



## Covid Response Plan

### Procedures and plans for reopening Wednesday August 26<sup>th</sup> 2020.

#### 1. Introduction

Our school Covid 19 Response Plan was drawn up in August 2020. The initial draft document was drawn up by the In-School Management team. The document was then circulated to the staff for feedback, before being adapted and ratified by the Board of Management. The school has formulated this plan to ensure the safety, health and well-being of all members of our school community – children, parents and staff. In keeping with public health advice and guidelines issued by the DES, all children will return to school, five days a week, for a full school day. 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. This is a working document and it will continue to be reviewed and changes made as deemed necessary by Principal, staff or Board of Management.

#### 2. Lead Worker Representative

Lead worker Representative: Marie O Neill

Deputy Lead worker Representative: Aisling Duffy

#### 3. Preventative Measures in School Community

- Staff training
- Increased cleaning regime
- Classes in bubbles (pods from 3<sup>rd</sup>-6<sup>th</sup>)
- Staff return to work forms
- Hand sanitizing facilities
- Paper towel dispensers
- Staggered dismissal times

- Staggered yard times
- Increased signage
- More spacing
- No unapproved visitors
- Isolation room
- Purchase of PPE for staff
- New entry/ exits for each class bubble

#### 4. Social Distancing

Social Distancing will be respected by all in our school, where possible. 2m ideally or 1m (as per DES guidelines) should be maintained between all persons, where possible.



Corridors: It is possible to maintain a 1m distance in our corridors. We will all walk on the right hand side of the corridor. The corridors are short enough so that one can look ahead and step in to let another member of staff or a class pass you by. Each Teacher will lead the class when they exit their classroom and look ahead to make sure there is no other class on the corridor at any one time. We will review this and can look at making a one way system through the school if we feel the need to do so. Where practical, all internal doors will be left open to minimise hand contact with common surfaces. (Staffroom, Fr Hurley Hall, Kitchen, Art Store)

Classrooms: Bubbles and Pods

Bubble: a class grouping which stays apart from other classes as much as possible

Pod: discrete groups of 4 or 6 within the class bubble

*Juniors- 2<sup>nd</sup>*

Social distancing is not a pre-requisite in Junior Classes as per DES guidelines. However, it is recommended that pupils are grouped into pods and physical interaction is limited between pods. Pupils will remain in these pods as much as possible throughout the school day or for withdrawal for SEN if needed. Toys, books and art materials may be shared within the pods if necessary but will not be shared with other pods in the class bubble. Staff will be provided with PPE for use if social distancing is not possible. Visors and masks have been purchased and made available for staff.

*3<sup>rd</sup>-6<sup>th</sup>*

Following measurements of the 3<sup>rd</sup>-6<sup>th</sup> classroom, the children will be grouped into pods within their class bubble. Each pod will be 1m apart, as per the DES Guidelines for the layout of classrooms. The children will be taught about the importance and need of their pod, how to practice and maintain good social distancing in the class bubble between pods. The children in 3<sup>rd</sup>-6<sup>th</sup> will be encouraged not to share stationery such as pencils, pencil sharpener, rubber, etc between pods. It is very important that parents ensure their child has everything they need for school each day. Everything needs to be labelled clearly and pencil cases should be checked regularly and topped up if something is required.

**5. Staff Allocation**

<b>Class</b>	<b>Teacher</b>
Junior Infants	Ms. Niamh O Donovan
Senior Infants	Ms. Pauline Roycroft
1 <sup>st</sup> /2 <sup>nd</sup> Class	Mr. Liam O Driscoll
3 <sup>rd</sup> /4 <sup>th</sup> Class	Ms. Naomi Burke
5 <sup>th</sup> Class	Ms. Johanna Fitzmaurice



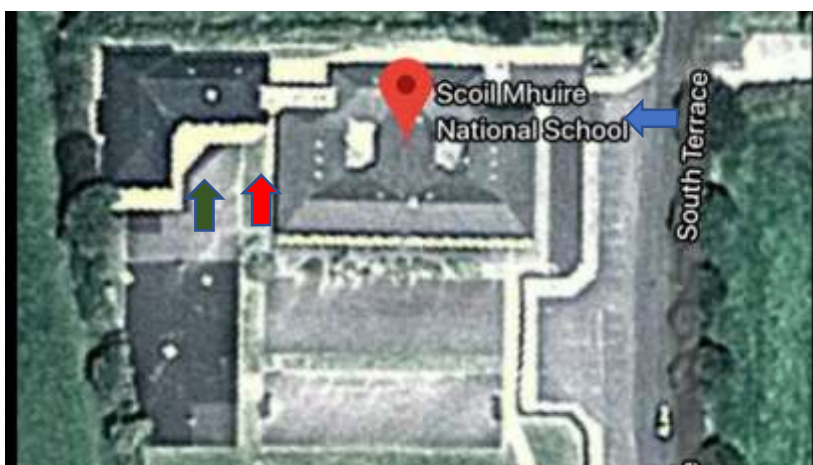
6 <sup>th</sup> Class	Ms. Lorraine Whelton
SET	Ms. Mairead Drinan Mrs. Pauline O' Sullivan Ms. Emer Cleary/ Ms. Marie O' Neill
SNA	Sheila Griffin Aisling Duffy Trish Barry
School Secretary	Paula O Driscoll
School Cleaner	Adriana Bergin

## 6. Arrival and Dismissal

### *Arrival*

For the first three mornings: **Wednesday August 26<sup>th</sup>, Thursday August 27<sup>th</sup> and Friday August 28<sup>th</sup>**, the three doors of entry to the school will be opened at 9.10am and each child will walk to their classroom through their assigned door. Their class teacher will supervise them in the class from 9.10-9.20am. There will be a member of the SET team present at each door at 9.10 to supervise the children's safe entry to school.

Door	Class	Symbol
Front	Juniors- 2 <sup>nd</sup>	←
Middle	3 <sup>rd</sup> /4 <sup>th</sup>	↑
Lower	5 <sup>th</sup> & 6 <sup>th</sup>	↑





We would encourage you not to drop your child any earlier as there is no insurance cover or supervision if they are on the school yard before 9.10am.

**From Monday August 31<sup>st</sup>**, the children will line up outside in their allocated lines on the school yard from 9.10am. Class teachers will have shown the children where to line up. There will be staff supervising both sides of the yard. There will be 1m stencilled footprints for the children from 3<sup>rd</sup>-6<sup>th</sup> to stand on. Parents are not permitted to wait on the yard with their children during this time. Parents are asked to ‘drop and go’ anytime between 9.10 and 9.20am.

On very wet mornings we will open the school building @ 9.10am and child will go straight to their classroom where they will be supervised by a member of staff on morning duty. This is the best system to apply, so please make sure that your child comes to school prepared for the weather.

This routine will be reviewed and changes made if necessary

#### *Dismissal*

Junior Infants will exit the main front door @ 1.50pm with their class teacher Ms O’ Donovan. She will line them up and parents may wait outside the school wall and Ms. O Donovan will send the children out the gate when she can see their parent.

Senior Infants will exit the main front door @ 2.00pm with their teacher Ms Roycroft. She will line them up and parents may wait outside the school wall and Ms Roycroft will send the children out the gate when she can see their parent.

1<sup>st</sup>/2<sup>nd</sup> class will exit the main front door @ 3.00pm with their teacher Mr O Driscoll and will exit the school grounds at the main front gate.

3<sup>rd</sup>/4<sup>th</sup> class will exit through the middle door @ 2.50pm with their teacher Ms Burke. She will walk them to the bottom gate. You must be there to pick your child up at this time. If they are to walk home, they will not leave the school grounds until 3.00pm.

5<sup>th</sup> class will exit the lower door @ 2.55pm Ms Fitzmaurice will walk her class to the bottom gate. You must there pick them your child at this time. If they are to walk home, they will not leave until 3.00pm.

6<sup>th</sup> class will exit the lower door @ 3.00pm. Ms. Whelton will walk her class to the bottom gate.



**We are staggering the dismissal times at the end of the day to avoid overcrowding at the gates.**

Time	Class	Gate
1.55pm	Junior Infants	Front Gate
2.00pm	Senior Infants	Front Gate
3.00pm	1 <sup>st</sup> /2 <sup>nd</sup> Class	Front Gate
2.50pm	3 <sup>rd</sup> /4 <sup>th</sup> Class	Lower Gate
2.55pm	5 <sup>th</sup> Class	Lower Gate
3.00pm	6 <sup>th</sup> Class	Lower Gate

**GREAT CARE AND VIGILANCE WILL ALWAYS HAVE TO BE TAKEN BY ALL PARTIES (STAFF, PARENTS & PUPILS) AT DROP OFF AND COLLECTION TIMES TO ENSURE PUPIL SAFETY**

### **7. Yard (Break/Lunch)**

There will be staggered yard times so that only one class bubble is in each yard at a time.

As per the DES Guidelines, children can interact with their class bubble (even children not in their pod) during play time as they are outdoors. However, class groups cannot mix, so each class will be on yard at different times in different areas. We will show the children where they can play when we are back in school. Classes will enter and exit through their own assigned doors, as with arrivals and dismissals. Children will eat their lunch in the classroom at their table before or after yard depending on each individual class.

*Small break (10mins)*

Time	Class	Location
10.50 – 11.00	Junior Infants/ Senior Infants	Infant Yard (Spilt in two)
10.50 - 11.00	1 <sup>st</sup> /2 <sup>nd</sup> Class	Middle Yard (use middle door for exit and entry)
11.00 – 11.10	3 <sup>rd</sup> /4 <sup>th</sup> Class	Middle Yard (use middle door for exit and entry)
10.50- 11.00	5 <sup>th</sup> Class	Senior Yard (use lower door for exit and entry)
11.00-11.10	6 <sup>th</sup> Class	Senior Yard (use lower door for exit and entry)



*Big Break (30mins)*

Time	Class	Location
12.15-12.45	Junior Infants/ Senior Infants	Infant Yard (Spilt in 2)
12.15-12.45	1 <sup>st</sup> /2 <sup>nd</sup> Class	Middle Yard (use middle door for exit and entry)
12.45- 1.15	3 <sup>rd</sup> /4 <sup>th</sup> Class	Middle Yard (use middle door for exit and entry)
12.15-12.45	5 <sup>th</sup> Class	Senior Yard (use lower door for exit and entry)
12.45-1.15	6 <sup>th</sup> Class	Senior Yard (use lower door for exit and entry)

**8. Junior Infants – First day/week**

We recognise that the First day of school is an important moment in all families. However, this year due to restrictions and social distancing we will be unable to accommodate parents in the classroom. Our proposed plan, weather permitting, is to invite parents with their child to the school yard on Wednesday August 26<sup>th</sup> 2020 @10am. Ms. O Donovan will read a story for you all to enjoy with your child and then she will bring the children to the classroom with support from school staff. We will continue with this pattern for the first three days.

From Monday August 31<sup>st</sup>, the Junior infants will be supervised in their lines at the front of the school from 9.10am. Parents are not permitted on the yard at this time. Ms O Donovan will bring the children to their classroom @9.20am. On Wet days, the children may enter the school at the front door @ 9.10am where they will be supervised in their classroom.

*Junior Infant Timetable*

Week	Time
Wednesday August 26 <sup>th</sup>	10am-12pm
Thursday August 27 <sup>th</sup>	10am-12pm
Friday August 28 <sup>th</sup>	10am-12pm
Monday August 31 <sup>st</sup> – Friday September 4 <sup>th</sup>	9.20am – 12pm
Monday September 7 <sup>th</sup> –Friday September 11 <sup>th</sup>	9.20am - 2pm

For this year, we are asking that Junior Infants bring their lunch in a lunch box that they can open or a Zip-lock bag if that's easier. We recommend that you avoid giving your child pouches/cartons of juice/smoothies (any carton with a straw/twisty cap) that is difficult to open. We also recommend you avoid giving them frubes /large yoghurts and fruit such as oranges that are difficult to peel. We also advise if possible to ensure your child has Velcro shoes and that you encourage them to put on and off their own coat/jumper as much as you can at home.



## 9. Special Education

As per DES guidelines, the movement of SETs between classes will be reduced/limited as much as possible. The room (surfaces at which children sat/resources they used) must be cleaned thoroughly by the SET after each withdrawal. If more than one pupil is being withdrawn from a class, it would be best if they are withdrawn from their pod in the classroom. Pupils should sit at least 1m apart in the SETs room where possible. As per DES Guidelines, supporting the wellbeing of our pupils will be a priority in September. The SET working with each class teacher will be invaluable for this to ensure a safe return for all children. The DES Guidelines recommend using the Continuum of Support to document any additional wellbeing supports being put in place for the class / specific pupils. The SET team will meet when we return to school to form a timetable to minimise contact between SET and classes. We will continue with the intervention (withdrawal for English/Maths daily) in 2<sup>nd</sup> class with Mrs O Sullivan and 4th class (withdrawal for English/Maths daily) with Ms. Drinan.

## 10. Staff

All staff will need to fill in a “*Pre-return to Work Questionnaire.*” This should be completed and returned to school no later than Sunday August 23<sup>rd</sup> 2020. Any staff who falls into the “Very High Risk” category and feels they will be unable to return to work, should contact the School Principal ASAP to discuss this. PPE will be provided for all staff. Visors will be purchased and made available for each staff member to use, should they wish to wear it. Once they receive a visor, they should write their name on it. The staff member is then responsible for cleaning, storing etc. their visor. Additional stocks of visors will be purchased as and when they become necessary to replace. Masks will also be purchased and will be available, for use in particular circumstances (First Aid, accompanying a child to isolation room, staff member feeling unwell). Staff members can use their own masks / face coverings as they feel is appropriate. Masks (reusable and disposable) will also be purchased. Fibreglass screens for on table tops will also be purchased for use in 1-to-1 situations (Special Education etc.) where social distancing may not be possible.

All staff **MUST SIGN IN DAILY**. This is for contact tracing purposes and should be done as soon as is possible on arrival and immediately prior to departure. There will be a specific sign-in/out folder for staff and it will be located inside the main school door. It is essential that staff members sign this every day. The Department of Education will be providing training (online) and details of this, when available will be circulated ASAP to staff.

Substitute Teachers and SNAs 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. They will also be required to sign in and out of the school in the visitor book.



### **11. Staff Communication / Staff Meetings**

All members of staff should check their Aladdin daily, twice a day if possible – in the morning (roll call) and later in the day also, as this will be the main methods of communication for updates for all staff. Staff may communicate with each other and with Paula in the office using their Aladdin Noticeboard (Staff email accounts will be set up in September). This is the preferred method of communication for NON-Urgent messages between staff. If there is an URGENT message that needs to be relayed to another staff member – the Class teacher may deliver the message themselves. Pupils should not be sent on ‘jobs’ for the foreseeable future. Movement around the school by both pupils and staff should be limited as much as is practically possible. It is preferable if staff members did not use their own mobile phones. WhatsApp etc. to communicate with each other during the school day. The school hall will be set up with socially distanced seating. Staff meetings will be held here. Staff may wear face masks / coverings during the meeting if they feel more comfortable doing so.

### **12. Parents Communication**

The school website and school Facebook page will be regularly updated at the end of August. Parents may email/telephone the school office (Paula) or email the Principal with any queries. Parents may contact teachers on Aladdin noticeboard or through their school email once it is set up. Parents will also be asked not to congregate outside school grounds once they have dropped off / collected their child and to leave the area as promptly as possible to avoid congregating or congestion. Parents will also be advised that pupils cannot attend school for the 14 days following a trip abroad. Homework journal can also be used to communicate with parents; the child may hold it open for their teacher to sign very briefly. Meetings between parents and teacher should be by appointment only (email or telephone). A room will be designated at the time and will be cleaned after.

### **13. Staffroom**

It is very important that all staff members have at least one break every day. This will be taken into account in the Supervision Rota for breaks. The school hall will be set up with socially distant seating – some tables will be provided. Staff may use this area for their breaks. Staff members should take responsibility for cleaning the area they sat in as they leave. Wipes and disinfectant spray will be provided. There will also be socially distant seating in the existing staffroom. A maximum of 4 people can be in this room at the one time. A maximum of 2 persons should be in the kitchen area at the one time. Please be mindful that there will be a few people on their lunch and be as quick as you can. The DES Guidelines recommend that all staff members use their own cups etc. On Tuesday August 25<sup>th</sup> (or before) staff members may take





one of the school mugs and keep it for their own exclusive use all year. Staff must clean their OWN equipment. (cutlery, plates, bowls etc) School cutlery may NOT be used. Staff will need to bring their own cutlery etc TO and FROM school. This will limit the amount of surfaces being touched in the kitchen. Central Supplies of Tea / Coffee will be available as always on the kitchen counters to minimise touching surfaces. Hand Sanitiser is located in the kitchen and a paper towel dispenser to dry hands. ALL staff should sanitise their hands BEFORE and AFTER. Signage with reminders re: these procedures will be located in the kitchen. The staff have also been assigned different toilets in the school with a max of 4 teachers per toilet.

#### **14. School Visitors**

All visitors MUST sign the Visitor's Book, which will be located inside the main door no matter how brief they are on premises for. This includes parents who are dropping a forgotten item to the school; there is a box just inside the door. Please clearly label you child's belongings if you need to do a drop it off. The Visitor's Book is GDPR compliant. Any visitor who is admitted past the office or meets a member of staff (other than the secretary) will have to complete a full Contact Tracing Form, when leaving. This Contact Tracing form is based on the template provided by the DES in their recent Guidelines. These forms will be filed securely in the office, for contact tracing purposes. If you are collecting your child early, please write a note if possible in the morning to notify the class teacher. Please wait outside (if dry) the school door. Paula will walk your child to meet you at the school door. You also may ring/email Paula in the office if something unexpected arises and you need to pick your child up early.

#### **15. Hand/ Respiratory Hygiene**

Hand Sanitiser dispensers have been installed outside all rooms in the school and at main entrances and exits. Appropriate signage will be installed at these locations. Dispensers will be topped up regularly (please inform Principal/LWR if running low). Regular handwashing will be encouraged throughout the day in class. There are paper hand towel dispensers in each classroom. Children are encouraged to bring their own toilet bag/zip lock bag with their own hand sanitiser, tissues, facecloth if you wish for them to dry their hands instead of using the paper towels all the time.

Handwashing will take place throughout the school day and especially in the following situations

- before and after eating and preparing food
- after coughing or sneezing
- before and after using the toilet
- where hands are dirty
- before and after wearing gloves
- before and after being on public transport



- After coming in from the yard
- before leaving home
- when arriving/leaving the school /other sites
- after touching potentially contaminated surfaces
- if in contact with someone displaying any COVID-19 symptoms

The HSE video ‘how to wash your hands’ will be made available to all staff and should be shared with pupils. There will be regular reminders of good coughing etiquette, by reminding staff and children, signage etc.

### **16. Illness / Covid-19 Case**

No staff member or pupil should come to school if they are displaying ANY Covid-19 Symptoms

- a fever (high temperature - 38 degrees Celsius or above)
- a cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

The isolation room for suspect Covid-19 cases is the old library room, off the Father Hurley hall. This room will be stocked with the supplies outlined in the DES Guidelines – water, bowl, seat, signage for outside room etc.

If a child displays or complains of any of the above symptoms, they should be removed immediately from the class and accompanied to the Isolation Room by their class teacher. The class teacher needs to ring the office or another member of staff (preferably their SEN Teacher) IMMEDIATELY to come supervise their class. The child and the accompanying staff member should put on masks (these will be in a box in each room). The accompanying staff member should check the child’s temperature (using the non-contact thermometer). This should be recorded. The accompanying staff member then closes the door and waits outside. A sign is placed on the door to state the isolation room is in use. Parents of the child are immediately contacted and (regardless of temperature) the child is sent home.

If a staff member is feeling unwell (Covid-19 symptom), the same procedure is followed. Staff member is immediately isolated. The Principal / Deputy Principal discuss/assess if they are well enough to drive home/arrange transport for them.

The isolation room (and any other area that the unwell child / member of staff was in) will be fully disinfected as soon as possible.

**FULL GUIDELINES ARE CONTAINED IN THE DES Guidelines and will be followed exactly.**



If there is a confirmed case of Covid-19 reported in the school, it is required that the class (bubble) and any staff (teacher, SET, SNA) working within that class bubble are sent home to self-isolate, until two weeks have passed or a negative test result is received. The Board of Management will also be recommending that the entire class self-isolate, and also siblings of pupils within that class. The school will continue to work with pupils remotely.

### **17. Contingency plan for working remotely**

We appreciate the time and effort that went into distance learning, and we recognise the challenges that it may have presented for families. As a staff and school community, we need to reflect on the remote teaching we undertook from March – June. We will speak to the children in the first few days/weeks and hear their feedback. We also will send home an anonymous survey to receive feedback from parents about remote learning. This will help us to gain further knowledge and understanding of the many challenges and also of the good experiences that you had while home-schooling your child. From this, we hope to improve where we can and set up a system so that in the event of another school closure if a child/class bubble/family are self-isolating we are more prepared than we were on March 12<sup>th</sup>.

### **18. Office Procedures**

Only the school secretary and/or the school principal should enter the secretary's office. You may knock and wait for Paula to answer the door to speak to you from a safe distance. The office will be occupied at all times except during Paula's break (11.10-11.20am, 1.15-1.45pm) **Please take these times in to consideration if you are trying to contact the school or if you need to pick up your child early.**

The photocopier will remain in the staff room. Please sanitise your hands BEFORE and AFTER you use the photocopier. Staff members may change the paper. But again, please ensure hands have been appropriately sanitised. Wipes will be made available at the photocopier. A maximum of three people can be in the staff room at any one time (STAFF ONLY – no pupils) and should respect social distancing. Further office procedures to follow if necessary.

### **19. Cleaning**

Each classroom will be provided with a basket of cleaning supplies (Disinfectant spray, kitchen roll, disinfectant wipes, gloves, cloths (5, a fresh cloth for each day), masks, bin bags. There will be a large supply of these available in a central store. As per the DES guidelines all staff should take responsibility for the cleaning of their work area during the day. At the end of the school day 1st -6<sup>th</sup> class pupils should assist with the cleaning of their own desks by clearing their desks. Class teacher / SET / SNA should spray some disinfectant on to the desk & pupils wipe their desk using provided blue roll tissue. Each classroom & toilets will be cleaned



thoroughly after school by the school cleaner. It is recommended that classrooms be well ventilated throughout the school day – opening windows as much as possible / taking fresh air breaks.

## 20. Shared Books/Resources

By necessity, some classroom equipment needs to be shared. 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. As per DES Guidelines, shared use of resources will be reduced/limited where possible. Pupils/parents have been asked to provide their own pencils/colouring pencils from stationary list as sharing will not be allowed. In all classes pupil's books/resources/belongings should be stored in individual boxes/cubby holes). 3<sup>rd</sup> -6<sup>th</sup> already have these. They will be purchased for Juniors – 2<sup>nd</sup> if the class teachers wish or they may prefer to use one large box for each pod. Pupils should keep books that have been brought from home (used for homework etc) in their bag, where possible. Pupil's coats should be hung on the back of their chair, where possible. If, in wet weather there are some very wet coats, coat hangers may be used, with appropriate spacing between coats so they are not touching etc. We will review this as the time goes on and find the best system for each individual class bubble. Regularly used class-level specific resources (e.g. a number line, counters etc) should be bagged / boxed exclusively for the use of an individual pupils where possible.

Less frequently used resources maybe shared within class pods. After use, resources either need to be washed in warm soapy water, or 'Quarantined'. A box will be provided to each classroom for resources requiring quarantining. Once placed in the box these cannot be used again until the following day. SNA / SET should assist class teacher in re-organising resources when ready to be used again.

Library Books may still be borrowed by children in-class or may be taken home. However as soon as the child is finished with it (either that day, or days later) it should be quarantined in the relevant box and not used by another child until the following day. SNA / SET should assist class teacher in re-organising resources when ready to be used again.

Centrally stored books / Maths equipment etc: If a teacher borrows resources from a central store room (E.g. clocks) – they should keep these for the entire school day. They should then be returned to the central storage area at the end of the school day, where they will quarantine overnight and will be ready for use by another teacher the following day. Please sanitize your hands BEFORE and AFTER you take these from the central store

Chromebooks: Only staff members should collect the Chrome books from the Art store room. There will be disinfectant wipes included in the trolley and they should be wiped before and



after every use. There will be a timetable set up in September to ensure each class bubble has access to the chrome books. All chrome books must be returned to the trolley and not left in classrooms.

## **21. Uniforms**

Pupils will be expected to wear their school uniform as normal. Information about the school uniform is available on the school website. Until the October mid-term break, children may wear the “Summer uniform” – school shorts, baby blue or white polo shirt, navy blue sweatshirts. (Note: no sports branded or club tracksuit top or bottoms). Runners may be any colour but please ensure they are safely laced/velcroed. It will be more challenging for staff to assist tying laces this year so please make sure to buy suitable footwear for your child’s ability. Teachers will inform parents of tracksuit days as early as possible on return to school after the October mid-term. Teachers will make every effort to schedule uniform days & tracksuit days every second day. 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 shops or after school activities.

## **22. Homework**

Class Teachers will be assigning homework, though it will be gradually introduced across the first few weeks of school. Limited and consistent books / folders will be sent home. Any readers, copies etc. sent home should be quarantined as described above. This could mean that children will have a number of home-work copies. Each class teacher will set up a system that works best for their class. Emphasis on good hygiene habits/replacing/changing toiletries etc. should be included in homework. English/Irish/Maths/Wellbeing/P.E will be the core focus of any homework assigned.

## **23. Lunches**

We have a healthy eating policy at Scoil Mhuire NS. This policy was created with input from pupils, parents, teachers, our Parents Association and our Board of Management. Please ensure you continue to adhere to this policy this year. If you are unsure what is, or what is not permitted in your child’s lunchbox, you can view the policy at any time on our school website.



## 24. Well-being

Supporting the Wellbeing of Pupils and staff as we return to school is a priority. The DES document: “Supporting the wellbeing of school communities as schools reopen: Guidance for schools” will be provided to all staff. Key aspects are:

- Promoting a sense of safety – so that people feel that they are safe, and that those around them are safe
- Promoting a sense of calm – so that people feel relaxed, composed and grounded (regulated)
- Promoting a sense of belonging and connectedness – so that people experience having meaningful relationships with others who understand and support them
- Promoting a sense of self-efficacy and community-efficacy – so that people believe that they can manage and do what is needed, and so can their school community
- Promoting a sense of hope – so that people believe that things will work out well

Regular fresh air breaks are encouraged. We are fortunate to have large grounds and outdoor spaces – teachers should consider if the weather is fine activities outdoors – games, reading, read-aloud, SPHE lessons, circle time, wellbeing activities, PE – any other activity that is appropriate for outdoors within the Guidelines. It is recommended that classrooms be well ventilated throughout the school day – opening windows as much as possible. Regular in class movement breaks are recommended outside.

It is important that as a staff we support each other. The initial days / weeks and months as we find our feet with new procedures will be challenging. If any member of staff has a concern, worry, needs support, feels overwhelmed, please talk to a colleague, LWR or approach the Principal.

## 25. Book Rental

The book rental scheme will be in operation this year. Please ensure your child keeps his or her textbooks in as good a condition as possible as you will need to replace any of your child’s books if they are lost or damaged. If you have not returned books from last year, please do so at your earliest convenience so they can be given out to the children. The cost is €70 per child. To minimise contact, our preferred choice of payment this year is through online banking into our school account.



Please find our details below

BIC AIBKIE2D

IBAN IE45AIBK93636700512089

Please make sure to write your child's name(s) very clearly in the Debit Narrative. PLEASE TRY TO PAY THIS AS SOON AS YOU CAN.

## **26. Extra-Curricular Activities / Swimming / Sacraments**

As our focus will be on safe return of pupils and teachers to the classroom, and supporting their wellbeing, unfortunately additional extra-curricular activities such as Green Schools, Sciath na Scoil, School Choir, Debating etc. will not take place for the foreseeable future, especially as these would usually involve pupils from a variety of classes/outside their class bubble. Activities in class groups / bubbles such as PE, SPHE, Music, Science and use of digital technologies in class will ensure pupils still experience these types of activities. Swimming will not be scheduled in Term 1. We will need to speak to the hotel about when this can resume. This will be monitored and reviewed in light of experience on a monthly basis.

*Sacraments:* The Communion has been rescheduled for Saturday September 19<sup>th</sup>. There will be limited capacity at this event, and the Parish will give guidance on how many guests the each child can have. Any practices will be arranged in the church (no visitors to the school), respecting social distancing at these times. Further information will be provided to the school by the parish in September.

## **27. Building/ Health and Safety**

Additionally signage will be supplied by the Department of Education and will be displayed prominently around the school – re: Handwashing, Sanitising of Hands, Social Distancing, Queuing (As necessary). The children will also be encouraged to make signage. A full risk assessment will be taking place before Wednesday August 26<sup>th</sup> by members of the Board of Management.

## **28. Aladdin**

We will continue to use Aladdin for the coming school year. Please check your child's profile details, contact telephone numbers etc and make the necessary changes.

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## Conclusion

This Covid-19 Response document is a working document and will be reviewed regularly, based on experience and on changing school circumstances. The Board of Management would like to acknowledge and thank in advance all of our hardworking staff for their flexibility, understanding and commitment as we begin to re-open our school. The Board of Management would like to state their appreciation to all members of the school community – staff, pupils, parents etc. – for their co-operation with the procedures outlined in this plan.