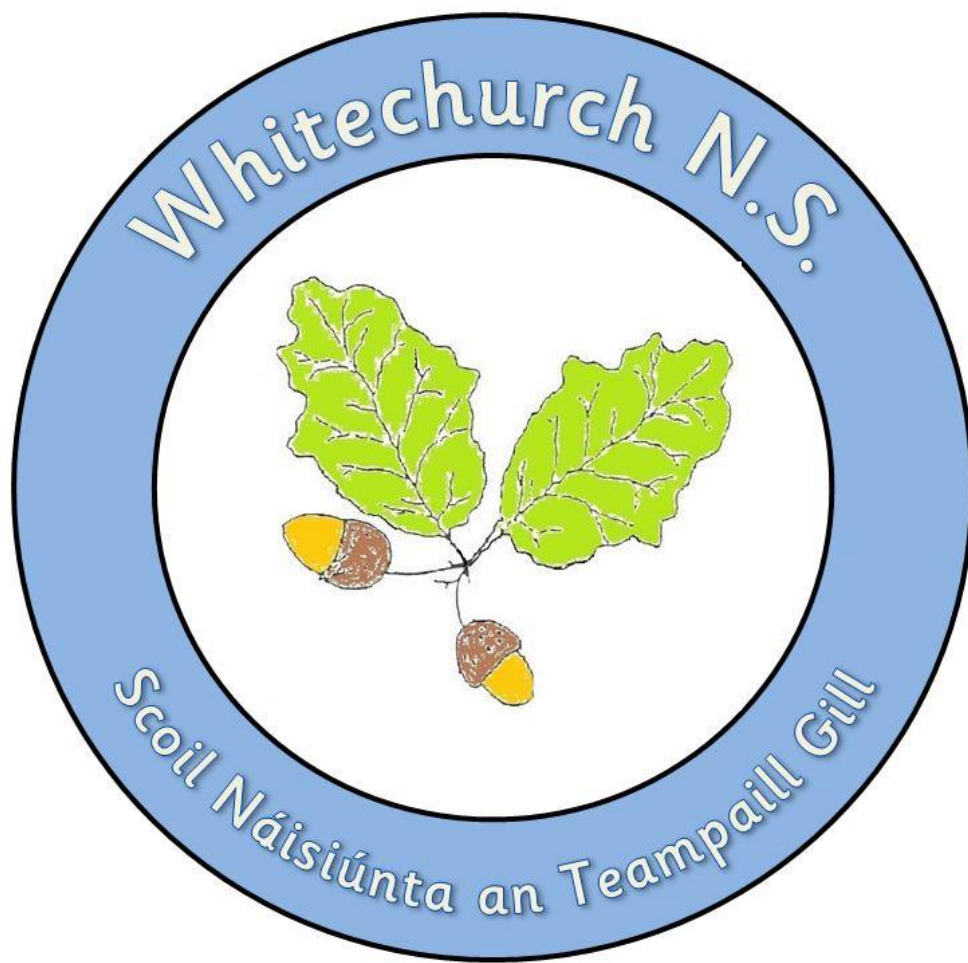


# Whitechurch National School

## Covid-19 Response Plan



Updated August 2021

# **Whitechurch National School Covid-19 Response Plan**

## **Introduction:**

The school's Covid-19 response plan is a living document that will be updated regularly as guidance from the Government and the DES change and when the school reviews and changes any of the procedures outlined in the plan. It is hoped that this plan will set out the arrangements for a return to school during the Covid-19 Pandemic, in a clear and concise way for the whole school community- staff, parents, pupils and visitors.

## **Related/ Relevant Policies/ Documents:**

- Covid-19 Policy Statement
- Health and Safety Statement
- Covid-19 Risk Assessment
- AUP for Pupils and Staff (including Distance Learning Plan)
- Child Protection
- Use of School IT Devices at home parental agreement
- Code of Behaviour
- Cleaning Checklist and Schedule
- Management Checklist
- Contact Tracing Form
- Lead Worker Representative Checklist
- Checklist for Managing a Suspected Case

## **Consultation:**

All staff were consulted in the drawing up of our Covid-19 response plan which was initially completed in August 2020. The ISM team have assisted the principal in the initial preparation of key elements of the logistics plan. The parents at the school were consulted and we are extremely grateful to the PTA for their assistance with this essential and helpful activity. The Board of Management met several times to finalise the plans as guidance emerged and review the operation of the plan regularly at each meeting.

## **Communication:**

This plan will be uploaded to the school website for parents, pupils and staff to view. Relevant elements of the plan will be communicated to groups in summary form for ease of understanding eg. a list of points relevant to parents will be provided to families in advance of the return to school. The newsletter, emails to parents and signs will provide continuous opportunity for communicating the plan throughout the school year.

### **Lead Worker Representative (School Covid Officer):**

The school has appointed Ms. Judy Brown and Ms. Naomi Farrar as the LWR and Deputy LWR. The role of the LWR is set out in the DES response plan. The LWR will work closely with the staff and principal to ensure all Covid-19 plans and procedures run smoothly and are as effective as they can be.

### **Logistics Plan:**

The following sets out the Covid-19 specific procedures we will implement at the school. We will of course follow all procedures outline in the DES Response Plan and update our own procedures and plans where necessary as new guidance is received from the Government and DES.

### **Updates and Installations to assist with the school reopening (August 2020):**

- Astroturf grass on additional grass area to enable 8 bubbles at break times
- Basketball court new safety padding on poles for bubble areas
- Hot water boilers and taps installed in all sinks in each classroom and pupil bathroom
- Hand sanitiser dispensers installed at entrance doors
- Hand sanitiser dispensers installed outside classroom doors and inside classrooms
- Liquid soap dispensers installed at each sink
- Paper towel dispenser installed at each bathroom and sink
- Steam cleaners purchased for each classroom
- Perspex screens for each SNA and teacher desk installed
- Additional cones for yard divisions purchased
- Spray paint markings for social distancing, safe queuing for arrival and collection, bubble areas in yard
- Signage installed around school building, classrooms and on main gates
- Additional bins for classrooms and bathrooms purchased- for used paper towels and tissues
- Additional shelves installed in classrooms for keeping pod group books and resources separate

### **General Arrangements:**

Adults working at the school must keep a distance of 2 metres from each other and from the pupils. Where this distance cannot be maintained, PPE should be used by staff. Masks are worn at all times indoors by staff members and outdoors where a distance of 2 metres cannot be maintained. Classes will be considered as individual 'bubbles' that should not mix with other bubbles. Equipment should not be shared between classes unless absolutely necessary. Where equipment is to be shared, it should be thoroughly cleaned in between use.

Within each class bubble, there will be 'pods' or groups of pupils (usually 4-6 pupils) that should work together. Pods should where possible stay apart from other pods at a minimum distance of 1 metre. Pod groupings are maintained to limit the spread of Covid 19 to one pod if there are any cases. Pod groupings will be changed each half term so as to widen the social connections of pupils in each class over the year. Lists of pod groupings along with any staff that interact in any way with class bubbles will be maintained and stored in the school office for contact tracing purposes.

From J1 up to 2<sup>nd</sup> Class, pupils are not expected to socially distance in the same way as older pupils. However, teachers should make every effort to ensure that a safe distance is kept between pupils at their desks and for other activities eg. Lines, group work, etc. From 3<sup>rd</sup> Class up to 6<sup>th</sup> Class, pupils should maintain a minimum social distance of 1 metre from each other at all times.

### **Staff Training**

All staff are required to undergo induction training provided by the DES and the school in advance of returning to school following the summer holidays or a prolonged closure. Newly appointed staff are required to undergo this training as part of their general induction. Staff confirm in writing that they have engaged fully with the training and are aware of and understand the contents. All staff are required to comply fully with the school's Covid-19 plans as part of the overall DES Covid-19 Strategy.

### **Cleaning**

Additional cleaning will take place as per DES guidance. A new cleaning company has been hired who will supervise, train and monitor the work of 2 cleaners at the school each day. A new cleaning schedule based on the DES guidelines will be in use. The cleaners will complete a checklist pinned to each classroom door showing the cleaning completed each day.

Each staff member to clean their own areas in addition to the daily cleaning after school as per DES guide eg. desk, Perspex screen etc. Cleaning supplies will be provided to all staff for their own use.

Where cleaning takes place during the school day, school staff will attend to this following all relevant procedures and guidelines. Any staff member within a class bubble may attend to a necessary cleaning matter based on an assessment of availability eg. Teaching/ supervision of class.

Personal items that are brought to school by staff each day should be cleaned and sanitised between home and school eg. mobile phones and laptops.

**Designated Isolation Area:**

The Designated Isolation Area is currently the Teacher Library/ SET Room 4. This area may be used for other purposes if not needed as an isolation area and fully cleaned. If in use as an isolation area, a sign will be placed on the door to alert all others to this. Where multiple cases need isolation at the same time, areas that can be closed off from traffic will be utilised and the same isolation room procedures will apply.

**Staff Breaks:**

The staffroom cannot be used for staff breaks by all staff at once as it is too small to allow for social distancing. The PE hall will be used in addition to the staffroom with smaller groups, allowing for safe social distancing. A rota will be drawn up outlining which staff members can use the different break areas on which days.

School staff will bring their own cutlery, delph and cups to school and return home for washing. There will be no use of the shared fridge except for milk which will be served in a jug each break. Any leftovers, will be disposed of.

All usually shared items such as tea/ coffee/ sugar will not be available so staff should bring their own. Staff lunch items should be kept with personal belongings during the school day eg. in your car or behind your desk.

The PE hall kitchen hatch will be opened so that hot water can be accessed. Only 1 designated staff member (LdeB) will access the kitchen in advance of each break to organise hatch opening and closing, hot water and milk.

Staff will wipe down their own areas at the end of each break and sanitise/wash hands when entering or exiting a break area.

Windows will be opened during each staff break in the hall and staffroom.

**Mask/ Visor Use**

Pupils may wear a mask from home if they would like to. Currently the Government Guidelines for schools state that masks may be worn by pupils but are not compulsory.

Staff should use masks or masks and visors at all times indoors except when on their own in a room and outside when they cannot maintain a social distance of 2 metres or more from pupils or other staff members. Visors and masks are provided by the school. Each staff member can wear their own reusable mask or those that are provided by the school. All staff are responsible for maintaining and sanitising/ washing their own masks and visors. Disposable surgical grade masks are also available for staff. Disposable masks will be given to pupils or staff who are presenting with symptoms while they go to and stay in the designated isolation area waiting to be collected. Updated guidance on visors is that they are not suitable

for use alone and should only be used in addition to a mask. Masks with exhalation vents or loose fitting masks are not suitable for use.

Where pupils are wearing masks at school, the following procedures will apply:

- Parents who wish their child to wear a mask ensure that masks are clean daily and a small sealable plastic bag with the child's name on it is provided for storing of the mask when not in use.
- Class Teachers will remind pupils who are wearing masks to put them on and off at suitable times. Children will be reminded of safe mask handling.
- Masks are not worn while eating, out at break times, for outdoor physical activities such as PE, exercise breaks, Science and Nature activities etc.
- Masks are stored safely in the small bag in the child's school bag.
- Masks are put on/ taken off with clean hands.
- Masks are taken off so as to avoid touching the inside of the mask.
- There are plenty of regular breaks from masks provided during the school day.
- Parents should ensure that mask use is practised at home so that the child is confident and familiar with use of a mask.

### **Drop Off Arrangements**

- Parents are asked to check pupil temperatures at home before leaving for school.
- Parents do not send pupils with any symptoms of respiratory illness into school- make contact with GP for advice if unsure.
- Parents should not send pupils to school if any other family member is unwell with any potential Coronavirus symptoms. Do not send siblings of sick pupils to school unless a GP has said that it is alright to do so.
- Other potential infectious illnesses that are not Coronavirus also require pupils to stay home from school. Pupils should be two days symptom free before returning to school.
- Although the main symptoms of Coronavirus are a new cough, shortness of breath/ tightness of chest, change to sense of taste or smell, other symptoms may be present instead eg. headache, sore throat, rash, diarrhoea, runny/ stuffy nose, sneezing, feeling unwell/ fatigued. The advice is always to err on the side of caution and check with the GP.
- Parents do not come inside the school gates (exception is infant pupils with no older siblings). Later in the school year, infants may be left at the gate while a parent watches them going towards their door. This encourages independence and reduces again the number of adults present on school grounds in the mornings. Staff members are present and supervising at all entrance doors.
- Use of designated entrance doors for each class (see list below).
- Staff members will supervise at the Drop Off Zone and entrance doors to monitor pupils entering and to remind pupils to sanitise hands.

- Pupils use sanitiser when entering the school and go straight to their classroom, avoiding congregating.
- Where there are several pupils entering at the same time, they will wait on the social distancing markers on the ground until it is their turn.
- Parents should avoid congregating at the school gates.

### **Designated entrances**

Staff will be at entrance doors to monitor arrivals to ensure social distancing, hand sanitising completion and also to prevent visibly ill pupils from entering. Staff at doors may need to remind parents not to enter the playground (with some exceptions for infant parents of only children). Please see Covid Door Duty Rota.

#### Entrances for classes:

Water Fountain Door (Ex3)- 6<sup>th</sup> Class, Junior Infants, 5<sup>th</sup> Class.

Entrance beside photocopier room (Ex2)- 5<sup>th</sup> Class, Senior Infants, 2<sup>nd</sup> Class.

Main Entrance- (FD1/Ex1)- 1<sup>st</sup> Class, 3<sup>rd</sup> Class.

### **Break times for Pupils**

- Additional time will be given in advance of break times for pupils to wash/ sanitise hands, go to the toilet and to eat their lunch.
- Pupil lunchboxes are stored in their own schoolbags and not on a shared lunch table. Lunchboxes should therefore be of a suitable size and should fit into the schoolbag easily alongside books and pencil cases without causing difficulty retrieving other items during class.
- Only one class goes out a doorway at a time- use of designated doors. Staff accompany pupils out of the building safely.
- Each class has its own designated bubble area (see guide for school yard areas during break times). These areas will rotate each half term so as to allow equal access to the astroturf areas over the course of the school year.
- Cones and line markings designate the different areas.
- Toilet use should be completed in classroom- no sharing of toilets between bubbles. Emergencies only will be accompanied by a member of staff to their classroom toilet during break times.
- At the end of break, pupils line up in own area and are collected by their class teacher who will escort them safely inside avoiding entering the building at the same time as other class bubbles.
- Hands are sanitised when entering the building again.

**Doors for Break times-** additional doors will be used for break times as teachers and SNAs will be able to supervise the movement of pupils out to and in from the yard more closely and will be better able to keep class bubbles separate.

- 1<sup>st</sup> Class- door at side of classroom
- 3<sup>rd</sup> Class- Front Door at Foyer
- 5<sup>th</sup> Class and - Ex2 (photocopier room door)
- Junior Infants- Corridor Fire exit
- 6<sup>th</sup> Class, Senior Infants, 2<sup>nd</sup> Class- Ex 3 (Water Fountain Door)
- 4<sup>th</sup> Class- usually the exit door beside classroom

### **Cones for Playground divisions in roundabout area**

Under the supervision and direction of their class teacher, 6<sup>th</sup> Class will be in charge of putting out and collecting the cones in the roundabout area in advance and at the end of each break time. A rota will be in place to allow for pods from 6<sup>th</sup> Class to take turns at doing this task.

Cones are in 3 designated storage areas in the yard marked out by 2 yellow stars- near buddy bench at gate, near ramp and near brown bench at Drop Off Zone.

Cones should be placed on the red hexagon markings on the ground for break time bubble divisions.

### **Parking for staff**

Staff are reminded to park in the first row of spaces in front of the building and the spaces at the side of the playground only. Staff should ensure they are parking in the school in advance of pupils arriving into the grounds in the mornings for safety reasons.

### **First Aid**

- The first aid area for break times will be outside at the benches nearest the water fountain door manned by MD/RK only.
- The school's first aid policy will apply with the addition of PPE use where a distance of 2 metres cannot be maintained by the staff member to the child.
- Ice packs- the ice packs will need to be sanitised between uses- RK/MD are responsible for this. They should be stored in the freezer in the isolation room and in the freezer in 6<sup>th</sup> Class.

### **Collection Times**

- Pupils line up at the Basketball court and on the roundabout near to the gate while safely spaced out in the separate class bubbles.



- Parents wait outside the gate on path nearest basketball court.
- Pupils are released to parents who cross over the zebra crossing with them and exit via the other school gate (one way system).
- Markings on paths outside the school for parents will show social distancing requirements.
- Parents should not congregate- go straight home/ to the car.
- 6<sup>th</sup> Class who have permission from their parents, may exit themselves and walk to an agreed meeting place with their parent. Pupils in other classes may also walk/ cycle home with permission from their parents who will ensure that they are fully aware of the road safety rules and having practiced the route with their child.
- Childcare company buses/ vehicles will be allowed to park in the laneway facing out- they can turn in the roundabout and park up to 10 minutes before collection time. No other cars will be permitted to park in the laneway to allow for social distancing space.
- Parents may turn using roundabouts at either end of Whitechurch Road.
- Parents must wear masks when collecting pupils from the school.

### **Wet home times**

Only in the case of extremely severe rain, will parents be allowed to enter the school grounds to collect pupils from designated doorways around the outside of the school. Where light rain occurs, the usual home time collection arrangements will apply. Pupils should always have a coat at school in case of wet weather.

Parents will line up using the social distance markings on the path. Class teachers should use Seesaw to remind parents of the class specific doorway for wet home times regularly.

### **Wet Home time Doorways:**

Junior Infants- water fountain door at 1pm

Senior Infants- Ex 2 at 1pm

1<sup>st</sup> Class- Door at side of classroom

2<sup>nd</sup> Class- Water Fountain Door

3<sup>rd</sup> Class- Main Entrance door at foyer

4<sup>th</sup> Class- Door near classroom at back of school

5<sup>th</sup> Class- Door near Photocopier Room

6<sup>th</sup> Class- Exit Door opposite Junior Infants at back of school (most pupils in this class will leave independently)

### **Junior Infants Specific Induction Arrangements**

- Starting off for the first 2 days, JI pupils will come to school at separate times in small groups.
- This will allow the teacher to get to know the pupils and their individual needs.
- This will also allow the pupils to become familiar with the routines and procedures for Covid 19 in school.
- The pupils will come at times where the other parents and pupils are not entering- this should avoid new pupils feeling overwhelmed or frightened.
- The new JI pupils will then all come to school at the normal time from day 3 until 12pm for 2 weeks and will then go home at the usual time of 1pm after that.

### **Social Distance Markings**

- When pupils are coming into the school building, they are required to line up with at least 1 metre between them and the next child.
- The markings in the school grounds are all spaced one metre apart. White footprints are 2 metres apart and are for adults. Red stars are 1 metre in between white footprints.
- Adults must distance 2 metres and pupils must distance 1 metre.

### **Classroom Layout**

- Classrooms at Whitechurch NS are all either 75m squared or 80m squared. This will allow for adequate distancing between pods of pupils and for the teacher and SNA desk to be placed at a safe distance from the pupils.
- Teaching areas where no pupils are allowed to stand will be marked out on the floor with tape.
- Perspex screens will be used at desks for SNAs and teachers where a distance of 2 metres is not possible for certain activities eg. hearing reading.
- Surplus furniture has been removed to provide additional space and is stored safely in the prefab classroom behind a partition.
- Extra shelves have been installed so that books are only stored within pod groupings.
- Coats will be hung with spaces between pods. Pupils to put on coats inside classroom eg. move rack inside the room so as to avoid congregating in the corridors. The coat rack should be in the classrooms in the morning to avoid congregating in the hallways.
- Pods will be changed each half term to allow for pupils to have a variety of social and collaborative experiences over the year- half termly breaks will allow for adequate time between pod groupings.
- Class teachers will maintain a list of all pods and dates for same to aid in contact tracing.

- Windows are to remain open as much as possible for additional ventilation and fully open before/ after class and at break times. The school will follow the guidelines from the DES on ventilation and any updates to these at all times.

### **Movement of staff between bubbles**

This will be kept to a minimum but cannot be avoided completely for staff with roles involving multiple pupils such as SNA and SETs.

Staff who are required to move between classes eg. SNAs and SET teachers will complete thorough sanitising protocols and will not bring equipment with them between rooms.

### **Shared teacher with another school**

The DES has clarified that shared SET teaching clusters will continue as usual. Shared teacher will only be required to move between schools once during a school day in the week. All other days are fully blocked in one school to minimise the number of times a teacher moves between schools.

### **SET specific arrangements**

Groupings of pupils from different bubbles will not be allowed.

Pupils must have their own equipment stored in a sealed box/ folder in each SET room they work in- no equipment should be brought between classrooms and SET rooms. This equipment will include pencils/ pens and rubbers etc.

Numbers of pupils working in a SET room will be in line with social distancing requirements.

Where pupils are attending SET from different Pod groups within a class, they will be distanced at least 1m from each other.

Where pupils are attending SET from different Bubble groups, they will be distanced at least 2m from the other bubble members in a large and well ventilated room such as the prefab classroom or PE Hall.

### **Role of Staff Working From Home**

Some school staff may be placed on a special paid leave to work from home due to medical reasons. Those staff members are governed by Circular 0042/2021. They will complete the following work from home including but not limited to:

- Liaising with school staff re pupils- advising, contributing to planning and design of interventions and resources.

- Working remotely via video meetings with pupils supplementing and supporting the work of the in school SET Team and teaching (teachers only).
- Coordinating various school initiatives.
- Liaising closely with and supporting the work of the substitute teacher(s), which may include engaging directly with pupils/students.
- Taking part in online teaching of classes.
- Supporting and engaging, using online technology, the work and progress of very high risk or extremely vulnerable pupils/students who are unable to attend school.
- Participating in staff meetings, team/subject planning meetings and all other normal meetings using online technology.
- Participating in relevant professional development through emergency remote teaching technology online media.
- Developing aspects of the school's teaching resources or teaching plans.
- Reviewing and developing whole-school policies, in line with the school's priorities and in light of the current context.
- Undertaking administrative or other tasks associated with a post of responsibility (provided they hold the post of responsibility in line with relevant Department of Education publications) to the greatest extent possible using online technology.

Staff who are working from home are still active members of staff and are included in all relevant work and social events.

### **Visitors to the school**

- Visitors will be kept to an absolute minimum and with a prior appointment only.
- Deliveries will be met outside where possible. Items will be sanitised upon entry.
- A log book of visitors will be maintained.
- All visitors will be required to complete a detailed contact tracing form- see template.
- Parents will be allowed to hold meetings with teachers at the school only where absolutely necessary and with prior consent of the principal. Other means of communication will be utilised first- phone/ email and video meetings.
- Forgotten items brought to school by parents will be left outside the office and will be delivered to the classroom by a staff member.

### **Hall Use and PE**

- Designated entrance and exit doors- one way system in place.

- Staff will wipe down chairs or benches used.
- The hall will not be used by classes back to back this year as there is insufficient time to replace the air in the room between classes without an adequate gap. PE will only be completed outdoors.
- Open doors and windows as much as possible for additional ventilation during use.
- Teachers will bring classes outside for additional organised and structured PE/ other outdoor learning and fresh air as much as possible during the day whilst also avoiding mixing with other class bubbles.

### **Photocopying Room**

- Only 2 staff members in this room at once to allow for adequate social distancing.
- No pupils are allowed in this room.
- Hand sanitiser is to be used before use of machine.
- Wipe down buttons with antibacterial wipe after use.

### **School Office**

Only the secretary will be allowed in the office. All others are to use the hatch to request post that has been delivered for them.

The caretaker's books will be kept in the foyer during the school day.

### **Principal's Office**

There will be a reduction of staff entering during the day and by prior appointment only.

### **Suspected Case of Covid 19 Procedures**

- Pupil or staff member is taken to the designated isolation area.
- Staff member to go home immediately or if too unwell to drive, to be collected by an emergency contact.
- Parents of pupil to be asked to collect them immediately from the outside door nearest the Designated Isolation Room- therefore avoiding a parent walking through the building.
- PPE to be used by staff member dealing with suspected case of Covid. An emergency pack of PPE is in each classroom for use by staff. Masks for pupils who are suspected of having symptoms of Covid-19 are also in this pack.
- Parent of pupil/ staff member to contact their GP for advice. Parents will be given a one page checklist when they collect the pupil from the Designated Isolation Area- see template sheet.
- Contact tracing and testing is within the remit of the HSE.

- Area to be sanitised after use.
- If more than one suspected case of illness occurs at the same time, the second case will need to go to another area at least 2 metres away from others and in an area that is free from traffic / can be closed off, whilst waiting for collection.
- The school will follow all directions from the HSE where a suspected or confirmed case of Covid 19 occurs.
- The classroom where the suspected case was prior to removal will be cleaned as soon as possible. A class may need to be relocated outside or to the hall for an impromptu PE lesson while this takes place.
- Full procedures are outlined in the DES plan. Please also see school's short form 'Covid-19 Suspected Case Procedure' poster' which is on the wall in each classroom.

### **Intimate Care Needs Procedures**

These remain the same as the school's usual policy with the additional of PPE for the staff member concerned.

### **Return from Holiday Abroad**

Staff or pupils who have been on holiday in a country not on the Government's green list are not permitted to attend school for 14 after their return. All applicable Governmental rules that apply at time of return to the country in relation to self isolation and school attendance will apply and the parents are responsible for seeking up to date information at the time of travel and at return. Parents should let the school know in advance of their return and the advice that has been sought so as to avoid alarm in the classroom if a child announces they have recently returned from a foreign country.

### **Books returning to school**

Books coming to school at the start of term may be brought in over two days if parents feel that schoolbags will be too heavy for a pupil to carry all of them in one go. However, if all the books can be brought in on the first day, it would be very helpful as teachers have a lot of sorting and organising of books in pod grouping to do. Books are quarantined for a minimum of 3 days on return from school holidays or closures before use. Class Teachers may use photocopied pages or the projector facility on the IWBs whilst books are quarantining.

### **Homework**

Homework books such as Spelling/tables workbooks will stay with the pupils always- in their bag and on their own desk only. These cannot stay at home only as teachers will need to see progress and work may be completed in them at school as well as end of week tests.

Other homework will include the use of Seesaw and other online activities- see Distance Learning plan in AUP. This is to help maintain familiarity with Seesaw in the event of a pupil or class need to revert temporarily to distance learning due to Covid isolation.

### **Pencil Cases**

These should stay in the school bags and only be used by the individual child at their desk- no sharing of items. Parents should ensure a home pencil case if available for completing homework.

### **Communication with Parents**

- Initial online questionnaire for parents on their child's progress while at home during the last lockdown will be given to aid in the transition back to school
- Email through the school office
- Phone calls
- Regular updates via newsletter and class blog
- Face to face meetings where needed
- Class teachers will communicate with parents via Seesaw and parents may send messages to teachers using Seesaw. Strict adherence to working time communications will need to be maintained and parents will be reminded that teachers will only be checking and responding to work messages during working hours.
- Consents can now be done online via Aladdin.
- Headlice notices will issue via email and parents may sign their child's homework journal to say they have checked and treated if needed instead of returning a paper slip.
- Absence reasons will need to be entered into Aladdin by the parent and teachers should remind parents about this if not done.

### **Maintaining readiness for lockdown**

- Regular use of Seesaw for Homework- non workbook tasks
- Use of Reading Eggs weekly
- This will keep both parents and pupils 'au fait' with these technologies should they be needed with short notice due to another lockdown.

### **Internal Communications**

- To be kept as much as possible digital
- Increased use of Aladdin software
- Email using school staff system

- Pigeon hole boxes in the office will not be used- paper notices to be avoided if at all possible.

### **Temperature Checks**

- This will be required to be completed on pupils by parents before leaving home each day.
- Temperatures will be checked for suspected illness cases.
- Staff to check their own temperature before leaving home each day.

### **Clothing**

It is advised that when returning home from school, both pupils and staff would change their clothes and shoes to avoid cross contamination.

Parents will be asked to send pupils to school in fresh clothes daily. Clothing worn in school should be washed or quarantined for at least 3 days before use again in school.

Pupils should only wear shoes with laces to school if they can tie them themselves.

### **Refilling of consumables**

Each staff member is responsible for checking on supplies of the various consumables in their working area eg. paper towels, hand sanitiser, antibacterial cleaner, wipes, liquid soap etc. Items are labelled for each room. Emergency Suspected Case packs should also be checked and refilled by teachers regularly. If new supplies are needed, the empty labelled supply should be returned to the office and swapped for a refill- either new consumable added in or additional item given. At the end of each day, staff should let the school secretary know what refills they might need for the following day so she can have these ready for collection from the office hatch in the morning before school starts. This is to reduce the number of staff members entering in and out of classrooms during the day.

### **Curriculum**

See DES guide for detailed information. 'Slow down to catch up' being the key message here. A focus on integration and a thematic approach will allow teachers to focus on building up skills in the key areas of Literacy and Numeracy.

### **Reading**

- No parent volunteers will be able to assist in the classrooms this year.



- Teachers will hear each pupil individually at least once per week with reading being set using a combination of Real books and Reading Eggs each week.
- Readers will be returned and left for at least 3 days to 'quarantine' before being used by another pupil to allow for the virus to be killed off.
- Pupils with literacy difficulties will be prioritised for additional reading with class teachers, SNAs and SETs.

### **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), suggested activities to support the child's learning at home will be shared with parents.

Parents who choose not to send their child to school may work from a list provided but may need to apply to Tusla to home school their child.

Where a child is isolating as a result of suspected/ confirmed Coronavirus or is a close contact, the school may, where staffing resources allow, assign a staff member to work remotely with the child to support their learning.

### **Wellbeing**

Wellbeing will remain a central focus this year for both pupils and staff. The Weaving Well Being programme and the Zones of Regulation will be utilised in the classrooms as well as with specific pupils in SET classes.

Key tenets of staff wellbeing this year will be:

- Self care and work life balance promoted
- Collegiality/ team approach
- Understanding and flexibility
- Seeking of medical advice if concerned
- Occupational Health Service phone line
- Social Committee staff activities- to include remote working staff also.

### **Assemblies**

Whole School Assemblies will take place via Google Meet live from the hall with all classes joining in remotely from the classroom connected to the IWB. The usual birthdays and student of the week awards will take place. Teachers should send the awards to the school office in advance each week. Awards will then be presented at classroom doors by the Principal after assembly. Once used to the new school routine, classes may lead all or parts of assembly from their classrooms. Hymns will be sung using You Tube and MP3 files in classrooms during assembly.

**Meetings of cross class committees**

These meetings can be held remotely by video or else in person in the PE hall with a distance of 2 metres or greater between pupils. This will apply to committees such as Active Schools, Green Schools or Student Council.

**In the event of School closures due to Coronavirus...**

The school or classes involved will revert to distance learning as outline in the schools AUP. Seesaw is the Remote Digital Learning Platform in use by the school and a combination approach of independent directed work, pre recorded teaching videos and live class video meetings will be utilised. (See the school's AUP for further information)