



Scoil Naomh Lorcán O'Tuathail

(St. Laurence O'Toole's National School)

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2021-2022 Logistics Plan for Re-opening of the School during Covid-19

Assumptions

- The school day will remain unchanged and begin at 9.20am and finish at 2pm or 3pm, depending on class level.
- The school will be split into 2 groups (Group A and B), who will be assigned arrival times, to facilitate arrival and dismissal of pupils without causing congestion on the school premises.
- Groups will be constituted of a mix of children who travel by bus to school and alphabetical order grouping.
- Children will arrive at school and enter through a specific entrance only – Main Gate or Village Gate.
- Every class will continue to have a designated 'Class Zone' in the school yards
- At arrival and departure times of children, social distancing is to be maintained by children and parents.
- Parents/guardians of 1st -6th classes must drop their children at the designated entrance gate. Children will proceed to their designated Class Zones. Parents/guardians of Junior/Senior Infant class may drop their child to the designated Class Zone during the month of September if they wish.
- Supervision of pupils will take place from 9.00am to 9.25am every morning.
- All adults are required to wear a face covering at all times whilst on school premises.

Groups

Your children are assigned to Group A or Group B.

Group A: 9.00 am arrival Children arriving to school by bus / Surnames (A-F)
Group B: 9.15 arrival Surnames (G-Z)

9.25am: All classes brought in a staggered system into school through designated entrances

Key to Entrances & Exits

Entrance and Exit Points	Number
Main Door	1

Lower Main door	2
Lower Back door	3
Back Side Door Fire exit	4
Top Door Fire exit	5

Entrance & Exit Points for Specific Classes (see appendix for diagram)

Teacher	Class	Gate	Class Zone	Entrance Point	Exit Point
Ms Fox	Jun/Sen Inf	Village	Infant Yard	3	2
Ms Healy	Sen Inf	Village	Infant Yard	3	2
Ms Power	Jun Inf	Village	Infant Yard	3	2
Ms Byrne	1st	Village	Bottom Yard	2	2
Ms Collins	1 st /2 nd	Village	Infant Yard	5	5
Ms O'Brien	2 nd	Main	Rockery	1	1
Mrs Clarke	3 rd	Main	Top Yard	4	4
Ms Dunphy	4 th	Main	Top Yard	4	4
Mr Byrne	5 th	Village	Basketball court	1	1
Ms Comyn/Ms Maxwell	5 th	Village	Bottom Yard	5	5
Ms Lawson	6 th	Main	Top yard	1	1
Mr Flood	6 th	Main	Top Yard	1	1

Arrival and Dismissal from school

- We are continuing to operate a Stop, Drop and Go System.
- Parents (1st to 6th classes) must drop their children at the entrance gates and not enter the school yard at drop off or collection time.
- Parents collecting Junior infants and senior infants can drop their children to the designated Class Zone and must wait in the lower yard for collection at home time.
- Parents must **arrive on time** for leaving and collecting their child
- Children must wear suitable outdoor clothing (coats etc) for supervision time. In bad weather, children will be brought into school earlier than 9.25am and supervised by class teachers in their classroom.
- Only parents or carers who are well and have no symptoms of COVID-19 can drop off and collect children. Any parent who is in a high-risk category should not drop off or collect children to protect themselves.
- Classes will be dismissed using a staggered system from 2.50 – 3pm.
- Class teachers will walk children to their designated exit gate.

Junior Infants (first 2 weeks)

- Junior Infants will start school on Thursday the 26th of August.
- They will follow the whole school strategy for staggered arrival times.
- The class teachers will collect Junior Infants from their designated Class Zones at 9.25am.
- Junior Infants **will finish at 12.15pm until Friday the 10th of September**. They will finish at 2pm from Monday 13th September.

Collection of Children during the School Day

If an adult must collect a child during the school day, the following arrangements will apply:

- No adult should enter the school building, unless invited to do so.
- When an 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

Break – times

Department of Education and Skills (DES) guidelines state that the risk of transmission from contact with outside surfaces or play areas is low. However, we have revised our break-times to ensure the minimum contact and maximum distancing between ‘bubbles’. There will be 2 breaks of 10 minutes and 30 minutes for each child. These breaks will be staggered with half the school going out for one break and the other half for the other. In this way each class ‘bubble’ will be given an area to play in without having to mix with other ‘bubbles’.

Am Sosa 1	Am Lóin 1
10.55 – 11.05	12.25 – 12.55
Am Sosa 2	Am Lóin 2
11.20 – 11.30	1.20-1.50

Return to school declaration form

- A return to school declaration form must be filled in when children are returning to the school setting after any absence
- This can be filled in via Aladdin connect.

Changes to Classroom and School Layout and to School Routines

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.

- All children will return as to school and classes will operate as before within a bubble system – each class represents a ‘bubble’ and ‘bubbles’ will not mix with other ‘bubbles’ in the school, where possible.
- Children will be further divided into ‘pods’ within classes, with a minimum distance of 1 metre being maintained between ‘pods’. ‘Pods’ will continue consist of a group of children who will work closer together in the classroom and will, at times, share educational resources. ‘Pod’ sizes will be kept small, as far as practical.

- Pods will be created by the class teacher in each 'bubble', considering a variety of factors: educational, behavioural, social.

Junior Infants to Second Class

DES guidelines recognise 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 again be arranged in 'Pods' within their class 'Bubbles' with a maximum of 6/8 pupils per 'Pod'. As far as possible, each 'Pod' will be at least 1 metre distance from the next 'Pod'. All unnecessary furniture has been removed from these classrooms to create as much space as possible.

Communication with the school

- Parents/guardians must make an appointment to meet with the class teacher or to enter the school building. Appointments can be made in relation to meeting a teacher and/or having a phone meeting by contacting the school office, writing a note in the child's journal or sending an email to roundwoodns@gmail.com to arrange a meeting.
- Meetings with class teachers can only be accommodated before 9am and after 3pm.
- Visitors will be asked to call the school when they arrive for a meeting or ring the external school bell. They will be admitted to the school by the school secretary and will follow all rules in relation to filling out contact tracing forms.

Hand sanitisers and equipment

- Hand sanitisers are located at all entrance/exits to the school and in every classroom. It is recommended that parents provide their child with his/her own hand sanitiser and box of tissues which are **labelled** coming to school.
- Parents must ensure that all the child's equipment/books/copies are labelled with the child's name as equipment/books cannot be shared.
- Books must be covered with plastic covering
- Parents are to ensure that their child knows and uses the protocols around coughing/sneezing/use of tissues/hand sanitisers prior to returning to school.
- Parents must ensure that all lunch boxes/water bottles are sanitised using alcohol wipes before being placed in the child's schoolbag each day.
- Water bottles are to be filled at home and before coming to school.
- Children are to wash their hands **before** leaving for school.

Uniforms

- Children's uniforms must be clean and washed regularly as a child may have coughed or sneezed into their sleeve as per coughing protocols.
- We will follow our normal practice in relation to uniforms. Children are to wear tracksuits on PE days and uniform on other days. You will be told by the class teacher which days to wear a tracksuit.

Children's learning spaces

- All excess furniture has been removed from classroom where possible to provide additional space.
- All staff have re-configured their classrooms to ensure a one metre distance between pupils where possible. Pupils will be organised into 'Pods' within the classroom.
- Resources that can be easily cleaned will be used and toys and materials that are difficult to clean e.g. dress up clothes or soft toys during this temporary Covid-19 emergency will not to be used.
- Pupils will hand sanitise before and after using any materials.

Personal Equipment

- Children in 1st – 6th classes must have a pencil case for home and a separate one for school. The school pencil case will always be left in school. All items must be labelled.
- For children in Junior and Senior Infants, and which will be labelled with their name.
- Baskets will be provided for 1st-6th classes to keep their books in.

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. Children are not permitted to share their food or drinks with other children. Please refer to our Healthy Eating Policy on our school website.

Lost and Found

We will no longer be able to facilitate lost and found for school jumpers etc. Please ensure that all clothes and belongings are clearly labelled with the child's name, room number and a parent's contact number. It is the parents and child's responsibility to ensure that pupils have all their belongings with them when leaving the building each day.

Administration

It is essential that parents continue to remain signed up to **Aladdin Connect App**. This has been a very effective form of communication for the school community. If you require a new code to begin the registration process, please send an email to roundwoodns@gmail.com and a new code and instructions will be sent to you.

If you have changed any contact details, please inform the office as soon as possible. It is essential that the school can contact parents/guardians.

A contactless payment system has been set up to minimise 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 Aladdin Payments online.

The Use of Personal Protective Equipment (PPE)

- It is currently not recommended in Ireland for children under 13 to wear face masks as a mitigation strategy against the transmission of the coronavirus.
- If a parent wishes their child to wear a mask or visor, this will be permitted.
- Where it is not possible for teachers/staff to maintain a safe distance of 2 metres from children, the wearing of face masks/visors will occur.
- Staff who are attending to particular care needs or who are administering first aid or dealing with a suspected case of Covid-19 will wear appropriate PPE including gloves and face masks.
- **All adults must wear a face covering whilst on school premises.**

Dealing with a suspected case of Covid-19

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

- Parents/guardians will be contacted immediately to bring the child home.
- 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 always maintain a distance of at least 2 metres from the symptomatic child.
- 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 school.
- The school will facilitate the child presenting with symptoms to remain in isolation if they cannot immediately go home.
- The child presenting with symptoms will 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 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 and follow advice provided.
- 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 and are presenting with symptoms.
- Children who have a suspected case of Covid-19 or the outcome of a Covid-19 test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of a Covid-19 test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school
- Children who are generally unwell

Children in High-Risk Groups: Parents should seek advice from their GP/Specialist if they think their child is in a high-risk group. They must make an informed decision if it is safe for their child to return to school on August 26th and during the school year. They should inform the principal of the advice given. If any parents have concerns about their child's health, please contact the principal on 086 857 9431.

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 'Bubble' has a suspected or confirmed case of Covid-19, the following will occur:

- The parents of all children in the class will be contacted by the HSE
- Public health advice will be sought and followed

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 learning support teacher, where relevant) will devise a learning plan to cater for the individual needs of the child. This will involve the use of digital resources and concrete materials/books etc. Consultation will occur between home and school will occur to support the child's learning at home.

Monitoring and Review

This Response Plan for re-opening the school is viewed by the Board of Management as a 'working document' and will continue to be reviewed and updated regularly as and when it is necessary, taking into account new guidance from www.gov.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie, www.education.ie or agreements with education partners as appropriate for primary schools.

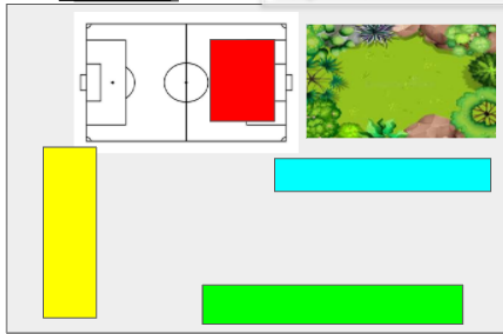
Signed:

Chairperson of the BOM







Date

Main Gate







Map of School Yard and Designated Class Zones

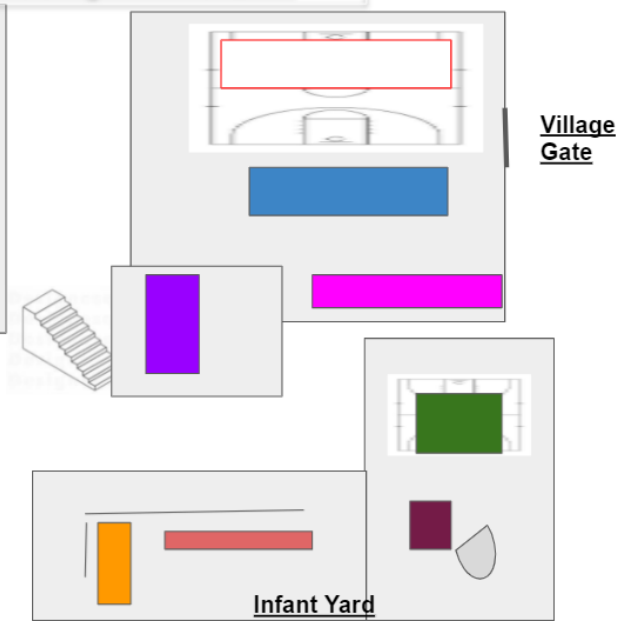


Main Gate

Ms. Dunphy	
Mr. Flood	
Ms. Lawson	
Ms. Clarke	
Ms. O'Brien	
Ms. Byrne	

Village Gate

Ms. Comyn/Ms. Maxwell	
Mr. Byrne	
Ms. Collins	
Ms. Healy	
Ms. Fox	
Ms. Power	



Village Gate

Infant Yard