**Logistical Plan for the Safe Reopening of Borris N.S. School 2020/21 School Year**

**School Profile**

211 pupils

8 Mainstream classes

3 Special Education Teachers (1 shared with another school)

Administrative Principal

3 SNA posts

1 Secretary

1 Caretaker

1 Cleaner

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

Aide – 2 days

Deputy Principal – 5 Leadership and Administration Days

**Underlying Principles**

* The school has a responsibility to make every 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.
* Parents/Guardians have a responsibility to follow guidelines and help prevent infection by teaching their children about good respiratory hygiene and cough etiquette, encouraging them to wash/sanitise hands regularly, avoid touching their face and no hugging or hand contact.
* As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

**What we hope to happen**

* School will re-open for all pupils on Thursday August 27th, 2020
* All children return to school and classes operate within a bubble system
* The day will include two breaks. 11.00 – 11.10 and 1.00 – 1.30
* 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 various strategic points throughout the school.

**Key Dates**

**Week beginning Monday 27th July**

Organise ISM to discuss and allocate tasks.

Draw up list of required PPE, etc.

Communicate with chairperson BoM re. reopening of schools.

**Week beginning Monday 10th August – Friday 21st August**

Organise Staff meetings to discuss and allocate tasks. (20th August)

Discuss developments with Chairperson BoM

Elect Lead Worker Representative and Deputy Lead Worker Representative.

Contact PA Committee and ask for questions/concerns from the perspective of parents.

BoM to finalise and approve Covid-19 response Plan **Week beginning Monday 24th August**

Publish Covid-19 Response Plan to school community

Organise BOM, ISM and Staff meetings to monitor progress against tasks.

Wednesday August 26th – Staff day

New enrolments may visit the school from 9.30 – 10.30 on Wednesday, August 26th.

Thursday August 27th-Children start back at school

**Drop Off and Collection Times**

Due to the location of the school only parents of children in Infants and 1st classes may accompany their child to their designated play area. School starts at 9.20 am and to minimise the risks, and help to maintain social distancing children should arrive no earlier than 9.05am. Parents can then leave the school grounds while observing social distancing. No parent/guardian is allowed into classrooms.

**No parking on the roundabout. You may also be aware that the council has put new pedestrian lights in Borris and we ask you not to park near the crossing so that children can see the oncoming traffic from the footpath.**

**Dry Mornings**

**9.05am** – there will be adult supervision for children in their designated play area

**9.20am** – Children will line up in designated area and enter the school via their designated doors.

Children travelling by bus will go to their designated play area.

|  |  |  |
| --- | --- | --- |
| Class | Morning Area - Line up Area | Designated Door for Entry |
| Jun. Infants | Red Playground - Crocodile Transfer | Middle Door |
| Sen. Infants | Black Tarmac - Caterpillar Transfer | Middle Door |
| 1st | Grass & Footpath area down from red playground – Lower edge of red playground | Middle Door |
| 2nd | Railway side of basketball tarmac – Footpath adjacent to their classroom | Left Lower Side Door |
| 3rd | Section of basketball tarmac – Footpath adjacent to 5th classroom | Right Lower Side Door |
| 4th | Church Pitch/Footpaths – Footpath from Front Door | Front Main Door |
| 5th | New Tarmac – Edge of Basketball Court | Lower Bottom Door |
| 6th | Section of basketball tarmac – Down from double doors | Lower Bottom Door |

Children line up and wait to be directed in by an adult.

These play areas will also be used on days when children are allowed out at break times but the grass areas are too wet.

**Wet Mornings**

Children will enter the school and go to their respective classrooms via their designated doors.

**Afternoon**

**Junior and Senior Infants:**

**2.00pm** - Class teacher will bring the children to the designated middle side doors. Parents are asked to wait on the black and red playground area outside while socially distancing. Please leave the footpath free for the children. Once they have collected their child they must leavepromptly.

*For the first week Junior Infants will go home each day at 12.20pm**and from September 3rd they will go home at 2.00pm.*

**2.45pm-** The school bell will ring and children travelling by bus will get ready to go home before the other children in the classroom. Parents/Guardians are asked to make sure the child knows the exact days he/she is travelling by bus.

**2.55pm-** Bus children will enter the school hall and walk to the buses via the exit doors in the hall. Parents are asked to leave the footpath free for children to do this safely.

The bell will ring again for the non-bus children to get ready for home.

**3.00pm** - Class teacher will bring 1st class to the middle side doors and up the footpath**.** Parents are asked to wait outside on the red and black playground school while socially distancing. Once they have collected their child they must leave promptly.

Class teacher will bring 2nd class out the right-side door at the lower end of the school. Parents who wish to collect their 2nd class child on the school premises should wait for these children on the church pitch while socially distancing and leave the school grounds promptly. All other 2nd class children will walk to where parents have arranged to meet them outside the school premises.

Class teacher will bring 5th and 6th classes separately out the bottom exit door and children will walk to where parents have arranged to meet with them outside the school premises.

Class teacher will bring 4th class to the school front door and children will walk to where parents have arranged to meet with them outside the school premises.

Class teacher will bring 3rd class out the right-side door after 2nd class has been collected and children will walk to where parents have arranged to meet with them outside the school premises.

**Parents are asked to maintain a social distance outside the school gate. This is to ensure that our pupils and staff are kept safe at all times.**

**This system will apply in all weathers so please make sure that your child comes to school prepared for the weather!**

**Collection of Children during the School Day**

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

* When the adult arrives at the school, they must alert the office that they have arrived. Parents/Guardians are given the option to sign child out at a table outside under the canopy at the front door and then wait for their child to come to them. Alternatively, they can wait in the reception room (1st room on right side of main entrance) and fill in a Contact Tracing Log.
* The class teacher will be told via school phone system and the child will go to the front door/reception room. If Parents/guardians have opted to use the reception room both adult and child should use the sanitiser in the room and we ask the parent to wipe door handles with the wipes provided in this reception room.
* No adult should enter the school building without having made prior arrangements to do so.

**Breaktimes**

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

**Timetable for Yard Breaks**

|  |  |  |
| --- | --- | --- |
| **Time** | **Class** | **Area** |
| **11.00 – 11.10 / 1.00 – 1.30** | Junior Infants | Red playground |
|  | Senior Infants | Black playground beside red playground |
|  | 1st | Grass area/ Footpath down from red playground |
|  | 2nd | Railway grass area/ Section of basketball tarmac |
|  | 3rd | Garden grass area/ Section of basketball tarmac |
|  | 4th | Church Pitch |
|  | 5th | Soccer Pitch/New tarmac |
|  | 6th | GAA pitch/ Section of basketball tarmac |
| **Children line up after break times in the morning areas. Teachers collect their own classes and SET will collect yard duty teacher classes. Children in 3rd- 6th classes will line up in their class pods. Children will change from shoes to slippers at their class table.** | | |

**Yard Supervision**

There will be 2 teachers on yard duty for each break and 3 SNAs.

**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.

**Special Education Teachers**

For the first half of term Special Education will involve withdrawal of pupils from class.

There will also be some class support especially in the Junior classes.

This may be reviewed at mid-term.

The following is the procedure for SETs withdrawing pupils from class

* Pupil walks up corridor at allocated time and enters the SET room
* Some pupils will need to be collected by SET teachers
* SET teacher shows pupil to the allocated desk
* SET disinfects area after each pupil returns to their class

**Junior Infants to 2nd 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.

**3rd Class to 6th Class**

Children from 3rd Class to 6thClass will be seated in their pods, as per guidelines and these pods will be at least 1 metre apart where possible.All unnecessary furniture will be removed from these classrooms to create as much space as possible.

**School Hall**

The school hall will be used for PE when weather does not permit the children to go outdoors.

Assemblies can no longer take place in the hall.

**Corridors and Stairwells**

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, when practicable.

A phone system has been installed in the school to minimise movement on the corridors.

**Additional Measures to Limit Interaction**

Children will hang their coats on the back of their chairs.

**Doors and Windows**

Where practical, internal doors may be left open to minimise hand contact with common surfaces and windows will be kept open as often as possible to allow ventilation within the school.

All Classrooms, SET rooms and offices will have wipes that may be used during the day for door handles, etc.

**Toilets**

Children will only use the toilets in their classrooms.

There will be a lock on the female staff toilet door to the ante chamber so that only one person can enter at any time.

**Lunches**

Parents 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.

Every child must be able to eat their lunch independently. Please ensure that they can open and close all items by themselves.

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

Every lunch box must be washed daily at home and **clearly marked.**

**Books, Copies, Pencils, etc**

Children should use their own books, pens, pencils, etc. and should not share with other pupils. Pencil case stays in school.

**All books and personal belongings must be clearly marked.**

**Homework**

There will be no homework assigned for the month of September and this will be reviewed after that time.

**Uniforms**

There is no guidance or advice in documents to say that school uniforms or track suits should be washed every day so there will be no change to our usual uniform policy.

**However, best policy states that uniforms should be taken off straight after the child arrives home from school for the day. They should not be worn in shops, during after-school activities etc.**

**Office**

Children should not be sent to the Secretary’s or Principal’s Office to deliver messages. Offices should be contacted by Aladdin or new phone system when necessary.

As far as possible, staff members, parents should not enter the Office area and should speak with the Secretary at the STOP HERE sign in the office.

Parents should contact the office by phone or email only.

The school is looking into ePayments. Alternatively, payments should be sent to school with the child in a sealed envelope stating the child’s name and class, the amount enclosed and the reason for the payment.

**Communication from School to Parents**

Contact will be made via phone, email.

**It is vitally important that we have up to date contact information details for all pupils.**

General information will also be available on the school website.

**Photocopying**

Photocopying should be kept to a minimum and done by teachers themselves if possible.

Laminating is not advised unless absolutely necessary.

**Visiting Teachers/Coaches**

At present there is no plan for the above to take place.

**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**

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

Staff members and pupils may take additional breaks outside if it has been raining at break time and children have not been out.

**Parent/ Teacher Meetings**

A decision on this will be made towards the mid-term break.

**Staffroom**

We now have extra tables in the staff room to allow for social distancing. A room off our staffroom may also be used if staff members feel uncomfortable in the staffroom. Staff members should use both exit doors from staffroom to allow for social distancing.

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 space provided and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn.

Staff meetings may be held in the staffroom or in the school hall to facilitate physical distancing.

Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils as far as possible. The dishwasher is out of use during school hours.

**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 some families.

Each child will be in 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 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.

**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)**

Updated guidance from the Department states that all Primary teachers and SNAs will be expected to wear face masks/visors if they cannot maintain a 2-metre social distance in school.

Face masks will also be worn in the following situations:

* 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 category.
* When staff members have to move between classrooms to support children with learning needs

Appropriate PPE will be available for all staff. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

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 or dealing with a suspected case of Covid 19.

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

**Hygiene and Cleaning**

Sanitiser dispensers will be installed throughout the school in different areas and sanitiser will be used in the classrooms at various times.

Water and soap are available in all the toilets, staff bathroom and staff area.

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message by making sure children have clean hands coming to school.

Hands will be washed/sanitised as per current guidelines

* On arrival at school
* Before eating or drinking
* After using the toilet
* After playing outdoors
* When hands are physically dirty
* When they cough or sneeze

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 classrooms. Switches, door/toilet handles and taps will be cleaned regularly. These cleaning materials should not 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. All bins will also be emptied after school.

Staff must use and 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 colds, coughs, flu like symptoms.

Staff must not attend school if they display any Covid -19 symptoms.

A designated isolation area has been created in the reception room.

Full guidance on Covid-19 symptoms is available from the HSE but they include:

* Fever or high temperature
* Shortness of breath or breathing difficulties
* Loss of smell, of taste or distortion of taste

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

* 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 are 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.

**Reminder of Government Policy to anyone attending school who has travelled abroad:**

“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.”

**Parents/Guardians have an obligation to notify the school if above applies.**

**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.

*In conclusion, our aim is to reopen the school in a conscientious and calm manner. It is emphasised in many department documents that an atmosphere of fear should be avoided. With your help and cooperation, I am confident this will be achieved and once the new routines are established, children will have a very enjoyable year in school as usual.*