**Scoil Bhríde, Milltown, Newbridge, Co. Kildare.**

BOM Chairperson: Gavin O’Connor

Principal: John Goff

Phone: 045/433230 Charity No: 20205115

Email: scoilbhridemilltown@gmail.com

Website: www.scoilbhridemilltown.ie



**Scoil Bhríde, Milltown’s Covid-19 Response School Plan**

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| **It is envisaged that this plan will remain a working document, amendments and changes are anticipated and will be included as additions to the overall plan.** |

**Our School Profile**

208 pupils

8 Mainstream classes

2 Special Education Teachers

1 Part Time SET with another school – 1 half day per week

1 Part Time CLASS Teacher

1 Administrative Principal

2 Full Time SNA posts

1 Part Time Secretary – 4 days per week

1 Part Time Caretaker – 10 hours per week

1 Cleaner – 20 hours per week

There are toilets and sinks in all mainstream classrooms, a wheelchair accessible toilet in the hall and male and female staff toilets, also in the hall and main entrance area.

**Entrances and exits**

* Two pedestrian gates available to access the school grounds (Kildare Road and Allen Road) and one double gate with access to the staff car park. The gate at The Old School is also available for entrance and/ or exit. This may also be used as deemed necessary.
* One main entrance/ exit to the front of the school building, one entrance/ exit door to the left of the building and three rear entrance/ exit doors allowing access to the traditional 1st and 2nd Class classrooms and direct rear access to 3rd and 4th class respectively.
* No on-site parking for parents/ guardians.
* Drop and go area outside the pedestrian school gate on the Kildare Road.

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

Aide – 2 days

Deputy Principal – 5 Leadership and Administration Days

**Assumptions**

School will re-open for all pupils on Thursday 27th August 2020

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| **NB: While all children will be welcome back to school, we would remind parents that, where children are displaying colds, coughs or flu like symptoms, they should not be sent to school. Children who display such symptoms in school will be isolated and parents asked to collect them from the school. It is essential that the school has up to date contact details for all pupils.** **Please note that children who have travelled from countries not on the Green List should not attend school during the 14-day self-isolation period.**  |

**Key Dates, this list is not exhaustive**

**Week beginning Monday 3rd August**

* Outline plan of communication with school community
* Draw up BoM’s Risk Assessment
* Draw up list of required PPE, etc. so that it is ready when the Procurement process opens
* Draw up list of extra classroom resources necessary to support social distancing
* Order all required resources
* BoM to appoint ‘Aide’

**Week beginning Monday 10th August**

* Organise BoM, ISM and Staff meetings to update, discuss and allocate tasks
* Publish BoM’s Covid-19 Policy Statement and DES Covid-19 Response Plan on the school website
* Begin weekly communication through Aladdin and email with the school community
* Contact PA Committee and ask for questions/ concerns from the perspective of parents, which can be addressed in the BoM’s Risk Assessment and Covid-19 Response Plan
* Contact staff to elect Lead Worker Representative and Deputy Lead Worker Representative.
* Contact staff and ask for questions/ concerns from a staff perspective, which can be addressed in the BoM’s Risk Assessment and Covid-19 Response Plan
* Communicate plans for Junior Infant Induction Day scheduled for August 24th

**Week beginning Monday 17th August**

* Hold BOM, ISM and Staff meetings
* Organise SET meeting to prioritise supports needed upon re-opening
* Input from LWR and DLWR into Risk Assessment
* BOM to finalise, sign and publish Covid-19 Response Plan
* Continued communication through Aladdin and email with the school community, circulate Letter 3 with emphasis on arrival and dismissal routines and practices

**Week beginning Monday 24th August**

* Monday 24th - Junior Infant Induction Day, outline arrival and dismissal routines to Junior Infant parents/ guardians
* Wednesday 26th – All staff on site to finalise arrangements, First Aid refresher course and final staff meeting re logistics
* Thursday 27th – Welcome all pupils back to school

**Usual School Hours**

9:05 – 9:20a.m. – Gates open and pupils received on yard

9.20 – 2.00p.m. – Junior and Senior Infants

9.20 – 3.00p.m. – First to Sixth Class

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

**Useful terms and information:**

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| **BUBBLES:****Each individual class is a bubble. All interaction between class bubbles must be limited in school and on yard.** | **PODS:****A group of children within the class bubbled is referred to as a Pod. Pods are formed to aid group work and the sharing of resources in the classroom. Children from different pods within the class bubble can play & interact together on yard.** |
| **Junior Infants to 2nd Class:****Do not have to adhere to social distancing rule of 1m. These classes will be arranged in front facing pods of 3 or 4 pupils, with 1m distance between pods.** | **3rd to 6th Class:****Have to adhere to 1m social distancing rule. Pupils will be seated individually, front facing, with 1m distance between pupils. Pupils will also be arranged into a social distanced pod for either pair or group work.** |

**New Covid-19 Arrangements for Staggered Drop off and Collection Times:**

In order to minimise the risk of exposure to Covid-19 for all members of the school community, to help with the reduction of traffic and to limit any congregating at the school gates the following arrangements will be in place from **Thursday, 27th August**.

**The school will be split into two operating groups –**

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| **Group A: Junior Infants, 1st, 3rd & 5th Class** |
| **Arrival** | **9:05 a.m. – 9:15 a.m.** |
| **Start** | **9:15 a.m.** |
| **Break 1** | **10:40 a.m. – 11:00 a.m.** |
| **Break 2** | **12:20 p.m. – 12:40 p.m.** |
| **Home** | **12:15 p.m. *Junior Infants only*, *Aug 27th – Sept 9th*** |
|  | **1:50 p.m. *Junior Infants* *from Sept 10th*** |
|  | **2:50 p.m. (1st, 3rd & 5th)** |

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| **Group B: Senior Infants, 2nd, 4th & 6th Class** |
| **Arrival** | **9:20 a.m. – 9:30 a.m.** |
| **Start** | **9:20 a.m.** |
| **Break 1** | **11:05 a.m. – 11:25 a.m.** |
| **Break 2** | **12:45 p.m. – 1:05 p.m.** |
| **Home** | **2:00 p.m. Senior Infants** |
|  | **3:00 p.m. (2nd, 4th & 6th)** |

**Information regarding Morning Drop off Time**:

* All pupils to please wash their hands before they leave for school every morning.
* All teaching staff/ staff to be in their classrooms or in position by 9.05 a.m. when the school gates open.
* Pupils may not come onto the school grounds before the school gates open at 9.05 a.m. and are requested to come at their designated time only.
* All class bubbles will have their own individual entry/ exit gate and route at their designated time.
* Parents/ guardians and pupils to wait in their cars outside of the school until their appointed drop off time. Should parents/ guardians and pupils walk/ cycle to school, they are asked to arrive at their designated time only.
* Parents/ guardians are requested not to come within 2m of other members of the school community and to adhere to current social distancing guidelines.
* Parents/ guardians are requested to drop and go at their child’s designated gate in the morning.
* Unfortunately, it will not be possible for parents/ guardians to come onto the school grounds before and/ or after school. Entry for parents/ guardians or the wider community to the school grounds will only be permitted by prior arrangement.
* A separate arrangement will be in place for our incoming Junior Infants and their parent/ guardian for the initial days of the school year. Access will be limited to one parent/ guardian per Junior Infant. A parent/ guardian who enters the yard with their child must exit using the staff car park gate. We will operate a one way system within the school grounds for all parents/ guardians at drop off and collection times.
* We recognise that some of our SEN pupils with complex needs may also need extra support, in these circumstances entry to the yard will be agreed with supervising staff.
* Parents/ guardians will not be permitted to have meetings with staff members on the school grounds at arrival or collection times. Meetings with staff members can only take place by prior arrangement. Phone calls or emails to the school office to inform and update staff regarding individual pupils are encouraged and welcomed as an alternative.
* Pupils will go directly to their classrooms on arrival, using the agreed access routes and will be assigned their class seat within their class pod. Other staff members (including Special Education Teachers, SNAs and the Principal) will be available at the gates and outside and inside the building to receive the children and to help them to their classrooms.

**Arrival Times and Designated Gates:**

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| **Group A: Junior Infants, 1st, 3rd & 5th Class****Arrival Time: 9:05 - 9:15 a.m. School Day begins at 9:15 a.m.**  |
| **Junior Infants** | **line up to the left of the main pedestrian gate towards The Hanged Mans** |
| **1st Class** | **line up to the right of the main pedestrian gate towards Milltown Cross** |
| **3rd Class** | **line up to the right of the Allen gate on the Milltown Kilmeague Road, towards Millview** |
| **5th Class** | **line up to the left of the Allen gate on the Milltown Kilmeague Road, towards Milltown Cross** |

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| **Group B: Senior Infants, 2nd, 4th & 6th Class** **Arrival Time: 9:20 - 9:30 a.m. School Day begins at 9:30 a.m.**  |
| **Senior Infants** | **line up to the left of the main pedestrian gate towards The Hanged Mans** |
| **2nd Class** | **line up to the right of the main pedestrian gate towards Milltown Cross** |
| **4th Class** | **line up to the right of the Allen gate on the Milltown Kilmeague Road, towards Millview** |
| **6th Class** | **line up to the left of the Allen gate on the Milltown Kilmeague Road, towards Milltown Cross** |

**Class Bubbles, Pods and the Re-configuring of Classrooms:**

A certain amount of re-configuring of classrooms to maximise physical distancing is necessary. As previously highlighted, each class will be referred to as a bubble and we will ensure that there is as little contact as possible between children in different bubbles. Within the bubbles, children will be organised into pods in our junior classes (Junior Infants to 2nd class). A pod is a small group of children, ideally 4-5, who will sit together and who will stay in their pod while in the bubble or classroom, with a 1m distance between other pods in the room.

Our senior pupils from 3rd – 6th class will be seated individually with 1m distance between each pupil. These classes will also be arranged in a socially distanced pod to allow for pair/ group work to take place.

In order to re-open and to accommodate all pupils in their class bubbles on a daily basis, re-configuring of classrooms was necessary over the summer holidays. The following arrangement will remain in place for this school year -

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| **NB: Our two senior classes (5th and 6th class) will move to the largest physical rooms in our building, traditionally 1st and 2nd class classrooms. 1st and 2nd class will move to our traditional 5th and 6th class classrooms for this academic school year.**  |

**Entrance/ Exit Points:**

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| **Junior & Senior Infants** | **Main entrance door** |
| **1st & 2nd Class** | **Left side entrance door, traditionally 5th and 6th Class** **1st Class moving to our 6th Class classroom****2nd Class moving to our 5th Class classroom** |
| **3rd & 4th Class** | **Back door of their respective classrooms** |
| **5th & 6th Class** | **Right side rear entrance door, traditionally 1st and 2nd class****5th Class moving to our 2nd Class classroom****6th Class moving to our 1st Class classroom** |

Please see the entrance plan outlined in the following photo:

 

**Collection Time:**

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| **Junior Infants: A separate arrangement will be in place for our incoming Junior Infants and their parent/ guardian for the first two weeks of the school year. From August 27th to Sept 9th, the class teacher will bring Junior Infants to the school yard at 12:15p.m.** |

To facilitate collection of our younger pupils in both infant classes and 1st Class, one parent or guardian is invited to enter our school yard at collection time by the main pedestrian gate on the Milltown Kildare Road. Coloured spots are in place to the left of our basketball court at 2m apart, in line with social distancing guidelines. A parent/ guardian is asked to wait on a coloured spot of their choice until they receive their child from the class teacher and exit using the staff car park gate.

**Collection Time Summary:**

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| **1.50 p.m.****Group A** | **Dismissal of Junior Infants (From Sept 10th)** to their parent/ guardian in the school yard. Parents/ Guardians are asked to follow the one way system on yard and exit using the staff car park gate. |
| **2:00 p.m.****Group B** | **Dismissal of Senior Infants** to their parent/ guardian in the school yard. Parents/ Guardians are asked to follow the one way system on yard and exit using the staff car park gate. |
| **2.50 p.m.****Group A** | **Dismissal of 1st, 3rd and 5th Class.** 1st Class will be brought to their parent/ guardian in the school yard. Parents/ Guardians are asked to follow the one way system on yard and exit using the staff car park gate. 3rd and 5th Class will be released by their class teacher through the same gate they entered in the morning. |
| **3:00 p.m.****Group B** | **Dismissal of 2nd, 4th and 6th Class.** These classes will be released by their class teacher through the same gate they entered in the morning. |

* All parents/ guardians and pupils are requested to maintain social distancing outside the school gate.
* All pupils are asked to leave the grounds directly at their dismissal time.

**NB: This system will apply in all-weather so please make sure that your child comes to school with a coat if needed.**

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

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| **TIme** | **Actions** |
| **9:05 a.m.**  | All staff to be present to support arrival of pupilsClass teachers to be in their classroomsSETs, SNAs and Principal to support arrival of pupils |
| **9:05 – 9:15 a.m.****Group A** | Arrival of pupils in **Junior Infants, 1st, 3rd and 5th**. Drop and go system in place. No adults to enter the school yard unless agreed with staff. Children to go straight to their classrooms on arrival. |
| **9:20 – 9:30 a.m.** **Group B** | Arrival of pupils in **Senior Infants, 2nd, 4th and 6th**. Drop and go system in place. No adults to enter the school yard unless agreed with staff. Children to go straight to their classrooms on arrival. |
| **1:50 p.m.** **Group A** | Collection for **Junior Infants** – pick up and go |
| **2:00 p.m.** **Group B** | Collection for **Senior Infants** – pick up and go |
| **2:50 p.m.** **Group A** | Collection for **1st, 3rd and 5th** |
| **3:00 p.m.** **Group B** | Collection for **2nd, 4th and 6th** |

**Break times:**

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low. In order to further reduce the risk of transmission we will operate staggered breaks according to our two operating groups, Group A and B. We will also have two yard times of 20 minutes instead of a little break and big break. Both groups will adhere to the entry and exit routes used during arrival and collection times.

We will have 4 separate yard spaces in operation, these areas will be rotated for our senior pupils.

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| **Area 1** | **The traditional Junior Infant Yard which will remain for our two infant classes** |
| **Area 2** | **A new area to the left of the main entrance which will be for 1st and 2nd Class** |
| **Area 3** | **The Basketball Court** |
| **Area 4** | **The Multi-surface Area** |

An optional area of the grass area will also be available during the drier months of the school year.

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| **Times** | **Group A** | **Group B** |
| **Break 1** | **10:40 a.m. – 11:00 a.m.** | **11:05 a.m. – 11:25 a.m.** |
| **Break 2** | **12:20 p.m. – 12:40 p.m.** | **12:45 p.m. – 1:05 p.m.** |

**Yard Supervision:**

A rota will be organised based on the staff working within the two operating groups – Group A and Group B. The two groups will have 4 class teachers, a member of the SET team and an SNA linked with the group. It is important that break times for all staff be facilitated and the rota will be set up in such a way to allow this to happen, with the SET team and SNAs asked to help and support with supervision as needed. All staff must collect class groups from the yard promptly and oversee hand washing and sanitising on return to their designated classrooms.

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

Staff members (particularly SET 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 SEN 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 and group.

* 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.

The SEN timetable will be drawn up with SET 1 assigned to Group A and SET 2 assigned to Group B. SET 1 will look after complex needs, literacy and numeracy in Group A and SET 2 will look after complex needs, literacy and numeracy in Group B. The SET team will collect and return all withdrawal groups. The SEN timetable will allow for the above mentioned cleaning, which will take place between sessions following periods of withdrawal. This is an unavoidable but essential feature of the SEN timetable for this academic school year. The SEN timetable should be reviewed after the first term of the school year.

There will be times when pupils from different class bubbles or pods may mix, e.g. O.T. circuits, typing etc. During these moments, social distancing rules will be applied and activities will be timetable in areas that can accommodate social distancing.

**In class support:**

When in class support takes place, both the class and SET teacher need to adhere to social distancing and follow the correct guidelines.

**Sensory Room:**

The Sensory remains in operation as needed. Pupils who use the room will have access to their own individual sensory pack of equipment. Material beanbags and shared resources have been removed and only surfaces which can be cleaned remain in place.

**Hall Space:**

The hall will not be used for Assemblies, Physical Education or for any other large gatherings of pupils or bubbles. At present, it will be used as an additional SET area for larger withdrawal groups or possibly in the case where pods or pupils from different bubbles may need to be taken together for SET activities, e.g. O.T., Typing etc. This area will also facilitate an isolation zone/s should the need arise.

**Assemblies:**

School Assemblies will be held via Zoom as deemed necessary.

**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 corridors.

**Additional Measures to Limit Interactions:**

No hand shaking, hugging, high fiving, fist bumps etc. will be allowed.

**Doors and Windows:**

Where practical, all internal doors will be left open to minimise hand contact with common surfaces, e.g. door handles. 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.

**Cloakrooms and Toilets:**

All class levels will use the toilets in their classrooms throughout the school day and break times. Pupils will be encouraged to use the toilet facilities before or after break times and as far as is practicable not during break times. Hand sanitising stations have been fitted in front of all toilet areas and must be used before entry to toilet areas. Water heaters have been installed under the sinks to provide warm water in our older classrooms and taps have also been modernised in these rooms. Soap dispensers and hand towel dispensers have been installed in all classrooms. Pupils and staff will be encouraged to dispense of used hand towels safely and correctly.

**Lunches:**

Parents must ensure that children bring their lunches to school to avoid adults having to come to the school during the day. Pupils should be reminded by their parents and class teachers not to share their food or drinks with other children.

‘*The Lunch Bag*’ will remain in operation during the first school term and class teachers will facilitate the distribution of lunches. The risks attached to this service will be reviewed on an

ongoing basis. Children will eat their lunches at their desks, as per our usual practice. Pupils will bring home all rubbish from lunch on a daily basis.

**Books, Copies, Pencils, Personal Resources and Equipment etc.:**

Pupils will be encouraged to use their own books, pens, pencils, etc. as far as possible. All teachers will limit the sharing of equipment and resources to the best of their ability between individuals and class pods. Any shared resources within pods will be disinfected and cleaned in line with DES and HSE guidelines.

All pupils have access to their own individual storage area. Pupils in Junior and Senior Infants will have a floor box to store all personal resources. 1st and 2nd class will have under table baskets for personal storage, while 3rd-6th class will have access to individual tables with under table baskets. It is envisaged that pupils’ personal books and resources will be stored independently and remain in school initially.

Initial focus will be given to establishing reading and safe library practices for all pupils, this will naturally lend itself to the promotion of oral language.

**Homework:**

In order to limit the transfer or books and copies between home and school, we will not complete homework for the month of September. All books, copies and pencil cases will remain in school on a daily basis. The focus will be on establishing school routines and emphasise will be given to well-being, oral language and the curriculum guidelines as laid out by the Department of Education and Skills. Teaching staff will explore safe and sustainable correction procedures during this time. This will be reviewed at the end of September.

**Uniforms/Tracksuits:**

There is no DES or HSE guidance or advice to say that school uniforms or tracksuits should be washed every day. We will follow our usual practice in relation to uniforms and tracksuits. Brown uniforms should be worn from Monday to Wednesday, with school tracksuits worn on Thursdays and Fridays or when otherwise requested by teachers.

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| **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.** |

**School Office:**

* A contactless payment system is in the process of being set up to minimise the amount of cash that needs to be handled. Parents/ guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through the school office.
* Pupils should not be sent to the secretary’s office to deliver messages.
* As far as possible, staff members should not enter the Office area and should speak with the secretary at the glass hatch.

**Photocopying**:

The school secretary will facilitate photocopying in the school office for all teachers during the school day. Any staff member who uses the photocopier in the staffroom should do so while being aware of social distancing within the staffroom and must clean the photocopier down after use with the disinfectant wipes provided. All staff should be aware and respectful of break times for their fellow colleagues with regard to use of the staffroom photocopier.

**ICT:**

A timetable will be drawn up for the use of common ICT equipment, e.g. tablets. Devices can be collected from the glass hatch at the secretary’s office and should be cleaned after use, before they are returned to the school office.

**Visiting Teachers/ Coaches:**

We will focus on restoring and re-establishing pupil teacher relationships within our school in the short term. Any requests for visiting teachers or coaches will be considered and reviewed by the BoM after a period of time.

**Swimming and Participation in Sport:**

The Board of Management has agreed to suspend swimming and our pupils’ participation in sporting competitions in the short term. This decision will be reviewed in January 2021. As previously stated, our focus will be on restoring and re-establishing pupil teacher relationships within our school and managing sporting moments safely on site for the first term.

**After School Activities:**

The Board of Management has agreed to suspend all after school activities in the short term. This decision will be reviewed later in the school year in January 2021.

**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 allows. A timetable for our outdoor PE areas will be organised. In line with DES curriculum guidelines, class teachers, staff members and pupils may take additional breaks outside during the school day. All pupils and staff will use hand sanitiser before and after PE lessons. Any shared PE resources will be disinfected and cleaned in line with DES and HSE guidelines.

**Parent/ Teacher Meetings:**

Parent/ Teacher Meetings traditionally took place in November for pupils from 1st – 6th Class and in February for pupils in Junior and Senior Infants. The situation will be reviewed by the BoM and school management closer to the time. Meetings may have to be postponed until later in the school year or alternatives such via phone/ Zoom may also be considered.

**Staffroom and Staff Meetings:**

* 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 in the form of a visor or face mask should be worn.
* Staff meetings will be held remotely, in small groups or in large spaces such as the school hall to facilitate physical distancing.
* Staff members will bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible. Staff members are requested to clean their area after use. All staff should be aware and respectful of break times for their fellow colleagues.

**Teaching and Learning:**

* As a staff, we are very aware that pupils 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 staff will take that into consideration when planning for Teaching and Learning during the 2020/ 2021 school year.
* DES has published Curriculum guidelines for the new school year and these guidelines will direct our focus for learner experiences in the short term. We will also be mindful of the recommendation from NEPS to ‘Slow down to catch up’ upon our school re-opening.

**Supporting the Learning of Children in a very high risk category 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. As per DES guidelines, this support is intended for pupils who are in a very high risk category, where a doctor or consultant has recommended that they do not attend school.

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. It is essential that parents/ guardians update the school office with a change of email address.

**Wellbeing of the School Community:**

We will work on and be mindful of 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

As per local arrangements, our infant classes will have access to the ‘Zippy and Friends’ programme and pupils in 2nd-6th class will partake in the ‘Weaving Well-being’ programme, at class teacher’s discretion.

We are aware of other resources available to us in the form of a NEPS webinar for primary schools – ‘Supporting the Wellbeing of the School Community: Returning to School after Covid-19 School Closure’, which is accompanied by a Wellbeing Toolkit with easily downloadable, user-friendly materials, practical information, activities and resources.

All staff will be made aware of the free employee assistance service provided: ‘Wellbeing together: Folláine le Chéile’, more information is available using the following link -<https://www.education.ie/en/Education-Staff/Services/Employee-Assistance-Service/information-note-ttc-004-2020.pdf>

**The Use of Personal Protective Equipment (PPE):**

Staff members are required to wear PPE in circumstances where a social distance of 1m/ 2m is not possible. In these instances, PPE will take the form of face coverings: face masks or visors.

PPE will also 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.
* For assisting with first aid

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:**

* Pupils are not required to wear masks or face coverings.
* The guidelines recommend that staff wear face coverings, in the form of face masks or visors, where a social distance of 1m/ 2m is not possible.
* Face coverings in the form of a visor and a cloth face mask will be provided to all staff. Disposable surgical masks will be supplied initially.

**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:**

* 32 sanitiser dispensers have been installed throughout the school e.g. at the main entrance, office area, staffroom, the entrance to all classroom and SET rooms, outside all toilet areas etc.
* Warm water and soap is available in all the classrooms, with an upgrade to hand washing facilities in our older classrooms over the summer.
* Towel dispensers have been fitted throughout the school over the summer
* 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, desks, chairs, 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.
* Alcohol-based sanitiser must not be stored or used near heat or naked flame
* Waste will be collected daily from offices, classrooms and other areas within the school.
* Staff must bring, use and clean their own equipment and utensils (cup, cutlery, plate etc.)

**Ventilation:**

The following practical measures for the deployment of good ventilation practices in schools

Are considered by Scoil Bhríde in the implementation of our COVID-19 Response Plan:

1. The opening of windows and doors to introduce fresh air is very important and will continue to be used during school opening times via a proactive rather than reactive approach.

2. To help with good air circulation a number of windows will be partially opened rather than one window fully open.

3. In colder weather any local chilling effect is to be offset by opening the windows nearest

and above the radiators.

4. When necessary, depending on class and school circumstances, additional windows and doors may be opened.

5. Rooms with adequate fresh air should not be stuffy or have condensation on the

window glass.

6. Our school has ensured that all permanent ventilation openings in rooms are fully

open and not blocked by wall hangings etc., and remain open at all times.

**Illness and Dealing with a Suspected Case of COVID-19**:

|  |
| --- |
| **NB: While all children will be welcome back to school, where children are displaying colds, coughs or flu like symptoms, they should not be sent to school. Children who display such symptoms in school will be isolated and parents/ guardians asked to collect them from the school.** <https://www2.hse.ie/conditions/coronavirus/symptoms.html>**Please note that children who have travelled from countries not on the Green List should not attend school during the 14-day self-isolation period.** **Staff must not attend school if they display any symptoms.** **A designated isolation area has been created in the hall.**  |

**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 2m 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. Parents/ guardians 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 GP 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.

**Procedure for Testing and Return to School:**

* If a student or staff member is awaiting a test or the results of a test they should not attend school.
* If a member of a household of a staff member or a student is deemed a close contact and is awaiting a test or the results of a test, that staff member or student should not attend school until the first negative test result is received by that household member.
* If a student or staff member is deemed a close contact and receives a negative test result, they must remain out of school until they receive a second negative test result.
* If a student or staff member is deemed a casual contact, and a member of their household receives a negative result, they may return to school provided they are not displaying any symptoms.

**Procedure for Returning to Work (RTW):**

A RTW form should will completed and returned to the school by all staff before returning to work. Scoil Bhríde will request staff (in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.

**COVID-19 Related Absence Management:**

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education as outlined in Circulars 0049/2020 - <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0049_2020.pdf>

<https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0054_2020.pdf>

**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.

**EPV Days:**

EPV Days will be managed in line with agreed procedures with the Department of Education as outlined in the following information note - <https://www.education.ie/en/Schools-Colleges/Services/Supervision-Substitution/Information-Note-0008-2020.pdf>

The following local practices with regard to EPV days remain in place for this school year –two weeks’ notice must be given, one day only at a time, one member of staff on an EPV day at a time. EPV days will be facilitated by the BoM as far as is practicable.

**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.

This Covid-19 Response Plan will be amended and reviewed as necessary and was approved by the Board of Management on 19th August 2020.

Signed: 

 BOM Chairperson

Date: 19/08/2020

|  |  |  |
| --- | --- | --- |
| **Tasks Identified to Date** | **Who will complete?** | **Completed** |
| Draw up and communicate the school’s Covid-19 Response Plan | BOM in consultation with Principal, Staff and Parents |  |
| Appoint LWR and DLWR | Staff |  |
| Provide Return to Work Forms to all staff | Principal |  |
| Provide links to training | Principal |  |
| Complete and return RTW forms | All staff |  |
| Complete Induction training | All staff |  |
| Draw up list of PPE in advance of procurement process | Principal and Aide |  |
| Purchase required PPE | Principal and Aide |  |
| Arrange for installation of sanitising units, provision of PPE to staff and provision of cleaning materials to staff. | Principal and Aide |  |
| Display signage | Principal and Aide |  |
| Investigate contactless payments system | Secretary |  |
| Arrange for installation of water heaters  | Principal, Aide and Caretaker |  |
| Create Isolation Area | Principal, Aide and Caretaker |  |
| Review of S,H and W Policy and Covid-19 Risk Assessment | BOM |  |
| Agree timetable for SETs and SNAs | SET Post holder, SET team/ SNAs/ All staff |  |
| Agree sanitising routines for SNAs moving between Pods or Class Bubbles | LWR and SNAs |  |
| Provide Notes to all school staff | LWR |  |
| Agree classroom layouts | All Staff |  |
| Timetable for ICTs and plan for sanitisation | ISM Team member |  |
| Plan for provision of ICT needs to pupils in case we need to return to Home Learning  | ISM Team Member, SET and Class teacher |  |
| Staffroom – arrange for social distancing.  | All staff |  |
| Plan for a visit to the school by incoming Junior Infants | Class teacher and Principal |  |
| J. Infs. To 5th: Collect pupils’ personal belongings, place in bags, label and move to pupils’ 2020/21 classroom  | All staff |  |
| Organise and distribute Book Rental books to classrooms | Book Rental Team |  |
| Agree daily timetable to include staggered breaks | All Staff & ISM Team Members |  |
| Agree supervision rotas | All Staff & ISM Team Members |  |
| Agree and plan for morning drop off and afternoon pick up routines  | All staff |  |
| Plan for the possibility of remote learning if the school/ part of the school is advised to close by HSE | All staff |  |
| Plan for how P/T meetings, General Information Meetings might take place. | All staff |  |
| Arrange cleaning and sanitisation of the building before school re-opens | BOM/ Principal and Cleaner |  |
| Plan for the management of substitutes | Principal/ DP/ Secretary |  |
| Plan for enhanced daily cleaning routines | BOM/ Principal and Cleaner |  |
| Plan for Teaching and Learning – September, October  | All staff |  |
| Plan for Staff and Pupil Wellbeing | BOM, Principal, ISM Team and all staff |  |

**Appendix 1:**

**Amendments to the Covid-19 Response Plan:**

**Cleaning Update:**

* Five **extra** cleaning hours, per week, have been allocated for the thorough cleaning of our school building.

**Changes to Entrance Procedure Times:**

Effective from Monday 28th September 2020:

The amended entrance procedures are as follows:

* Each group is allocated 5 minutes to walk from their line into the classroom with a 5 minute interval between each group to minimise overlapping of class bubbles.
* The staggered start remains, with Group A continuing to arrive at 9.05a.m. and Group B arriving at 9.15a.m.

**Group A:** Junior Infants, 1st, 3rd and 5th Class: 9:05-9:10a.m.

**Group B:** Senior Infants, 2nd, 4th and 6th Class: 9.15-9.20a.m.

* All classes must only line up at their designated times and at their designated entry point.
* Group B classes are asked not to line up before 9.15a.m.
* Our aim is to keep all members of our school community safe and well to the best of our ability.
* All entrance and exit procedures will be monitored closely and updated when necessary.

**Wearing of Face Coverings on School Grounds:**

Effective from Monday 12th October 2020

* The BOM requests that all adults entering the school grounds must wear a face covering at all times.

**Hand Hygiene:**

Effective from Monday 1st March 2021

Alcohol-based sanitiser must not be stored or used near heat or naked flame

**Procedure for Returning to Work (RTW):**

Effective from Monday 1st March 2021

A RTW form should will completed and returned to the school by all staff before returning to work. Scoil Bhríde will request staff (in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays

**Ventilation:**

Effective from Monday 1st March 2021

The following practical measures for the deployment of good ventilation practices in schools

are considered by Scoil Bhríde in the implementation of our COVID-19 Response Plan:

1. The opening of windows and doors to introduce fresh air is very important and will continue to be used during school opening times via a proactive rather than reactive approach.

2. To help with good air circulation a number of windows will be partially opened rather than one window fully open.

3. In colder weather any local chilling effect is to be offset by opening the windows nearest

and above the radiators.

4. When necessary, depending on class and school circumstances, additional windows and doors may be opened.

5. Rooms with adequate fresh air should not be stuffy or have condensation on the

window glass.

6. Our school has ensured that all permanent ventilation openings in rooms are fully

open and not blocked by wall hangings etc., and remain open at all times.

**Procedure for Testing and Return to School:**

Effective from Wednesday 28th April 2021

* If a student or staff member is awaiting a test or the results of a test they should not attend school.
* If a member of a household of a staff member or a student is deemed a close contact and is awaiting a test or the results of a test, that staff member or student should not attend school until the second negative test result is received by that household member.
* If a student or staff member is deemed a close contact and receives a negative test result, they must remain out of school until they receive a second negative test result.
* If a student or staff member is deemed a casual contact, and a member of their household receives a negative result, they may return to school provided they are not displaying any symptoms.

**Procedure for Testing and Return to School:**

Effective from Wednesday 15th June 2021

* If a member of a household of a staff member or a student is deemed a close contact and is awaiting a test or the results of a test, the Board ask that staff members or students from that household should not attend school until the first negative test result is received by that household member.

**Contact Tracing in Primary Schools:**

Following a directive from the Department of education & Skills, contact tracing in primary schools will no longer take place and will only apply to household cases.

**Introduction of Antigen Testing In Primary Schools:**

Effective from Monday 29th November 2021

* In line with directives from the Department of Education & Skills the following procedures will be effective with regards to antigen testing in Scoil Bhríde Milltown:
1. If a child tests positive for COVID-19 their Parent is asked to notify the school Principal immediately.
2. If a child tests positive for COVID-19, the parents of the children in their pod will be informed, and will be advised to contact the HSE and avail of 3 antigen tests that must be taken over a period of 6 days.
3. Once a child in that pod do not have symptoms or continues to receive negative antigen tests they are free to continue to attend school.
4. If 2 or more positive cases from one or more pods in the same classroom occur within a 7 day period, the entire class will be advised to avail of antigen tests from the HSE.

**Introduction of the Wearing of Face masks or face coverings for 3rd – 6th class pupils:**

Effective from Monday 6th December 2021

In Line with directives from The Department of Education & Skills, children from 3rd to 6th Class of Scoil Bhríde Milltown are asked to wear a face mask/covering when entering and leaving school, and when in the school building. Further guidance on the wearing of face masks/coverings can be viewed below:

**Guidance for Wearing of Face Masks & Coverings in Scoil Bhríde Milltown**

* Children from 3rd – 6th class are asked to wear a face mask or covering when lining up before school in the morning, when walking to their classroom in the morning and when walking from their classroom at home time.
* Children are required to wear a face mask or covering when in their classroom, SEN room, school office or school hallways.
* Face masks and coverings should only be removed in the school building when a child is eating, drinking or is experiencing stress or anxiety.
* Mask breaks will be used by class teachers if necessary.
* Masks and coverings do not have to be worn when playing outside or when engaging in an outdoor PE lesson or outdoor activity.
* Face masks and coverings must not contain any offensive or inappropriate slogans, images or logos.
* We ask that each child has three plastic zip lock bags in their school bag.
1. For spare masks/coverings
2. For any used, damaged or soiled masks/coverings
3. For safe storage or mask/covering when not being worn (i.e. Lunch time)
* In the event that a child’s mask/covering is damaged or unusable and they do not have a replacement, the school will provide a replacement for the rest of that school day.
* If your child cannot wear a mask or covering due to a medical reason please contact the school.
* It is important that face coverings/masks that are worn by children fit correctly and are as comfortable as possible for the children.
* To ensure the safety of our staff and children, we ask that no children from 3rd – 6th class present for school without a face mask/covering.

Please be aware it is policy of Scoil Bhríde Milltown that all staff members wear a face covering/mask at all times, and all visitors to the school wear a face mask/covering when on the school premises.