



St. Conleth & Mary's National School

Covid-19 School Response Plan for Safe Reopening of School (Parent /Guardian & Pupil Version)

Contents

Introduction	3
Control measures	3
Prior to school reopening.....	3
Parents	3
Pupils	4
Entering the school building.....	4
Parents	4
Pupils	4
Visitors.....	4
During the school day.....	4
Exiting the school building	5
Parents	5
Pupils	5
Physical alterations to the school building.....	5
Classrooms	5
Signage	5
Hand Sanitiser	5
Yards.....	6
Break times.....	6
Pupils	6
Curriculum.....	6
Supporting pupils at “very high risk” to COVID-19.....	6
Cleaning.....	6
Cleaning.....	6
Respiratory Hygiene	7
Hand Hygiene	7
Frequency of Hand Hygiene	7



Use of shared equipment and resources.....	7
Art.....	7
Writing materials.....	7
Electronics.....	7
Musical Equipment/Instruments	8
Library Policy	8
Shared Sports Equipment	8
Maths Equipment.....	8
Use of Personal Protective Equipment (PPE)	8
Masks	8
Gloves.....	8
Protocol in the event of a pupil displaying symptoms of COVID-19.....	9
Returning to school after an absence	9
Supporting teaching and learning in the home where there is localised full school closure	9
Appendix 1: Return to School Declaration Form	10



Introduction

The health safety and well-being of our pupils, staff and wider school community are of paramount importance to the Board of Management. As such this document outlines how the school will implement the Roadmap to reopening schools issued by the Department of Education and Skills.

Recognising that advice from the Department of Education and Skills (DES), the HSE and others is likely to change over time, the school will, on a daily basis, check the DES, gov.ie and the CPSMA website for any updates and communicate them to the school community. This communication will simply point out that a particular document has been changed. It will be the responsibility of staff and parents to check the detail of these changes for themselves. Where a change needs to be communicated to the pupils, school management will organise for this to be done through individual class teachers.

Control measures

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into St. Conleth and Mary's. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions: student-student, staff-staff and staff-student and must be managed in all settings.

Any staff or pupils of St. Conleth and Mary's that have symptoms of COVID-19 must not attend school. Instead, they should phone their doctor and follow HSE guidance on self-isolation.

Staff and **pupils are not to attend school if they have been identified by the HSE as a contact for a person with COVID-19** and they should follow the HSE advice on restriction of movement.

Staff and pupils that develop symptoms at school **must** bring this to the attention of the Principal promptly.

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. Full guidance on COVID-19 symptoms is available from the HSE but they include:

- fever or high temperature
- cough
- shortness of breath or breathing difficulties
- loss of smell, of taste or distortion of taste

Prior to school reopening

Parents

All **parents/guardians** will be provided with the following via the school app and website:

- a copy of the school's Covid-19 School Response Plan for Safe Reopening of School
- a video outlining procedures and protocols for school reopening (to be sent week of August
- a video on correct procedures for hand hygiene to watch with their child(ren)
- a Google Form for them to declare that their child(ren) are not returning to school as they are **at very high risk in relation to Covid-19**
- **a text will issue from the school prior to opening asking parents/guardians to contact the school if they or their children have visited a non-green list country in the past 14 days. The list of green list countries will be included in the text.**



Parents/guardians can contact the school raising questions or concerns via email to BOM@stconlethandmarys.ie.

Pupils

Prior to returning to school pupils should:

- have all personal belongings clearly labelled
- watch school video outlining procedures and protocol for school reopening
- watch video on correct procedures for hand hygiene
- Have a pencil case prepared for school that can be left in the classroom every day.
- Children will be given a bum bag by the school containing hand sanitiser, tissues and a disposable mask (in the event they need to go to the isolation room). This is to be worn at all times.

Entering the school building

Please enter the school grounds via the gate at the traffic lights and exit via the gate at Patrician Secondary School. These will be marked.

Parents

Parental admission to the school building will be either by pre-arranged appointment or contact from the school to collect their child. Appointments can be made by contacting the school office at 045-431179.

Parents who enter the school building are required to complete the sign in/out form. A link to this is available in the school app, has been texted to parents and is available as a QR code on entering the school. An explanation video is also on the school app.

Pupils

Upon entering the school grounds pupils must proceed to their designated class line. There, they must line up in the next available marked space in their own line.

The school gates will open at 8.50 to allow entry to classrooms. A member of the school staff will admit classes room by room.

If a child arrives on the school grounds and their class has already entered the building, they must proceed to their class line and take the next available space. They must wait there until a member of the school staff admits them.

Parents may wait but are asked to stay on the grass at the front of the school and to ensure social distancing.

Pupils must proceed to their classroom immediately. A hand sanitiser is available at the entrance to all classrooms and must be used before entering the classroom.

Pupils must take their seat in their classroom. Coats are to be placed on the back of pupil's chairs and school bags under their tables.

Visitors

It is appreciated that necessary visitors such as contractors will need to enter the school from time to time. Such visitors will need to have obtained prior approval from the Principal and they will also have to sign in and sign out. There is a sign near the entrance door to the school advising visitors of this requirement.

During the school day

Use of school library will not be permitted and classroom libraries are no longer in classrooms. Assemblies will not take place for the foreseeable future.

Children's coats must be kept on the back of their chairs and school bags placed under tables.



2 windows must be open in classrooms at all times.

Teachers are responsible for the sanitising of their own workspaces and will be provided with cleaning products to do so. These products must be kept away from children for example in a locked press or on a high shelf out of reach.

Pupils in rooms 1, 2, 3, 4, 5, 6, 7 & 8 are to use toilets in the toilet block. A different cubicle will be assigned to each classroom and only this cubicle may be used.

When going to toilet blocks pupils must walk on the left of the corridor, this will be clearly marked. Teachers and SNAs will have access to face masks and visors. There is no requirement in the public health advice for children to wear face masks but they may wear them if they wish.

Teachers will also have voice amplifiers to ensure that all children can hear them clearly. Perspex screens have also been installed in some rooms for teachers.

Exiting the school building

Please leave the school grounds via the Patrician Secondary School gate.

Parents

Parents who exit the school building are required to complete the sign in/out book located beside the secretary's office.

Pupils

Pupils will exit the building in stages. Pupils will use the side gate, front door and library door to exit the building.

Time	Side Gate	Front Door	Library
2.44pm	Rm 13 & 16	Rm 1	Rm 6
2.47pm	Rm 14 & 21 & 17	Rm 2 & 3	Rm 7
2.50pm	Rm 15 & 20 & 5	Rm 4	Rm 8

Physical alterations to the school building

Classrooms

All our classrooms have been altered to ensure a full return to school in line with the DES roadmap/guidelines for the reopening schools.

Pupils will be seated in pods of 4 to 8 children. Pupils will remain in these pods. While pupils are not 1 meter apart within their pods they are 1 metre away from the next pod, this is in line with published Department of Education and Skills [classroom layouts](#) for the reopening of schools in the context of Covid-19. Please be aware that teachers will have assigned seats to the pupils and movement between pods will not be possible.

Excess furniture has been removed from classrooms to ensure a full return to school is possible.

Signage

A range of signs covering good cough & sneeze etiquette, hand hygiene, social distancing and recognising the signs of COVID-19 will be appropriately displayed. Signs will be placed around the school building and at wash/sanitising points.

Hand Sanitiser

Hand sanitiser is available at all entry points and in classrooms.



Yards

Yards have been divided to maintain class bubbles at break times. The yards have been divided into 8 sections and each class group has its own section.

Break times

Pupils

Breaks will be staggered. Each class will have a designated section of the yard to play in and will be supervised by a teacher. No food to be brought out onto the yard.

Break times will be as follows:

Small break 1: 11.00 – 11.15 am

Small Break 2: 11.20 - 11.35 am

Big Break 1: 12.45 – 1.10 pm

Big Break 2: 1.15 – 1.40 pm

Classes will be informed of their break schedule when they return to school.

Curriculum

The initial settling back period will be especially significant for revisiting and consolidating and, in some cases, relearning curriculum content previously worked on either prior to the school closure period or as part of distance learning. It will be important to reinforce and consolidate pupils' learning from their previous class.

It will be necessary to prioritise certain aspects of the curriculum when the new term begins. The **School will re-orientate** its curricular work especially during the initial weeks of the first term so as to give greater time and attention to areas such as Social, *Personal and Health Education* (SPHE), *Physical Education* (PE), *Language* and *Mathematics*. Gradually, as we build a comprehensive picture of where pupils are in their learning, it will be possible to work towards more 'typical' curriculum plans.

Supporting pupils at “very high risk” to COVID-19

There may be some pupils for whom return to St. Conleth and Mary's on September 1st may not be appropriate because the relevant public health guidelines indicate they are at “very high risk”.

Overall responsibility for ensuring that such pupils receive appropriate support to engage adequately with learning remains with our school. St. Conleth & Mary's will provide regular and ongoing communication between school and home to support these pupils engagement with their learning and their continuous connection with their classmates and school community.

We will be in contact with all parents shortly regarding their child's return to school.

Teachers will place a copy of their work plan for the upcoming fortnight on the school website.

Cleaning

Cleaning

We are increasing the provision of cleaning **in** our school from 20 hrs per week to 36 hrs per week. All classrooms and toilets will be cleaned each evening. Common touch areas will be cleaned during the day, **as well as at the end of each day**, and toilets will be cleaned where possible during the day – as



well as at the end of the day.

Respiratory Hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin. Bins will be emptied at 12.00 pm and at the end of the school day.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

Hand Hygiene

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean). It will be necessary to wash hands after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

Hand sanitiser dispensers are at exit and entry points of school and classrooms.

Warm water is available at all sinks.

Wash hand basins, running water, liquid soap and hand drying facilities are provided in all toilets, kitchens and any food preparation areas.

Hand washing facilities are maintained in good condition and supplies of soap and towels will be checked twice daily.

Hot air dryers are an acceptable alternative for hand drying but must be regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19. Posters displaying hand washing techniques and promoting hand washing are placed on walls adjacent to washing facilities.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).

Frequency of Hand Hygiene

Pupils and staff should perform hand hygiene:

- on arrival at school
- before eating or drinking
- after using the toilet
- after playing outdoors
- when their hands are physically dirty
- when they cough or sneeze

Use of shared equipment and resources

Art

Pupils will have their own individual art and equipment supplies provided by St. Conleth & Mary's. Each child will have their own art pack (in a zip lock bag) containing scissors, glue sticks, colours, paint brushes and other items of stationary) All children's stationary must be labelled.

Writing materials

Pupils will leave a pencil case containing all necessary equipment in the classroom. This must remain in school.

Electronics

Shared electronic devices such as tablets, touch screens, keyboards will be sanitised between use.



Musical Equipment/Instruments

To the greatest extent possible, instruments will not be shared between pupils and if sharing is required, the instruments will be cleaned between uses.

Library Policy

School library is closed, and classroom libraries have been removed. Children should bring their own schoolbooks from home for *Drop Everything And Read*.

Shared Sports Equipment

Where possible children should not share equipment. Where this is not possible children should practice good hand hygiene and equipment will be cleaned between uses. The equipment must be cleaned before being returned to the general store.

Maths Equipment

Where possible children should not share equipment. Where this is not possible children should practice good hand hygiene and equipment will be cleaned between uses. The equipment must be cleaned before being returned to the general store.

Use of Personal Protective Equipment (PPE)

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

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 should apply standard precautions as per usual practice.

In line with the latest guidelines (Ministerial letter 07/08/2020) Primary school staff must wear face coverings where a distance of 2metres cannot be maintained. Staff will also have a Perspex screen for their desks.

Masks

Cloth face coverings are not suitable for children under the age of 13 and anyone who:

- has trouble breathing
- is unconscious or incapacitated
- is unable to remove it without help
- has special needs to who may feel upset or very uncomfortable wearing the face covering

However, your child may wear a face covering if you so wish.

Gloves

The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for intimate care settings. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

Routine use of disposable gloves is not a substitute for hand hygiene.



Protocol in the event of a pupil displaying symptoms of COVID-19

If a child develops any symptoms of acute respiratory infection including cough, fever, shortness of breath or sudden loss of taste or smell while in the **care of the school**, the following will be observed:

- A member of staff will take them to the place that is planned for isolation. **This will be Rm 10.**
- Their parents/guardians will be contacted and asked to collect them as soon as possible.
- They will be cared for until such time as they are collected by a parent guardian or someone who has been authorised by the parent/guardian to collect them. Where someone other than the parent guardian is collecting the child, this will need to be cleared with school management in advance,

Returning to school after an absence

Parents/guardians are required to complete the return to school declaration form when children are returning to the school setting after any absence. This form will be sent to parents/guardians via the school app. If a parent/guardian does not have the school app then a copy will be emailed to them. Copies are also available from the school office. This will take effect from Monday 5th October 2020. A copy of the form is contained in Appendix 1.

Supporting teaching and learning in the home where there is localised full school closure

In the event of a full school closure **Seesaw** will be the platform used to continue teaching and learning. Seesaw codes will be given to the pupils on their return to school. **If a** child does not return to school codes will be posted to their home address.



Appendix 1: Return to School Declaration Form



St.Conleth and Mary's Primary School
Newbridge Co. Kildare

Return to School Declaration Form

Name :

This form is used when children are returning to the school setting after any absence.

Declaration:

I have no reason to believe that my child has infectious disease and I have followed all medical and public health guidance with respect to exclusion of my child from educational facilities.

Date

Signature

*You can also submit the form from our **School App***

*Please download the School app from **App store** and **Play store***