

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 not possible to eliminate the risk of infection. However, with the cooperation 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 cooperation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

Assumptions

- All children return to school and classes operate within a bubble system
- The school is split into **3 groups** with each group having different starting times, break times, lunch times and finishing times.
- Group A will be constituted of 4 x Senior Infant classes and 3 x 1st classes. Group B will be constituted of 3 x Junior Infant classes and 3 x 2nd classes. Group C will be constituted by 3 classes - 2 Junior and 1 Senior ASD classes).
- The day will include 1 x 15 minute and 1 x 20 minute yard break for each group
- Within each class from Junior Infants to 2nd class, the children will be further divided into pods, maintaining social distance when possible.
- Hand sanitiser will be available at all entry points and in all class and support rooms.(If you wish to provide your own child with their own sanitiser please label)
- We strongly urge children to walk to school if at all possible. If transport is required, please park at the Fingal Car Park at the PSLC or adjacent to the soccer club.
- On arrival at school, children from the Junior school walk on the right hand side of the avenue to their school. On leaving the school they will walk down on the same side. A white line in the centre of the avenue marks out the walking side for each school, and this procedure will be supervised by teachers, SNAs, the caretaker and our parents via our Parents Association.
- The school traffic warden, appointed by Fingal, will assist and guide pupils of both the Junior and Senior school to cross the road and access our avenue safely. **We ask that all parents and pupils cooperate at all times with our traffic warden.**

Cars are strictly prohibited from driving up the school driveway at any time.

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Timetables

Timetable for Group A SI and 1st classes	Timetable for Group B JI and 2nd classes	Timetable for Group C Junior and Senior classes Rm 23, Rm24, R25
8.40 Arrival - School start 10:10 - Fruit break 10.15 – 1st yard /Break time 10.30 – Class resumes 11.55 – Lunch 12:05 - 2nd yard 12.25 – Class resumes 1.20 – SI Classes collected from Junior Yard 2.15– 1st classes finish- (children will walk independently down avenue / be collected from the entrance to Senior Yard).	8.50 Arrival - School start 10:40 - Fruit break 10.45 – 1st yard /Break time 11.00 – Class resumes 12.30 – Lunch 12:40 - 2nd yard 1.00 – Class resumes 1.30 – JI Classes collected from Junior Yard 2.25 – 2nd classes finish (children will walk independently down avenue/be collected from the entrance to Senior Yard).	9:00 - Arrival / School start (9 am to facilitate taxis/cars) 9:30 - Short yard break (15 mins) 11:15 - Fruit break / snack 11:30 - 1st Yard 11:50 - Class resumes 12:20 - Lunch 12:30 - 12:40 2nd yard break 1:00 Pre-school finish 1:00 - 1:20 R25 Sen Yard 1:15 Junior class finish 2:10 - 2:20 Senior class finish (taxi) *2:20 (*if parents walk up avenue)
Classes in Group A	Classes in Group B	Classes in Group C
SI - Ms A. Byrne (Room 14) SI– Ms E. Kane (Room 15) SI – Ms L. Walsh (Room 18) SI – Ms M. Ahern (Room 19) 1st - Mr. D. Shevlin (R 12) 1st – Ms S. Kavanagh (Room 13) 1st – Ms K. O' Mahony (Rm 21)	JI – Ms J. Manning (Room 11) JI – Ms L. Rooney (Room 17) JI – Ms C. Cummins (Room 20) 2nd – Ms C. Natin (Room 6) 2nd - Mr. C. Jennings/ Ms J. Flemming (R 16) 2nd – Ms G. O'Callaghan (Rm 7)	Junior ASD 1 - Ms C. Mc Hale R23 Junior ASD 2 - Ms Y. Cummins R24 Senior ASD - Mr P. Horan R25

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Key to Entrances & Exits

Entrance and Exit Points to School building	Number
Front of school (Staff entrance)	1
Junior Infant/ Senior Infant yard gate	2
Main Junior yard door (JI/ SI yard)	3
1st class/ 2nd class yard gate	4
Main senior yard door	5
Cabhair Centre side door	6
Room 23 door to Junior yard	6a
Exit to Library/ Astro	7
Exits – Door at room 12/ 13 and Door at rm 14	8 and 9
Emergency exit / PE door	10

Entrance & Exit Points to School Building for Specific Classes

Teacher	Class	Entrance & Exit Point	Entrance (to) and exit (from) yard
Mrs Manning	JI 11	3, 7	7, 3
Ms Rooney	JI 17	3, 3	3, 3
Ms C. Cummins	JI 20	3, 3	3, 3
Ms Kane	SI 15	7, 9	7, 7
Ms Walsh / O'Leary	SI 18	3, 3	3, 3
Ms. Ahern	SI 19	3, 3	3, 3
Ms. Byrne / Ms Maguire	SI 14	7, 9	9, 9
Mr. Shevlin	1st 12	8, 8	8, 8
Ms. Kavanagh	1st 13	8, 8	8, 8
Ms. O' Mahony	1st 21	5, 5	5, 5
Ms. Natin	2nd 6	5, 5	5, 5
Ms. O' Callaghan	2nd 7	5, 5	5, 5
Mr. Jennings/ Ms Flemming	2nd 16	5, 5	5, 5
Ms. Mc Hale	Room 23	6, 6	6a, 3
Ms Y. Cummins	Room 24	6, 6	3, 3
Mr Horan	Room 25	6, 6	5, 5

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Arrival at school

- Each group should arrive at the school at their designated arrival time
Group A (SI, 1st) – 8:40
Group B (JI, 2nd) – 8:50
Group C (Cabhair Centre classes) - 9:00

We ask for cooperation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised.

- The class teacher will be in the yards to welcome the children and they will enter the school via their designated entrance point at the appropriate time.
- Junior Infants will have a different timetable for the first two weeks which will be communicated to Parents.
- Parents of Junior Infant children may walk them to their line for the initial few days of school.
- **For the first morning** back (Tuesday 31st August) one parent may accompany their child in Senior Infants to their line and then leave the yard promptly.
- After we are confident that all of our infants have settled back into their new routine
- **No adults, other than staff members, should enter the yards/school building in the morning.**
- Messages for teachers can be sent by email, or by phoning the school office (8:30am - 2:30pm on 01- 8461763, The class teachers will communicate their school email to parents.)
- The SNAs (and teachers) will wait for taxis/ children in the front carpark at 9am.

End of School Day

Infants

- Adults, who are collecting their children from school at the end of the day, should arrive at their designated time to the Junior school yard. When the school day for each class is over the following arrangements will apply –
 - The class teacher will lead their class to the exit point of the school - Junior yard . This will be done on a class by class basis to minimise contact between classes. Parents/ Guardians will be invited into the Junior Yard (at the designated collection time) to their designated waiting area and can collect their child from the class teacher.

1st/2nd classes

- When the school day for each class is over the following arrangements will apply:
 - The class teacher will lead their class (via the senior yard) to the exit point of the school - (top of the avenue). This will be done on a class by class basis to minimise contact between classes.
 - Parents, who have opted to collect their child in 1st class from the school at the end of the day, should arrive at their designated time to the Senior Yard entrance where the teacher will be waiting with those children who are not walking down the avenue independently. The children from 1st class whose parents have given consent to walk down avenue independently will be led by their class teacher at their designated time through the Senior Yard gate to the left hand side of the avenue (same side on which they walked up in the morning) and children will be prompted to stay on their side while they **walk** down the avenue.

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- 2nd class children will be led by their class teacher at their designated time through the Senior Yard gate to the left hand side of the avenue (as they walk down) and children will be reminded to stay on their side while they walk down the avenue. This will be done on a class by class basis to minimise contact between classes.

Cabhair Centre.

- Children will be escorted by their teachers and SNAs to the main carpark where they will meet their Parents / Guardians and/or taxi and bus escort.

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

- Parents / Guardians should inform their class teacher and give adequate notice via email, where possible, if their child is to be collected early from school
- If it has not been possible to inform the class teacher, Parents / Guardians should phone the school office and give adequate notice prior to collecting your child early
- When the adult arrives at the school, they should use the intercom at the front door of the school to alert the office that they have arrived
- The child will be brought from their class to the adult by a member of staff
- The adult who is collecting will be asked to sign the child out
- No adult should enter the yard or school building, unless invited to do so. (Except for collection from yard at the end of the school day)
- If an item needs to be delivered to a child, e.g. a forgotten lunch, it will be left at the front door by passing it to the school secretary/principal or other staff member.

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Dealing with a suspected case of Covid-19

Staff, pupils or parents should not be on school premises/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.
- The child will be accompanied to the designated isolation area (Room 2 in mainstream, office ,room 28)in Cabhair Centre) 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.
- If it is not possible to maintain a distance of 2 metres, a staff member caring for a pupil will be wearing a face mask. Gloves will not be used as the virus does not pass through skin.
- 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.
- Assess whether the individual who is displaying symptoms can immediately be directed to go home / be brought home by parents who will 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 immediately go home, and will assist them by calling their GP.
- 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.
- 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 areas 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

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- Children who are generally unwell
- Children who have returned home after travelling abroad should refer to the most recent HSE guidelines and isolate if necessary.
<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/educationguidance/Isolation%20quick%20guide%20under%2013s.pdf>

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) will provide suggested activities to support the child's learning at home. These activities will be shared with parents.

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

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Personal Equipment

- The school will supply children with pencils, crayons, erasers etc. Children should not bring their own pencil case to school to avoid the sharing of equipment. They will be asked to keep their pencil case in a safe place at home for their homework. Children are also requested to leave all personal toys and cards at home.
- It is further requested that all items, uniforms and jackets have the child's name on them for ease of identification.
- Dispensers with paper towels have been installed in every classroom for drying of hands after handwashing.

Cleaning

The school will be cleaned everyday by contract cleaners, following all government guidelines, advice and checklists.

Shared Equipment

By necessity, some classroom equipment needs to be shared including tablets and the equipment used for structured activities. Staff will maintain a regular cleaning routine of all resources and materials that are used to minimise the risk of the spread of infection.

Additional considerations for those with Additional Needs

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children should not attend school.

Similarly staff should be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

Hand hygiene

Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

Equipment

Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment. Where cleaning of aids and appliances is carried out in the school it is recommended that a cleaning schedule is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers' instructions.

The following points will be taken into consideration for our cleaning schedules:

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- *Equipment used to deliver care should be visibly clean;*
- *Care equipment should be cleaned in accordance with the manufacturers' instructions. Cleaning is generally achieved using a general purpose detergent and warm water.*
- *Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids;*
- *If equipment is soiled with body fluids:*
 - *First clean thoroughly with detergent and water;*
 - *Then disinfect by wiping with a freshly prepared solution of disinfectant;*
 - *Rinse with water and dry.*

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Yard timetables

Each bubble of 3/4 classes will have access to the yards during their allotted break times as follows:

Junior yard Senior Infants x 4 classes Junior Infants x 3 classes	Time 10:15 - 10:30 12:05 - 12:25 10:45 - 11:00 12:40 - 1:00	First yard after fruit break Second yard after lunch First yard after fruit break Second yard after lunch
Senior yard 1st x 3 classes 2nd x 3 classes	Time 10:15 - 10:30 12:05 - 12:25 10:45 - 11:00 12:40 - 1:00	First yard after fruit break Second yard after lunch First yard after fruit break Second yard after lunch
Cabhair Centre classes will use both yards and outdoor spaces at various times throughout the day. Teachers are finalising these timetables for September 2021.		

Yards will be supervised by class teachers, principal, deputy principal, learning support teachers and SNA's working within those bubbles.

Learning Support

In keeping with our Special Educational Needs policy, learning support will be provided by a blended approach of mainly in-class support for September and withdrawal for children when required. As specified in our policy parents will be informed and permission sought for any child who will be withdrawn for support. The provision of support will be organised to ensure our support teachers will work within the confines of a bubble.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers will be required to be mindful of maintaining social distance from one another.
- Where children receive support in one of the SET rooms, social distancing will be maintained as much as possible between each child in the group.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending

PPE

Masks coverings will be worn by all staff. Staff who are attending to particular care needs or who are administering first aid will also wear other appropriate PPE including gloves, aprons and face masks.

Teacher Absence and Substitution

In the event that the class teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class.

If a substitute teacher or a learning support 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.

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PE

Where possible, PE will take place outdoors and all equipment used will be cleaned after each use. If the PE hall is being used by class groupings, common touch points will be cleaned at intervals throughout the school day. Weekly GAA classes will continue to take place outdoors.

Homework

It is envisaged that for the month of September homework will be based around reading, mental maths activities, fine-motor / handwriting practice. Further information will follow to support your child's homework activities.

Extra-curricular Activities

The possibility of facilitating extra-curricular activities will be explored but will not take place for the month of September. However, it is not recommended that children from different bubbles would participate in extracurricular 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.

How can you help?

- Take your child's temperature before coming to school and ensure their hands are clean.
- Do not enter the school grounds unless prior permission has been granted
- Communicate with your child's teacher via email (prior to 8:30am if you want to share information pertaining to your child for that school day)
- Make payments to school via the online payment system
- Do not allow your child to bring any personal items which are not necessary for school into school ie. toys etc.
- Please ensure that you provide a rain proof jacket/ coat in your child's school bag.
- Please label coats which will remain in your child's bag in the classroom.
- Please ensure that you have completed contact details in addition to an emergency contact on your Aladdin profile/registration page.
- Please try to arrive and collect at your designated time to help the systems which have been put in place work effectively.
- Do not delay around the school/ and or bottom of the avenue at drop off and collection time. It is strictly set down and go at these times.
- Please maintain social distance when queuing in the yard at collection/hometime.
- Remind children to stay on their side of the avenue as they walk to and from school.
- Further information can be viewed on our back to school flyer and the school website

Go raibh míle maith agaibh for your continued cooperation.

We are very excited about starting our new school term and welcoming all our pupils to St. Helen's Junior School.
