

## **Response Plan for safe and sustainable re-opening of Scoil Mhuire Gan Smál, Clondulane March 1st 2021.**

### **School Profile**

- 86 pupils (54 Families)
  - School Roll: 17955j
  - School Address: Clondulane, Fermoy Co. Cork P61PW10
  - School Contact: 025-32863 info@clondulanens.org
  - 4 Mainstream class teachers
- Junior and Senior Infants (17 pupils)-Ms. Lisa Leahy
- 1<sup>st</sup> and 2<sup>nd</sup> (19 pupils) Ms. Sarah Morrison-Deputy Principal & LWR
- 3<sup>rd</sup> and 4<sup>th</sup> (23pupils) Ms. Siobhan O’Driscoll
- 5<sup>th</sup> and 6<sup>th</sup> (27 pupils) [Mr. James O’Sullivan -Teaching Principal](#)
- Special Education Teacher –Mr. Peter Ryan
- Lead Worker Representative: Ms. Sarah Morrison
  - 1.5 Full Time SNA (Split Post) Claire Geary and Serena Burton
  - Part Time Secretary- Ms. Síle Kearney
  - Part Time Caretaker- Mr. John Madden
  - 1 Cleaner- Ms.Dorota Narbut
  - Contract Cleaning by AAA Cleaning Services

### **Additional Challenges/ Information**

There are no toilet facilities in 2 classrooms.

There is a toilet block at each end of the main school building.

Multiple entrances/exits to the school building are available.

Limited off-site parking for parents/guardians.

### **Human Resources allocated through additional funding from DES**

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## **Assumptions**

School will re-open for pupils from Junior Infants-2nd Class on Monday March 1st 2021.

School will re-open for pupils from 3<sup>rd</sup>-6<sup>th</sup> Class on March 15<sup>th</sup> 2021.

## **Usual School Hours**

9.00 – 1.40 pm Infants

9.00 – 2.40 pm First to Sixth

## **Underlying Principles**

- The school has a responsibility to make every effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. 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 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 system
- The day will include 1 x 30 minute break and 1 x 10 minute break for all children
- Within each class from Juniors to 6<sup>th</sup>, the children will be further divided into class pods, with a desired minimum distance of 1 metre being maintained between pods
- Hand sanitiser will be available at all entry points and in all class and support rooms
- Parents will have filled out their child's Pupil Declaration forms before returning to school.
- A Return to Work form will be completed by **ALL STAFF** and returned to the school before returning to work. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.
- Children will come to school with their hands washed. Sanitisation will occur on entry to the school, after each yard break and at 2.40 before the children go home (1.40 for the infant classes). Children will also wash their hands before they eat at their respective breaks.

## **Classroom allocations**

Junior and Senior Infants- 1<sup>st</sup> room in the corridor, new school building

1<sup>st</sup> and 2<sup>nd</sup> class- 2<sup>nd</sup> room in the corridor, new school building

3<sup>rd</sup> and 4<sup>th</sup> class – new school building beside office

5<sup>th</sup> and 6<sup>th</sup> class- School GP Hall is repurposed as a classroom

Learning support room– middle room old building

Staff GP Room left hand side room old building

Staff members will direct children on the first morning.

## **Arrival at school**

- The school gates will open at 8.50am. No children will be permitted to be on the grounds prior to this time. Children will proceed to their appropriate classrooms/yard where their class teacher will be present to greet them. On entry to the classroom children will sanitise their hands at the hand sanitisation station.
- Drop off points/entry points for all children from JI to 2<sup>nd</sup> inclusive are at the side gate. 3<sup>rd</sup> to 6<sup>th</sup> will enter through the main school gate.
- At each of these entry points there will be a number of staff members from 8.50am.
- Unfortunately, parents or guardians cannot enter the school campus without prior approval from the school principal. To preserve social distancing requirements in line with current directives we request parents not to congregate at the entry points.
- All staff member will wear facemask and sanitize their hands on entry.

## **Pick up and drop off**

- Please do not walk across the car park. Stay on the footpath and walk **INSIDE** the cones and red tape please

- Please drive around the turning circle and stop at the STOP sign at the top. There you can disembark safely walk down inside the marked path.
- Please do not drive beyond the crosswalk to turn or drop off. This is for teacher parking only and is highly dangerous when pupils are entering/exiting the school grounds.

### **Teacher/Parent Communication or Meeting**

- Messages for teachers can be sent by phoning the office at 02532863 or emailing at [info@clondulanens.org](mailto:info@clondulanens.org). To avoid congestion at the gate, or spread of the virus ALL teacher/parent communication will be done using email, phone or video call. Individual teachers will email parents to ensure up to date email addresses. We ask that no parent enters the school without appointment or permission from the school principal.

**PLEASE NOTE:** Specific details for our 3<sup>RD</sup> -6<sup>TH</sup> Class will be issued before returning on March 15th

### **End of School Day**

- Adults, who are collecting their children from school at the end of the day, should observe social distance requirements.
- When the school day is over the following arrangements will apply:
  - Junior and Senior Infants will finish at 1.40pm. The class teacher and other staff members will bring the children to their designated exit point(main front door new building) and will release the children into the care of the adult who is there to collect them ( side car park gate)
  - 1<sup>st</sup> – 6<sup>th</sup> Class – If siblings need to meet for collection there will be a designated meeting point for this to occur. The designated meeting point is the stop sign at the top of the car park.
- For home time, 1<sup>st</sup> and 2nd will be discharged at 2.40pm, out the back left emergency exit and around the left hand side of the school building. They will exit the side gate.

- 3<sup>rd</sup> and 4<sup>th</sup> will be discharged at 2.40 pm, 3<sup>rd</sup> out the red door at the front left and down the ramp and exit via the main gate
- 5<sup>th</sup> and 6<sup>th</sup> will be discharged at 2.40pm, and exit via the second set of emergency exits at the back of the school directly from their classroom and leave via the main gate.

**No cars may pass the crosswalk. This area is designated for staff parking only**

### **Collection of Children during the School Day**

If an adult has to collect or drop a child for/after an appointment during the course of the school day, the following arrangements will apply.

- An email needs to be communicated to the school principal or sent to the school office( [info@clondulanens.org](mailto:info@clondulanens.org)) the previous evening indicating the reason for collection as well as the time i.e. 11am or 1.15 pm.
- When the adult arrives at the school, they should phone the school office (02532863) or ring the bell to indicate they have arrived and wait in foyer of new school main doors.
- The child will be brought from their class/yard to the adult by a member of staff.
- No adult should enter the school unless they have prior permission from the school principal. Face coverings to be worn at all times when inside the building.

## **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 must not attend school if they display any symptoms.

A designated isolation area has been created in the school. This is opposite the staff room. A secondary isolation area is the new teacher GP room.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

The adult/pupil will be accompanied to the isolation area. A distance of 2 meters will be maintained.

If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, parents and guardians 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 (once appointed) 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 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.

It is important to remember that 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.



## **COVID-19 Related Absence Management**

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education and circulars 21/05 and 21/06.

## **Teacher or SNA Absence and Substitution**

If a substitute teacher is unavailable, the Learning Support teacher may act as substitute.

## **Employee Assistance and Wellbeing Programme**

Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

**A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.**

## **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
- Public health advice will be sought and followed

## **Who should not attend school**

If your child/staff is in one of the following categories, they should not attend school:

- Children/staff who have been diagnosed with Covid-19
  - Staff and pupils should self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Staff and pupils should not to return to or attend school in the event of the following:
  - staff/pupils who they are identified by the HSE as a close contact of a confirmed case of COVID-19
  - if they live with someone who has symptoms of the virus
  - if they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;
- Children/staff who have a suspected case of Covid-19 and the outcome of the test is pending
- Children/staff 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/staff with underlying health conditions who have been directed by a medical professional not to attend school
- Children/staff who are generally unwell
- School staff are encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes both in and out of the school setting.

## **Teaching and Learning**

As a staff, we are very aware that the children have been away from school since the Christmas break. 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 in 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, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.**

## **Supporting pupils at “very high risk” of COVID-19**

The Department is conscious that there may be some pupils for whom return to school at the end of August may not be appropriate because the relevant public health guidelines indicate they are at “very high risk”.

Responsibility to ensure that these pupils receive appropriate support to engage adequately with learning remains with each school.

## **Primary Level**

The initial focus at the start of the term will be on managing the transition period of returning to school from home. While the return to school offers a welcome opportunity for children to revive social connections it is also recognised that it will be an anxious time for some. Schools will be encouraged to allow time for

pupils to develop the relationships necessary so that they are available and ready to participate in a meaningful way with their learning.

There is a focus in the documentation on welcoming junior infants to schools and a wide range of resources and support materials have been provided by the Department of Education as well as the Department of Children, Disability, Equality and Integration to support this group.

The guidance outlines the learning approaches which schools should take and the need to allow for revisiting and revising of areas of the curriculum to reinforce and consolidate learning. Schools will also be required to reprioritise certain areas of the curriculum, especially during the initial weeks of the first term, to give greater time and attention to areas such as Social, Personal and Health Education, Physical Education, Language and Mathematics. It is intended that as schools form comprehensive pictures of where pupils are in their learning they will work towards a more typical curriculum plan.

Pupils in 3<sup>rd</sup>-6<sup>th</sup> class will continue their Distance Learning model using Seesaw until they return on March 15<sup>th</sup>.

### **Supporting Pupils with Special Educational Needs (SEN)**

It is recognised that pupils with SEN will require particular support at the time of transition back to school including supporting their well-being, reducing potential anxiety and planning learning experiences that take account of the effect of school closures on their progress. Online Zoom will continue with the SET teacher for pupils with Sen in 3<sup>rd</sup>-6<sup>th</sup> class.

### **Well-being of the School Community**

We will work on the recommended five principles to support the well-being 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

### **Personal Equipment**

- The school uniform will be worn as normal; PE days will be notified on our return. 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. As a school we strongly advise that children should wear their school uniforms or tracksuits **only for school related activities.** Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day.
- In so far as possible, it is requested that children from 1<sup>st</sup> to 6<sup>th</sup> Class will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment. Pencils, crayons, etc., should be labelled with their name. **All pencil cases will be kept in school. Parents are advised to have separate pencils for homework when it recommences.**
- It is further requested that all items have the child's name on them for ease of identification.
- Please ensure that children do not have jewellery or watches on their hands so as to facilitate proper hand-washing.
- All coats (from JI to 6th class) will be hung individually outside the classroom to maximise social distancing and to reduce the spread of germs due to contact.

### **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.

### **Yards/ Classes**

**Each class will have access to a designated yard.**

Junior and Senior Infants Left hand side of front main yard

1<sup>st</sup> and 2<sup>nd</sup> Left hand side of school

3<sup>rd</sup> and 4<sup>th</sup> Right hand side of front main yard

5<sup>th</sup> and 6<sup>th</sup> Back of School and pitch

### **The Use of Personal Protective Equipment (PPE)**

SNA's will now wear medical grade facemasks as provided by school.

Staff members are required to wear face masks. 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.

**Every Staff member will be given a box containing PPE which they will keep in their rooms.**

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**

Schools must provide medical grade masks in the EN16483 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs.

The children are not required to wear masks or face coverings.

The guidelines recommend that staff wear masks or face coverings. Medical Grade Face masks will be provided to SNA's will be provided to staff members

### **Gloves**

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, administering First Aid or dealing with a suspected Covid case.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

## **Hygiene and Cleaning**

Sanitiser dispensers have been installed throughout the school e.g. at entrances, in each classroom etc.

Warm water and soap is available in all bathrooms and staffrooms. A new sink has been installed in the new 5<sup>th</sup>/6<sup>th</sup> class 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. Staff should thoroughly clean and disinfect their work area before use each day.

Waste will be collected regularly from offices and other areas within the schoo



## **Ventilation – new section**

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice ‘Practical Steps for the Deployment of Good Ventilation Practices in Schools’ The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

**Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.). Each staff member has been provided with their own box to store their cutlery.**

## **Cleaning**

The School has been deep cleaned by a professional cleaning company prior to it’s reopening. The Board of Management currently employs a cleaner to clean the school daily. We believe the cleanliness of our school to be extremely important and we have always operated to the very best standards in this regard. The Board will increase the cleaning capacity and ensure that every desk in every classroom is wiped down daily and the school rigidly adheres to the cleaning guidelines as laid down in the Return to School guidelines issued by the Department of Education.

## **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.

### **After school services and extra-curricular Activities**

The possibility of facilitating extra-curricular activities is being explored. Update to follow.

### **Homework**

In an effort to ease transition and help children settle in, home work will not be given up to Easter break. Initially, it will be done in school to help re integrate the pupils into the practice.

### **School Sports/GAA coaching/Swimming/Music**

The school is adopting a wait and see approach and we will issue more information in this regard.

### **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.

### **Junior Infants to Second Class**

It is recognised 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.

### **Third Class to Sixth Class**

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles. As far as possible, 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.

### **School GP Room**

The GP Room will not be used for Assemblies, Physical Education or for any other gatherings of pupils. For the present, it will be used as the 5<sup>th</sup>/6<sup>th</sup> class classroom.

### **Corridors**

Briefly passing someone in a hallway is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

### **Miscellaneous Considerations**

#### **Additional Measures to Limit Interactions**

A pigeon hole system has been established for documents to be left for each teacher by the secretary.

Each class /bubble has their own yard at break time.

While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

#### **Toilets**

JI-4<sup>th</sup><sup>nd</sup> classes will use the toilet in their respective rooms

5<sup>th</sup> and 6<sup>th</sup> class will use the toilets either end of the main building.

All of the classes will only use the toilets in their own rooms during break time.

## **Lunches**

Parents/ Guardians 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. Please ensure the lunch-box is washable, child-friendly ie that they can easily be opened by your child and that any fruit is already peeled prior to playtime in the yard.

## **Office**

The office is off limits to everyone except the secretary, unless she is not there on a given day. A teacher GP room has been set up where office resources and materials can be sourced.

Children may not be sent to the main office to deliver messages.

Staff members should not enter the main Office area and should only speak with the Secretary from outside the half-door.

## **Photocopying.**

Photocopying should be done on the new teacher GP room photocopier. Any staff member who uses the photocopier should clean it down before use with the wipes provided.

## **ICTs**

Our laptops/ipads will be cleaned before after use and stored safely. No covers will be used to ensure ease and effectiveness of cleaning. There is also a new phone for staff. The secretary and principal will have their own phone to minimize contamination.

### **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.

### **Parent/ Teacher Meetings**

We await further guidelines from the Department of Education in this regard.

### **Staffroom**

All staff members will 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.

Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.

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On behalf of all the staff we are excited and we look forward to welcoming all children back. We hope you find this information reassuring and helpful. Should you have any other queries please contact us [info@clondulanens.org](mailto:info@clondulanens.org).

James O’Sullivan

Sarah Morrison

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Principal

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Deputy-Principal