**Underlying Principles**

* The school has a responsibility to make effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
* Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
* It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
* As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

**Assumptions**

* All children return to school and classes operate within a bubble system
* The school is split into **2 groups** with each group having different starting times, break times, lunch times and finishing times.
* Group A will be constituted of three third classes and four fourth classes and Group B will be constituted of three fifth classes and four sixth classes.
* The day will include 1 x 15 minute and 1 x 20 minute break for each group
* Within each class from 3rd to 6th, the children will be further divided into pods, with a minimum distance of 1 metre being maintained between pods
* Hand sanitiser will be available at all entry points and in all class and support rooms
* **Cars are strictly prohibited from driving up the school driveway at any time**
* We strongly urge children to walk to school if at all possible. If transport is required, please park at the PSLC Fingal Car Park and the children can walk to school from there.
* On arrival to school, children from the Senior school walk on the left hand side of the avenue to their school. On leaving the school the senior school children will walk down the right hand side of the avenue. Cones/markings will mark out the walking side for each school, and the plan will be supervised by school staff.

**Timetables**

|  |  |
| --- | --- |
| **Timetable for Group A**  **3rd and 4th classes** | **Timetable for Group B**  **5th and 6th classes** |
| **8.35-8.50 Arrival to school**  **8.50 – School starts**  **10.30 – Break time**  **10.45 – Class resumes**  **12.20 – Lunch time**  **12.40 – Class resumes**  **2.20 – 3rd Classes finish**  **2.25 – 4th classes finish** | **8:45-9.00 Arrival to school**  **9.00 – School starts**  **11.00 – Break time**  **11.15 – Class resumes**  **12.50 – Lunch time**  **1.10 – Class resumes**  **2.30 – 5th and 6th Classes finish** |
| **Classes in Group A** | **Classes in Group B** |
| **3rd – Mr Feehan (Room 13)**  **3rd – Mr O’Boyle (Room 14)**  **3rd - Ms Harney (Room 15)**  **4th – Ms Glover (Room 25)**  **4th – Mrs Arthurs (Room 26)**  **4th – Ms Lawless (Room 27)**  **4th – Ms Dowd (Room 28)** | **5th – Ms Lyng (Room 16)**  **5th – Ms Considine (Room 17)**  **5th – Mr McLeod (Room 18)**  **6th – Ms Curran (Room 21)**  **6th – Mr McGrath (Room 22)**  **6th – Ms Denning (Room 23)**  **6th – Ms Hannigan (Room 24)** |

**Key to Entrances & Exits**

|  |  |
| --- | --- |
| **Entrance and Exit Points** | **Number** |
| **Front of school** | **1** |
| **Entrance to yard parallel to front entrance** | **2** |
| **3rd/5th Yard door at rooms 15 and 16 (Ms Harney/Ms Lyng)** | **3** |
| **Emergency exits** | **4 and 5** |
| **PE door** | **6** |
| **Front right of school (Staff entrance)** | **7** |

**Entrance & Exit Points for Specific Classes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Teacher** | **Class** | **Entrance & Exit Point** | **Entrance and exit to yard** |
| **Mr O’Boyle** | **3rd** | **3** | **3** |
| **Mr Feehan** | **3rd** | **3** | **3** |
| **Ms Harney** | **3rd** | **3** | **3** |
| **Ms Glover** | **4th** | **1** | **2** |
| **Ms Lawless** | **4th** | **1** | **2** |
| **Mrs. Arthurs** | **4th** | **1** | **2** |
| **Ms. Dowd** | **4th** | **1** | **2** |
| **Ms. Lyng** | **5th** | **3** | **3** |
| **Ms. Considine** | **5th** | **3** | **3** |
| **Mr McLeod** | **5th** | **3** | **3** |
| **Ms.Curran** | **6th** | **1** | **2** |
| **Mr McGrath** | **6th** | **1** | **2** |
| **Ms Denning** | **6th** | **1** | **2** |
| **Ms. Hannigan** | **6th** | **1** | **2** |

**Arrival at school**

* Each group should aim to arrive at the school in the 15 minutes immediately preceding their start time

**Group A – 8.35-8:50**

**Group B – 8.45-9.00**

* We ask for co-operation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised.
* The class teacher will invite the children to enter the building via their designated entrance point at the appropriate time.
* No adults, other than staff members, should enter the building.
* Messages for teachers can be sent by email, class dojo or by phoning the school office.

**End of School Day**

* Adults, who are collecting their children from school at the end of the day, should wait at the bottom of the avenue for their child.
* When the school day for each class is over the following arrangements will apply –
  + The class teacher will lead their class to the exit point of the school. This will be done on a class by class basis to minimize contact between classes.

**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

* When the adult arrives at the school, they should 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
* If an item needs to be delivered to a child, e.g., a forgotten lunch, it will be left at the front door by passing to the school secretary/principal.

# 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 building, the following are the procedures 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
* 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, until they are collected to be brought home.
* 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
* Please refer to HSE guidelines for travelling abroad to a country where a person must self-isolate for a period of 14 days upon return
* 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, the class teacher (and/or the learning support teacher, where relevant) will provide suggested activities to support the child’s learning at home. These activities will be shared 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 parents of all children in the class will be notified
* Public health advice will be sought and followed

**Personal Equipment**

* In so far as possible, it is requested that children will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment.
* It is further requested that all items have the child’s name on them for ease of identification.
* Although we provide paper towels in class, children may bring a hand towel to school for the drying of hands after handwashing. Whilst sanitizer is available in each class, we recommend that your child also brings a small bottle of sanitizer that will be readily available to him/her – this will help avoid congregation and delays during the school day.

**Shared Equipment**

By necessity, some classroom equipment needs to be shared including tablets, chrome books and the equipment used for structured activities. Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection.

**Yards**

Each bubble of 6/7 classes will have access to the yards during their allotted break times as follows:

|  |  |  |
| --- | --- | --- |
| 3rd and 4th classes | 7 classes | 3rd on yard, 4th on field, switching on second break each day |
| 5th and 6th classes | 6 classes | 5th on yard, 6th on field, switching on second break each day |

Yards will be supervised by class teachers, principal, deputy principal, learning support teachers and SNA’s working within those bubbles.

**Learning Support**

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, both teachers must be mindful of maintaining social distance from one another.
* The tables and chairs in SET rooms will be wiped clean in between different groups attending

**PPE**

While it is not envisaged that PPE will be worn by staff in general, 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 a teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher or a learning support teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class to attend on that day. If that is the case, as much notice as possible will be given to parents.

**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 PE hall is being used by class groupings, common touch points should be cleaned at intervals throughout the school day.

**Extra-curricular Activities**

It is not recommended that children from different bubbles would participate in extra-curricular activities at the same time. Further updates will be provided in September.