**Scoil Chéile Chríost Rathmore N.S.**
**Rathmore, Naas, Co. Kildare, W91 VK46**

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**Principal:**  Ms. Lucy Travers
 **Deputy Principal:** Ms. Caitríona Lancaster

**Rathmore National School Re-Opening Logistics Plan 2021/22**

**School Profile**

312 pupils (approx.)

12 Mainstream classes

4 Special Education Teachers (1shared SET)

Administrative Principal

3 Full Time SNA posts (2 full days and 1 infant day)

Full Time Secretary

Full Time Caretaker

The biggest classroom in the school is 60 metres squared.

There are two toilets and wash hand basins attached to each classroom and a further sink in each classroom.

There are two staff toilet blocks and wheelchair accessible toilet.

There are multiple entrances and exits available to the school building.

Car parking is available for parents.

Walking/Cycling is not a viable option (other than a handful of students)

**Assumptions**

School will re-open for all pupils on Thursday 26th August 2020.

Welcome students back to school.

 **School Opening and Closing Hours**

***(Separate, special arrangements will be put in place for our Junior Infants and their Parents at the beginning of the school year.)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Arrival** | **Class** | **Dismissal**  | **Class** |
| 8.45 am | Junior and Senior Infants and older Siblings | 1.25pm | Junior Infants |
| 8.45am | First and Second Class and older Siblings | 1.25pm | Senior Infants |
| 8.45am | All other Classes | 2.25pm | First and Second Class (& siblings on buses) |
|  |  | 2.25pm | All other Classes |

**Please Note:**

Teachers will be in classrooms from 8.45am.

All students will go directly to their classroom via the designated **Zone** on arrival.

Parent should not drop students at school earlier than 8.45am as there will be no supervision available.

When school buses arrive, all students will proceed directly to their classroom regardless of the staggered times above.

Where Parents drop siblings, all students will go directly to classroom regardless of the staggered times above via the designated **Zone.**

**Entrance and Exit Zones**

All the students will enter and leave the building through the designated **Zones** as follows:

|  |  |  |
| --- | --- | --- |
| **Class** | **Zone** | **Location** |
| Junior Infants Classes | **A** | Main Entrance |
| Senior Infants Classes | **A** | Main Entrance |
| 1st, 1st/2nd and 2nd Classes | **E** | Rear Entrance via the Garden |
| 3rd Class (Ms. Behan) | **E** | Rear Entrance via the Garden |
| 3rd/4th and 4th Classes | **B** | Behind Gym Hall |
| 5th and 6th Classes | **C** | End of New Wing |

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 students may not come onto the school grounds before the school doors open at 8.45am.

***(Separate, special arrangements will be put in place for our Junior Infants and their Parent at the beginning of the school year.)***

**Morning**:

All class teachers will be in their classrooms by 8.45am.

Parents are asked to ‘**Drop and Go’** in the car park at the allocated time above. **Students will proceed to entrance zone via the pathway.**

Students will go directly to their classrooms on arrival. Other staff members (including Special Education Teachers, SNAs and the Principal) will be available outside and inside the building to receive the students and to help them to their classrooms.

**Afternoon:**

***(Special arrangements will be put in place for Junior Infants for the first days of the school year)***

1.25pm. Class teacher will bring **Senior Infants** to line up at the P.E. Hall. Parents are asked to approach the P.E. hall while maintaining physical distance from other parents/guardians. Parents/Guardians are asked NOT to proceed beyond the marked area but allow their child to approach them for collection. Parents/Guardians are then asked to return immediately to their car and depart the school grounds without delay.

2.25 pm. Class teachers will bring **First and Second Class** and their **older siblings** from other classes to the Car Park/Bus. Parents are asked to drive into carpark, ‘**Pick up and Go’** without delay.

***Families that have students in multiple classes may collect siblings (from 1st-6th) at the first available time slot.***

2.25 pm. Class teachers will bring **Third, Fourth, Fifth and Sixth Classes** in order to the Car Park/Bus. Parents are asked to drive in, reverse park and stand by your car and ‘**Pick up and Go’**.

We appeal for all parents/guardians co-operation with the above timings and would appreciate prompt collection of all students.

**Parents are reminded of the need for utmost vigilance and care when entering and leaving the Car Park. Please reverse into the car park space to avoid reversing when leaving.**

**This above system will apply rain, hail, or shine so please make sure that your students comes to school prepared for the weather! Parents/Guardians are again reminded to observe social distancing protocols AT ALL TIMES.**

**Summarised Timetable for Drop Off and Pick Up**

8.45am All staff to be present to support arrival of pupils

 Class teachers to be in their classrooms

 SETs, SNAs and Principal to support arrival of pupils

8.45am Arrival of pupils – Stop, Drop, Go system. No Parents to enter the school yard (other than Infants) Students to go straight to their classrooms on arrival via **designated Zone.**

1.25pm Stop, collect and go – Junior Infants Classes

1.25pm Stop, collect and go – Senior Infants Classes

2.25pm Stop, pick up go – First, First/Second and Second Classes

2.25pm Stop, pick up go – Third, Third/Fourth, Fourth, Fifth, Sixth Classes

**Note: Bus collection will start at 2.25pm**

**Breaktimes**

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

**All Classes will remain in class bubbles and play together in their designated Play areas.**

There will be two break times as follows:

10.30am-10.50am Morning Break for Junior Infants /Senior Infants/First/First/Second and Second Classes

10.55am-11.15am Morning Break for Third /Third/Fourth/Fourth /Fifth and Sixth Classes

There will be two lunch times as follows:

12.20pm -12.40pm Lunch for Junior Infants /Senior Infants/First/First/Second and Second Classes

12.45pm – 1.05pm Lunch for Third/Third/Fourth/Fourth/Fifth and Sixth Classes

**Yard Supervision Rota**

Each yard has 2 teachers supervising daily. Each yard rota is made up of 8/9 teachers. First breaks have 7 teachers plus 1 SET. Second break has 5 teachers and 3 SETs.

**Summarised Timetable for Breaks**

|  |  |
| --- | --- |
| **Time** | **Class** |
| **10.30 – 10.50 - Break** | Junior Infants 1 |
|  | Junior Infants 2 |
|  | Senior Infants 1 |
|  | Senior Infants 2 |
|  | First Class  |
|  | First/Second Class |
|  | Second Class  |
|  |  |
|  |  |
| **10.55 – 11.15 - Break** | Third Class |
|  | Third/Fourth Class |
|  | Fourth Class |
|  | Fifth ClassSixth Class |
|  |  |
| **12.20 – 12.40 - Lunch** | Junior Infants 1 |
|  | Junior Infants 2 |
|  | Senior Infants 1 |
|  | Senior Infants 2 |
|  | First Class  |
|  | First/Second Class |
|  | Second Class  |
|  |  |
|  |  |
|  |  |
| **12.45 – 1.05 – Lunch** | Third Class |
|  | Third/Fourth Class |
|  | Fourth Class |
|  | Fifth Class |
|  | Sixth Class |

**Changes to Classroom and School Layout and to School Routines**

The DES guidelines recognise that a **common-sense approach** is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

The students and their teachers will work in *Class Bubbles*. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the students go home at the end of the school day.

**Team Teaching/Special Education Teachers/Special Needs Assistants**

Staff members (particularly Learning Support Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

In keeping with our Special Education Policy, learning support will be provided by a blended approach of in-class support and withdrawal, with an emphasis on in-class support. The provision of support will be organised to ensure our support teachers will work as far as possible, 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 pupils or small groups attending.

**Junior Infants to Second Class**

It is recognised that younger students are unlikely to maintain physical distancing indoors so there is no requirement for students from Junior Infants to Second Class to maintain a physical distance within their Class Bubble.

**Third Class to Sixth Class**

Students from Third Class to Sixth Class will be arranged at **1 metre distance** within their Class Bubbles.All unnecessary furniture will be removed from these classrooms to create as much space as possible.

**General Purpose (GP) Room**

The GP Room will continue to be used be used for Physical Education by class bubbles but outdoor activity will be prioritised. Main surface areas/door handles will be cleaned after each class bubble. The GP room will also be used for staff meetings at 2 metre distancing. P.E. equipment will not be shared between class bubbles.

**Assemblies**

To minimise interaction, assemblies will not be held in the initial period but will be reviewed at a later date.

**Corridors and Stairwells**

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

We will observe a practice of keeping to the left in the corridors using floor markings as a guide.

**Additional Measures to Limit Interactions**

Students will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.

While we will all be delighted to see each other again, hand-shaking and hugging will not be allowed.

**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 left opened while students are taking breaks in the playground and after the school day. CO2 air monitors provided by the DES will be installed in classrooms, starting with the classrooms with the highest number of pupils. An air filter purchased by the BOM will be placed in the staffroom to ensure air quality is optimised for staff.

**Lunches**

Parents must make sure that students bring their lunches to school to avoid adults having to come to the school during the day. Please ensure that lunch is provided in an individual lunch box with one drink container. Please remind your students not to share their food or drinks with other students.

Students will eat their lunches at their desks, as per our usual practice in compliance with handwashing protocols.

**Books, Copies, Pencils, etc.**

Students should use their own books, pens, pencils, etc. and will not share with other pupils.

Parents/guardians are asked to minimise the number of school items moving between home and school.

**School Tracksuits**

There is no guidance or advice to say that school tracksuits should be washed every day and this is probably not practical for most families. We will follow our usual practice in relation to the wearing of the school tracksuit.

As a school we strongly advise that students should wear their tracksuits **only for school related activities.**  Tracksuits should be taken off straight after the students arrives home from school for the day. They should NOT be worn in after-school facilities, shops, during after-school activities, etc.

**Office**

A contactless payment system, through *Aladdin*, has been set up to eliminate the need for cash handling for payment of all school fees. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through the school office.

Students should NOT be sent to the *Secretary’s Office* or to the *Reception* area to deliver messages. As far as possible, staff members should adhere to social distancing measures when in the Office area.

**All contact with the school during this period should be by telephone or email.**

**Photocopying**.

Any staff member who uses the photocopier should clean it down after use with the wipes provided.

**ICTs**

A timetable will be drawn up for the use of common ICTs. Devices should be cleaned after use and before they are returned to the charging trolley.

**Funbugs Afterschool Collection**

As it is not possible for the Funbugs staff to enter the school building we will agree a designated Funbugs Collection Area on the school plaza.

**Visiting Teachers/Coaches**

All will be strictly limited and will adhere to the full Covid-19 plans and precautions.

**Substitute Teachers and SNAs**

A copy of the school *Covid-19 Response Plan* will be provided to each substitute teacher/SNA. Substitutes will be required to complete a *Return to the Workplace* *Form* before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

**Physical Education**

Physical Education lessons will take place outside when the weather allows.

Staff members and pupils may take additional breaks outside during the school day.

**Parent/ Teacher Meetings**

We will assess the situation in line with public health advice.

**Staffroom**

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn.

Staff meetings will be held in the GP hall to facilitate physical distancing.

Staff members may bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible. Used items should be placed directly into the dishwasher.

**Teaching and Learning**

As a staff, we are very aware that the students have been away from school on two occasions during the 2020 and 2021 school years. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.

Each student will be in a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.

The Department of Education and Skills has published Curriculum Guidelines for us, and we ask you to trust our experience and professional expertise as we work with all the students during the return to school.

**Supporting the Learning of Students who Cannot Attend School**

If a students 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 work to support the students’ learning at home and this will be shared with parents/guardians.

The majority of parents have already provided an email address at which the school can contact them to support Home Learning. This will be especially important if the school, or parts of the school have to close due to HSE advice. Parents, if you have not already done so, please email your child’s class teacher/the school office and you will be added to the Contact List for Home Learning.

**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.

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

Staff members are not required to wear PPE. However, for a limited number of staff, 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 students 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 students with medical needs in the school environment, they will apply standard precautions as per usual.

**Masks**

Students under 13 years of age are not required to wear masks or face coverings. All staff, including teachers in primary schools, who cannot maintain a 2m distance from students or other staff will be required to wear face coverings. All SNAs will be required to wear face coverings, or in certain situations clear visors, in the classroom. Other staff, e.g. bus escorts, who have close contact with students will be required to wear face coverings.

***Masks will be provided to staff members.***

**Gloves**

There is no need for the students to wear disposable gloves. They are considered inappropriate under the guidelines.

Staff members do not need to wear disposable gloves unless they are looking after a pupil’s intimate care needs or administering First Aid.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

**Hygiene and Cleaning**

Sanitiser dispensers have been installed throughout the school e.g. at each entrance Zone and in each classroom. In addition, it is recommended that each student is provided with an individual non-alcohol based personal supply of hand sanitiser as well as a fresh packet of tissues in their school bag.

Warm water and soap are available in all the classrooms, staff bathroom/s and staff room.

Hand hygiene will be promoted and encouraged, and **parents/guardians are asked to support the school in reinforcing this message.**

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste will be collected regularly from offices, classrooms and other areas within the school.

Staff may use and clean their own equipment and utensils (cup, cutlery, plate etc.)

**Illness and Dealing with a Suspected Case of COVID-19**

We love to see all of our students at school every day. However, as advised in a previous letter to parents/guardians, under the current circumstances, parents/guardians must keep students at home if they display any Covid-19 Symptoms. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Staff must not attend school if they display any symptoms and must follow agreed protocols.

A designated isolation area has been created in the school. A portacabin will also be available for adults/older students if required.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

The pupil will be accompanied to the isolation area. A distance of 2 metres will be maintained. If this is not possible, the person accompanying the students must wear a face covering/PPE.

If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, parents/guardians are asked to make sure that their contact details are kept up to date at all times.

Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area or go home if able.

A face covering(mask) will be provided to the student who is symptomatic.

The staff member or students who is symptomatic should avoid touching people, surfaces, and objects.

If the staff member/student is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible.

Anyone who is symptomatic is required to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.

If the staff member/student is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is displaying Covid-19 symptoms.

The isolation area/s and work areas will be thoroughly cleaned in line with the guidelines.

From this point on, the situation is managed by the HSE with due regard to the privacy of all. 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 and staff and pupil confidentiality is essential at all times.

It is important to remember than any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

**COVID-19 Related Absence Management**

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education (DES).

**Teacher or SNA Absence and Substitution**

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, it is not appropriate for the class/pupil to be divided into groups and accommodated in other classes. **In such circumstances, it may not be possible for a particular class to attend on that day. If that is the case, as much notice as possible will be given to parents. While the disruption to parents/guardians is appreciated, your full co-operation will be required in these circumstances.**

**Employee Assistance and Wellbeing Programme**

Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE’s Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.

The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by *Spectrum Life* under the logo of ‘Wellbeing Together: Folláinne Le Chéile’.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.