** GLENMORE NATIONAL SCHOOL**

S.N. SEAMUS NAOFA, GLENMORE, CO. KILKENNY

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**Reopening of School Logistical Plan**

**Underlying Principles**

* The school has a responsibility to make a valiant effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff.
* This plan has been formulated to better ensure that the school can exercise that duty of care.
* Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
* It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
* As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

**Assumptions**

Glenmore NS will reopen on Thursday 27th August 2020.

Teacher(s) and SNAs will be on yard at 8.50am to ensure children are welcomed back to school and to help them become familiar with new safety rules.

Each classroom grouping will operate as a bubble. The children will go straight to their class play area every morning where they will be supervised by a teacher from 8.50 am – 9.00 am. On wet days, the children will go straight to their classrooms and remain seated. They will only meet with children in their classroom during the school day.

In the 3rd- 6th class groupings, pods will be created within the classrooms. These pods will change throughout the year.

Soap and water are available in all the classrooms and bathrooms. Paper towel dispensers are available in the bathrooms and classrooms. Hand sanitiser will be available at all entry points and in all class and support rooms. 12 sanitiser dispensers have been installed.

The staff will complete multiple lessons on correct hygiene, lining up, the importance of hand sanitising, staying within their pods/bubbles etc. with the children during the first weeks back in school.

**Arrival at School**

To help with reducing the amount of traffic around the school gate, parents are asked to drop their children at school and leave immediately.

The school bus will arrive as normal and drop children off at the school gate. There is a specific routine for getting on to and off the bus which must be followed carefully by all school bus users.

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 8.50a.m.

Children are to go to their play areas with their school bags and remain there until the bell rings at 9.00 am where upon the class teacher will collect them from the play area and take them to the classroom. Children are not permitted to enter the school building for any reason before school starts.

On wet days, children will go straight to their classroom on arrival to school and remain there. The classrooms will be supervised by a teacher.

Separate, special arrangements will be put in place for our Junior Infants and their parents on the first days of school.

As parents are unable to enter the school building this will allow the children enter school with their teacher in a calm, quiet atmosphere.

The Junior Infants go home at 12 noon for the first 2 weeks of school. During this time Junior Infants will only need one lunch/snack. From Monday 14th September Junior Infants will go home at 1.40 pm with Senior Infants. This day will include two lunch breaks.

Under no circumstances are parents to linger at the school gate/wall area after the child has been handed over but are to leave immediately.

No adults, other than staff members, should enter the building.

Messages for teachers can be sent by email, or by phoning the school. The school telephone has an answering machine, which is checked regularly.

**End of School Day**

Adults, who are collecting their children from school at the end of the day outside the school grounds must keep social distance.

When the school day is over the following arrangements will apply:

Junior Infants – Senior Infants Class - the class teacher will bring the children to the school gate and will hand over each child to their parent/guardian.

All children travelling home from school will leave the school first and get onto the bus in a set order. These children will be escorted to the bus by a teacher.

1st & 2nd class will be brought to the school gate at approximately 2.30pm/ once the bus has departed.

3rd & 4th class will be brought out to the school gate at approximately 2.35 pm

5th & 6th class will be brought out to the school gate at approximately 2.40 pm.

Should the bus be late arriving for any reason, the children will remain inside the gate in their class groups.

Each teacher will ensure that all the children in their class have been collected before the next class group comes to the gate.

Parents must give prior warning if there is a change to collection arrangements or if they are running late.

**Collection of Children during the School Day**

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

They should inform the school in advance if possible by means of a note in their child’s homework journal/note to class teacher. State the time of collection of your child(ren). A staff member will escort children to the school gate. Parents must not arrive at the school without prior notice, unless in an emergency situation.

No adult should enter the school building, unless invited to do so.

**Arriving back at school after an appointment**

If a child is brought back to school after an appointment e.g. Dental/hospital appointment they cannot stop anywhere on route on their return to school e.g. a shop/restaurant. This is to ensure they have no physical contact with others. Parents are to leave their child(ren) at the school gate and the child will enter the school building on their own. If possible the approximate return time should be communicated to the teacher. On their return to school the child must wash their hands/sanitise hands.

**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.

**Junior Infants to Second Class**

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble.

**Third Class to Sixth Class**

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

**Ventilation**

Windows will be opened regularly in classroom, bathrooms and corridors. They will remain open during all breaks. Classroom doors will remain open as much as possible

**Yard Supervision and Break/Lunch time routine**

Children will be required to wash/sanitise their hands before and after eating their lunches. Children will be given time to eat their lunch at their desk before going to the yard at break times. No food is to be brought outside. Hand washing/sanitising will take place upon re-entering the classroom after break.

Children from all classes will play in their designated play areas and will not be permitted to enter another play area. There will be no entry to the school building during lunch breaks. Children will be expected to use the toilet before and after break times.

**Physical Education and P.E. Equipment**

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

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

All classes are encouraged to participate in ‘The Daily Mile/ a K a day’ During a P.E lesson the use of equipment should be confined to the sets that have been distributed to class groupings. Pupils will hand sanitise before and after using any P.E equipment.

**Staffroom**

Staff will maintain social distance on 2m when in the staff room. Careful attention will be given to the use and cleaning of dishes, cutlery etc. Communal use items such as milk cartons will be sanitised after use. Staff are asked to wash/sanitise hands before and after eating and also on entry and exit of the staffroom.

**Cleaning**

The school will be extensively cleaned and disinfected on a daily basis. Common touch surface areas such as handles of doors and taps will be cleaned during the day also.

**PPE**

While it is not envisaged that children will wear face masks, staff who are unable to keep 2m social distance will wear a face covering. Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks and aprons. Teachers will wear visors if they have to work in close proximity with children.

**Teacher Absence and Substitution**

In the event that teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. The SET will teach the class until a substitute teacher is secured

**Responsibilities for Parents**

Parents must ensure that their child has his/her own hand sanitiser and box/pack of tissues which are labelled coming to school. These must be replaced when empty.

Parents must ensure that all of the child’s equipment/books/copies are labelled with the child’s name as equipment/books cannot be shared.

Books and copies must be covered in a vinyl type covering such as contact that can be wiped down easily.

Parents are to ensure that their child knows and uses the protocols around coughing/sneezing/use of tissues/hand sanitisers prior to returning to school.

Parents must ensure that all books/writing equipment/lunch boxes/water bottles are sanitised using alcohol wipes on completion of homework before being placed in the child’s schoolbag.

Water bottles are to be filled at home every evening.

Pencils to be pared at home and copies ruled.

Children are to go to the bathroom before they leave home for school daily.

Children are to wash their hands before leaving for school

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

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

**Parents and Uniform**

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. However, please continue to ensure that children’s clothes are visibly clean and fresh as per usual. Uniform or school tracksuit should be worn every day.

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.

**Support Teaching**

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work within the confines of a bubble.

Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.

Where children from 3rd – 6th class receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.

The tables and chairs in SET rooms will be wiped clean in between different groupings. A fog machine may be used to sanitise the room after each session.

**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 learning support teacher, where relevant) will support the child’s learning at home.

**Shared Equipment**

By necessity, some classroom equipment needs to be shared including tablets, Maths equipment and the equipment used for structured activities and play in Infant classrooms.

Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection. Pupils will hand sanitise before and after using any materials.

**Library Books**

A HSE interim report states that books which are used in the classroom or school library setting can be returned to the shelf and made available again without any delay. Hand hygiene and coughing/sneezing etiquette will be strongly encouraged.

**Music**

Some elements of music classes will have to be altered to ensure that no cross contamination of pods occurs.

Swimming

The attendance of swimming lessons will be examined in due course and a decision will be made in accordance with HSE guidance and recommendations.

**Dealing with a suspected case of Covid-19**

Pupils should not attend school if displaying any symptoms of Covid-19. If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures that will be implemented:

1. Parents/guardians will be contacted immediately.
2. The child will be accompanied to the designated isolation area via the isolation route by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times.
3. A mask will be provided for the child presenting with symptoms, if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises.
4. An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self- isolation at home.
5. The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home, and will assist them by calling their GP.
6. The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided.
7. If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used.
8. If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
9. Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.

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.

**Children who should not attend school**

If your child is in one of the following categories, they should not attend school:

* Children who have been diagnosed with Covid-19
* Children who have been in close contact with a person who has been diagnosed with Covid-19
* Children who have a suspected case of Covid-19 and the outcome of the test is pending.
* Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
* Children with underlying health conditions who have been directed by a medical professional not to attend school
* Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
* Children who are generally unwell

**Key facts for Parents**

COVID – 19 is a new illness that can affect the lungs and airways and is caused by a new virus called the Coronavirus.

Coronavirus is spread in sneeze or cough droplets. To infect you, it has to get from an infected person’s nose or mouth into your eyes, nose or mouth. This can be direct or indirect (on hands, objects, surfaces). If you come into close contact with someone who is shedding the virus and who is coughing or sneezing or if you touch - with your hands - surfaces or objects that someone who has the virus has coughed or sneezed on, and then touch your mouth, nose or eyes without having washed your hands thoroughly you may contract the virus.

As COVID-19 is a new illness, we are still learning about how easily the virus spreads from person to person and how to control it, so it is important to keep up to date and make sure you are using the most up to date guidance available. This information is available from the following links:

• HSE-HPSC: https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/

• HSE Hub: https://www2.hse.ie/coronavirus/

• Department of Health: https://www.gov.ie/en/news/7e0924-latest-updates-on-covid-19-coronavirus/

COVID-19 can be a mild or severe illness. Severe illness is much more common in older people (especially older than 70) and in people vulnerable for other reasons. Severe illness is much less common in children and young adults in good health. (See below)

The most common symptoms of Covid 19 are:

* Cough - this can be any kind of cough, usually dry but not always
* Fever - high temperature over 38 degrees Celsius
* Shortness of Breath
* Breathing Difficulties
* Lack of smell.

Symptomatic people appear to be most infectious for other people in the early days after symptoms begin. Infection can also spread from people in the day or two before they get symptoms and it can spread from some people who get an infection but have no symptoms or such mild symptoms that they take little notice of them (asymptomatic spread). People are no longer infectious for other people 14 days after they have developed symptoms.

**Best practice for Parents and Pupils**

In order to prevent the spread of the virus –

* if you have been in contact with someone who is displaying any COVID-19 symptoms
* If you have coughed or sneezed
* if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
* if you have been on public transport,
* if you have been in a crowd (especially an indoor crowd)
* if you have handled animals or animal waste
* If you move from one room to another room or from inside to outside areas
* If you have physical contact with a child from another group other than their own group
* if your hands are dirty
* when you arrive and leave buildings including your home or anyone else’s home
* After using the toilet
* Before and after eating
* Before and after preparing food
* Before and after eating your own food – breaks/lunches
* After assisting a child to use the toilet or using the toilet themselves
* After contact with bodily fluids (runny nose, spit, vomit, blood, faeces)
* After cleaning tasks,

**You must - Wash your hands with soap and water (which is the best method to get rid of germs) and or use a hand sanitiser**

You must -Practice good respiratory hygiene: that is, when coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.

You must - Maintain social or physical distancing: that is, leave at least 2 metres (6 feet) distance between yourself and other people where possible, particularly those who are coughing, sneezing and have a fever.

Must not engage in handshaking or hugging

Must avoid touching your eyes, nose and mouth – if you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself

Keep your hands in good condition. Moisturise them often. Any basic product that is not perfumed or coloured is OK.

**Role of Parents**

It is important that parents have a clear understanding of the benefits and risk of childcare and that it is not possible to guarantee that infection can be prevented in any setting either in a childcare centre, school or in the home.

The following are protocols that are put in place to safeguard the health and safety of each other.

Parents are expected to abide by them and failure to do so may result in a parent being instructed to remove a child from the school building/yard, and or to leave the school premises themselves. If serious breaches of safety measures occur, the board and or the Gardai may be informed or called if needed.

Under no circumstances is a parent to bring a child to school if –

* if the child is exhibiting any symptoms of Covid 19
* If the child has a temperature, is sneezing, coughing, who has been vomiting or has diarrhoea.
* If the child was sent home from school the previous day with diarrhoea or vomiting.
* If a child has been outside of the country in the 14 days prior to August 27th, they are not to attend school but must isolate
* If the child has been in contact with any family member and or other person who has Covid-19

**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.