



# St. Brigid's B.N.S.

## Logistics Plan for School Re-opening – Parents

### **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 – pupils, 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.

### **Assumptions**

- All children return to school and the school is split into 2 distinct groups with each group having different starting times, lunch times and finishing times.
- Classes will operate within a bubble system and all classes will be divided into pods of 4-5 children in each pod.
- Children in Junior Infants – 2<sup>nd</sup> Class – the class will be regarded as the pod as there isn't the requirement of pods with social distancing in these year groups.
- Within each class bubble 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.
- Hand sanitiser will be available at reception and in all classrooms and support rooms.
- The staff will complete multiple lessons with the children during the first weeks back in school on correct hygiene, lining up, the importance of hand sanitising, staying within their bubbles/ pods etc.

### **Role of Parents**

It is important that parents have a clear understanding of the benefits and risk of childcare and that it is not possible to guarantee that infection can be prevented in any setting either in a childcare centre, school or in the home.

The following are protocols that are put in place to safeguard the health and safety of each other. Parents are expected to abide by them and failure to do so may result in a parent being instructed to remove a child from the school building/yard, and or to leave the school premises themselves.

**Under no circumstances is a parent to bring a child to school -**

- **If the child is exhibiting any symptoms of Covid-19**
- **If the child has a temperature, is sneezing, coughing or is generally unwell**
- **If the child has been in contact with a parent/sibling/family member and/or other person who has Covid-19.**
- **If you have travelled abroad recently please make sure you have followed all the current guidelines in place for you and your children. See <https://www.gov.ie/en/publication/77952-government-advice-on-international-travel/> for more information or see [gov.ie/covid-19-travel-advice](https://www.gov.ie/covid-19-travel-advice) for a live link.**

**Arrival and Dismissal Procedures for Pupils and Parents**

- To help with reducing the amount of traffic around the school gates, children are asked to walk/cycle/scoot to school if it is at all possible. Please ensure children have locks for bicycle etc.
- Parents must arrive on time when dropping and collecting their child.
- Only parents or carers who are well and have no symptoms of Covid-19 allowed to drop off and collect children.
- Any parent who is in a very high-risk category should not drop off or collect children in order to protect themselves. (This of course is at the discretion of the individual parent/guardian).
- **Staggered arrival times will be put in place for 8.50 am and 9.00 am (see attached Plan for Arrival and Dismissal of Pupils).**
- **Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school.** To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before their assigned time. *(Separate, special arrangements will be put in place for our Junior Infants and our Special ASD Classes 'Rang Réalta' and 'Seomra Spraoi' at the beginning of the school year.)*
- Where pupils from the Special ASD Class (Rang Réalta/Seomra Spraoi) are dropped off and picked up by a private bus/car, the accompanying adult should remain in the bus/car with the pupil. A designated staff member will come to the bus/car to receive the pupil and will avoid or limit physical contact with the accompanying adult. There is no strict requirement for buses/cars to arrive one at a time provided that those accompanying the pupil remain in the bus/car and do not interact with those accompanying other pupils.

A similar process will be followed for pick up.

- School gates will open to accept pupils at 8.45am and there will be supervision on the playground from this time. Pupils must not arrive to school before the arrival time given to them. We are looking for everyone's support on this to ensure a safe reopening for everyone.
- On entering the school playground, children must proceed immediately to their **designated zone (see School Map attached)**.
- It must be stressed that children must only enter through the gate assigned to their class (e.g. If parents park in Resource Centre car park and their entrance gate is Gate No.3. they will need to walk around the outside of the school).
- Each zone in the Junior Playground will have coloured Line Up Lines marked on the ground allowing for physical distancing and pupils must stand and wait on one of these lines until they are collected by their class teacher. Pupils will be supervised by teachers while waiting.
- Each zone in the Senior Playground will have 30 coloured circles marked on the ground allowing for physical distancing and pupils must stand and wait on one of these circles until they are collected by their class teacher. Pupils will be supervised by teachers while waiting.
- **Home times will be staggered for Infants 1.30pm and 1.40pm and 1<sup>st</sup> – 6<sup>th</sup> Classes - 2.30pm and 2.40pm (see Plan attached).**
- Parents must wait outside the school in their cars if they are early and maintain social distancing in the evening time when waiting to collect a child (Exceptions for Junior Infants/Rang Réalta & Seomra Spraoi and these will be communicated separately).
- All pupils must leave the yard immediately following dismissal and again we look for parents' support to ensure all pupils are collected at their given time.
- No parent will be allowed within the school building.
- If a pupil appointment occurs during school hours, prior written notification must be given to the class teacher. The pupil will be brought to the main reception where the school secretary will sign the pupil out as parents/guardians will not have access to the building.
- **Should a matter of urgency arise for parents/guardians,** please phone ahead.

- If parents/guardians have a pre-arranged appointment, face masks must be worn and access will be permitted once temperature has been taken and hand sanitiser has been used. Once inside the school building they must maintain the required social distance and follow the directions of the Principal/staff member, including any contact tracing requirements.
- At arrival and departure times of children, social distancing is to be maintained by children and parents.
- Under no circumstances are parents/guardians to gather in groups outside the school grounds while waiting for the bell to sound. Adults are required to keep a safe distance of 2m from each other.
- Parents, please 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).
- Arrival and collection times will be staggered to avoid groups of parents/children congregating together.
- Markings on the ground will note where a class bubble may wait for their teacher.
- Classes have been assigned Line Up/Play Zones which are colour coded (Red, Blue, Green, Yellow), Entrance and Exit Gates (Gates 1, 2, 3) and Entrance and Exit Door (Doors A, B, C, D) (Gates and Doors will be labelled).

**Please see attached a detailed Plan for Arrival and Dismissal of Pupils.**

### **Daily Morning Assembly**

**At 8.45am** Entrance Gates 1, 2, 3 will be opened.

**At 8.50am** pupils in the classes highlighted on the attached plan (i.e. Rooms 18, 17, 13, 1, 3, 6 and 8) will proceed to their assigned Line Up Zone when they enter the school grounds where they will be collected by their teacher. They will then enter the school maintaining social distancing. (During the early days in September, there will be a different plan for Junior Infants/Rang Réalta & Seomra Spraoi and this will be communicated to the relevant parents separately). Entry and exit doors are clearly marked on the afore-mentioned Plan attached.

**At 9.00am** the remaining pupils outlined on the plan (i.e. Rooms 16, 14, 12, 4, 5 and 7) may enter the playground through their designated gate and line up in their zone and wait

for the bell to ring. They will be collected by their teacher and enter the school maintaining social distancing.

**Early and Latecomers** – In order for the plan we have put in place to work, pupils will need to be on time for school and collected from school on time. We do not have the facility to cater for early and late comers as it is extremely important that bubbles do not mix. Therefore, we ask that you please abide by the plan we have put in place. We ask parents to remain in their car if you are early either dropping or collecting from school. We also ask that you stand away from the railings as it is very important that crowds do not congregate outside our school gates.

If a child appears unwell on entering the classroom, the child's temperature will be taken and in the interests of the safety of the staff and the other children, the Principal will contact the parent/guardian and ask the parent/guardian to take the child home immediately.

## Daily Dismissal

We have attached a **Dismissal Notification Form** for the attention of parents from 1<sup>st</sup> – 6<sup>th</sup> Classes and we ask you to indicate to us how your son will usually make his way home from school – (is he collected or does he make his own way home). We ask you to return this slip by email/post, at your earliest convenience as it will help us in planning for the dismissal of our pupils.

Parents are not allowed on the school premises with the exception of Junior Infant/Rang Réalta & Seomra Spraoi parents during the early days of September.

Pupils will exit the building through their designated exit doors with their teacher and support teacher and make their way to their exit gate without delay.

Younger pupils in Junior Infants and Senior Infants will be handed over to a parent/guardian.

All other pupils will either meet their parent outside the school railing/Resource Centre car park/alternative pick up location or they will make their own way home. In order to minimise congestion at the school gates, it would be particularly helpful if parents could organise an alternative pick up location. We would ask that the number of parents waiting outside the school is kept to a minimum for safety reasons.

Any changes to pick up arrangements must be notified in writing to the teacher in a timely manner.

**It is important that any pupils not collected on time return to the school so that we can contact parents.**

## Other Responsibilities for Parents

- Parents must ensure that all of the child's equipment/books/copies are labelled with the child's name as equipment/books cannot be shared. A box has been purchased by the school for each child's belongings
- Cover all books, workbooks and copies with a plastic covering.
- A pen holder has also been purchased by the school for each pupil and we ask that all pens, pencils etc. are labelled and that these remain in school. Therefore, parents will need to purchase an extra set of stationery for use at home.
- Parents are to ensure that their child knows and uses the protocols around coughing/sneezing/use of tissues/hand sanitisers prior to returning to school.
- Parents must ensure that all **books/writing equipment/lunch boxes/water bottles** are sanitised using alcohol wipes on completion of homework before being placed in the child's schoolbag.
- Water bottles are to be filled at home every evening. Schools have been advised by the HSE to shut down all drinking water facilities.
- Children are to go to the bathroom before they leave home for school.
- Children are to wash their hands before leaving home for school.
- **All pupils should have a personal flannel/facecloth in a zip lock bag for use when drying their hands.** This flannel should be brought home and washed daily.

## Parents and Uniforms

- 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. Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities and shops etc.
- Pupils in the Junior classes should wear Velcro shoes.

## Protocols if a child becomes unwell or presents as a suspected case of COVID-19 while at school

- **Any child who is unwell with a fever, has a cold, influenza or infectious respiratory symptoms or is displaying any of the symptoms of coronavirus is to stay at home.**
- The child's parent should contact their GP and seek their guidance on referral for coronavirus testing.
- Temperature testing will take place in school for children who may become unwell. Parents will be contacted immediately and will be asked to remove the child if he presents with any symptoms of coronavirus.
- The child will be brought to the Isolation Room by a staff member keeping at least 2 metres apart from the staff member.

- The parent will be immediately contacted and asked to come to the school to take the child either to the doctor or home. The handover will take place at the nearest exit to the isolation room.
- A disposable mask will be given to the child to wear until he is picked up. The assigned staff member will remain with the child until he is picked up.
- Dedicated waste bins will be in use.
- The staff member caring for the child in isolation will wear personal protective equipment i.e. face mask, visor, disposable apron and gloves.
- The child will be encouraged not to touch surfaces, people or any objects.
- Public transport of any kind should not be used by the parent to take the child home.
- Appropriate cleaning and disinfection of the isolation area and the child's work station will be carried out immediately.
- The Principal and the Designated Lead Worker (DLW) will carry out an assessment of the incident which will form any part of follow up actions.
- The Principal will inform the HSE in line with correct protocols.

### **If there is a suspected or confirmed case of COVID-19 in school**

- The school will be contacted by local Public Health staff of the HSE to discuss the case. They will identify people who have been in contact with the person and advise on any actions or precautions that should be taken.
- An assessment will be undertaken by HSE public health staff.
- Advice on the management of children and staff who came into contact with the person will be based on this assessment.

Symptomatic people should self-isolate and arrange to get tested for COVID-19. Confirmed COVID-19 cases should continue to self-isolate at home, follow HSE guidance and should not return to school until they are advised that it is safe to do so.

### **Very High Risk/Extremely Vulnerable Pupils**

Parents should seek advice from their GP/Specialist if they consider their child to be very high risk/extremely vulnerable to Covid-19. They must make an informed decision if it is safe for their child to return to school on 31<sup>st</sup> August. They should inform the Principal of the advice given. Having sought advice from their GP/Specialist, if there are any parents who have concerns about their child's health, please email the Principal on [info@stbrigidsbns.ie](mailto:info@stbrigidsbns.ie) or ring the school on 01-8336149.

### **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 (SET), where relevant) will provide work to support the child's learning at home and this will be shared with parents/guardians.

### **The Use of Personal Protective Equipment (PPE)**

Staff members are not required to wear full PPE at all times but a face mask and/or visor will be worn by staff when a distance of 2 metres cannot be maintained. However, for a limited

number of staff, full PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs.
- Where a suspected case of COVID-19 is identified while the school is in operation.
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
- When staff members have to move between classrooms to support children with learning needs.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

### **Use of Face masks**

- It is currently not recommended in Ireland for children under 13 to wear face masks as a mitigation strategy against the transmission of the coronavirus. It is currently the opinion of public health that their use, especially among young children, has the potential to cause more harm than good.
- If a parent wishes their child to wear a mask, this will be permitted.

### **Children's Learning Area**

- All excess furniture will be removed from the classroom where possible so as to provide additional space.
- Classes will be organised into bubbles and interaction between classes outside of the bubble is not to take place.
- Classrooms will be reconfigured to ensure a one metre distance between pupils where possible. Pupils will be organised into pods within the classroom.
- Resources that can be easily cleaned will be used and toys and materials that are difficult to clean e.g. dress up clothes or soft toys during this temporary Covid-19 emergency will not to be used.
- Pupils will hand sanitise before and after using any materials.
- Pupils will not be allowed to share materials/resources.
- The toilets will be disinfected after use at lunch break by the caretaker.
- Additional time will be spent by the hygiene staff in cleaning the school.
- We will observe our usual practice of keeping LEFT when on the stairs and in the corridors.
- 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.



## **Break times**

- There will be no outdoor small break. Small break will take place within the classroom bubble.
- There will be staggered lunchtime break for classes (**12 – 12.25pm and 12.30 – 12.55pm**) in the designated line up zones.
- There will be no footballs allowed and pupils will have to remain within their own class bubble and designated area.

## **After School Activities**

The Board of Management has decided that Sherpa Kids After School for Junior and Senior Infants and the After-School Club for pupils from 1<sup>st</sup> – 6<sup>th</sup> Class will return to provide a service to parents from 31<sup>st</sup> August.

No other After-School Activities will take place during the first half term and this will be reviewed again after the October midterm break.

## **Wellbeing of the School Community**

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- A sense of safety
- A sense of calm
- A sense of belonging and connectedness to school
- A sense of self-efficacy and school-community efficacy
- A sense of hope

Our usual practice is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

## **Main Points to Note:**

- No parents/guardians allowed on school grounds at arrival/dismissal times.
- Access to school only if pre-arranged.
- Know when to keep your child at home (Pg. 2).
- Know arrival, dismissal times and associated gate numbers.
- Pupils must arrive to school at appointed arrival time and go directly to appointed zone.
- No congregation outside school gates. Social distancing at all times.

- Parents – Please refrain from approaching a staff member during drop off and collection times.
- Use of Aladdin or notes to teacher for appointments/dismissal arrangements/reasons for absence.
- Practise hygiene etiquette with your child.
- A clean flannel/face cloth daily for hand drying.
- Label everything, books covered in plastic.
- Have 2 sets of pencils/pens/rulers etc. to allow once set to be kept in school.
- Ensure child has their own drink as water fountains are not in use.
- Pupils – No sharing of books and equipment.
- Pupils - Change out of uniform as soon as you get home.

Ratified by the Board of Management on 25<sup>th</sup> August 2021.

**Signed:** *Seán Moran*

Chairperson  
Board of Management

**Date:** 25/08/2021