



Christ the Saviour N.S.

Ballingarry, Co. Limerick

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21st August 2020

Dear Parent / Guardian, Staff Member,

RE: Fáilte ar ais

The Board of Management and School Staff are looking forward to welcoming all our pupils and parents / guardians back to school for the 2020/2021 school year on Monday, 31st August.

The Board of Management, School Leadership Team and staff have been working to ensure a safe return to school for all pupils and staff. We are satisfied that we have control measures in place to ensure that this will be a safe re-opening. It will take some time for all of us to get used to the “new circumstances” as we become familiar with the new routines and procedures designed to keep everyone safe and to prevent the spread of the virus. There will, undoubtedly, be some unforeseen challenges and we will deal with these as they arise.

We would like to thank you for your co-operation during the period of home schooling and look forward to working with you as we assist the children to settle back to school and adapt to the necessary changes. We are also conscious of the fact that our pupils have not been in school since March and that they are looking forward to coming back to school to meet their friends again. We are aware that our new pupils in Junior Infants are beginning a school year at a challenging time and have made plans to ensure that their arrival will be as free from stress as possible.

We have attached our Reopening Plan and we would appreciate if you could read over it carefully to ensure that our transition back to school is as seamless as possible. This is a working document and adjustments may need to be made to it. We will email you the updated version if any adjustments are made.

We hope you and your family enjoy the rest of the summer.

Le meas,

Donal McGoey

Chairperson of BOM

Mary Hanley

Acting Principal

Christ the Saviour N.S. Reopening Plan



Introduction:

This plan is designed to facilitate the resumption of teaching and learning in Christ the Saviour N.S. in a safe environment with measures put in place to prevent the spread of Covid-19. It has been developed in line with Public Health Guidelines as published in the *Return to Work Safely Protocol 8th May 2020* and the *Response Plan for the Safe and Sustainable reopening of Primary and Special Schools 27th July 2020*. This reopening plan will be reviewed and updated as recommendations become available or situations change.

Underlying Principles:

- Christ the Saviour National 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.
- 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.

Control measures to prevent the introduction and spread of Covid 19:

- All members of the school community need to know the **Symptoms of COVID-19**

They are:

1. High temperature
2. Cough
3. Shortness of breath or breathing difficulties
4. Loss of smell, of taste or distortion of taste

Any member of staff or pupils displaying any of these symptoms must not attend school, must contact their doctor and follow HSE guidelines on self-isolation. Children who display these symptoms at school will be isolated and parents asked to collect them from school.

Respiratory Hygiene:

It is important that everyone follows good respiratory hygiene. Parents can promote this safe behaviour in the home as part of the preparation for returning to school and teachers will re-enforce this in the classroom.

Assumptions:

1. All staff will have familiarised themselves with the “Back to School” documents forwarded to them online.
2. Posters and Signage promoting good hygiene etc. will have been put up around school.
3. All staff will have completed Covid-19 Induction Training.
4. Pre-return to work questionnaire will have been completed by all staff members and returned to Acting Principal.
5. Class teachers will have re-arranged their classroom to ensure as much as practicable that Social Distancing will be observed. Going forward the class/classes that a teacher teaches will form a class bubble. In Christ the Saviour N.S., we are fortunate that our large classroom sizes will facilitate 1 metre social distancing in all classrooms from Junior Infants -6th class.
6. There will be a Hygiene station at all entry points and in each classroom and S.E.N rooms with a hand sanitizer poster on it, automatic hand sanitizer mounted to the wall, a box of tissues and the tissue bin under it.

7. There will be ample supplies of hand towels (disposable) at all sink areas.
8. Hand Hygiene and PPE requirements will be purchased by the school.
9. There will be a one way travel system set up in the school corridors with markings and arrows clearly laid out to help facilitate social distancing.
10. Classrooms will be ventilated to the greatest degree possible at all times with internal doors, classroom windows and velux windows open.
11. Minimise use of communal areas such as corridors and staff room, as much as possible. Breaks will be staggered for staff.

Responsibilities for Parents/Guardians:

- Christ the Saviour N.S appreciates your support as we try to safely reopen the school building. If at all possible we request you not to come onto the school grounds or into the school building unless it is essential. Working together we hope to be able to progress the reopening in as safe a manner as possible for all.
- We would ask all parents to familiarise themselves with the following drop-off and collection routines for the safe delivery and collection of pupils from school. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year.

It is imperative that:

- adults do not come within 2m of each other
- parents do not try to have meetings with members of staff in the playground at drop-off and collection times – meetings between parents and teachers can only take place by prior arrangement. (This may have to be more restrictive depending on guidance - it is quite possible that the recommendation will be for remote meetings/telephonic communications.)
- messages for teachers be sent by phoning the school office.
- all parents adhere to the drop-off and collection plans as outlined below

Drop off and Collection Plan:

Morning Drop Off -

- Please ensure that your child has washed their hands prior to leaving home in the morning.
- Pupils will not congregate in the yard in the morning time for the duration of the pandemic. The front door of the school will be used for school staff only to enter and exit.
- Pupils must enter the school through the school gate which will be signposted, proceed straight to their classroom through the fire door, sanitise their hands and take up their seat.
- Front gate of school on the right hand side is designated for:
 - Juniors Infants (Room 1)
 - Senior Infants (Room 3)
 - 1st class (Room 4)
 - Ms O’Sullivan’s 5th/6th class (Room 2).
- Front gate of the school on the left hand side is designated for:
 - 2nd class (Room 5)
 - 3rd class (Room 7)
 - Ms Tangney’s 4th/5th class (GP Room).
- Each class fire door will be used to enter and exit morning and evening. These fire doors will be clearly signposted with the room number. Fire door will be open from 8.40am in the morning. Pupils are not allowed on the school grounds before this time.
- Teachers will act as stewards and direct pupils to the correct fire door during the first week to help them get into the routine.
- All pupils must sanitise their hands as they enter their classroom. Hand sanitiser stations will be available in every classroom. Pupils will receive training from their class teacher on correct hand washing techniques and respiratory etiquette.
- Pupils must place their bag under their desk, their coat on their chair.
- Pupils are not to congregate in communal areas such as coat hanging areas or where they have previously placed their lunch boxes.

- Separate arrangements will be put in place for our new Junior Infant class on their first day at school. Ms Collum, our Junior Infant teacher will send parents an email about this.

The following classes are to use the gate on the right hand side of the school:

Teacher	Class & Classroom	Entrance & Exit Point
Ms Collum	Junior Infants	Room 1
Mrs Murphy/Ms O'Connor	Senior Infants	Room 3
Mr Flynn	1 st class	Room 4
Ms O'Sullivan	5 th /6 th class	Room 2

The following classes are to use the gate on the left hand side of the school. Pupils are asked to follow the signs to the car park side of the school and enter their fire exit door. Staff will only park on one side of the school car park to facilitate pupils walking safely to their fire exit door. A safety barrier will be in placed along the length of the walkway to ensure children's safety.

Teacher	Class & Classroom	Entrance & Exit Point
Ms Tangney	4 th /5 th class	GP Room
Ms Barry/Mrs McHale	2 nd class	Room 5
Ms Shelton	3 rd class	Room 7

Children using Bus Transport:

- Bus children will sit in pre-assigned seating and next to sibling or child from their class bubble.
- Pupils will go straight to their classroom via the fire exit door when they are dropped by the school bus.

Evening Collection -

- In the evening time, we will operate 5 minutes of staggered exits from the school.
- Parents are asked not to congregate outside the school and to adhere to social distancing of 2 metres.
- All pupils will leave via their fire exit door. Teachers will stand at their fire exit door at 2.40pm and only let their class out when the fire exit door next to them has fully exited their room to ensure exit is safely staggered.
- Parents of Junior and Senior Infant parents are asked to socially distance at the school gate at 1.40pm. When the parent has collected their child, please go to your car immediately to reduce the amount of people congregating. Junior Infant parents will collect from the gate on the right-hand side of the school. Senior Infant parents will collect from the gate on the left-hand side of the school.

Procedure for Breaks:

Decreasing interactions will be an important feature in the coming academic year. In effect this means that the children of each classroom will be seen as their own class bubble. The aim of the system is that classroom groupings mix only with their own classroom grouping from arrival to school in the morning until departure at the end of the school day. It will be necessary to ensure that the children of each classroom has its own space at break and lunch, therefore the following arrangements will apply :

- Break times will be staggered. Junior break is for pupils in Junior Infants – 2nd class. Senior break is for pupils in 3rd-6th class. This is to ensure adequate space in the yard for each “class bubble”.
- Junior small break: 10.35-10.45am
Senior small break: 10.50-11am
Pupils will be given an opportunity to eat their lunch in the classroom for 5 minutes prior to going out on the yard.
- Junior Big Break: 12-12.30pm
Senior Big Break: 12.35-1.05pm
Pupils will be given an opportunity to eat their lunch prior to going out on the yard.

- Each class bubble will be allocated their own yard. The tarmacadam will be sectioned into 4 different areas:
 1. Yard 1 – near PE portacabin
 2. Yard 2 – near oil tank and school garden
 3. Yard 3 – near school car park and O’Grady’s supermarket
 4. Yard 4 – basketball court
- The school grass area will also be sectioned into 4 different areas. Each class bubble will be allowed onto their own grass area to play when the weather permits.
- Pupils enter and exit the yard via their fire exit door only.
- Teachers who teach Juniors-2nd class will be on Junior yard duty.
- Teachers who teach 3rd-6th class will be on Senior Yard duty to ensure class bubbles are not broken.

Cleaning Arrangements

- A deep clean of carpets, floors and all areas of each classroom e.g. shelves, toilets, windows, desks etc will take place prior to the school reopening.
- All toilets and sinks and desks will be cleaned and disinfected on a daily basis.
- A deep clean of the school will take place every weekend.
- Cleaning products will be available to all teachers and SNA’s to clean their own work area on a daily basis.
- Antiseptic wipes will be available to clean common touch areas/equipment such as school photocopier, school telephone (hands free set).
- Cleaners and caretaker will receive training on updated cleaning and disinfection procedures.
- A timetable will be drawn up for the use of common IT equipment e.g. iPads. Devices should be cleaned thoroughly by the class teacher after use with disinfection wipes and before they are returned to the charging trolley.

Special Education Teaching

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 for team teaching, both teachers must be mindful of maintaining social distance of 2 metres from one another.
- Where children from 3rd to 6th Class 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.
- SEN rooms will be equipped with Perspex (polycarbonate) screen.
- Initiatives such as “Literacy Lift Off” or “Guided Reading” will not be taking place in Term 1 as this would involve moving children into different pods within their class bubble. We await further guidance from DES on the implementation of such initiatives.

Homework/SeeSaw/School Bags

- There will be a big focus on “well-being” when we return to school. Teachers will focus on this in their SPHE lessons and general discussion with pupils.
- There will be no homework for the first fortnight in September to help all children settle back to the routine of school.
- Our Parents’ Council have kindly sponsored the subscription fees for the online platform, SeeSaw. SeeSaw will be used by teachers for homework assignments as teachers won’t be taking bundles of copies home to correct anymore. It will help to reduce the amount of books in school bags. It will also be helpful if a pupil is absent for a long period of time due to illness. A big thank you to our supportive Parents’ Council.
- Please contact Ms Hanley by emailing ballingarryns@yahoo.ie or ring the school office on (069)68402 if you don’t have access at home to a laptop or digital device such as an iPad or smart phone.

- School bags can be brought to school on Monday 31st August. Teachers will collect school books and copies and the majority of books will be kept at school.
- Certain books such as “My Read at Home”, “Leigh Sa Bhaile” will be kept at home for homework assignments. Your child’s class teacher will organise this.
- The school bag can be used for the first fortnight to keep your child’s lunch box. We will be in further contact about our homework policy for the year ahead.

Ventilation - Doors & Windows

- Where practical, all internal doors will be left open to minimise hand contact with common surfaces.
- To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground. Velux windows can be opened to increase ventilation also.

School Office

- The e-payment system on Aladdin will continue to be used to reduce the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through the school office.
- Children should not be sent to the Secretary’s Office or to the Reception area to deliver messages during the school day. Teachers are asked to communicate with our school secretary in the office using our Aladdin messaging system instead.
- No personnel are permitted to enter the secretary’s office. Please observe social distancing requirements and wait outside.

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.
- If the Community hall is being used by class groupings, common touch points will be cleaned at intervals throughout the school day.

Collection of Children during the School Day:

- To limit the number of interactions between parents and staff it is important that children come to school with all the requirements needed for the day. Parents/Guardians must not return to school during the day unless to collect a sick child.
- Parents are requested to advise the school of any particular concerns they have in relation to their children to ensure additional public health measures are applied where necessary, particularly relating to vulnerable children with underlying health conditions.

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

- When the adult arrives at the school, they should either phone the office or use the intercom at the front door of the school to alert the office that they have arrived
- The child will be brought from their class to the adult 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

Dealing with a suspected case of Covid-19

First Aid responders will receive updated training in infection, prevention and control measures in relation to Covid-19 prior to school recommencing. All staff will receive updated first aid training in early September.

Pupils should not attend school if displaying any symptoms of Covid-19. If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures that will be implemented:

- Parents/guardians will be contacted immediately
- 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

- The designated Isolation Room has been set up and is situated near our First Aid area.
- A mask will be provided for the child presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises.
- 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, and will assist them by calling their GP.
- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided.
- 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.

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
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
- Children who are generally unwell

In Christ the Saviour N.S. we encourage and promote good school attendance. However, during the pandemic, if a pupil is showing any of the above symptoms or if you are in any doubt, we want to reassure you that a pupil is better off to stay at home. If a pupil ends up being absent for 20+ days due to any of the symptoms above, this will be noted in their attendance record on Aladdin. The priority is the safety of all pupils.

Supporting the Learning of Children who cannot attend school

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

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

Personal Equipment

- Pupils and parents are advised that no personal items will be permitted into the school (such as toys, cushions for chairs etc) during the course of the pandemic. This is to reduce the risk of cross contamination.

- All books both rental and privately owned and copy books should be covered with wipe clean material, so that they can be easily wiped.
- Pencil cases should be of a wipe clean type. No cloth pencil cases permitted for the duration of the pandemic. Again, this is to reduce the risk of cross contamination.
- In so far as possible, it is requested that children have one pencil case for school and one for home, containing pencils, colours etc. It is advised to have a pencil sharpener both at home and school. Children will not be allowed to share the contents of their pencil case with others.
- It is further requested that all items have the child's name on them for ease of identification.

Shared Equipment

By necessity, some classroom equipment needs to be shared including 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.

Hand Sanitizing and Cleaning/Bathroom/Toilet breaks

- There will be Staggered handwashing times before children eat. Staff will monitor and observe children to make sure that proper handwashing/hand sanitizer techniques are being met.
- Children will wash hands prior to eating and after playtime, after using the toilet and if their hands are physically dirty. Hand Sanitizer will be used on arrival and exit from school, after coughing/ sneezing or as needs be.
- Pupils can bring a hygiene kit (a wipe clean wash bag or “bum-bag”) to school if they wish. This can include the following: small personal hand sanitiser, personal face mask (if you wish), disinfectant wipes, small rubbish bag, tissues. These items are not to be shared. Bringing this hygiene kit to school is optional. Hand sanitiser, wipes etc will be readily available in every classroom. Please note pupils in primary school are not required to wear a face mask.

PPE

PPE will be worn by staff in general e.g. visitors and staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks.

Teacher Absence and Substitution

In the event that 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.

Uniforms

- There is no specific protocol in the Guidelines in relation to uniforms.
- 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. If a pupil is attending a babysitter/afterschool facility where other pupils are present after school, we recommend your child change out of the school uniform.
- To give parents a chance to wash the school uniform if they wish, our school uniform will be worn on Monday, Wednesday and Friday this year.
- School tracksuit will be worn on Tuesday and Thursday. PE will be taught on Tuesdays and Thursdays this year.
- If the weather is good for the first few weeks when we return to school children may wear the summer option (navy shorts and light blue polo shirts) to school.

Impact of Covid-19 on certain school activities

For the moment no after school activities will be organised.