



Draft Plan for Re Opening of Kilcormac National School **Updated September 2021**

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 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.
- This plan was first prepared in August 2020, reviewed in March 2021 and reviewed again in August 2021 in advance of the return to school on 26th August and in accordance to the latest guidance from the DES and the HSE.

Assumptions

- All children return to school and classes operate within a bubble system
- Within each class the children will be further divided into pods, with every effort being made to maintain a distance of 1 metre from 3rd to 6th Class. This may not always be possible due to room sizes.
- The school will open to receive pupils at 9.10 am. Pupils will wait in their cars and must not enter the school yard until this time. They will walk directly to their classrooms on arrival where the class teacher will be waiting.
- No parent will be allowed to enter the school grounds. All parents must walk the children to the school gate, adhering to the HSE social distancing guidelines.
- The school will be split into 2 groups with each group having a different break time
- Group 1 will consist of Junior Infants, Senior Infants, First Class and Second Class and will take their small break from 10.45 to 10.55 am and lunch from 12.25 to 12.55 pm
- Group 2 will consist of Third Class, Fourth and Fifth Class and Sixth Class and will take their small break from 11.00 to 11.10 and lunch from 1.00 to 1.30
- 5 minutes has been allocated in order to safely aid the change of pupils entering and exiting the yard

- Hand sanitiser will be available at all entry points and in all class and support rooms

Timetables

Timetable for Group 1	Timetable for Group 2
9.10 – School opens to receive pupils 9.20 – School starts 10.45 – Break time 10.55 – 11.00 Return to class 11.00 – Class resumes 12.25 – Lunch time 12.55 – 1.00 Return to class 1.00 – Class resumes 1.55 – Junior and Senior Infants (Ms. Balfry) will be walked to school gate by teacher for collection 2.00 – Senior Infants (Mrs. Gleeson) will be walked to school gate by SNA for collection	9.10 – School opens to receive pupils 9.20 – School starts 11.00 – Break time 11.10 – 11.15 Return to class 11.15 – Class resumes 1.00 – Lunch time 1.30 – 1.35 Return to class 1.35 – Class resumes 2.40 – First Class (Mrs. Gleeson) will be walked to school gate by teacher for collection 2.45 – Second Class (Ms. Moloney) will be walked to school gate by teacher for collection 2.50 – Third Class will be walked to the school gate by teacher for collection 2.55 – Fourth and Fifth Class will be walked to the school gate by teacher for collection 3.00 – Sixth Class will be walked to the school gate by teacher for collection This will be rotated each half term to ensure each pupil gets maximum teaching time
Classes in Group 1	Classes in Group 2
JI/SI – Ms. Balfry SI / 1st – Mrs. Gleeson 2nd – Ms. Moloney	3rd – Mrs. Meade 4th/5th – Ms. Mc Mahon 6th – Mrs. Mullane

Key to Entrances & Exits

Entrance and Exit Points	Number
Front gate of school (community centre side)	1

Main school door (office entrance)	2
Entrance door facing N69	3
Old prefab door	4
New prefab door	5

Entrance & Exit Points for Specific Classes

(All pupils/parents are required to enter and exit the school premises via Entrance 1)

Teacher	Class	Entrance & Exit Point
Ms. Balfry	Junior & Senior Infants	2
Mrs. Gleeson	Senior Infants & 1 st Class	2
Ms. Moloney	2 nd Class	2
Mrs. Meade	3 rd Class	4
Ms. Mc Mahon	4 th & 5 th Class	5
Mrs. Mullane	6 th Class	3

Arrival at school

- The school will open to receive pupils at 9.10 am
- Pupils are asked to remain in their cars until this time
- Parents are requested not to drop children off before 9.10 am
- Pupils will walk directly to their classrooms on arrival where the class teacher will be waiting
- No parent will be allowed to enter the school grounds. All parents must walk the children to the school gate, adhering to the HSE social distancing guidelines.
- We ask for co-operation with this schedule as it will mean that the numbers congregating on school grounds at any one time will be minimised.
- We ask parents not to try to have meetings with members of staff in the school yard 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 telephone meetings) It is vital for the health and safety of both staff and pupils that this procedure is adhered to.

End of School Day

- Adults who are collecting their children from school at the end of the day, should wait in the car park until their child's teacher accompanies the class to the school gate
- When the school day for that class is over the following arrangements will apply –

Infant Day

- For the first two days (26th & 27th August), Junior Infants will begin school at 9.30 am. Parents will accompany children to the school gate where they will be welcomed by the Principal, SET Teachers and SNA's.

- For the first two weeks of school, new Junior Infant pupils will be walked to the school gate by the class teacher for collection at 12.00
- 1.55 – Junior and Senior Infants (Ms. Balfry) will be walked to school gate by the class teacher for collection (from Monday 13th September 2021)
- 2.00 – Senior Infants (Mrs. Gleeson) will be walked to school gate by the SNA for collection

Senior Day

- 2.40 – First Class (Mrs. Gleeson) will be walked to school gate by the teacher for collection
- 2.45 – Second Class (Ms. Moloney) will be walked to school gate by the teacher for collection
- 2.50 – Third Class will be walked to the school gate by the teacher for collection
- 2.55 – Fourth and Fifth Class will be walked to the school gate by the teacher for collection
- 3.00 – Sixth Class will be walked to the school gate by the teacher for collection
- This will be rotated every half term to ensure each pupil gets maximum teaching time

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 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 school building, unless invited to do so

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 procedures will be implemented:

- Parents/guardians will be contacted immediately
- The child will be accompanied to the designated isolation area 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, if one is available. 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 and 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 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 bin 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

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 (If a negative result is received, children should still not attend school until they are 48 hours symptom free)
- 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 to countries not on the green list and must self-isolate for a period of 14 days (If a family member returns from a non green list country, unless they are strictly self isolating, the pupil should not attend school for the 14 day isolation period)
- 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, the class teacher (and/or the Special Education teacher, where relevant) will provide suitable material and advise parents how to support the child's learning at home.

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

Personal Equipment

- It is requested that children from Junior Infants to 6th 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, especially pens, pencils and colours have the child's name on them for ease of identification
- In order to facilitate this transition, all school books and pencil cases will be kept in school.

Shared Equipment

- By necessity, some classroom equipment needs to be shared including tablets, 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.
- No sharing of art and craft materials or other such things outside of the child's pod is allowed from 3rd to 6th class. Junior Infants to Second class are permitted to share such materials, if necessary, within their pods.
- Infant teachers must divide toys, jigsaws and manipulatives into boxes for designated groups. These cannot be shared and must be clearly marked in case of substitute personnel.
- Manipulatives may only be shared from Third to Sixth class as far as practicable within pods. This is the class teacher's responsibility.
- Please do not send any toys to school with your children
- Choir and wind instruments are allowed indoors with **adequate ventilation**. Tin whistles will not be used in Kilcornan this academic year.
- Library books will be quarantined for 72 hours after each use.

Yards

- Children will sanitise hands before eating at break and lunch.
- Break times will be staggered into 2 sessions
- There will be 3 play areas in operation in the yard. Section A will be outside the front entrance door, Section B outside the staff room door and Section C outside the pre fab area.
- Pods do not have to social distance when outdoors but we will be encouraging children to engage in safe play
- Yards will be supervised by class teachers, SET's and SNA's
- When bell/whistle sounds, children will freeze in their spot. Teachers will then direct each class, one at a time, safely back to their classroom. 5 additional minutes has been allocated in order to facilitate the smooth transition between the 2 lunch sessions.
- Children will sanitise their hands on returning to their rooms.
- On wet days, children will be supervised in their rooms. Children will stay in their pods. A selection of suitable material will be chosen by the teachers.

Special Education

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. Staff members (particularly SET teachers and SNA's) can rotate between areas/classes but this will be minimised where possible. Where rotation occurs, agreed sanitising routines will be observed.

- 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.
- Where children from 3rd to 6th Class receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending

PPE

PPE and medical grade masks will be provided for all SNA's and staff. This is particularly important for staff who are in close contact with children for prolonged periods of time and those involved in intimate care needs. Gloves and disposable aprons are also provided.

The Department of Education will be providing all schools with CO2 monitors this term and ventilation of all classrooms will be prioritised.

Teacher and SNA Absence and Substitution

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

Curriculum

The approach taken to the curriculum will be 'slow down to catch up' in accordance with DES guidelines. The focus at the start of the school year, particularly for new Junior Infants, will be on managing the transition period to starting school. We will allow time for pupils to develop the relationships necessary so that they are available and ready to participate in a meaningful way with their learning. Additional time will be given to subjects such as SPHE.

PE

Where possible, PE will take place outdoors. Athletics, Orienteering, Games and Dance will be focused on as they are primarily non-contact and do not require equipment. The sharing of sports equipment is discouraged, but will be kept to a minimum where necessary.

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.

The Board of Management ratified this plan on 13th August 2020 and it was reviewed in March 2021 and September 2021. It will be published on the school website.