

SCOIL NA gCAILÍNÍ ÁTH TRASNA

NEWMARKET GIRLS' SCHOOL

POUND HILL, NEWMARKET

CO.CORK.

Phone: 029 60723 .

Charity Number : 20113186

e-mail: office@newmarketgns.ie

Covid Logistics plan

School Profile

115 pupils
5 Mainstream classes
1 Special Education Teacher
Teaching Principal
2 SNA posts
Part Time Secretary
2 Cleaners

There are sinks with hot water in the classrooms.
There is one toilet block located and 2 classrooms with en-suite facilities.

We have 3 entrance doors:

Mrs. Stritch's and Miss Daly's classes will use the front door;
Mrs Daly's and Miss Collins classes will use the middle door;
Junior and Senior Infants will use the back door.

Usual School Hours:

9:20a.m. – 2:00p.m. Infants
9:20a.m. – 3.00p.m. First to Sixth.

Staggered Drop Off and Collection Times:

To help with reducing the amount of traffic around the school gates, children are asked to walk/cycle to school if at all possible.

All the children will enter and leave the building through their designated doors.

Unfortunately it will not be possible for parents/guardians to come onto the school grounds before or after school. To minimise the risks and to help us maintain social distance the children may not come onto the school grounds before the school doors open at 9:10a.m.

Pupils and/or parents **must not congregate** outside gates before 9:10a.m.

Please take a common sense approach to arriving at school and wait in your car if the entrances are busy.

In light of Level 5 restrictions parents are kindly asked to wear face masks at the school gate or when coming to the school door.

Morning:

All class teachers will be in their classrooms by 9:10a.m.

Children will go directly to their classrooms on arrival.

Pupils will sanitise their hands on entering their classroom.

Afternoon:

2:00p.m. Class teacher will bring Infants to the walkway leading to the main school gate. Mams/Dads are asked to walk in small gate, 'pick up and exit via main gate' until 2:05p.m.

Please do not engage with the teacher.

Please do not congregate before or after pick up

2:55p.m. Class teacher will bring First and Second Classes to the school gate. Mams/Dads are asked to drive in, 'pick up and go'.

2:55p.m. Class teacher will bring Second and Third classes to the school gate. Mams/Dads are asked to drive in, 'pick up and go'.

3:00p.m. 4th, 5th and 6th class pupils will come to the school gates; Mams/Dads are asked to drive in, 'pick up and go'.

As many of our older children walk home by themselves, there should not be as many cars arriving for pickups at this time.

Mams and Dads who walk to school to collect children are asked to maintain a social distance outside the school gate.

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

Breaktimes

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

Each class will have a separate morning break between 10:20a.m. and 11:20a.m.

12:00 - 12:15p.m. Lunch indoors - for Junior Infants and Senior Infants.

12:15p.m. – 12:30p.m. Playtime outdoors for Junior and Senior Infants

12:15p.m. – 12:30p.m. Lunch indoors for First and Second Classes

12:30p.m. – 12:45p.m. Playtime outdoors for First and Second Classes

12:30p.m. – 12:45p.m. Lunch indoors for Second and Third Classes.

12:45p.m. – 1:00p.m. Play outdoors for Second and Third Classes

12:45p.m. – 1:00p.m. Lunch indoors for Fourth and Fifth Classes.

1:00p.m. – 1:15p.m. Play outdoors Fourth and Fifth Classes

1:00p.m. – 1:15p.m. Lunch indoors for Sixth Class.

1:15p.m. – 1:30p.m. Play outdoors for Sixth Class.

2:05p.m. – 2:10p.m. Outdoor break 1st/2nd Classes.

2:10p.m. - 2:15p.m. Outdoor break 2nd/3rd Classes.

2:15p.m. – 2:20p.m. Outdoor break 4th/5th Classes.

2:20p.m. – 2:30p.m. Outdoor break 6th class

On wet days the outdoor playtime will be divided between the classes with each classroom having a 15 minute slot in the shed.

Children must sanitise their hands when going out and coming in from break or outdoor activities.

Yard Supervision:

A rota will be organised based on Class Bubbles.

Changes to Classroom and School Layout and to School Routines:

The 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.

The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day. In infants, first and second classes each class will be further divided into pods.

It is acknowledged that staff will not always be able to maintain physical distance from their pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the child e.g. if a child sustains an injury and requires first aid. However, where possible teachers should maintain a minimum of 1m distance and where

possible 2m. They should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside or crouching down.

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Learning Support Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

In keeping with our Special Education Policy, learning support will be provided by withdrawal of pupils. The provision of support will be organised to ensure our support teachers will work as far as possible, within the confines of a bubble.

- The tables and chairs in SET room will be wiped clean in between different pupils or small groups attending.

Parents of pupils attending SET in our school are asked to be particularly vigilant with regard to signs and symptoms of Covid 19 due to the proximity to the teacher that is required in this setting.

Junior Infants to Second Class

It is recognised 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 Pods

Third Class to Sixth Class

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles. In our school context a pod will consist of the pupils within the class group as far as possible. Each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

Corridors

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

We will observe our usual practice of keeping to the left when in the corridors.

Additional Measures to Limit Interactions

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.

While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

Doors and 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; windows over the radiators are the most suitable and will be opened wider while children are taking breaks in the playground and before and after school.

The windows in the corridor will be open to allow air to circulate in the school building.

We advise parents to dress their children in some extra layers to avoid any discomfort these extra ventilation measures may cause.

Singing will take place outdoors.

Tin whistle classes have been discontinued.

Cloakrooms and Toilets

Junior Infants, Senior Infants and Miss Collins' class will use en-suite facilities in their classrooms.

Fourth Class, Fifth Class, Sixth Class, First Class and Second Class will use the toilet block off the corridor. Additional soap dispensers have been installed in this toilet block. Water heaters have been installed in the toilet blocks.

Perspex has been fitted between basins.

Pupils in Junior and Senior Infants will be provided with paper towels.

Pupils in all other classes are asked to bring a face cloth in a washbag.

Face cloths need to be changed each day.

Pupils must take their washbags with them when using the bathroom.

The washbag should be left by the basin until hands are washed after using the toilet.

Timetables will be drawn up so that only one class group at a time is present in the toilet block.

Lunches

Mams and Dads must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with other children.

Children will eat their lunches at their desks, as per our usual practice.

Please ensure that your child can open the containers that their lunches are stored in by themselves.

Books, Copies, Pencils, etc.

Children should use their own books, pens, pencils, etc. and as far as possible should not be shared with other pupils.

Parents have been advised to provide wheelie bags for their children as all books and copies must be taken home each day

School Equipment

All toys which are used in classrooms will be thoroughly washed in warm water and dried at the end of each week.

Soft toys if used must be machine washable.

Other educational equipment must be wiped down with sanitising wipes before and after use.

Uniforms

There is no guidance or advice to say that school uniforms should be washed every day and this is probably not practical for most families.

As a school we strongly advise that children should wear their school uniforms **only for school related activities.** Uniforms should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

Office

Children should not be sent to the Secretary's Office or to the Reception area to deliver messages.

The secretary will only go as far as classroom doors and drop materials at door. Children who have appointments will be brought to the main door and signed out by the teacher.

In the event that parents need to drop off forgotten items, they should be left on the window sill to the left of the main door. Please ring the bell to indicate that the item has been dropped off. The child will be brought to the door and will collect the item themselves. This procedure should be kept to a minimum.

Photocopying.

Any staff member who uses the photocopier should clean it down after use with the wipes provided.

ICT

A timetable will be drawn up for the use of common ICT. Devices should be cleaned after use and before they are returned to the charging trolley.

Substitute Teachers and SNAs

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

Physical Education and P.E. Equipment

Physical Education lessons will take place outside when the weather permits.

PE equipment should be sanitised before and after use.

Staff members and pupils may take additional breaks outside during the school day.

Parent/ Teacher Meetings

Parent/Teacher Meetings may only take place via phone. Parents will be provided with an email address for their child's teacher which can be used for parent-teacher communication.

Parents may only enter the school building in exceptional circumstances and with the prior approval of the Principal.

Staffroom

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If a 2m distance cannot be maintained in staff groups, face coverings should be worn.

Staff meetings will be held via TEAMS.

Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.

Teaching and Learning

As a staff, we are very aware that the children have been away from school since December 22nd. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.

Each child will be a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning.

The Department of Education and Skills has published Curriculum guidelines for us, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

Supporting the Learning of Children who Cannot Attend School

If a child is not able to attend school for an extended period of time because they are in a high risk group, the class teacher will provide work to support the child's learning at home and this will be shared with parents/guardians.

We will use Seesaw to send work to pupils and parents.

The majority of parents have already provided an email address at which the school can contact them to support Home Learning. This will be especially important if the school, or parts of the school have to close due to HSE advice. Mams and Dads, if you have not already done so, please email office@newmarketgns.ie and you will be added to the Contact List for Home Learning.

Wellbeing of the School Community

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- A sense of safety
- A sense of calm
- A sense of belonging and connectedness to school
- A sense of self-efficacy and school-community efficacy
- A sense of hope

Our usual practice is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

The Use of Personal Protective Equipment (PPE)

Staff members are not required to wear PPE. However, for a limited number of staff, 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.
- When staff members have to move between classrooms to support children with learning needs.

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 will apply standard precautions as per usual.

Masks

The children are not required to wear masks or face coverings.

The guidelines recommend that staff wear masks or face coverings . Visors will be worn by staff members who wish to wear them in addition to their masks.

SNAs are provided with medical masks.

An SNA who rotates between classrooms must change her mask after each change.

She must sanitise her hands.

Gloves

There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines.

Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

Hygiene and Cleaning

Sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom.

Warm water and soap is available in all the cloakrooms, and at each sink, in the staff bathroom and staff room.

Pupils will be required to sanitise their hands when arriving at school and after playing outdoors. If a parent feels that the sanitiser provided by the school is too severe on their child's hands they are asked to provide the child with their own which should be clearly marked and carried in their own wash bag.

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from

the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste will be collected regularly from offices and other areas within the school.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

Enhanced cleaning routines have been put in place.

The cleaning staff have watched the training video on the department website.

The cleaning staff will complete a checklist each day to ensure proper procedures are being followed.

The cleaning staff have been provided with disposable gloves, aprons and masks.

A washing machine and tumble drier have been installed to ensure that all cloths and mops are washed and dried after use each evening.

Illness and Dealing with a Suspected Case of COVID-19

We love to see all of our children at school every day. However, under the current circumstances, parents/guardians-must keep children at home if they display any Covid-19 Symptoms. <https://www2.hse.ie/conditions/coronavirus/symptoms.html> or are unwell.

They must also stay at home if any member of the household is displaying symptoms or is awaiting on a Covid test.

They must not attend in the unlikely event that they or their family has travelled out of the country within the last 14 days.

We require parents to complete the HSE return to educational facility declaration form when children are returning to school following illness. This form is available on the school website or can be downloaded and returned in hard copy.

Staff must not attend school if they display any symptoms.

A designated isolation area has been created in Disability access bathroom.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

The pupil will be accompanied to the isolation area. A distance of 2 meters will be maintained.

If this is not possible, the person accompanying the child must wear a face covering the child's temperature may be taken by a teacher.

Use of gloves is not essential, but staff members may wish to use them. If a staff member has helped someone with symptoms, it is essential they avoid touching their nose, mouth or eyes whilst caring for them and undertake hand hygiene.

If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone.

To help us in this regard, Mams and Dads are asked to make sure that their contact details are kept up to date at all times.

If any child presents extremely unwell, from whatever potential cause, 112 and an ambulance should be called. NB we do not expect this to happen in relation to Covid-19.

After the isolation space is vacated, it should be cleaned and contact surfaces disinfected. The staff member assisting with the child does not need to go home unless they develop symptoms themselves, or are later advised to by public health.

The desk and chair used by the child should also be washed down and sanitised with appropriate wipes.

The school **will not** need to inform parents that a pupil or teacher has been removed due to their symptoms. **Other pupils or staff do not need to be removed from class.** HSE Departments of Public Health will take action if the person has confirmed Covid-19 infection on testing, which will include HSE advice and guidance on communication to school pupils and staff where needed

The parents/legal guardian of the sick child should contact their GP as usual, to discuss clinical concerns. **If it is determined by the GP that the child/pupil requires to be tested for Covid-19, any other household contacts should be removed from the school setting**

Where no evidence of Covid-19 is detected by the test, the child or staff member should remain at home only until she is clinically well enough to return to school (unless specifically requested by HSE to do otherwise). **In particular, all diarrhoea symptoms need to have been resolved for 48 hours prior to return to school.** Household members can return to school immediately following the receipt by the parent or guardian or staff member of a “not detected” result

When a case has been confirmed, the Medical Officer of Health and teams will liaise directly with the school and inform them of the confirmed case as necessary and will undertake a Public Health Risk Assessment to inform any further actions and recommendations.

Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.

A face covering will be provided to the staff member/child who is symptomatic.

The staff member or child who is symptomatic should avoid touching people, surfaces and objects.

If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible.

Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.

If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

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 and staff and pupil confidentiality is essential at all times.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

If a staff member tests positive for Covid 19 the Principal will ring the HSE at 057 9324461 or email covid19alert@education.gov with a mobile number for the school principal and the name and address of the school.

The Department will arrange a follow up call from Public Health to the school principal to identify any action that is required by the school.

Ventilation.

Windows in all classes will be left slightly open during class.

They will be fully opened before and after class and while pupils are outside .

Classrooms will be colder so please ensure your child is wearing extra layers to counteract any discomfort this may cause.

COVID-19 Related Absence Management

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

Teacher or SNA Absence and Substitution

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, it is not appropriate for the class/pupil to be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class/pupil to attend on that day. If that is the case, as much notice as possible will be given to parents.

Employee Assistance and Wellbeing Programme

Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.

The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.

Signed:

Philip Linehan
Chairman BOM