



# Broadford & Kilbane N.S.

## Covid19 Logistics Plan for Parents

### Drop Off and Collection Times

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

All the children will enter and leave the building through their own specific entrance/exit which is as follows;

- Junior Infants-Old Main Entrance
- Senior Infants-Post Box Entrance
- First Class-Main Entrance
- Second Class-Under-Stair Entrance
- Third/Fourth Class-Back of School (where wheelie bins are)
- Fifth/Sixth Class-Under-Stairs Entrance
- ASD Class-Side Entrance of Class

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school. To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school doors open at 8.45a.m. Infant parents and parents of children in the ASD class will be allowed to walk their children to their school entrance for the first few weeks but it is expected that the children will become more independent with this as time progresses.

### Morning Drop-Off:

All class teachers will be in their classrooms by 8.45a.m.

Parents are asked to 'drop and go' outside the school anytime between 8.45a.m. and 9.00a.m. **No children are allowed on school grounds before this time. No parking allowed outside the school.**

Children will go directly to their classrooms on arrival through their specific entrance. Other staff members (including Special Education Teachers, SNAs and the Principal) will be available outside and inside the building to receive the children and to help them to their classrooms.

### Afternoon Collection:

#### **Junior Infants-From 1<sup>st</sup> September (2 weeks ONLY)**

12 noon. Class teacher will bring **Junior Infants** to the school gate. Parents are asked to 'pick up and go' until 12.05p.m. On wet days, parents come to the door and teacher lets

the children out one by one. *(Children need to be gone by this time as other children will be coming on the yard for their big lunch)*

#### **Junior Infants-From 14<sup>th</sup> September onwards:**

1.40p.m. Class teachers will bring **Junior Infants** to the school gate. Parents are asked to 'pick up and go' until 1.45p.m. On wet days, parents come to the door and teacher lets the children out one by one.

#### **All other classes From 1<sup>st</sup> September onwards:**

1.40p.m. Class teacher will bring **Senior Infants** to the school gate. Parents are asked to drive in, 'pick up and go' until 1.45p.m. On wet days, parents come to the door and teacher lets the children out one by one.

2.40p.m. Class teachers will bring First to Sixth Classes to the school yard to their own designated areas. Parents are asked to 'pick up and go' until 2.50p.m. Parents can give their child permission to leave the school and walk home/to the car without a parent meeting them at the gate. Supervision will be provided on the yard until 2.50p.m.

Parents who walk to the school to collect children are asked to maintain a social distance outside the school gate.

**This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!**

#### **Breaktimes**

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low. There will now be different SOS and LÓN times to allow greater space for physical distancing on yard. **Class bubbles will be kept apart on the yard. Pods can mix on the yard.**

All classes will come and go to the yard at breaktimes through their own specific entrance/exit.

#### **Summarised Timetable for Breaks**

<b>Time</b>	<b>Place</b>	<b>Class</b>
<b>10.40 – 10.50 - SOS</b>	Shed and half Basketball Court	Junior Infants
	Half Basketball Court and Yard at Boundary Wall	Senior Infants
	Yard behind Shed and beside All Weather Pitch	First Class
	All Weather Pitch	Second Class
<b>11.00 – 11.10 - SOS</b>	All Tarmac Yards	Third & Fourth Class
	All Weather Pitch	Fifth & Sixth Class
<b>12.00 – 12.10 - LÓN</b>	Classrooms	J. Infs. S. Infs. First, Second
<b>12.10 – 12.30 – LÓN Playtime</b>	Shed and half Basketball Court	Junior Infants

	Half Basketball Court and Yard at Boundary Wall	Senior Infants
	Yard behind Shed and beside All Weather Pitch	First Class
	All Weather Pitch	Second Class
<b>12.30 – 12.40 – LÓN</b>	Classrooms	Third & Fourth, Fifth & Sixth
<b>12.40 – 1.00-LÓN Playtime</b>	All Tarmac Yards	Third & Fourth Class
	All Weather Pitch	Fifth & Sixth Class

**Note:** On rainy/wet Days, Children will remain in their class for breaktimes as per usual practice.

### **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 pods 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.

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

Staff members (particularly SET's and SNAs) can rotate between areas/classes but this will be minimised where possible. When rotation occurs, agreed sanitising routines will be observed.

In keeping with our Special Education policy, SEN teaching 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.

### **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.

### **Assemblies**

The Big Room (Third & Fourth Classroom) may not be used for Assemblies or for any other gatherings of pupils. Monthly school Assemblies may be held via Zoom.

### **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.

### **Additional Measures to Limit Interactions**

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.

Children will not be sent on errands to other classrooms, the secretary's office or the staffroom.

Hand shaking and hugging will not be allowed.

### **Doors and Windows**

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

To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground.

### **Cloakrooms and Toilets**

Junior Infants and Senior Infants will use the toilet blocks beside the old entrance door. These toilets will not be used by other children at breaktimes. Children will be encouraged to use the toilets in their own rooms before they go out on yard.

Timetables will be drawn up by the Junior and Senior Infant teacher so that only one class group at a time is present in the toilet block.

Water heaters have been installed in 2 classrooms in the older building that are not connected to the hot water supply.

Routines around the hanging up of coats and putting on slippers will need to be decided on by individual teachers. Children congregating around these areas should be avoided. Only allowing children access these areas individually or in their pods is a simple solution that will suit for most classes.

### **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.

Pupils will wash or sanitise their hands prior to eating. Children will eat their lunches at their desks, as per our usual practice.

To ensure physical distancing, there will be no food bins in the classrooms. This also removes a 'frequently touched surface' from the class. All children will bring home their own food and lunch waste.

Lunch boxes/bags will be used to store their food waste/wrappers and need to be cleaned each evening by the children/parents. **It is imperative that lunch boxes and bottles are washed thoroughly**, if possible they can be put through the dishwasher. Food wrappers, disposable bottles, etc. will be brought home each evening by the children.

### **Classroom Management**

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

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils. It is important that each pupil has their stationary labelled with their name. Children should only have the minimum amount of stationary required. No novelty pens or pencils, etc.

Pencil cases will be left in school permanently to minimise the movement of items between home and school.

#### **Library Books-Shared Readers**

Children will continue to be allowed to take library books and shared readers home. Each class will have a system in place for cleaning and isolating these books for the recommended time upon their return.

#### **Storing Books, Copies, etc.**

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. Children will have their books, copies, etc. in their own pile for ease of access. These piles will be stored away at the end of each day to allow the cleaner easily clean the desks.

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

PE days, (children wear their school tracksuits on these days), will be on Tuesdays and Thursdays for all classes. This alternates the days that the uniform and tracksuit is worn.

P.E. lessons will take place outside when the weather allows. Equipment will be cleaned after use. Staff members and pupils may take additional breaks outside during the school day.

### **Uniforms/Tracksuits**

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families. However, as our PE tracksuit days are on Tuesday and Thursday, parents have the opportunity to wash and dry uniforms/tracksuits if they so wish as they are always on alternative days.

We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn on Monday, Wednesday and Friday, while tracksuits will be worn on Tuesday and Thursday.

As a school we strongly advise that children should wear their school uniforms or tracksuits **only for school related activities**. Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

### **Office**

A contactless payment system has been 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.

Children will not be sent to the Secretary's Office or to the Reception area to deliver messages.

### **ICTs**

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

### **Visiting Teachers/Coaches**

The possibility of facilitating extra-curricular activities such as Coaching for games, Safe Cycling, etc. will be explored. However, children from different bubbles will not participate in extra-curricular activities at the same time.

### **After-School Activities**

Unfortunately, after-school activities like Homework Club and Art Class cannot take place for the time being.

### **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.

### **Parent/ Teacher Meetings**

We will assess Parent/Teacher Meetings closer to their scheduled time (normally take place during the first week of November).

### **Teaching and Learning**

As a staff, we are very aware that the children have been away from school since March 12<sup>th</sup>. 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 at 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.

### **Supporting the Learning of Children who Cannot Attend School**

If a child is not able to attend school for an extended period of time, the class teacher (and/or the Special Education Teacher, where relevant) will provide work to support the child's learning at home and this will be shared with parents/guardians.

The majority of parents have already provided an email address at which the school can contact them to support Home Learning. This will be especially important if the school, or parts of the school have to close due to HSE advice. Parents, if you have not already done so, please email [office@broadfordns.com](mailto:office@broadfordns.com) and you will be added to the Contact List for School Communications.

The school will also use **SEESAW** for long term absences or in the event of a pod/class/school closure.

### **Wellbeing of the School Community**

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- A sense of safety
- A sense of calm
- A sense of belonging and connectedness to school
- A sense of self-efficacy and school-community efficacy
- A sense of hope

Our usual practice is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

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

Staff members are not required to wear PPE. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
- When staff members have to move between classrooms to support children with learning needs.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

### **Masks**

The children are not required to wear masks or face coverings.

### **Hygiene and Cleaning**

17 sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom.

Pupils and staff should perform hand hygiene

- On arrival at school

- Before eating or drinking
- After using the toilet
- After playing outdoors
- When hands are physically dirty (wash with soap and water)
- When they cough or sneeze

Warm water and soap is available in all classroom sinks and bathrooms.

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, 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 throughout the day.

All classes and toilets will have pedal bins for the disposal of hand towels, cleaning cloths. Waste will be collected regularly.

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

We love to see all of our children at school every day. However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Staff and children must not attend school if they display any symptoms.

A designated isolation area has been created in the '**Violet Hill**' room.

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

- The staff member/pupil will be accompanied to the isolation area. A distance of 2 meters will be maintained. If this is not possible, the person accompanying the child must wear a face covering.
- If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, Parents are asked to make sure that their contact details are kept up to date at all times.
- Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.
- A face covering will be provided to the staff member/child who is symptomatic.
- The staff member or child who is symptomatic should avoid touching people, surfaces and objects.
- If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible.
- Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.

- If the staff member/child is too unwell to go home or advice is required, the school will contact emergency services and inform them that the sick person is a Covid-19 suspect.
- The isolation area and work areas will be thoroughly cleaned in line with the guidelines.
- The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

### **COVID-19 Related Absence Management**

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education (Circular 49/2020).

### **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.