



Holy Family Senior National School

River Valley, Swords, Co. Dublin.

Return to School Plan

We are all looking forward to the children returning back to school on Tuesday!

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.

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.

Class Teachers

These are the class teachers and room numbers for the coming year.

3rd Class

| | | |
|-----------------------|----|---------|
| Ms. Ellen Ralph | 3A | Room 17 |
| Ms. Niamh O'Callaghan | 3B | Room 16 |
| Ms Síofra Kennedy | 3C | Room 15 |
| Ms Louise Halpin | 3D | Room 20 |
| Mr Conor McDonagh | 3E | Room 18 |
| Ms Meaghan Rose Nel | 3F | Room 19 |
| Ms Sarah Walsh | 3G | Room 14 |

4th Class

| | | | |
|---------------------|----|----------|------------------------|
| Ms. Áilise Harnedy | 4A | Prefab 1 | (Mr McDonagh's class) |
| Mr Ciaran Byrne | 4B | Prefab 2 | (Ms Quinn's class) |
| Ms Mary Nash | 4C | Room 7 | (Ms. McDonagh's class) |
| Mr. Sam Murray | 4D | Room 10 | (Ms. Nash's class) |
| Ms. Eimear McDonagh | 4E | Room 12 | (Ms. Leneghan's class) |
| Ms. Maeve O'Donnell | 4F | Room 13 | (Ms. Ralph's class) |

5th Class

| | | | |
|---------------------|----|--------|-----------------------|
| Ms. Leana Finn | 5A | Room 1 | (Mr. McGuinn's class) |
| Ms. Lillie Crossley | 5B | Room 2 | (Ms Fitzsimons class) |
| Mr. Ruairi McCann | 5C | Room 4 | (Ms Parker's class) |

| | | | |
|--------------------|----|--------|-----------------------|
| Mr. Mark McGuinn | 5D | Room 5 | (Ms Finn's class) |
| Ms. Katie O'Connor | 5E | Room 6 | (Mr Gormly's class) |
| Mr. Peter O'Connor | 5G | Room 8 | (Ms S. Walsh's class) |

6th Class

| | | | |
|----------------------|----|----------|-----------------------|
| Ms Ciara Hanley | 6A | Prefab 3 | (New class) |
| Mr Tommy Duffy | 6B | Room 25 | (Ms Fallon's class) |
| Ms Maryrose Walsh | 6C | Room 26 | (Ms Donnelly's class) |
| Mr Jimmy McDonald | 6D | Room 27 | (Ms M. Walsh's class) |
| Ms Tricia Donnelly | 6E | Room 28 | (Mr Maher's class) |
| Ms. Gemma Fallon | 6F | Room 29 | (Mr McDonald's class) |
| Mr Michael Maher | 6G | Room 30 | (Ms Byrne's class) |
| Ms. Bláthnaid Davitt | 6H | Room 31 | (Ms Ryan's class) |

Tuesday 31st August

The school gates will open at 8.40a.m. **Please do not congregate outside the school gates.** There will be staff on the 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 has also been sent by email.

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. The children do not line up on the 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: For the first two days only (Tuesday 31st August and Wednesday 1st September), 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 (Tuesday 31st August and Wednesday 1st September), 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.

All your child will need to bring on 31st August:

- a lunchbox and drink (please provide a healthy lunch for your child)
- textbooks
- pencil case
- small hand sanitiser to be kept in school bag
- small packet of tissues

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 – see map for gate |
| 3 rd | 08:40a.m Use School Gate 1 or 2 | 10.00a.m. -10.20a.m. 11.40a.m. -12.05p.m. | | 2.25p.m.- see map for gate |
| 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. See map for gate |
| 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. See map for gate |
| 6 th | 08:40a.m Use School Gate 1 or 2 | 11.15a.m. -11.35a.m. 1.15p.m. -1.40p.m. | | 2.20p.m. Gate 3 (Forest Dale Gate) |

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.

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@holyfamilysns.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.

Windows will be used to increase ventilation.

Homework

Homework will not be assigned for the first week (Tuesday 31st August until Friday 3rd September).

Special Education

School Support and School Support Plus Teaching will continue. There will be increased focus on In Class Support. If your child is eligible for support, you will be contacted in September.

Masks

Staff will wear masks/face coverings. Children attending primary school are not required to wear masks but may do so if desired.

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. 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.

Forgotten items (e.g. lunches) can be handed in at the hatch in the main entrance. Please make sure items are 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. 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.

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.

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 Return to Work Form.

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)

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

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

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

It is expected that work will continue as normally as possible within each classroom. 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.

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 will facilitate each class bubble with a small selection of equipment that can be easily cleaned and 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

The school tracksuit is worn by children in 3rd/4th/5th classes and the formal uniform/tracksuit is worn by the children in 6th classes. Children in 6th classes will be informed of the days for the formal uniform. 6th class pupils may wear their tracksuits during the first week.

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. Our Code of Behaviour and Anti-Bullying Policy are available on our website.

How to help your child prepare for the return to school (especially children who are new to the school):

1. Teach your child how to wash their hands and sanitise them correctly.
2. Teach your child coughing and sneezing etiquette.
3. Ask your child to wash their hands well before leaving home.
4. Show your child the relevant school gate.
5. Help them to time their route if walking to school.
6. 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.)
7. 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.
8. 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.
9. To keep your child in optimum health, talk to them about the need for a healthy lunch, adequate sleep and exercise.

We wish everyone a good school year.