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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 January 2022
- 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 2<sup>nd</sup> to 6<sup>th</sup>, 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.

*Under the patronage of the Church of Ireland*

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

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

- **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 – 8.42AM**

**Group 3 – Surnames beginning L-P – 8.44AM**

**Group 4 – Surnames beginnings Q-Z – 8.46AM**

#### **1st – 6th Classes**

	8 <sup>th</sup> Nov to 21 <sup>st</sup> Jan	8 <sup>th</sup> Nov to 21 <sup>st</sup> Jan	24 <sup>th</sup> Jan to 1 <sup>st</sup> Apr	24 <sup>th</sup> Jan to 1 <sup>st</sup> Apr	4 <sup>th</sup> Apr to end term	4 <sup>th</sup> Apr to end term
	Start time	Home time	Start time	Home time	Start time	Start time
<b>A – D</b>	8:42am	2:16pm	8:44am	2:18pm	8:46am	2:20pm
<b>E – K</b>	8:44am	2:18pm	8:46am	2:20pm	8:40am	2:14pm
<b>L – P</b>	8:46am	2:20pm	8:40am	2:14pm	8:42am	2:16pm
<b>Q – Z</b>	8:40am	2:14pm	8:42am	2:16pm	8:44am	2:18pm

### Junior and Senior Infants

	8 <sup>th</sup> Nov to 21 <sup>st</sup> Jan	24 <sup>th</sup> Jan to 1 <sup>st</sup> Apr	4 <sup>th</sup> Apr to end term
	Start time	Start time	Start time
<b>A – D</b>	8:42am	8:44am	8:46am
<b>E – K</b>	8:44am	8:46am	8:40am
<b>L – P</b>	8:46am	8:40am	8:42am
<b>Q – Z</b>	8:40am	8:42am	8:44am

Date	Ms Wallace's Class	Ms Smyth's Class
Start date to 21 <sup>st</sup> Jan	1:20pm	1:25pm
24 <sup>th</sup> 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 Coombs or Ms Hayes will supervise the ramp area and the sanitising stations at the entrances as the pupils arrive daily.

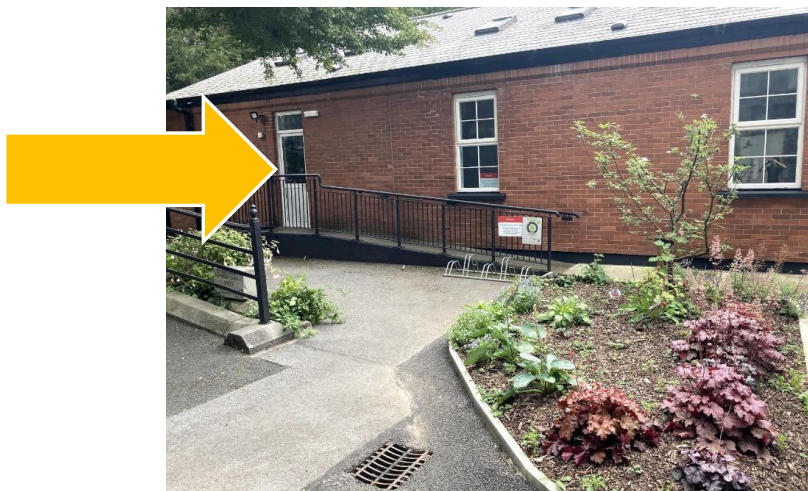
### Late arrivals

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 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> class will enter the school via the emergency exit door near Room 5 (66 pupils approx.)



\* Pupils in Junior Infants, Senior Infants, 1<sup>st</sup> and 2<sup>nd</sup> 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 2.14 pm - 2.20 pm

### **Exit Points**

\*Pupils in 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> class will exit the school via the emergency exit door near Room 5



Pupils in 2<sup>nd</sup> and 3<sup>rd</sup> 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. 10.20 am - 10.40am
- B. 10.40am - 10.50am

**Comment [1]:** Break had been changed from 10.10- 10.30 and 10.30- 10.50 because of hand washing

### **Lunch Time**

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

**Comment [2]:** 12.12.20 and 12.20- 12.40 are the breaks for this year

**\*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
<b>Junior Infants</b>	Exit and enter via their classroom emergency exit door
<b>Senior Infants</b>	Exit and enter via the Main Entrance
<b>1<sup>st</sup> Class</b>	Exit and enter via the Main Entrance
<b>2<sup>nd</sup> Class</b>	Exit and enter via the Main Entrance
<b>3<sup>rd</sup> Class</b>	Exit and enter via the Main Entrance
<b>4<sup>th</sup> Class</b>	Use their nearest emergency exit and enter the yard via the back of the school
<b>5<sup>th</sup> Class</b>	Use their nearest emergency exit and enter the yard via the back of the school
<b>6<sup>th</sup> Class</b>	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**

As per Department of Education guidance, each classroom has a carbon dioxide detector. As much as possible windows are kept open to maintain air circulation. More or fewer windows will be opened in response to the carbon dioxide levels as needed.

See further information from Department of Education

<https://www.gov.ie/en/publication/ad236-guidance-on-ventilation-in-schools/>

### **Lunch Boxes**

Parents are asked to wash/disinfect their child's lunch box thoroughly each evening.

### **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.

### **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 and Senior Infants 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 – Bench outside front door of building.

Wellness area 2 – Window beside teacher toilet

#### **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
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. 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)
14. Clean the child's desk and chair with detergent first, then disinfect and dry with blue tissue.
15. Dispose of all wipes, tissue and PPE
16. Teacher wears a new KN95 mask and sanitizes their hands before re-entering the classroom.

### **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](https://www.hse.ie/eng/health/communicable_diseases/covid19/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 are a household 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 follow current public health advice
- 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 keep your child home for 48 hours to monitor symptoms.

### **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.

### **Notification of a confirmed case of Covid-19 in a pod/ class**

- When a child receives a positive COVID 19 PCR test result, the school principal should be informed as soon as possible.
- The parents of children in that child's pod will then be informed that there is a case in their child's pod. Confidentiality will be maintained at all times. The school will provide contact details for the HSE and parents are encouraged to order antigen tests for their child. However, parents are not required to provide the school with evidence of negative test results and children can continue to come to school, so long as they are symptom free.
- Where there are two or more confirmed cases in a class within a seven day period, all parents will be informed that there are cases in the class and asked to contact the HSE to request antigen tests.

### **Personal Equipment**

- It is requested that children from 3<sup>rd</sup> to 6<sup>th</sup> 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 from Junior Infants to Second Class **the school will provide** a container which will hold each child's pencils, crayons, etc.. 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. This will be reviewed throughout the year and in line with public health advice.

## **Children wearing facemasks**

Children in 3rd - 6th class are currently asked to wear face masks in school. Pupils may remove their masks when eating and outdoors. The school will provide a small ziplock bag to store masks in when not in use. Teachers will plan mask breaks as needed. Younger children are permitted to wear face masks, so long as they are worn correctly.

## **Use of the School Hall**

A section of the school hall may be used by classes for drama and some strands of the P.E. curriculum. A timetable for this will be in operation. The teacher will ensure there is sufficient ventilation and open some or all of the windows before they leave the hall, in order to ventilate the room before the next group uses it. 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.

## **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**

As far as possible, meetings will be held remotely for now.

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**