

Scoil na Maighdine Mhuire

Newmarket on Fergus

20127M

Covid-19 School Logistics Plan

SCHOOL PROFILE

238 pupils
9 Mainstream classes
1 ASD Class
4 Special Education Teachers (Plus 1 shared with another school)
Administrative Principal
7 SNA (Special Needs Assistant) posts
Full Time Secretary
Part Time Caretaker
2 Cleaners

There is a sink in every classroom.

There are toilets/bathrooms located in the Junior Infants/ Senior Infants (2)/ Second Class/Third Class classrooms.

Additional Challenges

No on-site parking for parents/guardians.

No drive through/drop off space outside the school gate for school parents.

Human Resources allocated through additional funding from DES

Aide – 2 days

Deputy Principal – 10 Leadership and Administration Days

Assumptions

School opens on Friday, August 28th, 2020 for new Junior Infants from 10am to 12 Noon.
School will re-open for all other pupils (including Junior Infants) on Monday 31st August 2020

SCHOOL HOURS

Usual School Hours (pre COVID)

9.00 – 1:40p.m. Infants

9.00 – 2:40p.m. First to Sixth

Under normal circumstances parents/guardians have access to the school yard both before and after school.

Staggered Drop Off and Collection Times

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

All of the children will enter and leave the building through specified doors with the specified start times and finish times listed below.

Class	Entry/Exit Door	Start Time	Finish Time
Junior Infants	Main Gate – Entrance 4	9:00 a.m.	1:40pm
Senior Infants (Ms Murphy)	Main Gate – Entrance 4	8:50 a.m.	1:30pm
Senior Infants (Ms Flannagan)	Main Gate – Entrance 4	8:50 a.m.	1:30pm
First Class	Main Gate - Entrance 5	8:50 a.m.	2:30pm
Second Class	Main Gate – Entrance 2	9:00 a.m.	2:40pm
Third Class	Barrier – Entrance 3	8:50 a.m.	2:30pm
Fourth Class	Barrier – Entrance 3	9:00 a.m.	2:40pm
Fifth Class	Barrier Entrance – Entrance 2	8:50 a.m.	2:30pm
Sixth Class	Barrier Entrance – Entrance 1	9:00 a.m.	2:40pm
Acorns	Class Dependent and Entrance 5	9:00 a.m.	2:40pm

Please note that 3rd, 4th, 5th and 6th class students will enter the school grounds via the barrier (entrance to staff car park) which will be lifted at that time.

Under no circumstances are cars to be driven into the school car park between 8:45am and 9:15am.

Clarification of Entry/Exit Doors: (starting at main entrance door and walking clockwise around the school)

Entrance 1 – Main Door (next to Sarah’s office)

Entrance 2 - Entrance Door from Senior Yard (last year’s 5th and 6th Classes Yard)

Entrance 3 – Entrance at Playschool side (Playschool Door)

Entrance 4 – Entrance at Junior end of school (Top Yard)

Entrance 5 - Entrance at First Class (off last year’s 2nd/3rd/4th classes yard)

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school.

To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school doors open at **8:45am**.

Morning:

All class teachers will be in their classrooms by 8:45a.m.

Parents are asked to ‘drop and go’ between 8:45a.m. and 9.00a.m. taking staggered start times into consideration.

Children will go directly to their classrooms on arrival. Other staff members (including Special Education Teachers, SNAs and the Principal/ISM Team) will be available

outside and inside the building to receive the children and to help them to their classrooms.

Afternoon:

Special arrangements will be put in place for Junior Infants for the first three weeks of the school year

- **28th August to 18th September** – Junior Infants will finish at 12 Noon and will be brought to the main school gate by the class teacher.
- From **21st September**, Junior Infants will finish at 1:40pm.

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

Parents/Guardians who walk to the 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!

Summarised Timetable for Drop Off and Pick Up	
Time	Action
8:40am	All staff asked to be parked in car park
8:45am	Class teachers to be in their classrooms SETs, SNAs and Principal/ISM Team to support arrival of pupils
8:45am/9:00am	Arrival of pupils – “Drop and Go” system. No adults to enter the school yard/car park. Children to go straight to their classrooms on arrival
1.30 pm	Collect at school gate & go – Senior Infants
1:40 pm	Collect at school gate & go – Junior Infants
2.30 pm	Stop, Pick up & Go – First Class, Third Class and Fifth Class
2:40 pm	Stop, Pick up & Go – Second Class, Fourth Class, Sixth Class and Acorns

Breaktimes

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

On return to school, we will have two staggered breaks - **Group 1** and **Group 2**

Summarised Timetable for Breaks

Time	Yard	Class	Exit/Entrance Door to Yard
GROUP 1			
10:50 – 11:00am (SOS)	Yard 2	Senior Infants (Ms Keogh)	Entrance 4
		Senior Infants Ms Flannagan)	Entrance 4
12:20 – 12:50pm (Lunch)	Yard 3	Second Class	Entrance 3
		Third Class	Entrance 2
	Yard 1	Fifth Class	Entrance 5
GROUP 2			
11:05 – 11:15am (SOS)	Yard 2	Junior Infants	Entrance 4
		First Class	Entrance 5
12:55 – 1:25pm (Lunch)	Yard 3	Fourth Class	Entrance 3
	Yard 1	Sixth Class	Entrance 1

The above details will be relayed to the classes on the first day back – there is no need for the students to be aware of where they are going for their break or what entrance/exit to use.

Clarification of Yards:

Yard 1 – 2nd/3rd/4th Class Play area last year

Yard 2 - Junior Yard

Yard 3 – Senior Yard last year (5th and 6th classes play area last year)

Yard Supervision

A rota will be organised based on Class Bubbles and the SETs allocated to those classes.

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.

Every classroom has been measured and an individual, scaled plan outlining the best possible layout of pods, with best practice and social distancing guidelines in mind, has distributed to all staff.

SchoolBags

School Bags (with school books) will be brought in by every student on the first morning of school. After this, all books will be left in school with only lunchboxes and zip lock bags (see “Hygiene and Cleaning” paragraph on Page 11) being brought home and back to school each morning. School Bags (empty) will be brought home on the first day but can be used on subsequent days for lunch box, drink and zip lock bag.

Bringing Sports Equipment to School

Sports equipment e.g. hurley, helmet, soccer ball, football etc.. are not to be brought on to the school grounds by any student. This is to try and limit contamination as much as possible.

Homework

No homework will be sent home for the month of September. Teachers will allow time at the end of the day, or during the day, to complete the assigned homework.

Team Teaching/Special Education Teachers/Special Needs Assistants

It has been recommended by CPSMA that no in class support teaching takes place initially in order to minimise movement and transmission of COVID 19. Therefore, learning support will be provided by 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.

- 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. However, in order to follow best practice guidelines, the pods in these classes will be organised with social distancing in mind and with the recommended minimum of 1m distance between each class Pod.

Third Class to Sixth Class

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with a maximum of 6 pupils per Pod. 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.

The PE Hall:

The PE Hall may not be used for Assemblies, Physical Education or for any other gatherings of pupils. For the present, it will be used as a classroom for our largest class (4th class – 33 pupils)

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 on the stairs and 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, and will be opened while children are taking breaks in the playground.

Lunches

- All lunch boxes and drinks bottles must be labelled in order to prevent cross contamination. 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.
- All uneaten food will be sent home in their lunch box.

Books, Copies, Pencils, etc.

- Children must use their own books, pens, pencils, etc. and never share with other pupils within their pods/bubbles.

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 to school.

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 for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

Office

Children will 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 will clean it down after use with the wipes/spray provided.

ICTs

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

Visiting Teachers/Coaches

For the moment, no extracurricular activities will take place after school.

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 (RTW) 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.

Parent/ Teacher Meetings

Parent/Teacher Meetings may take place via phone/ Zoom or be postponed. We will assess the situation closer to the time.

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.
- 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 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 our staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 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 for reasons other than COVID19 related illness e.g. broken limb, 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.
- ✚ If a child is not able to attend school for an extended period of time due to being part of the “**very high risk**” category under the COVID19 regulations, 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 school will require a consultant's letter in this case)
- ✚ To date, no guidance has been provided by the DES in relation to children whose parents opt to keep them at home. For parents who wish to keep their child (children) at home, please contact TUSLA for advice/guidelines re: homeschooling.

Contact Emails and Numbers

All contact with the school will be via e-mail. Please ensure that your up to date email address has been provided to the school office at office@scoilnamaighdinemhuire.ie

Also, we must have an emergency contact number for every child in the event that a child needs to be sent home. This contact will need to be immediately accessible.

WELLBEING, PPE, MASKS, CLEANING
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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)

Under DES guidelines, staff at Scoil na Maighdine Mhuire will wear face coverings. 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. However, we strongly support the choice of wearing masks by the children in the classrooms.

Visors will be provided to all staff members and we are recommending that they wear them.

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 and in every classroom.
- Water and soap is available in all of the classrooms and the bathrooms, and at each sink in staff bathrooms and staff room.
- 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 (touch

points) – 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.)
- **We strongly recommend that each child has their own wipes and tissues and small towel/face cloth in a clearly labelled zip lock bag. Best practice suggests this is brought home on a daily basis.**

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 room next to the Principal's Office.

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, parents 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 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.

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/pupils. 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.

Restricted Movement following on Essential Travel

Please see below advice from Department of Education and Science (DES)

****Reminder to anyone attending school who has travelled abroad:****

Government policy, which is based on official public health advice, continues to advise against non-essential travel overseas for everyone.

It is a requirement for anyone coming into Ireland, from locations other than those with a rating of 'normal precautions' ("green"), to restrict their movements for 14 days, and this includes school staff, parents and children or other students coming from abroad to attend school in Ireland. Restricting your movements means staying indoors in one location and avoiding contact with other people and social situations as much as possible.

Tasks Identified to Date (as of Tuesday 18/8/2020)

Task	Personnel	Completed
Draw up and communicate the school's Covid-19 Response Plan	BOM in consultation with Staff and Parents	Complete
Appoint LWR and DLWR	Staff	Complete
Provide Return to Work Forms to all staff	Principal	Complete
Provide links to training	Principal	Complete
Complete and return RTW forms	All staff	Complete
Complete Induction training	All staff	Complete
Draw up list of PPE in advance of procurement process	Aide	Complete
Purchase required PPE	Aide/Principal	Complete
Arrange for installation of sanitising units, provision of PPE to staff and provision of cleaning materials to staff.	Aide	Ongoing
Display signage	Aide/Zimmer Staff	Complete
Create Isolation Area	Caretaker	Ongoing
Review of S,H and W Policy and Covid-19 Risk Assessment	LWR/BOM	Ongoing
Timetable for toilets	Staff	Ongoing
Agree timetable for SETs and SNAs	SETs/SNAs/All staff	Ongoing
Agree sanitising routines for LSTs/SNAs moving between Pods or Class Bubbles	LSTs/SNAs	Ongoing
Provide Notes to all school staff	LWR	Ongoing
Agree classroom layouts (Refer to class plans)	All staff	Ongoing
Timetable for ICTs and plan for sanitisation	ICT Co-ordinator and Staff	Ongoing
Plan for provision of ICT needs to pupils in case we need to return to Home Learning	Principal/ICT Co-ordinator	Ongoing
Staffroom – arrange for social distancing.	Staff member	Ongoing
Plan for a visit to the school by incoming Junior Infants – Friday 28 th August	Class teacher and Principal	Complete
Organise and distribute Book Rental books to classrooms	Book Rental Co-ordinator	Ongoing
Agree daily timetable to include staggered breaks	Staff	Complete
Agree supervision rotas	Staff	Complete
Agree and plan for morning drop off and afternoon pick up routines	Staff	Complete
Plan for the possibility of remote learning if the school/part of the school is advised to close by HSE	All staff	Ongoing
Plan for how P/T meetings, General Information Meetings might take place.	All staff	Ongoing
Arrange cleaning and sanitisation of the building before school re-opens	BOM/Principal	Ongoing
Plan for the management of substitutes	Principal/DP/Secretary	Ongoing

Plan for enhanced daily cleaning routines	ISM Team member and Principal	Ongoing
Plan for Teaching and Learning – September, October	All staff	Ongoing
Plan for Staff and Pupil Wellbeing	BOM, ISM Team	Ongoing