



Holy Family Senior National School
River Valley, Swords, Co. Dublin.

Return to School Plan

WORKING TOGETHER TO PROTECT US ALL

As a school and community, we must work together to keep our school COVID-19 free and at all times to minimise the risks to pupils, staff, families and our community in general.

This is a working document and as the advice issued by NPHET, the Government and the Department of Education and Skills (DES) continues to evolve, our protocols and measures management may also change and everyone is required to be flexible in adapting to new circumstances and challenges.

In accordance with the Government's 'Return to Work Safely Protocol', the Department of Education & Skills (DES) plan for school reopening & preventing the spread of COVID-19 in the school environment, the measures outlined in this plan will be implemented to reduce the spread of COVID-19 in the community.

Please note: any child who has travelled to a country not on the green list must quarantine for 14 days before returning to school.

Also, please do not send your child to school at any time if they display any of the COVID-19 symptoms, have been diagnosed with confirmed or suspected COVID-19 infection in the previous 14 days or if they are a confirmed or close contact of a person who is a confirmed or suspected case of COVID-19 in the previous 14 days.

If you send a child to school who hasn't quarantined after travel or who is displaying COVID-19 symptoms, you are placing the staff and other children and all other families at risk. We have to work together on this to keep everyone safe.

Thursday 27th August

The school gates will open at 8.40a.m. **Please do not congregate outside the school gates.** There will be staff on yard to welcome the children and to direct them to their classrooms. **Children may come to school any time between 8.40a.m. and 9.00a.m. (as they would on a wet day).** A detailed plan and maps which contain room numbers and routes have been sent separately.

It is very important that children do not congregate outside the school before the gate opens. Please work with your child to time their journey to school. **If children or adults are congregating outside the gates in large numbers, the plan will be reviewed and a staggered start to the day will have to be implemented.**

The children do not line up on yard. They go directly to their classrooms.

As per Department of Education and Skills and NPHE guidelines, parents/guardians/minders are requested not to come on site and to allow their child to walk from the gate to their classroom themselves.

3rd Classes: However, for the first two days only (Thursday 27th and Friday 28th August), children in 3rd classes may arrive between 9.00 a.m and 9.15 a.m. to allow parents/guardians to bring their child to the external door of the classroom. Adults must wear face coverings. Adults (apart from school staff) may not enter any of the school buildings. Social distancing must be observed at all times. Please do not stop to chat in the yard. This is to allow you time to walk your child to the external classroom door at a less busy time.

4th, 5th, 6th Classes and the Reading Classes: For the first two days only (Thursday 27th August and Friday 28th August), only if it is necessary, parents/guardians may bring their child to the external door of the classroom as long as the adult is wearing a face covering. Social Distancing must be observed at all times and please do not stop to chat in the yard. You can arrive any time between 8.40a.m and 9.00a.m. Adults (apart from school staff) may not enter any of the school buildings.

There are hand sanitisers at all classroom entry points and children will sanitise their hands on entry to their classroom.

They will be seated in pods of 4/5 (groups) in the classroom. Pods will be changed at Christmas and Easter.

All your child will need to bring on 27th August:

- a lunchbox and drink (please provide a healthy lunch for your child)
- textbooks
- pencil case (please provide a pencil case and contents that can be left in school and have other pencils/pens/colours/rulers etc. at home for when written homework starts later in the month.)

- small hand sanitiser to be kept in school bag
- small packet of tissues

New school day structure

Pupils will not be admitted into the school or classroom before 8.40 a.m. Children are encouraged to walk to school. See Map and separate plan for full details of arrival and home times.

Classes	Gate/Classroom opens	Breaktimes		Home Time
Reading Classes	08:40a.m Use School Gate 1 or 2	10.25a.m - 10.45a.m 12.10p.m. - 12.35p.m.	Location of yard space to be shown to individual classes/bubbles.	2.20p.m Gate 1 (near prefabs, opposite the green)
3 rd	08:40a.m Use School Gate 1 or 2	10.00a.m.- 10.20a.m. 11.40a.m.- 12.05p.m		2.30p.m. Gate 1(near prefabs, opposite the green)
4 th	08:40a,m Use School Gate 1 or 2	10.25a.m - 10.45a.m 12.10p.m. - 12.35p.m.		2.20p.m. Gate 1 (near prefabs, opposite the green)
5 th	08:40a.m Use School Gate 1 or 2	10.50a.m.- 11.10a.m. 12.40p.m.- 1.05p.m.		2.20p.m. Gate 2 (near staff carpark and Traffic Warden Crossing)
6 th	08:40a.m Use School Gate 1 or 2	11.15a.m. - 11.35a.m 1.10p.m.- 1.35p.m.		2.20p.m. Gate 3 (Forest Dale Gate)
<p>The breaks have been arranged to ensure distancing. Weather permitting, the children will go outside for both breaks. Classrooms will be ventilated throughout the day. Each class will have their own area in the yard and they will stay together in their class bubble at this time.</p>				

At home time, children will be brought to the gate and are asked to leave the vicinity of the school promptly. Parents/Guardians must wait for their child/children off site away from the gate.

If children are meeting siblings, they need to organise a meeting point away from the school gates so that the flow of children out of the school is not interrupted or delayed.

After the first two days, children are expected to access the school by themselves unless for particular reasons (i.e. a child with special educational needs), they need to be accompanied to an external door. This must be communicated to the class teacher and principal by emailing the class teacher directly and the principal at contact@holysns.ie

Classrooms

Each classroom contains two sanitising points, 3 wash stations which contain soap and paper towels and a pedal bin. Each classroom will be equipped with P.P.E for staff. The children will sit in pods and each pod will use their own equipment. Each child will have their own chair. A designated area has been marked out for the teacher and S.N.A if assigned to the class.

Windows and doors will be kept open for the majority of time to ensure increased ventilation. As a result, as the weather gets colder, the children will need to have additional base clothes under their uniforms.

Homework (Reading, tables and spellings only)

Written homework will not be assigned for the first two weeks and this will then be reviewed. Reading, Tables and Spellings will be assigned as homework.

Special Education

School Support and School Support Plus Teaching will continue.

Special Education Teachers have been assigned to 2 or 3 classes in the same year group to limit contact. Support will be provided as in-class support for Literacy and Numeracy and either in-class support or withdrawal from the classroom to the S.E.N. room for children in receipt of School Support Plus.

A maximum of two children from different pods (but the same class bubble) will be brought to the S.E.N rooms at any one time and tables and chairs will be wiped down between uses.

IT

There will be a strong focus on mental health and wellbeing and on the revision of the previous year's curriculum for the first term of 2020-2021. A focus will be placed on improving pupils' knowledge of online learning, in order that each pupil will be more familiar with and well-equipped to access this learning in the future. Attention will be given to learning how to best access online learning – on Seesaw, etc. This is important if circumstances change and we need to return to distance learning. In the event of another school closure, we will have upgraded all students to Seesaw and you will be sent information on this in the coming weeks.

Staff

All staff will have participated in the Return to Work training webinar. Protective equipment such as PPE, visors, masks will be available to staff. Staff will wear masks/face coverings when working in situations where a 2 metre distance cannot be maintained.

Communicating with Teachers

When school begins, teachers will contact you by email so that you have their school email address. If you need to pass on a message to the class teacher or S.N.A, please email the teacher by 10:00 a.m. Emails will not be checked after this time. If you do not receive a brief acknowledgement of receipt by 11:00 a.m. please contact the school secretary by email/phone at secretary@holyfamilysns.ie or 8406334.

If you need to communicate a message after 10:00 a.m., please contact the school secretary by email/phone.

Guidance on Visitors

Visitors may enter the school through the Main Entrance and only on very essential business. An appointment is required for this. Visitors must make an appointment to meet a member of staff and will need to wear a mask at all times inside the school building. All visitors will be required to sign a contact tracing log on entry.

There will be drop off boxes in the main porch for forgotten items (e.g. lunches) but they must be labelled with your child's name and room number.

During the School Day

8.50 a.m. – 2:30 p.m.

- Visitors to the school will report to the main building. The visitor will request access through a video intercom in the porch which is linked to the secretary's office.
- Before the visitor is granted access, he/she must sign in and sanitise using the wall mounted dispenser.

- The visitor remains outside the secretary's office.

Collecting a Pupil

- Parents/Guardians are asked to keep a child at home until after a dental appointment (or similar) if that appointment is a morning appointment. They can be sent into school after the appointment.
- If the visitor is at the school in order to collect a pupil, they must press the video intercom button and tell the secretary the name of the child they are collecting. They then sign the pupil out in the Pupil Sign Out Book on the table in the porch and wait for their child to come to them.
- The secretary releases the door allowing the pupil entry into the porch to be collected.

Appointment/Meetings

- If the visitor has an appointment/meeting, they sign the Visitor Sign in Book and the 'Contact Tracing Log' and are escorted to the relevant room.
- When the meeting has concluded, the visitor will be escorted back to the main door and the visitor signs out and exits the school.

Prompt identification and isolation of individuals showing COVID-19 symptoms

Children who show symptoms should not be sent to school. In a case where a child shows any of the symptoms of COVID-19 during the school day, parents will be contacted immediately to collect their child as soon as possible. If parents cannot be reached immediately, the school will get in touch with designated emergency contacts. It is essential that you provide a contact number that can be reached during the day.

Symptoms include: High temperature (37.7 degrees C or above), a cough, shortness of breath or breathing difficulties or loss of sense of smell of taste or distortion of taste.

A designated isolation area has been identified within the school. It is beside the principal's office and is made of pop up clear screens. Once the student has been collected, arrangements for the appropriate cleaning of the isolation area will be made.

If any staff member has symptoms of COVID-19, they will stay home and follow doctors' guidance. Where a member of staff develops symptoms in school, they will be isolated and leave as soon as possible. There is a separate isolation area for staff. All staff will have completed COVID-19 Induction Training and have completed the Pre-return to Work Form before 27th August.

Other student illness.

Other student illnesses or accidents will be dealt with in the normal way as in previous years.

Supporting and Promoting Good Hand Hygiene

Please ensure that your child brings

- A packet of tissues
- Small bottle of Hand sanitiser (to be kept in schoolbags)

The school will display posters promoting good hand hygiene.

Hand sanitizers will be deployed at the entry and exit points of the classrooms and main entrances of the school.

SPHE (Social, Personal and Health Education) will be taught and teachers will address many aspects including the importance of hand hygiene.

Frequency of hand hygiene (HSPC Guidelines, pg 11): Pupils and staff should perform hand hygiene

- On entering/exiting the classroom
- Before eating or drinking
- After using the toilet
- After playing outdoors
- When their hands are physically dirty
- When they cough or sneeze

Wearing of gloves: 'The use of disposable gloves in the school setting by pupils or teachers is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene. Washing or use of hand sanitiser on gloved hands is not appropriate.' (HSPC guidelines pg 12).

Face coverings for Children: Face coverings are not suitable for children under the age of 13 and anyone who:

- Has trouble breathing
- Is unable to remove it without help
- Has special needs to who may feel upset or very uncomfortable wearing the face covering.
(HSPC guidelines pg 12)).

Enhanced Cleaning Regimes

In line with the Public Health Advice, more regular and enhanced cleaning regimes will be implemented to manage the risk of introduction and spread of COVID-19.

Shared equipment: Each bubble (i.e. classroom) is responsible for cleaning their equipment before and after use. The school objective is to limit contact and sharing of common facilities between class bubbles as much as possible.

Waste management: to minimise the unnecessary movement of students around the room, all lunch waste MUST be put in lunchboxes and returned home.

All staff will be provided with a cleaning kit to keep their workspace clean and safe during the day.

Hand Sanitiser/Soap/Handtowels etc. will be checked during the day and topped up as necessary.

Maintaining Physical Distancing

In terms of maintaining physical distancing, measures outlined in the Public Health Advice fall into two broad categories

1) Increasing separation 2) Decreasing interaction between students themselves.

Distancing between students

It is expected that work will continue as normally as possible within each classroom. There will be no sharing of stationery or food. Pupils will not be permitted to go to the staffroom for spoons, water etc. Parents are asked to provide their child with an adequate amount of water/food for each school day, in a container with the child's name clearly printed. Please make sure to print your child's name on all removable parts of their uniform.

During the day, mixing with other classes will be avoided with the exception of classes passing each other on corridors without stopping.

Reconfiguring of Class spaces to maximise physical distancing

Shared workspaces will be avoided where possible. Pupils and their class teacher and SNA will be formed into a bubble. The SET teacher will be included in the bubble in relation to in-class learning support. There will 1m distance between the Pods within the Class Bubble.

The aim is that each class will mix only with their own class from arrival to departure.

As the two Reading Classes work together, they will form one bubble made up of pods. The two Reading Classes will share a yard space.

Social distancing between students and staff

Staff will not always be able to maintain physical distance from pupils and it is not appropriate that they would be expected to do so where this would have a detrimental impact on the student or learning and/or the health and safety of other students. Appropriate PPE is available to staff.

Social distancing between staff.

The appropriate measures have been taken to ensure staff safety measures and separate break times.

The School Hall and P.E.

The P.E. hall, Community Centre, School Yard and River Valley Park will be used for P.E. as appropriate. We are hoping to facilitate each class bubble with a small selection of equipment that can be easily cleaned and allocated to individual classes which will not be shared outside the class. Obviously washing and sanitising of hands before and after a lesson is crucial and equipment needs to be wiped down after use.

Unfortunately, swimming and basketball lessons will not take place until further notice.

After School Clubs/Homework Clubs

No after school clubs will be facilitated until further notice from the BOM.

Uniforms

There has been nothing in the public health advice to suggest a change to the approach to the wearing of school uniforms. Uniforms/school tracksuits are to be worn as normal. That is the tracksuit for children in 3rd/4th/5th classes and the formal uniform/tracksuit for children in 6th classes. Children in 6th classes will be informed of the days for the formal uniform. They may wear their tracksuits on the 27th and 28th August.

Behaviour

As you know, we place a huge focus on children being kind to each other. Your children are a credit to you and we rarely have to deal with any serious behavioural issues. We really need this return to school to work so that children can benefit from their education and parents/guardians who work can return to their jobs.

Our Code of Behaviour is available on the website. All children and staff need to feel safe and comfortable in school. In order to keep everyone safe, if a child deliberately spits, coughs or

sneezes on anyone else, you will be contacted immediately and we will ask you to collect your child.

How to help your child prepare for the return to school:

1. Talk to your child about the new routines. Explain that while, some things will have changed, many things have stayed the same and that the staff will be working hard to help everyone settle back into school.
2. Teach your child how to wash their hands and sanitise them correctly.
3. Teach your child coughing and sneezing etiquette.
4. Ask your child to wash their hands well before leaving home.
5. Show your child the relevant school gate.
6. Help them to time their route if walking to school.
7. Talk to your child about a safe place to wait if they arrive at school before the gates open (i.e. prior to 8.40 a.m.)
8. Make sure that your child has a second pencil case and contents and that everything is labelled as this will be left in school.
9. Make sure that your child has extra layers of clothes under their uniform when the weather gets cold.
10. Make sure that if you or a sibling are collecting your child, that you have arranged a meeting point with them away from the school gates.
11. Explain to your child that if when they leave the school, you are not at your designated meeting place, they are to walk to Gate 2 (Gate at Traffic Warden Crossing beside staff carpark) and return to the main door of the school where staff will phone you.
12. To keep your child in optimum health, talk to them about the need for a healthy lunch, adequate sleep and exercise.

We are all looking forward to the children returning back to school on 27th August.