

Last edited Friday 28th August

Logistics plan for the re-opening of St. Lachtain's N.S.

Please note this document is a live document which will be updated and amended over the coming days, weeks and months as the CV-19 situation evolves.

Introduction

The purpose of this policy is to outline the School Policy on the steps and processes taken by St Lachtain's N.S. to mitigate the spread of COVID-19 in the School for our pupils and staff. This plan is in conjunction with the Department of Education and Skills Covid-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools (copy attached).

St Lachtain's N.S. is committed to providing a safe and healthy workplace for all our staff and pupils. To ensure this, we have developed the following Plan to ensure the safe return to school. All Staff, pupils and families are responsible for the implementation of this plan and a combined effort is required to help contain the spread of the virus. In line with this, the reopening of St. Lachtain's goes hand-in-hand with the provision of public health measures to reduce the risk of spread of COVID-19.

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 the School and the consequent risk of its spread.
- As well as co-operation, the flexibility, honesty and goodwill of all will be required to ensure the plan can be implemented.

Preparing your child for school

- Practise washing hands properly with soap for at least 20 seconds. Make sure your child knows how to dry their hands thoroughly.
- Children should know how to use hand-sanitiser correctly, and that it should not be ingested.
- Teach your child correct coughing etiquette. Cough or sneeze into a tissue, or into your elbow if you do not have a tissue. Put the tissue into the bin and wash or sanitise your hands.
- Make sure your child can independently open and close their lunchbox and bottle, their coat and their shoes. No shoes with laces for younger children.
- Please ensure all of your child's clothing, books and equipment are labelled clearly with your child's name as equipment cannot be shared.

Terminology: Zone

The school will be split into 4 distinct zones. Each zone will be self-sufficient for pupils in terms of classrooms, SET (Support teacher) and toilet facilities. Pupils will **not** leave their designated zone to deliver messages, visit other classes or go to the office. Pupils will remain in their own designated zone at all times.

Staff will be required to move from their zone to visit the staff room, offices and photocopying rooms. Some support staff are required to visit other classes.

| Zone 1 | Zone 2 | Zone 3 | Zone4 |
|--|--|--|---|
| New building Mr. Tynan's office Reception Administration PSL | Junior infants Senior infants Ms. Bolger's SEN1 Staffroom Isolation Area Photocopying room | Ms. Meehan 6th Ms. Bergin 5th Mr.Flood 4th | Ms. Breen Computer Room/SEN 4 SEN 2 Ms. Burke SEN 3 Ms.O'Neill Ms.Murphy/Ms Roche |

Bubble

All children return to school and classes will operate within a bubble system (your child's class is called a bubble). We have 9 bubbles in St. Lachtain's i.e. 9 classes. Pupils will remain in their class bubble. They will attend support teaching (if applicable) with pupils from their class bubble. We will ensure there is as little contact as possible between children in different bubbles during school time.

Pod

The D.E.S. advises that:

- Within each class bubble from Junior Infants to 6th class, the children will be further divided into pods (a pod is a group of pupils who will sit together, complete group work together and play together on yard).
- In JI – 2nd class, a distance of 1 metre should be maintained between pods, where possible.
- In 3rd – 6th class, a minimum distance of 1 metre **must** be maintained between

pods.

- On the yard and in PE pupils from Junior Infants – 2nd class may mix with pupils from other pods **within their own class grouping (bubble).**
- **Pupils from 3rd – 6th class can only play with pupils from their bubble on yard.**
- The class teacher will determine the pods in their class bubble.
- Hand sanitizer will be available at all entry points and exit points in the building and in all classrooms, support rooms, offices and staff areas.

Pre-Return to School Form All staff will be issued with a pre-return to school form, seeking confirmation that they are not awaiting the results of a COVID-19 test, that they are not self-isolating and that they are not displaying any symptoms. All staff will be required to complete this form at least three days before returning to the school. They will also have to inform the School of any information which, whilst not included on the form, may be pertinent. The return to school form will be issued via email and instructions on the method of returning it will be included in an accompanying communication.

Induction Training

Induction Training will be provided by the Department of Education and Skills for all staff, pupils and parents. Details of this will be circulated to all stakeholders on publication.

All children will be informed about these changes in our School and updated on new ways of moving around their designated zones.

TRANSPORT TO AND FROM SCHOOL

An SNA will meet the buses in the morning and escort the children to their bus in the evening. We ask that the parents of these children take the time to talk to them about the importance of walking safely and keeping socially distanced from others both en route to the bus and while on the bus. Responsibility lies with the parents also to ensure the children are practising good personal hygiene etiquette when coughing and sneezing.

School

Parents from 1st-6th class will not be permitted entry onto the school grounds without an appointment.

If your child is in 1st – 6th class and requires their SNA to collect them at the school gate each morning please email this request to us with your arrival time (between 0-9.10 and 09.30) and this can be arranged.

We request that where possible, only children attending St. Lachtain's N.S. enter the school grounds. Should a parent need to bring a sibling onto the premises, young children should remain in their buggy/ hold a parent's hand at all times.

Any children brought onto the premises should remain beside their parents, and adhere to social distancing requirements at all times.

Parents must wear masks at all times when on school grounds. Members of the support team will assist with sanitising of hands. Each pupil must sanitise their hands before entering the building.

We ask for co-operation in ensuring pupils are not dropped to the school prior to 09.10 or after 09.30. Prior to 09.10 pupils will not be permitted to enter the school grounds.

The parents of our infant pupils will not be permitted to enter the building as they drop off their children – Ms. Harrison will be at the entrance to the classroom to welcome them. Social distancing guidelines are to apply. Messages for teachers can be sent by email, written in the Homework Journal or by phoning the school office.

Classroom Allocation

All classes are clearly labelled and pupils are asked to go straight to their classrooms via their own classroom door.

Junior and Senior Infants - Front right as usual

1st/2 - Rear corridor next to Preschool Lachtain – entry through the Basketball Yard

2nd/3rd – Rear corridor next to Computer Room - entry through the Basketball Yard

4th – Front of school adjacent to Church Car Park

5th – Front of school, middle classroom

6th – Front of school next to old main door

YARD BREAKS (details to be finalised)

The day will include 1 x 10 minute break and 1 x 30 minute break. There will be an early break and a late break. Each class will have access to their allocated yard during their allotted break times. Yards will be supervised by class teachers, support teachers and SNAs working within those bubbles.

Breaks will be structured as follows: TBC

| Class | Yard and Break times |
|---|--|
| 1st break | Sos :11.00 – 11.10 Lunch :12.15-12.45 |
| Junior Infants | Infant yard |
| Senior Infants | Front yard |
| 1 st / 2 nd Class | Field (behind PSL) |
| 2 nd /3 rd Class | Basketball yard |

| Second Break | Sos 11.15-11.25 Lunch 12.50 – 1.20 |
|-----------------------|--|
| 4 th Class | Field/basketball yard |
| 5 th Class | Front Yard |
| 6 th Class | Front Yard |
| | |

School Finish Time:

Preschool Lachtain will operate on a shorter day for some new pupils for the first couple of weeks. The day will conclude at **1.50pm**.

The pupils in Junior and Senior Infants will be collected at **2pm** each day from new entrance area closest to junior infant classroom. **Only bus children will be permitted to remain until 3pm.**

Junior infants will be finishing earlier for the first 2 weeks. Ms. Harrison will be communicating with new Junior Infants parents to organise arrival and collection times.

We ask parents of senior infant children to wait along the outside of the school wall, observing social distancing guidelines and wearing masks, and the children will be directed towards you by the teacher.

Classes **1st-6th** finish at **3pm**. The pupils will be walked to the yard by their teacher and will line up on the yard in their pods.

Parents/minders are asked to be prompt when collecting.

Parents/Minders/Childcare facilities are asked not to engage the teacher in conversation at this time. It is simply a pick up and go system to ensure there is no congregation of people. Any concerns that you wish to discuss with your child's teacher can be expressed via e-mail.

Class teachers will work in pairs for the safe dispersal of their class to their parents/minders. Children will be brought out of the classroom to the yard where another member of staff will assist in the safe dispersal to parents. We will ensure social distancing is maintained as children leave the school to go to their parents/guardians. **We ask that parents stay in their cars where possible, demonstrate social distancing as a good example for the children.**

This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!

Collection of Children during the School Day

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

- The adult must wear a mask when entering the premises (coming inside the gate)
- The main entrance gate and door must always be used **(New Entrance – only. There will be no access to the main school building. All visitors must report to the reception in the new building.**

- When the adult arrives at the school, they should either phone the office or use the new intercom at the front door of the school to alert the office that they have arrived.
- If an adult arrives during break time when children are playing on the school yard, they must remain outside the gate and phone the school. Adults are not permitted onto the school grounds when children are playing on the yard.
- The child will be brought from their class to the adult at the front door by a member of staff.
- The adult who is collecting will be asked to sign the child out.
- No adult should enter the school building, unless invited to do so.

Dropping off items during the School Day

We ask parents and pupils to be vigilant this year in ensuring all required items are brought to school in the morning – lunches, drinks, required books and copies. If an essential item must be dropped to school during the school day please follow the steps above regarding arriving on the school grounds.

- Please advise the secretary you are speaking to via the phone/intercom what item you are leaving and the child it is for.
- You will be permitted entry and the item will be left on a desk/shelf directly inside the front door where it will be collected and distributed by a member of staff.

Communication Procedure

- All correspondence will be sent to parents by text/app message or email.
- Messages for teachers can be sent by email, written in the Homework Journal or by phoning/emailing the school office.
- If a parent needs to speak with a teacher or vice-versa, best practice is to do this by an arranged phone call. **Appointments in the school building will be kept to a minimum and will only take place by prior arrangement with the school Principal.**
- Phone calls and meetings with your child's teacher can also be arranged by email or phone call to the office.
- If information needs to be given to the teacher during the school day please contact the school office by phone or by email.

***Please note: We will endeavour to answer all emails that arrive during the school day before close of the school day at 3.30pm. Emails after 3.30pm will be dealt with on the next working school day.**

NB. Messages sent via social media or private phone numbers will not be answered.

Staff Email Addresses

Brendan Tynan principal@stlachtainsns.ie

Róisín Bolger deputyprincipal@stlachtainsns.ie

| | |
|---------------------------------|----------------------------|
| Miriam O' Neill | moneill@stlachtainsns.ie |
| Eilis Bergin | ebergin@stlachtainsns.ie |
| Mary Roche | mroche@stlachtainsns.ie |
| Joanne Harrison | jharrison@stlachtainsns.ie |
| Elizabeth Murphy | emurphy@stlachtainsns.ie |
| Danielle Breen | dbreen@stlachtainsns.ie |
| Laura Furney | lfurney@stlachtainsns.ie |
| Mary Evelyn Drennan/Katie Byrne | medrennan@stlachtainsns.ie |
| Claire Doyle | cdoyle@stlachtainsns.ie |
| Siobhan Meehan | smeehan@stlachtainsns.ie |
| Paul Flood | pflood@stlachtainsns.ie |

DEALING WITH A SUSPECTED CASE OF COVID-19 NB:

Pupils should not attend school if displaying any symptoms of Covid-19. The symptoms of Covid -19 are: (taken from DES Covid -19 response plan for Primary and Special Schools Section 5.1 Page 15)

✓ High temperature ✓ Cough ✓ Shortness of breath or breathing difficulties ✓ Loss of smell, of taste or distortion of taste

If a pupil displays symptoms of Covid-19 while in the building, the following procedures will be implemented:

- Parents/guardians of that child will be contacted immediately – it is the parents' responsibility to ensure we have up to date contact details for you. In addition to parents contact details, we should also have contact details for 1-2 Emergency Contacts who live locally and will be in a position to collect your child if you cannot.
- The child will be accompanied to the designated isolation area via the isolation route by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times.
- A mask will be provided for the child presenting with symptoms. S/he should wear the mask if in a common area with other people or while exiting the premises. If the child is uncomfortable wearing a mask he will be advised to cover his mouth and nose with the disposable tissue provided instead.
- An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home

- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home.
- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.

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.

Designated Isolation Area; The Para-Ed Room in the new Building

The School has allocated a designated isolation area in the event a pupil or staff member develops symptoms of COVID-19 while at School. This space is easily accessible, well ventilated, and has the ability to isolate behind a closed door.

Children who should not attend school

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

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has been diagnosed with Covid-19
- Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school – if your child falls into this category please contact the school to inform us of this so arrangements can be made.
- Children who are generally unwell

Supporting the Learning of Children who cannot attend school

If a child is not able to attend school for an extended period of time (very high risk pupil), the class teacher (and/or the learning support teacher, where relevant) will share suggested activities to support the child's learning at home with parents.

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 school will follow the protocols and advice set by the HSE at all times and will communicate information to parents as instructed by the HSE.

Travel outside of Ireland

****Reminder to anyone attending school who has travelled abroad:****

Government policy, which is based on official public health advice, continues to advise against non-essential travel overseas for everyone.

It is a requirement for anyone coming into Ireland, from locations other than those with a rating of 'normal precautions' ("green"), to restrict their movements for 14 days, and this includes school staff, parents and children or other students coming from abroad to attend school in Ireland. Restricting your movements means staying indoors in one location and avoiding contact with other people and social situations as much as possible.

School Tracksuit/Uniform

In order to facilitate regular washing/changing of clothes you may choose for your child to wear either school uniform or tracksuit to school – perhaps on alternate days – whatever suits the laundry regime in your household. Once the PE timetable is confirmed your child will, of course, have to wear the school tracksuit on that day.

Homework

We are in the process of deciding the best overall approach to take regarding homework. We are conscious that parents are anxious that the children get back into the routine of school and homework is an integral part of that. While we also respect the role that homework plays in reinforcing skills learned in school, we understand that the health and safety of our staff and pupils is paramount.

Therefore for the month of September the pupils will receive no homework.

Learning that would previously have been completed at home nightly eg.

Spellings, will be completed in school. We feel that this will provide everyone with the space to settle back in safely and without unnecessary anxiousness.

Thereafter, each teacher will decide the best approach for his/her class considering their age and level of maturity. We will try to keep it as streamlined as possible but that is not guaranteed. We may look at project work and perhaps using seesaw or digital media to record work completed. We may assign certain books for home use only. We must minimise the amount of cross contamination between home and school. The arrangements for each class' homework will be decided once settled back into school.

Personal Equipment *Stationery*

Again, in order to minimise the amount of cross contamination between home and school, we will allow the pupils to leave their school bags, containing their books, in class for the first couple of weeks. All they will need coming to school each day then will be their lunch box or bag and bottle of drink.

From September, pupils from **Junior Infants – 6th class** are asked to have a 'school' pencil case **which is left in school at all times**. This pencil case should be compact and preferably with a zip. The school pencil case should contain all items which were listed on the stationery list you received back in June. Each item in the school pencil case as well as the case itself should be clearly labelled with your child's name. The children should also have a 'home' pencil case for completing assignments and homework at home. This measure will have the additional bonus of lightening the schoolbags. Children will not be able to share pencils, pens, erasers, coloured pencils etc. books/copies

- It would be very helpful if your child's books and copies were covered in plastic so that they could be easily wiped down.
- Children should bring a personal hand sanitizer to school for use at their desk prior to eating etc. to avoid queuing at the sanitisation station. Parents of younger children need to remind them about safe use of hand sanitizers and the importance of not ingesting it. This will be an ongoing consideration.
- All pupils should bring a small packet of tissues to school each day for personal use.
- All children should bring a paper napkin, piece of kitchen paper or clean tea towel to school each day to place on their desk for lunchtime. When they are finished eating, they can then wrap up all their crumbs etc. and replace it in their lunch bag/box. All food waste and wrappers will be brought home.
- **Please ensure your child has enough water for the day as we will not be in a position to refill bottles.**
- Lunchboxes and water bottles must be washed thoroughly at home each day.

Shared Equipment

By necessity, some classroom equipment needs to be shared including tablets, laptops, library books and 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.

Payments

The school is in the process of transferring its administration online using Aladdin. This is a comprehensive package which allows for a centralised administration of all areas of school life including a payment facility for school related expenses. More information will follow in the coming weeks.

In order to facilitate home school communication and prepare for online payments, can you please email your child's new class teacher, giving your name, your child's name and your email address.

Learning Support

In keeping with best practice we will offer support to those most in need. We are aware of those who have specific learning difficulties and who require ongoing

support. Ms. Bolger and Ms. O'Neill will work closely with classroom teachers in planning appropriate support.

Our visiting support teachers will be with us again this year. Ms. Burke will visit on Monday, Tuesday and Wednesday afternoons. Ms. O'Connor and Ms. Robinson's hours have yet to be confirmed. Ms. Deasy will be with us for one full day per week. Unfortunately we have suspended our in-class support literacy power hour which we carried out in classes junior infants to 2nd. As it necessitates four teachers coming into the classroom and rotating groups we are unable to offer it at present. Where practical, we plan to allocate a SET (Special Education teacher) to each zone to minimize pupils and teachers travelling through different zones and mixing bubbles and pods. Ms. Bolger is in communication with the other teachers in the SEN team who are shared with other schools.

This is the provisional allocation:

| Class | Room | SET |
|-----------------------|-----------------------|---------------------------|
| Junior Infants | SEN1 | Ms Bolger |
| Senior Infants | SEN1 | Ms Bolger |
| 1 st Class | SEN 3 | Ms O'Neill |
| 2 nd Class | SEN 3 | Ms O'Neill |
| 3 rd Class | SEN 3 | Ms O'Neill |
| 4 th Class | SEN 2 | Ms Burke / Ms Deasy |
| 5 th Class | SEN 2 | Ms.Burke / Ms Deasy |
| 6 th Class | SEN 4 (Computer room) | Ms. O'Connor/Ms. Robinson |

Where possible for children who attended for 1-1 support last year, we will endeavour to continue with the same teachers as it will be easier for all involved. Support will be in the form of small group withdrawal or 1-1 withdrawal due to the necessity to maintain distance. Teacher will be in contact as soon as possible into September to arrange for student planning. This will be done via email if possible or phone. Meetings will be facilitated where necessary.

Distance Teaching

Should the school need to close for any period of time due to Covid-19, Seesaw will be used to support distance learning. A Seesaw account will be created for each pupil in the first week of school. Some classes have experience of Seesaw and will continue with existing accounts.

PPE

It is recommended that school staff wear face coverings where a distance of 2 metres cannot be maintained. Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE, including gloves, face masks and aprons. Visors will be provided to all staff.

Sanitisation and Cleaning

Sanitisation stations will be located in each classroom, support room, office, staff room and at all entrances to the school building. A cleaning/PPE kit will be available in room containing the necessary cleaning materials required along with disposable PPE. Each isolation room will contain an isolation room kit consisting of disposable masks, gloves, tissues and aprons.

Toileting Pupils in 1st, 2nd and 3rd class have individual toilet cubicles in their classroom. For pupils from Junior Infants, Senior infants, and 4th-6th class only one pupil per class may leave the classroom to use the toilet at any time. This is to ensure that the toilets do not become overcrowded.

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, as has been policy to date. In certain circumstances, it may not be possible for the class to attend school on that day. If that is the case, parents will be given as much notice as is reasonably possible.

PE

PE will take place outdoors where possible. A kit of essential PE equipment will be given to each class level (JI, SI, 1st etc.) and use of equipment should be confined to the sets that have been distributed to this level. The equipment used will be wiped down after use.

Wind instruments

Whether or not we will be in a position to offer recorder and choir lessons as before is under consideration.

Contact Log

The School will maintain a contact log to record attendance of parents, suppliers, contractors and/or any other visitors. The objective of this is to facilitate contact tracing in the event of a confirmed case of COVID-19.

The log will facilitate easy identification and contacting of visitors and relevant suppliers and at the same time minimise data collected to conform with GDPR. Pens will not be provided: All visitors should use their own pens. Sanitizers will also be available at the location of the contact log.

Preschool Lachtain Logistic Plan

A staggered return to school will be adopted for children attending preschool Lachtain. Children who are in their second year of preschool will return to school on Monday 31st August. New children will commence on Friday 4th September.

Arriving and leaving school

Upon arrival to school on school transport the children will remain in the cars until a staff member collects them. Staff will commence collecting children from cars at 9:15am, one car at a time.

Children will enter through the side door of each classroom.

A similar approach will be used for bringing children out to the cars at home time.

Children will be collected at 1.50pm to allow more room before the infant classes finish at 2pm.

Imitate care needs

Toilet and nappy changing room are adequately ventilated by windows and vents. Windows will remain open during the day. Staff will wear full PPE during nappy changing i.e Masks, aprons and gloves. The changing mat will be sanitised after each use and inspected to ensure no exposed padding.

Sanitising

Children will wash/sanitise their hands upon arrival to school, before snack and lunch, after toileting/nappy changing, after coughing or sneezing after playing with outdoor equipment or in PE hall, after sensory room, teacher time, before home time and when hands are visibly dirty.

Handling and cleaning of materials

We will limit the amount of shared materials that children will handle as much as possible e.g children will be allocated their own box of kit in participating in a group activity. The experience will be shared but equipment will be specific to them. The amount of materials and toys in the classroom will be reduced and easy to clean items will preferably be used.

Any shared materials or toys will be sanitised after each use

Communication Procedure

Daily communication between parents and pupils will take place via **See Saw** app

- If a parent needs to speak with a teacher or vice-versa, best practice is to do this by an arranged phone call. Appointments in the school building will be kept to a minimum and will only take place by prior arrangement with the school Principal. Alternatively you can use email.
- If information needs to be given to the teacher during the school day please contact the school office by phone or by email.

School uniform

Please wash your child's uniform on a regular basis, it would be a good idea to have two pairs of tracksuit bottoms, two t-shirts and two jumpers and wear on alternate days

Lunch boxes and cutlery

All lunch boxes, cutlery and drink containers should be thoroughly washed in warm soapy water every day. All utensils are hand washed in school.

Cleaning of shared spaces in the preschool

The sensory room will be cleaned with a disinfectant fogger after each use. PE equipment will be divided between the two classes and cleaned after each use. The trampoline will be cleaned after each class's PE session. The ball pool is not a feasible option at present due to the nature of its use.