/she coughs or sneezes and to put the tissue in the waste bag provided
* The school will facilitate the child presenting with symptoms to remain in isolation if he/she cannot immediately go home.
* If the child is well enough to go home, the school will arrange for him/her to be transported home by a family member, as soon as possible. Public transport of any kind will not be used.
* If the child 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.
* Confidentiality will always be maintained

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 will be followed.

**Children who should not attend school**

If your child is in one of the following categories, he/she 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 anywhere outside the most up to date version of the “green zone” must self-isolate on their return for a period of 14 days
* Children who are generally unwell

**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 suggest and share with parents, activities to support the child’s learning at home.

**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 following steps will be taken:

* The parents of all children in the class will be notified
* Confidentiality will always be maintained
* Public health advice will be sought and followed

**Personal Equipment**

* In so far as possible, it is required that children from 1st to 6th Class will bring their own pens, pencils, colours, erasers, etc., to school in their own pencil case to avoid the sharing of equipment.
* It is further required 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 pouch which will hold each child’s pencils, crayons, etc. Each item will be labelled with the child’s name.
* All children should bring labelled hand sanitiser and a clean hand towel to school each day for the drying of hands after handwashing.
* A small towel (perhaps face flannel size) kept in a hygiene bag works very well. The bag should have a loop on it for hanging. There is a hook in each bathroom for this purpose. Purchasing a set of these face towels would be wise as children must change them daily.
* Children and cleaning:Children should keep their desk and area clean and wipe them down during the day. Children will be taught about the importance of cleanliness in the classroom and around the school and how they can help.
* Children should bring a pack of sanitising wipes for cleaning items and a pack of tissues for good coughing/sneezing etiquette

**Shared Equipment**

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

**Special Education Teaching (SET)**

In keeping with the school’s 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 within the confines of a class 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.
* Where children receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.
* The tables and chairs in SET rooms will be wiped clean in between different groups attending

**Personal Protective Equipment: PPE**

PPE will be worn by staff to minimise risk AT TIMES WHEN SOCIAL DISTANCING IS NOT POSSIBLE. Face masks and visors have been provided for each member of staff. Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks/visors.

**Yard**

Yard areas will be colour coded for ease of identification and it is envisaged that all children will wear a matching colour coded bib during play time.

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**Teacher Absence and Substitution**

If a teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, or a special education teacher who works within that class bubble is not available, the class cannot be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class to attend school on that day. If this is the case, as much notice as possible will be given to parents.

**PE**

Where possible, PE will take place outdoors and use of equipment will be confined to the sets that have been distributed to class groupings. If the PE hall is being used by class groups, common touch points will be cleaned at intervals throughout the school day.

**Uniforms**

Children may wear either Scoil Bhríde uniform or tracksuit on any given day – whichever is practicable. It is advised that warm layers are worn as the school may feel cool at times due to windows being open to allow fresh air to circulate. Please make sure to label each item of clothing with your child’s name.

**Extra-curricular Activities**

The possibility of facilitating extra-curricular activities will be explored. However, it would not be recommended that children from different bubbles would participate in extra-curricular activities at the same time. The staggered finishing times will also make the scheduling of after-school activities problematic.

Further updates regarding such activities will be provided in September.

**Extra Information**

**Signage:** Signage and markers that are deemed useful and helpful will be placed in areas both indoors and outside as constant reminders to everyone.

**Corridors**: All corridors will operate a **Walk on Left Hand Side** system for social distancing reasons.

**Homework:** For the month of September all homework will be oral language, reading and numeracy work to minimise books travelling to and from school.

**Lunches: Timing of Breaks:**

 **Infants – 2nd Class: 10.45- 11.00 and 12.15 – 12.40**

 **3rd – 6th Class: 11.10 – 11.25 and 12.50 – 1.15**

Parents are asked to 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 others. Children will eat their lunches at their desks, as per our usual practice. **The school is a nut and kiwi free zone.** This is essential for the safety of several pupils with severe allergies.

**Labels:** It is **most important that every item that belongs to your child is labelled with his/her name.** It will not be possible to operate a lost and found system this year.

**Map of School:**  see attached