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Re-opening Plan

Underlying Principles

- This plan has been formulated to better ensure the safety, health and well-being of all members of our school community – children, parents, staff and other visitors. This plan outlines the guidelines and approaches that all stakeholders should undertake so the school can exercise a safe re-opening effectively.
- 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 this 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 again in September 2021
- 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

Under the patronage of the Church of Ireland

Saint Michael's National School, 11, Barrington Street, Limerick V94 A0K7

- **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.
- We will not be accepting notes in from home in written format or passing on messages from teachers from the school gate.
- **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 and you have not received an email regarding setting up the app – please contact the office.*
- **Seesaw Family** – Seesaw will be used by the teacher and parents to communicate in relation to classroom activities. Any notes or messages for the class teacher must be communicated through the Seesaw Family app. If a parent has a short message for the teacher, please message them on Seesaw Family.

**Before your child starts school the class teachers will be in touch with parents and will remind/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.

Timetables for Arrival and Departure

Arrival at school

- We ask for co-operation with the arrival times. The system is being used to keep the numbers congregating on the street at the school gate at any one time will be minimised.
- At the appropriate time, the teacher on duty 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. (See further details below)
- 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 and not given verbally to staff at the gate

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

- Group 1 - **Surnames beginning A-D – 8.40AM**
- Group 2 - **Surnames beginning E-K – 8.43AM**
- Group 3 - **Surnames beginning L-P – 8.46AM**
- Group 4 - **Surnames beginnings Q-Z – 8.49AM**

2nd – 6th Classes

	Start date to 5 th Nov	Start date to 5 th Nov	8 th Nov to 21 st Jan	8 th Nov to 21 st Jan	24 th Jan to 1 st Apr	24 th Jan to 1 st Apr	4 th Apr to end term	4 th Apr to end term
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	Start time	Home time	Start time	Home time	Start time	Home time	Start time	Start time
A – D	8:40am	2:13pm	8:43am	2:16pm	8:46am	2:19pm	8:49am	2:22pm
E – K	8:43am	2:16pm	8:46am	2:19pm	8:49am	2:22pm	8:40am	2:13pm
L – P	8:46am	2:19pm	8:49am	2:22pm	8:40am	2:13pm	8:43am	2:16pm
Q – Z	8:49am	2:22pm	8:40am	2:13pm	8:43am	2:16pm	8:46am	2:19pm

Jnr Inf to 1st Class

	Start date to 5 th Nov Start time	8 th Nov to 21 st Jan Start time	24 th Jan to 1 st Apr Start time	4 th Apr to end term Start time
A – D	8:40am	8:43am	8:46am	8:49am
E – K	8:43am	8:46am	8:49am	8:40am
L – P	8:46am	8:49am	8:40am	8:43am
Q – Z	8:49am	8:40am	8:43am	8:46am

Date	Ms Wallace's Class	Ms Smyth's Class
Start date to 21 st Jan	1:20pm	1:25pm
24 th Jan to end of term	1:25pm	1:20pm

Collection of Infant Pupils:

Ms. Wallace and Ms. Gleeson 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. Gleeson's class and the adults collecting them have left the school grounds. This is very important. Parents collecting children at 1.25pm need to stand away from the gate area in Pery Square and social distance until the class leaving at 1.20pm 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.Coomb's for a temperature check
- If Ms.Coomb's is not available Ms. Hayes or Ms O'Neill will take staff temperatures.
- 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 Coomb's or Ms Hayes will supervise the ramp area and the sanitising stations at the entrances as the pupils arrive daily.

Late arrivals

Once the teacher on duty has left Pery Square it is the parents' responsibility to escort their child down to the gate and buzz the buzzer to gain access for their child.

Please note: the office is unattended on Wednesday's so you may not be answered immediately.

Entry points

*Pupils in 3rd, 4th, 5th and 6th class will enter the school via the emergency exit door near Room 5 (66 pupils approx.)



* Pupils in Junior Infants, Senior Infants, 1st and 2nd class will enter the building via the Main Entrance – (53 pupils approx.)



Home time supervision

This will be covered by one teacher and one SNA daily from 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



Pupils in 2nd and 3rd will exit via the Main Entrance

* Pupils in Senior Infants and 1st class will also exit via the Main Entrance at their hometime.



*Junior Infants will exit via the Emergency Exit door at Room 5



YARD TIME

Pupils and staff will have 2 twenty-minute breaks daily

Break Time

- A. 10.10 am - 10.30am
- B. 10.30am - 10.50am

Lunch Time

- A. 12pm - 12.20pm
- B. 12.20pm - 1.40pm

***Each class teacher will set an alarm on the phone alerting them to the start and end of their break/lunch period as the school bell would be very disruptive if it was ringing for all break/lunch times.**

The yard has been divided into three 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

Class	Entrance & Exit Point
Junior Infants	Exit and enter via their classroom emergency exit door
Senior Infants	Exit and enter via the Main Entrance
1st Class	Exit and enter via the Main Entrance
2nd Class	Exit and enter via the Main Entrance
3rd Class	Exit and enter via the Main Entrance
4th Class	Use their nearest emergency exit and enter the yard via the back of the school
5th Class	Use their nearest emergency exit and enter the yard via the back of the school
6th Class	Use their nearest emergency exit and enter the yard via the back of the school

Staff Room

Staff will be reminded to exercise good hygiene practices when using the kitchen. All surfaces must be wiped down after use to reduce the risk of virus transmission.

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 classrooms.

Ventilation – See info from Department of Education

file:///C:/Users/prstm/Downloads/85177_d9643a37-5254-483e-a72e-d2a08ae36d46.pdf

Coats

Coats will be stored in the child's school bag. There are no exceptions to this. Waterproof coats are essential. A plastic bag might be useful to store coats if weather is very wet. 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.

Handwashing

Children will wash their hands when they come in from the playground (before eating) each day. Parents are asked to provide a small hand towel or tea towel in a plastic bag which needs to be changed daily. Your co-operation with this is greatly appreciated.

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 re-worn 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

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

- The parent should send the information to the school via the Aladdin Connect app AND should message the class teacher via Seesaw.
- 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. This should be done using the Aladdin Connect app by clicking Early Collection. In exceptional circumstances 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:

Wellness area 1 – Window beside teacher toilets

Wellness area 2 – Bench outside front door of building.

Wellness room Procedures:

1. Ask SEN teacher via Whats App privately to come to your room as a consult.
2. Ask child to bring bag outside room to sit on a chair.
3. Teacher gets the box of PPE and puts on PPE.
4. Teacher continue to wear KN95 mask and use goggles or
5. Open window/door in wellness area immediately. Leave door open for supervision

6. Open exit door nearest you to create a draft.
7. Seat child in isolation area, give the child a mask to wear.
8. Ring parents.
9. Contact list is in the staff kitchen. **Do Not Remove**
10. Text staff WhatsApp to say which Wellness Area is currently in use
11. Wait with child until s/he are collected
12. Fill in the relevant form for parents and enclose with 2 printouts in an envelope – all on top of the press.
13. Place sign on the door of the room that it needs to be cleaned. On top of the press.
14. Inform LWR by text that cleaner needs to be alerted
15. If both LWR's are absent, the class teacher will contact the cleaner.
16. Once child has been collected SEN teacher should remove the class to the green area or playground while teacher addresses next steps
17. Retrieve the child's books/ box/ tray and triple bag the items to place in the pedal bin in the PE shed. (After 72 hours- retrieve the child's items and dispose of the waste)
18. Clean the child's desk and chair with detergent first, then disinfect and dry with blue tissue.
19. Place all wipes, tissue and PPE in to the bag not forgetting to empty the bin in the isolation room if it has been used by the child.
20. This bag needs to be double bagged and knotted. Then place in a green refuse sack. Put the knotted bag in the isolation bin in the PE shed.
21. Teacher wears a new KN95 mask and sanitizes their hands before re-entering the classroom. Some teachers may wish to change their clothes at this point.

Children who should not attend school

Information taken from the most recent update of the HSE's Isolation Quick Guide:

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/educationguidance/Isolation%20quick%20guide%20under%2013s.pdf>

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 have any of the following symptoms **must not** come to school:
 - Temperature over 38 degrees celsius
 - A new cough
 - Shortness of breath
 - Loss or change to sense of taste or smell
 - Other uncommon symptoms of COVID 19 (e.g. runny nose, sore throat, headache). If someone else in the house also has these symptoms, you should arrange for a COVID test. If no one else has symptoms, you must monitor your child for 48 hours.

Learning support for children who cannot attend school

If a child is not able to attend school for an extended period of time due to an underlying medical condition, the class teacher (and/or the Special Education teacher, where relevant) may provide suggested activities to support the child's learning at home via Seesaw. Please provide the school with a doctor's cert and contact the Class Teacher via Seesaw in relation to work for your child.

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 3rd 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.

- 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

PPE

Staff wear N95 or equivalent grade masks throughout the day when working with children. 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. A timetable will be in use to ensure safe use of equipment throughout the year.

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 revise key skills when using Seesaw so that when homework is set children are proficient. Teachers will ensure that parents are connected with Seesaw also during September. When a teacher feels that their class is comfortable with Seesaw they will set homework using this platform.

Use of the School Hall

The school hall may be used by classes for P.E. when weather does not allow for P.E. to be carried out outdoors. The class teacher is responsible for ensuring that no one else is using the hall at the proposed time. The teacher will open some or all of the windows before they leave the hall, in order to ventilate the room. Any surfaces or equipment used should be sanitised after use.

Lining up in the yard

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

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.

Pods will be changed at intervals throughout the year in accordance to Covid-19 guidelines.

Collection of Monies

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

School Postbox

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. 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 will occur remotely.

This plan was ratified by the Board of Management on _____. The plan will be reviewed regularly by the Covid 19 Sub Committee - a special BOM sub-committee was set up by the BOM in August 2020 and this committee will be consulted as the need arises. The aim of this committee is 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