



## **Scoil Chiaráin Naofa,--- Draft Plan**

**RE: Re-opening of Scoil Chiarain Naofa ,Dubhras after our Summer Recess —for our pupils on**

**August 30<sup>th</sup> 2021**

Dear Parents/Guardians,

I hope you and your families are keeping well.

On August 30th at 9a.m we will welcome our pupils to begin the school year 2021-2022, in line with current guidance and recommendations.

Opening the school safely will require the co-operation of all members of our School Community – BoM, School Leadership, Staff, Parents and Pupils. We will all be called on to play our part in ensuring that re-opening of the school after our Summer recess is done in a safe manner which prevents the spread of the virus and allows the vital work of Teaching and Learning to proceed with as little disruption as possible.

We have been working hard on our plan for the safe reopening of the school and have published the DES COVID-19 Response Plan for the safe and sustainable reopening of Scoil Chiaráin Naofa which we successfully followed last year ,on our school website. The Response Plan gives details of

- \* Physical preparation, signage, hand sanitizer stations.
- \* Advice, procedures and training for the safe return to working in the school for all school staff and pupils
- \* General and specific advice on how all pupils, staff, parents and visitors will prevent the spread of the virus

We have also published our COVID-19 Policy Statement on the school website We encourage parents to read Scoil Chiaráin Naofa Covid-19 Response Plan and Covid-19 Policy Statement which will keep you informed as to the progress of our re-opening plans and provide you with the information required by you to play your part in safely re-opening the school.

I have also attached a copy of these documents to this email. The Covid-19 response Plan is quite a long document with a lot of information Please read carefully

We are really looking forward to welcoming our children back to school and will be doing all that we can to ensure that the return to school is a safe and enjoyable experience for the children.

We are currently working on ensuring that there is as much Physical Distancing as is possible in our building. We will apply physical distancing in a practical and sensible way, recognizing that the learning environment cannot be dominated by a potentially counterproductive focus on this issue.

**Physical Distancing will be achieved in two ways: -**

**Increasing Separation.** This will be achieved by re-configuring the classrooms to maximize physical distancing. We will ensure that there is as little contact as possible between children in different bubbles. Within the bubbles, children will be organized into pods. A pod is a group of children (normally 4/5/6) who will sit together and who will stay in their pod while in the bubble, or classroom.

**Decreasing Interaction.** This will be achieved by decreasing the potential for children from different bubbles to interact. There will be outlined routes for various bubbles to enter and exit the school and to access their classrooms. Bubbles will have different area access to the playground. We will make these routines enjoyable activities for the children, emphasizing safety at all times.

**While all children will be welcome back to school, we would remind parents that, where children are displaying colds, coughs or flu like symptoms, they should not be sent to school. Children who display such symptoms in school will be isolated and parents asked to collect them from the school.**

It is up to each individual set of parents to ensure that you have your own childcare arrangements for collection of your child from school if contacted by school staff. This should also include with management in your workplace if necessary. It is important for parents to collect their child reasonably promptly if required to do so by a staff member.

**Children who have travelled from countries not on the Green List should not attend school during the 14-day self-isolation period**

Further information on COVID-19 symptoms in children is available at: -

<https://www2.hse.ie/conditions/coronavirus/if-your-child-has-symptoms.html>

Teachers will make children aware of the proper hygiene procedures regarding hand washing and etiquette related to sneezing, coughing or spitting. We would be grateful if you could also emphasize safe behavior in this regard to your children at home as part of the preparation for returning to school.

Please use <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html> to help your child prepare regarding good hand hygiene.

Our aim remains to re-open the school in an orderly safe manner, while reassuring the children and making them feel comfortable, safe and relaxed with their friends in the new school environment. This will be achieved by all of us working towards this common goal.

Scoil Chiarain Naofa appreciates your support as we try to safely reopen the school building. If at all possible we request **you not to come onto the school grounds or into the school building** from day one unless it is **essential** and even then this should be done with the prior approval of the Principal. The principal can be contacted/messaged at ( 0879647861), and each teacher can be contacted on their mobile number (which each teacher will give to their class Whatsapp group. ),

school phone number 091-638645

or , the school email .. doorusns@gmail.com

We appreciate that dropping off the Junior & Senior Infant pupils and escorting them to the school gate is essential, but for the older pupils an independent drop off at the school gate is desirable. Working together we hope to be able to progress the reopening in as safe a manner as possible for all.

We would ask all parents to familiarize themselves with the following drop-off and collection routines for the safe delivery and collection of pupils from school. Please be patient as we endeavor to embed these necessary precautionary and protective practices at the beginning of the school year.

It is imperative that

- \* parents do not try to have meetings with members of staff in the playground at drop-off and collection times – meetings between parents and teachers can only take place by prior arrangement. (This may have to be more restrictive depending on guidance - it is quite possible that the recommendation will be for remote meetings/telephonic communications.)
- \* all parents adhere to the drop-off and collection plans as outlined below

### **School Opening Times;**

**Doors will open for the Early Bird Service from 8a.m each morning—Mon-Friday**

- **Doors will open at the earlier time of 9 am each** morning to admit children to allow for social distancing to occur on entry/to avoid congregation in the yard.
- But Please do not arrive **earlier than 9.00am** (if not attending Early Bird Service ) as children will not be permitted to enter school grounds
- If they do and must remain in their cars or on buses until 9.00am.
- Scoil Chiarain asks that **Parents will operate a drop off system at the school gate .Adults, other than staff members, should **NOT** enter the building.**
- **Montessori School Opens from 9.30a.m ---12.30p.m**

### **Entry and Exit Points**

#### **Arrival at School**

- Children who are attending the **Early Bird Session** can enter the building through the double doors (which link Montessori to the main school—Doors will be open each morning from 8a.m A Montessori staff member will be there to welcome students from 8a.m .
- Children attending the Early Bird Service will be guided into their assigned room under the supervision of the Montessori Teachers –Siobhan,Aoibheann and Breda

#### **For school going children who will be travelling with their parents by car;**

- Parents are asked to operate the drop off system at the school main gate each morning **from 9a.m to 9.20a.m**
- To empower a free flow drop off system for parents staff will park on the right hand side of the road opposite the school building . Therefore the parking area in front of

the school can be kept clear to facilitate parents operate a safe drop off system for their children.

- Parents are asked **not** to park in this area as this will result in a back- up of traffic
- **.Parents are asked to Please follow the one way traffic system, and in no circumstance turn at the school gate** once they have dropped off their children. Thus assisting continuous traffic flow
- Children who travel by bus will enter the school through the main gate and follow their class bubble to their assembly point.
- Parents may also, as an **alternative personal choice** park at the church and **walk** to the drop-off entry point with their children .
- **Children who walk or cycle to school;**—once arriving at the entry point walk in through the main gate—cyclists need to dismount from their bikes at the main gate and walk to the bike rack at the rear of the school
- The morning drop off/admission time has been extended to allow for social distancing and hand sanitisation on entry.
- Parents may drop their children from 9:00am to avoid congestion at 9:20am.
- From **9a.m -9.20am** children must go directly to their assigned entry point where a teacher will welcome and admit them .Infants-2<sup>nd</sup> class must enter the building via the main school door
- Children from 3<sup>rd</sup>-6<sup>th</sup> continue to the rear of the school building and enter via the 3/4<sup>th</sup> and 5/6<sup>th</sup> separate classroom entry points
- Children must go directly to their class bubble where a supervising teacher will be there to greet them

### **Doors.**

Juniors to Second Class enter via the main door, beside the office and walk to the Junior/Senior Infant/first./Second classroom

Third to Sixth Class enter through their individual classroom door to the rear of the building observing social distancing of at least a metre.

- Children are asked to sanitise their hands at the entrance points as they enter the building.

This will ensure that children from different classes will not interact with each other and will limit interaction on arrival and departure and in hallways and other shared areas.

### **Class teachers will be there to greet the children from 9a.m every morning**

- Normal supervision arrangements will occur at break-times. The school is split into 2 groups,—Class-bubbles--- Junior Infants to Second Class and Third to Sixth Class with each group having different entry/exit points , am sos and lunch times.

- **Where possible**, within each classroom setting from 3<sup>rd</sup> to 6<sup>th</sup>, the children will be further divided into pods, with a minimum distance of 1 metre being maintained between pods.
- **Where possible**, but only where possible, the 1 metre distance between children within each pod may be kept.

The aim of the system within the school is that class grouping mix only with their own class from arrival at school in the morning until departure at the end of the school day. However Integration of S.E.T /learning support will continue with adherence to public health guidelines.

. To the greatest extent possible, pupils and teaching staff will consistently be in the same Class Bubbles although this will not be possible at all times(as exceptions include when travelling by bus,Integration of S.E.T class /learning support /inclass teaching sessions with Learning Support and Resource Teacher).

Different Class Bubbles will have separate break or meal times

#### **Juniors to Second Class**

Small Break 10:50-11.00

Lunch Break 12:15-13:00

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

Small Break 11:10-11:20

Lunch Break 13:00-13:45

### ***Additional measures to decrease interaction in Scoil Chiaráin Naofa include:***

#### **End of School Day**

The following arrangements will apply at the end of the school day

- Junior and Senior Infants - the class teacher will bring the children to their designated exit point and will release the children into the care of the adult who is there to collect them. At 2p.m
- From 2.50p.m-3p.m --All children will exit the school via the main door at staggered assigned times
- Children are asked to sanitise their hands at the exit points as they leave the building.

Class teachers will send each child to their parent at the gate or person collecting them. Parents are asked to maintain a distance of 2m outside the school gates from each other while waiting to collect their child and to promptly leave the school environs.

All children travelling on buses will leave the school building promptly at 2.50pm.

1st—6<sup>th</sup> Classes will leave school promptly at 3.00p.m.

Any child whose parent does not arrive on time to collect them from school will remain with their teacher until their parent /guardian arrives

Afterschool children will be admitted to afterschool via assigned entry point and will follow the afterschool regulations as outlined by Montessori staff

- Children are asked to sanitise their hands at the exit points as they leave the building.

**Parents are asked to wait at their car for older children and, in the case of parents collecting younger children, we ask that they not delay at the wall/gate to avoid unnecessary gatherings/mixing of groups.**

### **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, please ring the Teacher's phone.
- The child will be brought from their class to the adult by a member of staff
- **No adult should enter the school building, unless invited to do so**

### **Sharing of Personal Belongings**

**Personal Owned items must not be shared .**

- **Children need to label and keep safe their own school equipment essentials .**  
It is requested that all children are required to have and label their own school- books pens, scissors, pencils, colours, rubbers,pencil cases ( calculators/geometric sets in Senior classes )etc. in order to avoid the sharing of equipment.

**Personal Equipment** Each child will store their belongings in a box under their table and no sharing of books or belongings will be permitted.

Coats will be kept in the classrooms on the back of chairs or portable hooks.

Children will be asked to bring in their own bottle or drinking container and enough drinks for lunch and break as they will not be permitted to leave the classroom and wander freely **through the hallways to fill bottles.**

**Lunch Boxes** need to be clearly labelled AND....Please discourage your child from Sharing Lunches.

All uneaten food/fruit/ fruit peelings/crusts etc will be put back into lunchboxes and returned home

- **Hand-dryers are also available in toilet areas**
- All children if not using the Hand-dryers need to bring their own face cloth/wipes to school for the drying of hands after handwashing in a zip lock bag. **Please change daily.—(This is optional for each child)**
- Under no circumstances will children be allowed to share drinks. Unidentified/unclaimed drinks bottles will be discarded
- Hand sanitiser will be available at all entry points and in all class and support rooms
- Each child should have their own sanitizer in their zip-lock bag---Ensure that your personal sanitizer is labelled ,

Art – Where possible pupils will be encouraged to have their own individual glue/scissor supply. Art equipment will be shared within pods, in class bubbles. All equipment will be cleaned and sanitized after use

Electronics – Shared electronic devices such as tablets, touch screens, keyboards will be cleaned between use and consideration will be given to the use of wipeable covers for electronics to facilitate cleaning.

Musical Equipment/Instruments – To the greatest extent possible, instruments will not be shared between pupils and if sharing is required, the instruments will be cleaned between uses.

Library Policy – Where practical pupils should have their own books Pupils will be encouraged to perform hand hygiene after using any shared item.

Shared Sports Equipment – Equipment sharing will be minimised and shared equipment between uses by different people will be cleaned.

### **Throughout the school day..**

- All classrooms will have windows open for as long as is possible but at a minimum for two periods of at least 15 minutes per day to improve ventilation and minimise risk.
- Children will be encouraged to remain outside for the duration of Breaktimes  
—/Class-breaks/P/E—All of course ==weather depending
- Uniforms are to be worn daily.

### **Lead Worker Representative**

Ms Helen O' Riordán and Ms. Helena Taylor/Claire Roche have been appointed as the Lead Worker Representative

The deputy Lead Worker Representative is Mr. Patrick Bonner.

### **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 will be implemented:

- Parents/guardians will be contacted immediately on the numbers provided. If the secretary cannot contact the parent/guardian then the backup person listed by the parent will be contacted. (Please ensure the details you provided us with are up to date and if you have changed numbers/back up contact, let the secretary know.)
- The child will be accompanied to the designated isolation area by a member of staff (teacher). 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 member of the SET will be asked to step into the classroom to supervise the class in the teacher's absence maintaining social distancing.
- A mask may 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.
- The child presenting with symptoms should 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.
- Parents are advised to inform their GP by phone of their symptoms.
- 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.

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.

### **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 home after travelling abroad and must self-isolate for a period of 14 days
- 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 the support teacher where relevant).

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

If the school is notified that a person in your child's class has a suspected or confirmed case of Covid-19

- The parents of all children in the class will be notified
- Public health advice will be sought and followed

### **Shared Equipment**

By necessity, some classroom equipment needs to be shared including iPads, laptops, readers and the equipment used for structured activities and play in Infant classrooms. Laptops and iPads will be wiped clean after use by the teacher before being returned to their trolley.

Cleaning of the school will take place daily

Cleaning of all shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection. Toys in the infant rooms will be cleaned regularly in line with the guidelines provided in the response plan.

### **Yard Duty**

Yards will be supervised by class teachers and Special Education teachers working within those bubbles.

### **PPE**

While it is not envisaged that PPE will be worn by staff in general, staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks. Good hand hygiene will be observed where teachers need to help an infant with laces/coat etc.

### **Teacher Absence and Substitution**

In the event that 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 be necessary for a member of the Special Education team to supervise the class on that day. This will avoid the necessity for class groups to remain at home if their teacher becomes ill and a substitute cannot be found.

### **Money Collections**

#### **School Fees;**

As you are aware our school fees are required yearly to fund school expenses such as heating, electricity, Insurance etc because the Government Capitation Grants do not cover all basic costs

In light of last year's closing due to Covid Restrictions during this School-Year 2020-2021 the B.O.M have agreed to reduce School Voluntary Contribution again this year by 50% ...

Thus the Voluntary Contributions for each family this year will be:

30 Euro—1child

45 Euro—2 children

55 Euro –3 children

A detailed list of total costs which will also include Personal Insurance(optional) On-line Mathletics/reading eggs licences and bookbills for(Infants)will be sent out to each family during the forthcoming weeks

### **Money Collections**

All parents will be issued with Scoil Chiaráin Naofa 's banking details , and parents will be encouraged when paying school fees to

1. electronically transfer funds
2. online payments,

or sending in the **exact** money in a **sealed** labelled envelope

Details of School Fees will be issued in the forthcoming weeks

### **Visiting Teachers/Others**

- **Teaching Practice Students** from the training colleges, will be permitted and will work under the Department guidelines.
- **Requests for work experience for TY students** Unfortunately these placements will not take place in the first half term as we endeavour to minimise the risk of infection within the school and adjust to our new circumstances. It is hoped that these children may be accommodated later in the year if conditions improve.

- **Visiting coaches** may visit the school ( in the interest of health and wellbeing and given that this activity shall take place outdoors) and they shall be given clear guidelines about social distancing/sharing equipment and children will remain in their own bubbles for such activities.

## • **Fáilte ar ais!!**

- The BoM and School Staff of Scoil Chiaráin Naofa are looking forward to welcoming all our pupils and parents / guardians back to school for the 2021/2022 school year on Monday August 30th from 9a.m
- We are satisfied that we have control measures in place to ensure that this will be a safe re-opening. It will take some time for all of us to get used to the “new circumstances” as we become familiar with the new routines and procedures designed to keep everyone safe and to prevent the spread of the virus. There will, undoubtedly, be some unforeseen challenges and we will deal with these as they arise.
- We would like to thank you for your co-operation in making preparations to date and look forward to working with you as we assist the children adapt to the necessary changes. We are also conscious of the fact that our pupils have not been in school since March and that they are looking forward to coming back to school to meet their friends again. We are aware that our new pupils are beginning a school year at a challenging time and have made plans to ensure that their arrival will be as free from stress as possible. Beannacht Dé orainn go léir!

On Behalf of the B.O.M and Staff of Scoil Chiaráin Naofa

Martina