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Re-opening Plan

Underlying Principles

- The school is committed to ensuring the safety, health and well-being of all members of our school community – children, parents, staff and other visitors. This plan has been formulated to better ensure that the school can exercise that (commitment).
- In accordance with current public health advice and guidelines issued by the Department of Education and Skills and the Department of Health, it is preferable for all children to return to school for all five days of the school week and for a full school day where possible. This plan has been formulated to achieve that aim.
- 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 the 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.

Assumptions

- All children return to school and classes operate within a bubble/pod system
- The school is split into groups (in alphabetical order according to surname) with each group having different starting times and finishing time.
- Children will use the yard during break and lunch in a staggered format. (2 x 20 minute breaks)
 - Within each class (bubble) from 2nd to 6th, the children will be spaced out, with a minimum distance of 1 metre being maintained (where possible) between each child or grouping (whichever can be achieved effectively as per department guidelines). In younger classes the rooms will be arranged to ensure each pod (group of children) are at least 1 metre from the next pod.

Crucial to the success of our school reopening relies on two key forms of communication

1. **Aladdin Connect** – All parents need to have Aladdin Connect set up – this is the main form of whole school communication, a way for us to contact the whole school immediately if there is an emergency, a way for you to keep your contact and emergency contact details up to date and our means of collecting monies and permissions for activities safely etc.

**If you are a current parent and do not have the app and need any assistance email the office*

***If you are a new parent we will email you in the coming days with details on downloading the App*

2. **Seesaw Family** – Seesaw will be used by the teacher to communicate with parents and in turn parents can communicate with the teacher. We will not be accepting notes in from home in written format or passing on messages from teachers from the school gate. If a parent wishes to arrange early collection or a meeting with the teacher this is the only way it can be arranged.

**Before your child starts school the class teachers will be in touch with parents and will invite them to set up their Seesaw Family app*

We really appreciate your co-operation with this. We have the best interests of your children at the heart of everything we do. The board of management are also ensuring that all staff have a working environment which is as safe as possible.

Phased in approach to the start to the school year

There are a vast number of changes being implemented in our school. For this reason, all pupils will **not** attend school at the same time, in the first few days of the re-opening.

We will open the school on a phased basis, as follows:

Tuesday - 1st September - Junior Infants , 2nd Class, 4th Class

Wednesday - 2nd September - Junior Infants , 1st Class , 5th class

Thursday - 3rd September - Senior Infants , 3rd Class and 6th Class

Friday - All children attend school

Hand sanitiser will be available at the end of the ramp and at the steps at the main entrance and at the side entrance near the SET rooms. It will also be available in all classrooms, support rooms and any other areas in use around the building.

Waiting area outside our school

We are currently working with Limerick City Council on an extended footpath area outside our school. Details on this and where children will wait when they arrive will be sent in an additional document.

Timetables for Arrival and Departure

Arrival at school

These time slots will need to be reviewed after the first week or so.

- Specific areas will be designated on the path outside the school for children to wait IF they arrive early. These areas will be assigned by class so that class bubbles (groups) stay together.
- We ask for co-operation with these times as it will mean that the numbers congregating on the street at the school gate at any one time will be minimised.
- At the appropriate time, Ms Robinson will invite the children in their group to approach the gate one at a time to enter the school grounds
- Children will go directly into their classroom through their specified entrance.
- The class teacher will be waiting for them in their classroom
- No adults should enter the school grounds / building for any reason
- Messages for teachers can be sent directly via the Seesaw Parent App

Each group should aim to arrive at the school on time as opposed to early.

- Group 1 - Surnames beginning A - E: 8:40
- Group 2 - Surnames beginning F - K: 8:50
- Group 3 - Surnames beginning L - P: 9:00
- Group 4 - Surnames beginnings Q - Z: 9:10

Timetable for Group 1	Timetable for Group 2	Timetable for Group 3	Timetable for Group 4
<p>Surnames beginning</p> <p>A - E:</p>	<p>Surnames beginning</p> <p>F - K:</p>	<p>Surnames beginning</p> <p>L - P:</p>	<p>Surnames beginning</p> <p>Q - Z:</p>
<p>8:40 - Start Time</p> <p>2.10 - Finish time</p>	<p>8:50 - Start Time</p> <p>2.15 - Finish time</p>	<p>9:00 - Start Time</p> <p>2.20 - Finish time</p>	<p>9:10 - Start Time</p> <p>2.25 - Finish time</p>

Ms Wallace's Class Finish time - 1.25pm
Exit via the main door of the school

Miss Smyth's Senior Infant & 1st Class Finish time - 1.20pm
*exit via the emergency exit door near Room 5

Miss Wallace and Miss Smyth will explain to parents when it is safe to come down to the waiting area to collect their child. In theory - no parent/guardian/child minder should come down to collect their child from Ms.Wallace's class until Ms Smyth's class and the adults collecting them have left the school grounds. This is very important. Parents need to stand away from the gate area in Pery Square and social distance until the Senior Infants and First Class have left the school grounds.

Temperature checks on arrival for staff

- On arrival to school all staff will present for a temperature check to Ms.Robinson for a temperature check
- If Ms.Robinson is not available teachers will present to Ms.Moran or Ms.Coombes.
- Any staff member with a temperature will be sent home immediately

Health checks for pupils

- The Board asks that parents check their child/children's temperature **every day** before they present for school. If a child is displaying **any** symptoms of illness they should be kept home from school.

Morning supervision

Ms Coombes and Ms Hayes will supervise the ramp area and the sanitising stations at the entrances for the first 20 mins of each day.

Entry points

*Pupils in 4th, 5th and 6th class will enter the school via the emergency exit door near Room 5 (58 pupils)



* Pupils in 2nd and 3rd will enter the building via the emergency exit door near the SET rooms - Room 1 (27 pupils)



* Pupils in Junior Infants, Senior Infants and 1st class will enter via the Main Entrance - 44 pupils



Home time supervision

This will be covered by Ms Wallace and Ms Hayes - 2.10 pm - 2.25 pm

Exit Points

*Pupils in 4th, 5th and 6th class will exit the school via the emergency exit door near Room 5 (58 pupils)



* Pupils in 2nd and 3rd will exit the building via the emergency exit door near the SET rooms - Room 1 (27 pupils)



* Pupils in 1st class will exit via the Main Entrance - 16 pupils



*Junior/Senior Infant and First class exits addressed above.

YARD Rota

Pupils and staff will have 2 twenty-minute breaks daily

<u>DAY</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>
Jl /SI /5th - 44 pupils A*	Break - SW Lunch -SF	Break-SF Lunch- SW	Break - SW Lunch -SF	Break-SF Lunch-SW	Break - SW Lunch - SF
SI&1st / 2nd & 3rd Class - 49 pupils B*	Break - MS Lunch - AM	Break - AM Lunch - MS	Break - MS Lunch - AM	Break - AM Lunch - MS	Break - MS Lunch -AM
4th & 6th - 40 pupils C	Break SM & LSP Lunch LM & SH*	Break LM & LSP Lunch SM & MR	Break SM & LSP Lunch LM & LSP	Break LM & LSP Lunch SM & MR	Break SM & LSP Lunch LM & TC*

*Sna assigned to one of these classes and on duty

Break Time

- A. 10 am - 10.20am
- B. 10.20am - 10.40am
- C. 10.40am - 11am

Lunch Time

- A. 11.40am - 12pm
- B. 12.00pm - 12.20pm
- C. 12.20pm - 12.40pm

SNA Breaks

Ms Hayes - Break 9.45am Lunch 12.40pm on Monday and 11.40am every other day

Ms Coombes - Break 9.45am Lunch 11.40am

***Each class teacher will set an alarm on the phone alerting them to the start and end of their break/lunch period.**

The yard has been divided into two sections using cones and chain. This will ensure that bubbles (class groups) will not be able to mix with each other.



Entrance & Exit Points for Specific Classes for Break and Lunch Time

Teacher	Class	Entrance & Exit Point
Ms. Wallace	Junior Infants	Exit and enter via their classroom emergency exit door
Ms. Wallace	Senior Infants	Exit and enter via their classroom emergency exit door
Ms. Smyth	Senior Infants	Exit and enter via the SET emergency exit door
Ms. Smyth	1 st Class	Exit and enter via the SET emergency exit door
Ms. Mullane	2 nd Class	Exit and enter via the fire exit door in their room

Ms. Mullane	3rd Class	Exit and enter via the fire exit door in their room
Ms. Morrow	4th Class	Exit and enter via the main door
Ms. Fossitt	5th Class	Use their nearest emergency exit and enter the yard via the back of the school
Ms. Moran	6th Class	Use their nearest emergency exit and enter the yard via the back of the school

Use of kitchen for staff during break and lunch

Both kitchen areas in the school will be in use. Staff will be assigned to a specific kitchen and will be asked to use this kitchen only.

No more than 2 staff should be in the staff room at any time.

The window should be open as much as possible.

Each staff member is encouraged to wipe down any area that they have touched before they leave.

Kitchen in halla: AM, MS, MD, TC, SH and MR

Original Staff Kitchen: SM, SF, LM, LSP, AON, SW

*In the case of a substitute teacher covering for a staff member they will use the kitchen assigned to that staff member.

Wet Play

On rainy days the children will stay in their classroom and remain seated doing activities at their desk. The teacher on duty will supervise each class from the doorway going between the two classrooms.

Use of toilets for Ms Mullane's Class

As Ms Mullane's class are in the halla they will have a designated toilet in Ms Wallace's Room. (Room 1).

Ventilation

When possible windows in classrooms and offices will be left open to allow fresh air to circulate. In particular teachers will be encouraged to open the windows when their class is outside during break and lunch. This may not always be possible in the colder months.

Coats

Coats will be stored in the child's school bag from 2nd to 6th class with the exception of wet days. Waterproof coats are essential. The child can use their personal hand towel to dry their coat if necessary.

Suitable Footwear

It is very important that children wear suitable clothing and footwear to school. Staff will not be able to assist children in any way with dressing or tying shoe laces etc. The child needs to be fully independent and able to look after their own needs. If your child cannot tie their own lace please ensure they wear shoes with velcro. Waterproof runners are the only suitable type of footwear either laced or velcro that children in our school should wear.

Lunch Boxes

Parents are asked to wash/disinfect their child's lunch box thoroughly each evening. The lunch box is the only item your child will bring in and out of school daily.

School Uniform

We do not have a school uniform in Saint Michael's N.S. however we would ask parents to be mindful that the virus lives on many surfaces including clothing and for this reason it would be best practice to rotate clothes worn to school each day. These clothes (if clean) could be worn again after 72 hours. E.g. Clothes worn on a Monday could be reworn on a Thursday.

End of School Day

- Adults, who are collecting their children from school at the end of the day, should wait outside the school grounds as normal.
- At the assigned time, parents of children in Junior Infants, Senior Infants and 1st Class can wait for their child at the end of the ramp as before.

Early Collection during the School Day

Children should not be collecting children early or dropped late to school unless it is absolutely necessary as it causes major disruption internally.

24 hours' notice is required for early collection unless in exceptional circumstances (an accident)

If an adult has to collect a child during the course of the school day, the following arrangements will apply

- The parent should send a message to the class teacher on Seesaw 24 hours in advance

- When the parent or nominated guardian arrives at the school use the intercom at the gate of the school to alert the office that they have arrived. This is where they should remain as they wait.
- Hand sanitiser will be situated near the keypad along with necessary signage
- The child will be called using the school's internal intercom system.
- The adult who is collecting the pupil will be asked to sign the child out – Ms O'Neill will come out with the book and the pupil
- 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 they have been in contact with a person displaying symptoms/ person awaiting result of testing etc... per HSE guidelines. If a pupil displays symptoms of Covid-19 while in the building, the following procedures will be implemented:

- The teacher responsible for the pupil will arrange for the pupil to sit outside the door of the classroom briefly (reassuring them at all times)
- The teacher will put on a mask, goggles, apron, visor and gloves
- They will then give the pupil a mask and ask them to put on
- The teacher will alert the nearest class teacher that she has to leave her room and requires supervision
- She will then take her contacts clipboard and escort the child to the isolation room.
- The teacher will ensure that the windows are open upon entering.
- Parents/guardians will be contacted immediately using the nearest phone to collect their child.
- 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.
- The child who is displaying symptoms should immediately be brought home by parents/guardian/emergency contact, who should call their doctor and continue self-isolation and follow doctor's advice.
- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home due to family member being unavailable to collect them, 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 by the school cleaner

- The class teacher will return to class after the child has been collected and place all of the child's belongings into a black bag. This bag will be placed in the crypt for 72 hours.
- The class teacher will place signage on the desk of the child and on the door of the isolation room to alert the cleaner that the school have had a suspected case that day.
- If a second case is detected the cleaning room will be used as a second isolation room.
- 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.

Children who should not attend school

If your child is in one of the following categories, they 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 and must self-isolate for a period of 14 days
- Children who are generally unwell

Learning support for 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 suggested activities to support the child's learning at home via Seesaw.

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 parents of all children in the class will be notified by the HSE
- Public health advice will be sought and followed

Personal Equipment

- It is requested that children from 2nd to 6th Class will bring their own stationery supplies as per their booklist. These should be left in school.
- All items should have the child's name on them for ease of identification.

- For children in Junior, Senior Infants and First Class **the school will provide** a container which will hold each child's pencils, crayons, etc., and which will be labelled with their name. These will remain in school.
- All children should bring a small towel/facecloth to school for the drying of hands after handwashing. This should be replaced every day by the parent/guardian.

Shared Equipment

By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for maths/language activities and play activities 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.

Learning Support

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 within the confines of a bubble. Eg One teacher working at the senior end of the school and the other working at the junior end.

- 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 from 2nd to 6th Class 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

PPE

While it is not envisaged that PPE will be worn by staff in general, staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves , goggles , apron and face masks.

Parents dropping off forgotten items

A labelled box (with a lid) will be located at the pedestrian gate should a parent need to drop off a lunch box or any item a child may have forgotten. The parent will not need to access the school building. They should simply buzz the intercom and inform a staff member that they are leaving an item for their child in the box. A staff member will collect the item as soon as it is convenient for them to do so.

Teacher Absence and Substitution

In the event that 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, it is not appropriate for the class to be divided into groups and accommodated in

other classes. In such circumstances, it may not be possible for the class to attend on that day. If that is the case, as much notice as possible will be given to parents.

PE

Where possible, PE should take place outdoors and use of equipment should be confined to the sets that have been distributed to class groupings.

Extra-curricular Activities

The possibility of facilitating extra-curricular activities will be explored. However, it would not be recommended that children from different classes 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 will be provided in September.

Children wearing facemasks

At present there is no requirement for children to wear facemasks. However if a parent/guardian wishes for their child to wear a face mask the school has no issue with this as long as there is no inappropriate use of the facemask.

Homework

There will be no homework for the first few weeks of the school year. During this time teachers will teach their class how to use Seesaw. When a teacher feels that their class is comfortable with Seesaw they will set homework using this platform.

Lining up in the yard

Where possible the children will line up with their pods in their class bubbles observing the 2 metre social distancing.

Requests from parents

The school will not be in a position to facilitate parental requests for specific children to be placed in or removed from specific pods.

Collection of Monies

All collections of money will be made via Aladdin Connect. This is to reduce the risk of virus transmission.

School Post box

The use of the school post box will be limited. Urgent messages for teachers should be sent directly via Seesaw. Anything placed in the post box will be quarantined for 3 days before it is opened. This is to reduce the risk of virus transmission.

Contractors Visiting the school

As per Child Protection Guidelines in our school all contractors should visit the school outside of school hours if possible. In some cases it is necessary for contractors to visit the school during school hours to carry out works. All contractors will sign in using the Covid 19 Contact Log. Their temperature will be checked on arrival.

Visitors

During Covid 19 the school will be keeping visitors to an absolute minimum. Any visitor will have their temperature checked on arrival and will sign in using the Covid 19 Contact Log.

Meetings with parents

If a parent wishes to give a message to a teacher they should do so using Seesaw. If a parent would like a meeting with the teacher again they should request this using the Seesaw app and this meeting will take place via Zoom or a phone call at a time suitable to both parties.

Staff Meetings / PTA meetings / BOM meetings

Any meetings taking place where possible should occur remotely. If a face to face meeting needs to take place social distancing will be observed. A record of all who attend the meeting and contact details will be taken for contact tracing. Face masks will be required. Visitors will be expected to use hand sanitising stations on arrival and follow social distancing guidelines at all times.

This plan was ratified by the Board of Management on 17th August 2020. The plan will be reviewed regularly by the Covid 19 Sub Committee - a special BOM sub-committee set up by the BOM. The aim of this committee will be to monitor the measures outlined in this plan and to suggest changes in areas that could be improved.

This is a working document, will be reviewed regularly. This plan is subject to change in accordance with best practice and guidance from the relevant authorities.

The most up to date version will be available on the school website.

Signature

The Very Rev'd Niall J. Sloane
Chairperson of the Board of Management

Date **17/08/2020**