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**Hollymount National School**

**Hollymount, Rathmore, Co. Kerry.**

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**Hollymount National School**

**Return to School Logistics plan for CoVid 19**

**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.

**School Profile**

25 pupils

2 Mainstream classes

1 shared Special Education Teachers

Teaching Principal

1 Full Time SNA post

Part Time Secretary

Part Time Caretaker

1 Cleaner

The biggest classroom in the school is the Junior Classroom.

**Covid Lead Worker -** Yvonne Kennedy / (Caroline Ruiséal when Yvonne is absent)

**Additional Challenges**

Only one entrance/exit to the school building is available as the turnstile will be closed due to too much handling, therefore the gate at the top of the school will be opened each morning and children and staff will enter here.

Chained taken off the turnstile recently due to access needed to the defibrillator on school grounds. Children still access school using the large gate.

**Human Resources allocated through additional funding from DES**

Aide – 2 days

1 Principal Release day per week (every Thursday)

**Assumptions**

 School will re-open for all pupils on 1st September 2020

School will re-open this year 30th August 2021

**Key Dates**

**Week beginning Monday 31st August 2020**

**Week beginning Monday 30th August 2021**

School meeting with all school staff to complete school checklists and to read through the school Logistics plan.

BOM meetings held throughout the summer to ensure safe re-opening of the school.

**Usual School Hours**

9.20 – 2.00p.m. Infants

9.20 – 3.00p.m. First to Sixth

School doors will open at 9:10 a.m. to allow a staggered drop off in the morning and children will be supervised in their classrooms.

**Procedures from 1st September on**

**Drop Off –**

* Supervision at school doors / classrooms every morning from 9: 10a.m – 9:20 AM
* Incoming Infants will have SNA and teacher to escort them to class
* No parents allowed past the gate for drop off
* Teachers will open the front and side exit to welcome their classes each morning. The Senior classroom will enter through the front door and the junior classroom will enter through the emergency side exit.
* Pupils go straight into their classrooms where they will be supervised by a teacher
* Children will remain in their desks in their classroom once they arrive

**Collection –**

* Each teacher will bring out their own class
* Juniors & Seniors collected at 2PM (Except for first 2 weeks- Juniors@ 12)
* 1st – 6th class to be collected at 3PM
* One classroom will exit by the gate at a time to ensure that bubbles do not mix.

**Summarised Timetable for Drop Off and Pick Up**

9.10 All staff to be present to support arrival of pupils

 Class teachers to be at the front and side door to allow children to enter

 SET and SNAs to support arrival of pupils and supervision

9.00 – 9.20 Arrival of pupils – Stop, Drop, Go system. No adults to enter the school yard. Children to go straight to their classrooms, along designated routes on arrival.

2.00 Stop, pick up go – Junior Infants & Senior Infants

3.00 Stop, pick up go – First to Sixth

**Breaktimes**

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

* School is split into two zones: Front and side yard
* Side Yard / basketball court – Juniors – 2nd class at small break
* Front Yard / stencils – 3rd – 6th at small break
* Side Yard / basketball court –3rd to 6th class at big break
* Front Yard / stencils –Juniors to 1st at big break

**Yard Supervision**

A rota will be organised by Elaine for Supervision

Staggered lunch breaks will not be necessary as the yard will be divided.

**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 and school resources.

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.

**Team Teaching/Special Education Teachers/Special Needs Assistants**

Staff members (particularly Learning Support Teachers ) can rotate between areas/classes but this will be minimized where possible. Ms O Connor will have her room organised so that each group will have their own work stations and resources and will not be used by other groups going into the room.

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 as far as possible, 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 pupils or small groups attending

**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 Bubble.

**Third Class to Sixth Class**

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, and Pods. 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.

Children in 3rd – 6th class will wear masks in school as recommended by the Department of Education on the 1/12/2021

**General Purpose**

Our art room will now be designated as the isolation room for a suspected case of CoVid 19.

**Assemblies**

Weekly school Assemblies will not be held

**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 practice of keeping to the right 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 and external 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.

Windows should be opened when children are singing as a group, or when they are playing musical instruments. Tin whistles should not be shared between pupils.

CO2 monitors will be in our classrooms also.

**Cloakrooms and Toilets**

There will be a designated toilet for each class for each class bubble

Junior Infants, Senior Infants, and First Class and Second class will use the toilets in their classroom.

3rd – 6th class will use the toilets in the hallway.

**Lunches**

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.

**Books, Copies, Pencils, etc.**

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

Classroom workbooks, textbooks and library books will be divided and stored according to PODS / individuals

Library books that are changing PODs will be sanitised and stored for 72 hours before reuse

Teachers/SNAs will distribute and collect materials/books to and from each POD.

**Uniforms/Tracksuits**

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

We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, except on P.E. days, or when otherwise requested by teachers.

**Office**

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

As far as possible, staff members should not enter the Office area and should speak with the Secretary at the Reception area.

**Photocopying**.

Any staff member who uses the photocopier should sanitise hands beforehand. Sanitiser is provided near the photocopying machine.

**ICTs**

A timetable will be drawn up for the use of common ICTs. Devices should be cleaned after use and before they are returned to the charging trolley. The junior classroom will have the laptops every Wednesday and the senior classroom will have the laptops every Friday. Children must sanitise their hands prior to using the laptops.

**ACCESS TO SCHOOL (Visitors) –**

* Visitors to the school will be severely restricted
* Parents/deliveries/Reps/Inspectors must make prior appointment before visiting the school
* Visitors must:
* remain at home if they are displaying any symptoms
* Sanitise before entering the premises
* Attendance to be recorded before entering the building
* Wear a mask
* Adhere to social distancing guidelines
* Not to loiter, complete their business and leave
* Any deliveries, lunches etc can be dropped off at a designated drop off station outside the front door
* The possibility of facilitating extra-curricular activities such as Dancing, Coaching for games, Safe Cycling course, etc. will be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time, for example, during music lessons.

**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 either phone ahead to inform school
* The child will be brought from their class to the adult by a member of staff
* No adult should enter the school building, unless invited to do so

**Return to work/Online Training**

A copy of the Covid-19 Response Plan will be provided to each Teacher/substitute teacher/SNA. All 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 allows.

Staff members and pupils may take additional breaks outside during the school day. All classes are encouraged to participate in ‘Move often, Move Well’.

All PE equipment will be divided between the 2 classrooms.

**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 2m cannot be maintained in staff groups, face coverings should be worn.

Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.

**Teaching and Learning**

As a staff, we are very aware that the children have been away from school since March 12th. 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 during the 2020/2021 and the 2021/2022 school year.

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, the class teacher (and/or the Special Education Teacher, where relevant) will provide work to support the child’s learning at home and this will be shared with parents/guardians.

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. If you have not already done so, please email hollymountns@gmail.com 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 will need to wear PPE 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 / Administering First Aid

• 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.

**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**

**Hygiene for Children –**

* All external doors to be left open where possible
* There will be a hand sanitizer station at each entrance/exit throughout the school
* There will be a hand sanitiser station in every classroom
* All children will be shown how to wash their hands correctly
* Before & After eating
* After toilet use
* After sporting activities
* When their hands are visibly dirty
* After they cough or sneeze
* All children will be shown the correct cough and sneeze etiquette
* Posters will be displayed throughout the school and in each classroom to remind children of correct etiquette

**Hygiene for Teachers/SNAs –**

* There will be hand sanitiser at each teachers’ table
* Each teacher will have disinfectant and disposable wipes at their desks
* Each teacher will undergo training from the Dept. regarding correct hygiene procedures
* All teachers/SNAs/School Staff will wash their hands and sanitize
* Before & After eating
* After toilet use
* After specific activities during the day (Sport, Art, etc …)

**Cleaning –**

* A strict new cleaning rota will be implemented and monitored on a daily basis
* Teachers/SNAs/Secretary will be responsible for cleaning and sanitising their own work area on a daily basis
* Aistear toys will be cleaned once a week with warm soapy water
* All electrical equipment will be wiped after use
* All art equipment will be sanitised using wipes after use
* All science equipment will be sanitised using wipes after use
* All music equipment will be sanitised using wipes after use
* There will be regular collection of used waste disposal bags from offices and other areas within the school facility
* Children and staff will take home any waste from their lunches
* Staff must clean their own equipment and utensils (cup, cutlery, plate etc.)

**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>

Staff must not attend school if they display any symptoms.

A designated isolation area has been created in the Art Room.

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.
* If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, parent are asked to make sure that their contact details are kept up to date at all times.
* 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 than 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.

**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.

**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.

**Tasks Identified to Date**

|  |  |  |
| --- | --- | --- |
|  |  | Completed |
| Draw up and communicate the school’s Covid-19 Response Plan | BOM in consultation with Staff and Parents | Done and will be monitored |
| Appoint LWR and DLWR | Staff | Done  |
| Provide Return to Work Forms to all staff | Principal | Done  |
| Provide links to training | Principal | Done |
| Complete and return RTW forms | All staff | Done |
| Complete Induction training | All staff | Done |
| Draw up list of PPE in advance of procurement process | ISM | Done  |
| Purchase required PPE | ISM | Done  |
| Arrange for installation of sanitising units, provision of PPE to staff and provision of cleaning materials to staff. | ISM | Done  |
| Display signage | ISM | Done |
| Investigate contactless payments system | Secretary | In Progress  |
| Create Isolation Area | ISM | Done  |
| Erect ‘safe area’ for Reception | ISM | Done  |
| Review of Health and safety Covid-19 Risk Assessment | BOM/Aide  | Done  |
| Agree timetable for SETs and SNAs | SETs/SNAs/All staff | Done |
| Agree sanitising routines for LSTs/SNAs moving between Pods or Class Bubbles | LSTs/SNAs | Done  |
| Provide Notes to all school staff | ISM | Done |
| Agree classroom layouts | All staff | Done |
| Timetable for ICTs and plan for sanitisation | ISM  | Done  |
| Plan for provision of ICT needs to pupils in case we need to return to Home Learning  | ISM Team member | Done  |
| Staffroom – arrange for social distancing.  | Staff member | Done  |
| Organise and distribute Book Rental books to classrooms | Staff | Done  |
| Agree daily timetable  | Staff | Done  |
| Agree supervision rotas | Staff | Done  |
| Agree and plan for morning drop off and afternoon pick up routines  | Staff | Done  |
| Plan for the possibility of remote learning if the school/part of the school is advised to close by HSE | All staff | Done  |
| Plan for how P/T meetings, General Information Meetings might take place. | All staff | Done |
| Arrange cleaning and sanitisation of the building before school re-opens | BOM/Principal | Done  |
| Plan for the management of substitutes | Principal/DP/Secretary | Done |
| Plan for enhanced daily cleaning routines | Principal | Done  |
| Plan for Teaching and Learning – September, October  | All staff | Done |
| Plan for Staff and Pupil Wellbeing | BOM, ISM Team | Done |