



Plan for Reopening of the School

Please note that this is a live document and is subject to change in line with H.S.E and Department of Education guidelines and updates

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.

Key Elements

- All children return to school and classes operate within a bubble system.
- The school is split into 2 groups with each group having different starting times, break times, lunch times and finishing times.
- The pupils will have their 15-minute small break and 30-minute lunch break, but times will be staggered.
- Within each class from 3rd to 6th, the children will be further divided into pods, with a minimum distance of 1 metre being maintained between pods and 1 metre between individual pupils.
- Pods will remain apart indoors but all pupils within the class bubble can mix outdoors.
- Hand sanitiser will be available at all entry points and in all class and support rooms. Please note that in line with Department of Education guidelines, this will contain at least 60% alcohol.
- Soap and paper towels will be available in all classroom toilets.
- Children from 1st class up are requested to bring in their own personal hand sanitiser also.
- A one-way system is in operation on corridors and on the stairs.



Timetables

Drop Off and Collection Times OLGNS 2020/21					
Room	Entry Time in Morning	Gate	Door	Collection Time	Collection Area
Room 1, Junior Infants Ms. Ryan	9-9.10am	Any gate	Classroom Door	1.20pm	Classroom Door
Room 2, Senior Infants Ms Ní Mhurchú	8.45-8.55am	Any gate	Classroom Door	1.30pm	Classroom Door
Room 3, 1 st class, Ms.Mullane,	8.45-8.55am	Any gate	Classroom Door	2.20pm	Classroom Door
Room 5, 1 st and 2 nd Class, Ms Milmoe	9-9.10am	Any gate	Grange Road Door (near prefab)	2.30pm	Main Door
Room 6, 2 nd Class, Ms. Dooley	8.45-8.55am	Any gate	Grange Road Door (near prefab)	2.25pm	Main Door
Room 7, 3 rd Class, Ms. H.McCarthy	8.45-8.55am	Any gate	Grange Road Door (near prefab)	2.20pm	Main Door
Room 12, 4 th class, Ms. Molony	9-9.10am	Any gate	Main Door	2.30pm	Grange Road Door
Room 13, 3 rd and 4 th Class, Ms. Murphy	9-9.10am	Any gate	Main Door	2.25pm	Grange Road Door
Room 14, 5 th Class, Ms. Sharkey	8.45-8.55am	Any gate	Main Door	2.20pm	Grange Road Door
Room 15, 5 th /6 th Class, Ms. O'Neill	8.45-8.55am	Any gate	Main Door	2.25pm	Grange Road Door
Room 16, 6 th Class, Ms. Macken	8.45-8.55am	Any gate	Main Door	2.20pm	Grange Road Door

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- Junior Infant Parents will follow alternative procedure for the first seven school days and follow above procedure thereafter.
- Children who are scheduled to arrive at 8.45am but who have siblings arriving at the later 9am time, may arrive with their siblings at the later 9am time.
- Children who are scheduled to go home at an earlier time than their siblings, wait for siblings with their teacher and socially distance as they do so and may be collected at the later time.
- Parents of children in Rooms 5-16 (ie. All pupils from 1st/2nd up to 6th Class who are in the main school building) should drop their daughters at the small pedestrian gate or the main gate, whichever is most convenient, where a staff member will be waiting to welcome them. Parents are allowed into the yard in the afternoons to collect children. Parents are asked to wear masks, to social distance and to refrain from stopping to talk to other parents – it is vital that parents leave the school promptly.
- Parents of children in Rooms 1-3 in the Junior Block (i.e. Junior Infants, Senior Infants and 1st Class) may go as far as the classroom door in the mornings and in the afternoons but may not enter the classroom.

COVID-19 Return to School Form

Before returning to school this year you will be asked to complete a form for each daughter confirming the following:

- They are well and not displaying any potential symptoms of COVID-19 such as a temperature, a new cough, loss of smell/taste or have any kind of shortness of breath.
- They are not a close contact of or living with a confirmed or possible case.
- They have not travelled from abroad within 14 days of their return to school.

Arrival to school

- Parents are asked to drop their child at the appointed time and leave promptly to accommodate free flow in the car park.
- We ask for co-operation with these times as it will mean that the numbers congregating at any one time will be minimised.
- Each child should proceed to their designated entry door with social distancing observed.
- The class teachers will be in their classrooms awaiting the arrival of pupils.
- No adults, other than staff members, should enter the building.

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- Messages for teachers can be sent by email, or by phoning the school office
- Children are encouraged to walk or cycle to school where possible.
- Parents are encouraged to park and stride where possible.
i.e. Park offsite and walk to and from the school.

Collection after school

- Only one adult/minder should collect pupils from outside their designated exit.
- Please enter the school yard at the appointed time via the small pedestrian gate near the church or the gate to the junior yard beside the Apple Green garage.
- Please exit via the main gate in the main school yard.
- Social distance should be maintained at all times.
- It is imperative that you arrive on time and leave promptly in order to avoid congestion in the car park.
- When the school day for that class is over the following arrangements will apply –
 - Junior Infants – 4th Class: 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.
 - 5th/ 6th Class: The class teacher will allow each pod to leave the classroom separately in order to minimise contact.
- Pupils waiting for siblings exiting at a later time will wait in the yard with their class teacher near their exit point until collected.

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 phone the office to notify the school that they have arrived. The name of the adult collecting and the time of the call will be logged.
- 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.



Dealing with a suspected case of COVID-19

Pupils should not attend school if they are displaying any potential symptoms of Covid-19 or are feeling unwell. If a pupil becomes unwell or symptomatic 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 child and will also make sure that others maintain a distance of at least 2 metres from the child at all times.
- A mask will be provided for the child. She should wear the mask if in a common area with other people or while exiting the premises.
- Parents/guardians will be asked to collect their child from school as soon as possible.
- The school will facilitate the child to remain in isolation until collected.
- The child's parents are given a note asking them to contact their G.P for a medical assessment of their child's condition and are asked to report back to the school as soon as possible if the child has tested positive for COVID-19. The parent/guardian must confirm that they have read and understood the note.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.
- The child can only return to school when the G.P advises that it is safe to do so.
- A 'Return to School Declaration Form' must be signed by the child's parents and submitted to the office/class teacher on the child's return to school.

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 are displaying possible symptoms of COVID-19. These include a new cough, loss or changed sense of taste or smell, shortness of breath or an existing breathing condition that has recently become worse.
- Children who are a suspected case of COVID-19 and the outcome of the test is pending
- Children who have been in close contact with a person who has been diagnosed with COVID-19.
- Children (including siblings) who have been in contact with a person who is 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 have been living with someone who is unwell and may have COVID-19
- Children with other uncommon symptoms of COVID-19, such as sore throat or headaches.
- Children with diarrhoea.
- Children who have returned home after travelling abroad from countries not on the green list and must self-isolate for a period of 14 days.

Any child who has been absent from school (regardless of the reason) must submit a 'Return to School Declaration Form' to the school on their return. This note should be signed by the child's parents and states that all medical and public health guidance has been followed and that the child is well.

Supporting the Learning of Children who cannot attend school

- After the first week of school, class teachers will email a brief outline of school work to be covered for the following week each Sunday evening. This will allow pupils who are required to remain at home for short periods to continue with their schoolwork and to follow the learning taking place in school.
- We are introducing Seesaw as a Learning Platform in our school this year and once we have familiarised the pupils with this tool and teachers have completed staff training, we will transition to assigning work on Seesaw. We will be in touch with all parents in the coming week/s regarding consent for their daughter to use Seesaw.

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 in accordance with HSE guidance.
- Public health advice will be sought and followed.

Personal Equipment

Pencil case

Pupils will be provided with a 'school' pencil case which is left in school at all times. This pencil case forms part of the Starter Pack. Each pupil will also be provided with a small basket and a magazine file box for storing books, copies and personal items on their table for their own safety and to facilitate daily cleaning of tabletops. Children should also have a 'home' pencil case for completing assignments and homework at home. This measure will have the added



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bonus of lightening the schoolbags. Children will not be able to share pencils, pens, erasers, coloured pencils etc.

Lunch boxes

Lunch boxes and bottles should be clearly labelled with the child's full name. Each girl is asked to bring a tea towel/napkin/sheet of kitchen roll to school to place on their desk for lunchtime. When they are finished eating, the girls can then wrap up all crumbs etc. and replace in their lunch box/bag.

Rain Mac

As the girls will have less opportunity to move in their classrooms during formal class time there will be daily outdoor movement breaks. Parents should ensure that their daughters bring a light, packable rain mac to school every day when they are not bringing a coat so that even if it is wet, we can take these breaks.

Tissues

Girls should bring a small packet of tissues to school.

Hand Sanitiser

Pupils from first class up should bring in a small personal bottle of hand sanitiser. There is no need to replace the bottle with a new one when empty, it can just be refilled from a larger bottle at home. There is also no need for infants to bring in a personal hand sanitiser. The school will continue to provide sanitiser. In line with government guidelines, the sanitising gel provided will contain at least 60% ethanol or 70% isopropanol as the active ingredient. Pupils with sensitive skin may choose to bring in their own sanitiser. All bathrooms will continue to be stocked with paper towels and soap.

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.

Curriculum

In Line with Department of Education guidelines, our focus this year will be on

- **S.P.H.E.** with a particular emphasis on Wellbeing, to support pupils in settling back to school



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- **Literacy** to include both **English** and **Gaeilge**
- **Numeracy** to support pupils with any learning lost
- **P.E.** This year great emphasis will be placed on P.E. in accordance with Department of Education guidelines. As far as possible, lessons will take place outdoors. Each class bubble will be provided with a set of balls for their exclusive use.

Yards

- Each class in the school will be treated as a separate bubble. Yards will be divided into sections to facilitate this.
- Class pods are permitted to mix within their class bubble when outdoors but must not mix with other class bubbles.
- Break times will be staggered over two time slots for both small break and lunch time.
- In the junior yard, breaks will be taken at the earlier time slots.
- The junior yard will be divided into three sections to accommodate three classes using plastic barriers.
- In the main yard, the first break will be for the four younger classes. The yard will be divided into four sections using cones
- There will be a ten-minute gap between each break time.

Break Times			
	Small Break	Lunch Break	Yard
Room 1	10.20-10.35am	12.10-12.40pm	Junior Yard
Room 2	10.20-10.35am	12.10-12.40pm	Junior Yard
Room 3	10.20-10.35am	12.10-12.40pm	Junior Yard
Room 5	10.20-10.35am	12.10-12.40pm	Junior Yard
Room 6	10.20-10.35am	12.10-12.40pm	Junior Yard
Room 7	10.20-10.35am	12.10-12.40pm	Junior Yard
Room 13	10.20-10.35am	12.10-12.40pm	Junior Yard
Room 12	10.45-11am	12.50-1.20pm	Main Yard
Room 14	10.45-11am	12.50-1.20pm	Main Yard
Room 15	10.45-11am	12.50-1.20pm	Main Yard
Room 16	10.45-11am	12.50-1.20pm	Junior Yard



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***Rooms 12, 14, 15 and 16 to rotate weeks in Junior Yard. This will continue for the foreseeable future.**

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 outside.

Office

Where possible, parents are encouraged to use online payment for school expenses and purchasing ties or crests. Please ensure that the purpose of the payment is clearly stated. We will no longer have a school shop, but ties and crests will still be available on request and can be ordered directly from the school secretary by email. Once ordered and paid for, the item will be given to the pupil concerned.

Where online payment is not possible, cash payments may be used. Money should be placed in an envelope clearly labelled with the child's name and purpose of the payment. A box will be available at the main gate each morning for parents to deposit the envelope. This will be monitored by Mrs Lane who will be on duty and then will bring the box to the school office for payments to be processed.

Learning Support

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 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 groups attending.

P.P.E.

Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks.

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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 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.

P.E.

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

Extra-curricular Activities

It will not be possible to facilitate extra-curricular activities for the moment. This will be reviewed as required.

Library

Library will not be available to classes for the moment.

Uniform

Children may wear school uniform or school tracksuit and alternate between them as suits the laundry routine at home. Uniform should be worn on the first day back to school. Once the P.E. timetables have been arranged, tracksuits should be worn on these days if possible. There is no requirement to wash uniforms daily.

Rented Books

Rented books will be allocated to pupils for their exclusive use and will not be shared with any other child.