



## **COVID-19 Response Plan for the Safe and Sustainable Reopening of Presentation Primary School**

### **Underlying Principles**

- The school has a responsibility to make every effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim. **It is important to note that this is a living document and is subject to change in accordance with updated public health guidance.**
- 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.
- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

### **School Profile**

Presentation Primary School is an Urban DEIS Band 1 school with a current enrolment of 424 pupils. The staff consists of:

- Administrative Principal
- 21 Mainstream class teachers
- 2 Special Class Teachers
- 7 Special Education Teachers (SET)
- 1 Home School Liaison Teacher (HSCL)
- 5.17 SNA Posts
- Full Time Secretary (job-sharing)
- Full Time Caretaker
- 3 Cleaners

The school is made up of 3 distinct areas

- Main Building
- Small Building
- Prefabs

## Challenges

- Class room size varies from 40m<sup>2</sup> to 49m<sup>2</sup>
- There are no toilets in classrooms.
- There are no sinks in classrooms in Main Building
- There is one playground area for entire school population.

## Assumptions

School will re-open for all pupils on Tuesday 1<sup>st</sup> September 2020

## Procedures for Arrival and End of Day Collection/Leaving

As our school has separate buildings, we have organised the classes into the following groups.

A – Main Building Level 1	B – Small Building/Prefabs	C – Main Building Level 2
JI – Ms. O Neill	1 <sup>st</sup> – Ms. Grant	2 <sup>nd</sup> – Ms. Mc Carthy
JI – Ms. Houlihan	1 <sup>st</sup> – Ms Curry	2 <sup>nd</sup> – Ms. Lyons
JI – Ms. Cullen	3 <sup>rd</sup> – Ms. Feighery	2 <sup>nd</sup> – Ms. Rellis
SI – Ms. Southard	Sp.& L. 1 – Ms. Burke	3 <sup>rd</sup> – Ms. O Dwyer
SI – Ms. Walsh	Sp.& L. 2 – Ms. Power	3 <sup>rd</sup> – Ms. Mc Ara
SI – Ms. Kavanagh	4 <sup>th</sup> – Ms. Fitzgerald	5 <sup>th</sup> – Ms. Duke
1 <sup>st</sup> -Ms. Mc Govern	5 <sup>th</sup> – Ms. Quinn	6 <sup>th</sup> – Ms. O Sullivan
4 <sup>th</sup> -Ms. O hEithir	6 <sup>th</sup> – Ms. Ivory	

## Arrival at school

School will start as normal at 9am. **Doors will be opened from 8.50am.** Children will go directly to their classroom where they will be supervised. Children will not assemble in the school yard.

**Group A** – Children will enter the school through Door 1 in school yard (nearer door)

**Group B** – Children will go directly to Small Building and Prefabs

**Group C** – Children will enter the school through Door 2 in the school yard (at further end)

**Junior Infants will start at the later time of 9.30am on Tuesday 1<sup>st</sup> September.**

Please note the following:

- We ask that children arrive at the school from **8.50am** onwards.
- To help with reducing the amount of traffic around the school gates, children are asked to walk or cycle to school if at all possible.
- Where children are coming to school by car, we encourage parents/guardians to park further away from the school and then walk with their children to the school gate to avoid congestion.
- Parents/Guardians are asked to “Drop and Go”.

- Parents/Guardians/Children should not walk through staff carpark.
- There will be staff members (including Special Education Teachers, SNAs and Principal) available outside and inside the building to receive the children and to help them to their classrooms.
- Pupils will be supervised in their classrooms.
- Parents/Guardians **must not** enter school buildings.
- It is very important that parents/guardians respect social distancing and do not linger on school grounds.

### **End of School Day and Collection**

There will be a staggered release of children. Children will leave from the same area as at arrival. Parents/Guardians are asked not to linger in the interest of public health and safety. Collection times will have to be '**Collect and Go**'.

**Group A – Door 1** - Junior Infants/ 2<sup>nd</sup> Class/ 3<sup>rd</sup> Class

**Door 2** – Senior Infants / 1<sup>st</sup>/ 4<sup>th</sup> Class

**Group B** – Small Building and Prefabs

**Group C** – **Door 2** in the school yard (at further end) – 5<sup>th</sup> /6<sup>th</sup> Class

The class teacher will bring the children to their designated entrance/exit point and will release the children into the care of the adult who is there to collect them where age appropriate.

### **Pupils will be released at the following times:**

Junior /Senior Infants - 1.30pm (Junior Infants will finish at 12noon for the first 2 weeks)

First/ Second Class - 2.25pm

Third/ Fourth Class - 2.30pm

Fifth/Sixth Class - 2.35pm

**If children are being collected by parents/guardians and to avoid waiting for older siblings, pupils in Classes 3<sup>rd</sup> to 6<sup>th</sup> may leave at same time as younger siblings in Classes 1<sup>st</sup> /2<sup>nd</sup>.**

### **Collection of Children during the School Day**

If an adult has to collect a child during the course of the school day, the following arrangements will apply:

- When the adult arrives at the school, they should either phone the office or use the intercom at the main reception of the school to alert the office that they have arrived.
- The child will be called through the internal PA system.
- The child will be brought from their class to the adult by a member of staff where age appropriate.
- The adult who is collecting the pupil, will be asked to sign the child out.
- No adult should enter the school building, unless invited to do so.

### **School Uniform**

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families. We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, except on P.E. days, or when otherwise requested by teachers.

As a school, we strongly advise that children should wear their school uniforms or tracksuits **only for school related activities**. Ideally, uniforms and tracksuits should be taken off straight after the child arrives home from school for the day. Wearing of uniform in after-school facilities, shops, during after-school activities, etc. should be avoided where possible.

### **Personal Equipment**

In so far as possible, it is requested that children from 1<sup>st</sup> to 6<sup>th</sup> Class will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment. It is further requested that all items have the child's name on them for ease of identification.

**Homework** will be postponed until October therefore a **school bag** will be **needed on the first day only** to bring in school books/pencil case. Children do not bring a school bag on following days until further notice.

### **Shared Equipment**

By necessity, some classroom equipment needs to be shared including computers, laptops and the equipment used for structured activities and play in Infant classrooms. 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.

### **Break Times/Yard Breaks**

The risk of virus transmission from contact with outside surfaces and play areas is low.

We have divided the school into three groups as outlined above and a timetable has been drawn up for access to the yard.

- There will be two yard breaks of 15 and 20 minutes daily, weather permitting.
- Each group of 8 classes will have access to the yard during their allotted break times.
- Each class will be allotted their own play area.
- Yards will be supervised by class teachers, learning support teachers and SNAs working within those bubbles

<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
Main Building Level 1	Small Building/Prefabs	Main Building Level 2
1. 10.30am – 10.45am	1. 10.50am – 11.05am	1. 11.10 – 11.25am
2. 12.15pm – 12.35pm	2. 12.40pm – 1pm	2. 1.05pm to 1.25pm

### **Classroom and School Routines**

Within the ***Reopening Our School Plan***, the Department of Education/Skills guidelines refers to classes as ***Bubbles*** and groups within classes as ***Pods***. A Class Bubble is a grouping which stays apart from other classes as much as possible. The children and their teachers will work in Class Bubbles. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.

### **Special Education Teachers (SET) and Special Needs Assistants (SNAs)**

Staff members (particularly Learning Support Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

In keeping with our Special Education Policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work as far as possible, within the confines of a bubble.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

### **Junior Infants to Second Class**

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble.

### **Third Class to Sixth Class**

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with a maximum of 6 pupils per Pod. The creation of Pods within Class Bubbles is an additional measure rather than an absolute requirement.

As far as possible, each Pod will be at least 1 metre distance from the next Pod.

All unnecessary furniture will be removed from these classrooms to create as much space as possible.

### **Lunches**

A school lunch is available to all children in the school. Fresh Today is the provider of our school lunch scheme and choices can be made through their on-line system.

Children will eat their lunch in their classroom.

Parents/Guardians, **please make sure** that children not availing of the Fresh Today lunch, bring their lunches to school to avoid adults having to come to the school during the day.

Parents/Guardians should remind children not to share their food or drinks with other children.

**All children must have a lunch box.**

### **Doors and Windows**

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

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

Windows should be opened when children are singing as a class group.

### **Toilets**

Each class is assigned a block of toilets and class teachers will ensure that only one class group at a time is present in the toilet block.

Children who need to use the toilet more frequently will be able to do so.

Teachers will promote of good hand hygiene.

### **Corridors and Stairwells**

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions. We will observe our usual practice of keeping to the left when on the stairs and in the corridors.

### **Office**

Parents are asked to ring or email the office in relation to queries/ messages/concerns and avoid coming to reception as far as possible.

Email: info @presentationprimarywaterford.ie

Phone: 051-374995

Children should not be sent to office with messages as far as possible.

### **Payment of school fees**

School Fees can be paid at office from Monday 17<sup>th</sup> August.

We strongly encourage parents/guardians to pay any outstanding fees before school reopens.

We are looking into a contactless payment system and will have further details in September.

Money may also be sent to class teacher in a sealed envelope with the amount and child's name clearly marked on envelope.

A record of fees paid will be available on Aladdin Connect App

### **Parent Teacher Meetings and Communication**

Meetings within the school can only happen by appointment. Contact by phone or email is the best way for parents/guardians to make such an appointment.

Each teacher has a designated email for the purpose of communication with parents/guardians during the Covid- 19 pandemic. Teachers will inform parents/guardians directly.

### **Please note:**

- All visitors coming into the building will have to sign in and complete a contact tracing log.
- All visitors must wear a facemask for the duration of their visit.

### **Aladdin Connect App**

General school communication with parents/guardians will be sent through the Aladdin Connect App.

Please ensure you are connected. Paper copies can be made available where requested.

If you need assistance with setting up Aladdin Connect App please contact the school office by emailing [info@presentationprimarywaterford.ie](mailto:info@presentationprimarywaterford.ie)

### **Photocopying.**

Sanitiser and antibacterial wipes will be provided and should be used by staff before using the photocopier

### **ICTs**

A timetable will be drawn up for the use of common ICTs. Devices will be cleaned after use. Sanitiser and antibacterial wipes will be provided.

### **Hygiene and Cleaning**

- Sanitiser will be available at all entry and exit doors and in all classrooms. We ask that **children do not bring own sanitiser** to school to avoid the passing of containers/sharing between children.
- Warm water, soap and paper towels will be available in pupil and staff toilets.
- Hand hygiene, correct respiratory etiquette (coughing into elbow and sneezing into tissues) will be promoted and encouraged. Parents/guardians are asked to support the school in reinforcing this message at home.
- Opportunities will be timetabled throughout the day for pupils to clean their hands, apart from those times when they cough or sneeze or simply get dirty.
- In accordance with the DES guidelines, the school will be cleaned at least once per day.

- Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs, communal eating areas, sink and toilet facilities.
- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area.
- Class bins will be emptied each day or more often if necessary.

### **PPE**

- Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves, face coverings.
- It is recommended that primary school teachers and staff wear face coverings where a distance of 2 metres cannot be maintained.
- In certain situations, the use of clear visors should be considered, e.g. staff interacting with students with hearing difficulties or learning difficulties.

### **Extra-curricular Activities**

The possibility of facilitating extra-curricular activities will be explored. However, it would not be recommended that children from different bubbles would participate in extra-curricular activities at the same time. The staggered finishing times will also make the scheduling of after-school activities problematic. Further updates will be provided in September.

### **PE**

Where possible, PE should take place outdoors and use of equipment should be confined to the sets that have been distributed to class groupings.

If the PE hall is being used by class groupings, common touch points will be cleaned at intervals throughout the school day. Windows should be kept open as far as possible to ensure adequate ventilation.

### **Shared books/library books**

Pupils should have their own dedicated school books. Textbooks that are shared should be covered in a plastic covering that can be wiped with a suitable household cleaning agent between uses.

Pupils should use hand sanitiser after using shared books.

### **Teaching and Learning**

As a staff, we are very aware that the children have been away from school since March 12<sup>th</sup>. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.

Each child will be in a different place in relation to his/her learning, and we wish to assure parents/guardians that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.

The Department of Education and Skills has published Curriculum guidelines for us, and has asked that we prioritise certain aspects of the curriculum during the initial weeks of the first term. Greater time will be given to areas such as Social, Personal and Health Education (SPHE) and Physical Education (PE) to support children's wellbeing. Language and mathematics will be central in supporting children's overall learning. Gradually as we begin to build a picture of where our pupils are at and we will work towards more typical curriculum plans.

### **Teacher Absence and Substitution**

In the event that a teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class to attend on that day. If that is the case, as much notice as possible will be given to parents.

### **DEALING WITH A SUSPECTED CASE OF COVID-19**

Pupils should not attend school if displaying any symptoms of Covid-19.

If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures that will be implemented:

- Parents/guardians will be contacted immediately
- The child will be accompanied to the designated isolation area via the isolation route by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times
- A mask will be provided for the child presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises
- An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents who call their doctor and continue self-isolation at home.
- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot go immediately home, and will assist them by calling their GP.
- The child presenting with symptoms will be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided
- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.
- **Siblings** of the unwell child **must be collected** at the same time as unwell child

### **Impact of a Suspected or Confirmed Case of Covid-19 in a Class**

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made.

The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times

### **Children who should not attend school**

If your child is in one of the following categories, they should not attend school –

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has been diagnosed with Covid-19
- Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school
- Children who have returned to Ireland after travelling from abroad or moved to Ireland from abroad, must self-isolate for a period of 14 days in accordance with current government guidance.
- Children who are generally unwell.



### **Supporting the Learning of Children who cannot attend school**

If a child is not able to attend school for an extended period of time, suggested activities to support the child's learning at home will be shared with parents by the class teacher and/or the learning support teacher where relevant.

### **Reference Material**

#### **HSE**

- **COVID-19** - Interim Recommendations for the reopening of schools and educational facilities
- COVID-19 - Interim Guidance for the use of face-coverings in childcare and educational settings

#### **Department of Education and Skills**

- Covid 19- Interim Recommendations for the reopening of schools and educational facilities (HSE)
- Reopening Our Schools – The Roadmap for the Full Return to School
- Covid-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools
- Returning to school – Curriculum guidance for primary school leaders and teachers
- Supporting the Wellbeing of Communities as Schools Reopen: Guidance for Schools
- Guidance for Primary schools and Special Schools on PPE, Consumables and Equipment
- Maintaining Physical Distance in the Classroom – Checklist for Primary Schools and Special schools

This plan was ratified by the Board of Management on Monday 17<sup>th</sup> August 2020. It is **a living document** and is subject to change in accordance with updated public health guidance.

It was reviewed and updated on September 25<sup>th</sup> 2020. It will be regularly reviewed and updated during the 2020/21 school year.

Signed: *Terence White* Chairperson Board of Management

Signed: *Anne Marie O Mara* Principal