



## **Scoil Mhuire Logistics Plan**

- This is a working document

### **Returning to School in September 2021**

#### **1. Underlying Principles**

- The school has a responsibility to make efforts to ensure the safety, health and well-being of all members of our school community – children, staff and parents. This plan has been formulated to better ensure that the school can exercise that duty of care. It should be read in conjunction with our School Response Plan
- 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 our 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.

#### **2. Assumptions**

- All children return to school and classes operate within a bubble system
- Bubbles are made up of 2 adjoining classes. Within each class a pod system is used to facilitate social distancing. Bubbles are organised as following:
  - ASD Class
  - J1 & J1 – Blue Bubble
  - S1 & S1/1st Class - Yellow Bubble
  - 5th Class - Purple Bubble
  - 3rd & 4th Class - Red Bubble
  - 4th/5th & 5th Class - Orange Bubble
  - 1<sup>st</sup> & 2nd Class - Green Bubble

- All staff members should wear face coverings and 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.
- As per revised guidelines, children from 3<sup>rd</sup> – 6<sup>th</sup> Class are encouraged to wear face coverings

### 3. Arrival and Departure Times

8.30am: Car Park Gate will be closed by D. Cleary/B. Nugent/K. McAuley. All staff cars must be parked by 8.30am. Gates will not be reopened until 3pm. If you arrive later/need to leave early please note you must park on the road outside school.

#### 8.50am – 9.10am:

All children will arrive and walk straight into classrooms via their allocated door

Provided they are wearing a face covering, a parent/guardian is permitted to walk child to the door and pupils will then enter the school with the teacher.

#### 1.30pm:

**Junior Infants and ASD Class** will be collected from the School Yard

**Senior Infants** will be collected from the School Car Park where they enter in the mornings

#### 2.30pm:

**1<sup>st</sup> Class (mixed)** are collected from the School Car Park where they enter in the mornings.

**1<sup>st</sup> and 2<sup>nd</sup> Class** are collected from School Yard

**3<sup>rd</sup> Class** are collected from door they entered in the morning

**4<sup>th</sup> – 6<sup>th</sup> Class** will walk from their classes outside the main gates to meet parents at a pre-arranged spot.

#### See attached map

**Note:** Teachers will remind the children, especially older classes that if there is no one there to collect them they come back into the school via the door at Reception. Class teacher/ Mr.Cleary/ Ms. Nugent will call a parent/guardian for the child. Child will wait under the canopy at the front door. If required the covered courtyard may also be used for a child to wait for a parent to collect them.

Parents will be advised that adults must wear face coverings and to minimise their time on school premises.

We are operating a '**Drop and Go**' and '**Pick Up and Go**' system only.

#### **4. Collection of Children During the School Day**

If a parent/guardian has to collect a child during the course of the school day, the following arrangements will apply

- If possible prior notice should be given
- When the parent/guardian arrives they should wear a face covering, ring the bell at the front door or phone the office to alert the school that they have arrived
- The child will be brought from their class to the parent/guardian by a member of staff
- The adult will be asked to sign the child out
- No adult should enter the school building, unless invited to do so

#### **5. Parental Contact**

- Parents/guardians may not enter the school building without a face covering or a prior appointment
- In order to maintain the important contact between home and school, parents should be encouraged to contact teachers via their school email address.. A phone call discussion could be arranged to discuss a matter if required.
- A phone call to the office or note in the Homework Journal can also be used if appropriate.

#### **6. Yard Supervision for Break-Times**

- All classes will go out/return from Break through their morning Entrance door.  
Exceptions: SI & SI/1st Class will use Yard door off Hall  
5<sup>th</sup> Class will use 6<sup>th</sup> entrance door
- Class teacher will ensure children move to/from Yard safely and will ensure access doors are locked during Break times
- Teachers on yard duty to ensure yard gate is closed once the children are in the yard
- The Yard will be divided into eight zones for each year in the school.

Grass on far side of fence: 3 zones for 4<sup>th</sup> – 6<sup>th</sup> Class

Grass on school side of fence: 3 zones for 1<sup>st</sup> – 3<sup>rd</sup> Class

Tarmac: 2 zones for JI & SI

- There must be 3 teachers in the Yard - one teacher out on the pitch, one on the grass and another on the tarmac
- Pupils who are using the grass should bring in wellies/old footwear to wear if the grass is wet during break time.

- There will also be a staff member at JI entrance door as a First Aid Station. This will allow the teachers outside to send any bumps or injuries into the hall to be dealt with.
- Children are to be encouraged to use the toilet before/after yard time. Teachers can use their discretion, if they feel a pupil really needs to go they can send SI to 6<sup>th</sup> Class to the toilets at the Hall entrance, JI can be sent to JI toilets if required.
- On wet days, the class teacher will put on a video, etc. Children will be supervised in their classrooms by staff on duty
- If it rains during break, children will return to their classrooms through their designated doors. This will be supervised by staff on duty.

Note: During the winter months the grass may be unusable. Break time will be staggered and four zones on the tarmac will be created.

10:45 – 10:55 and 12:15 – 12:45 (JI – 2<sup>nd</sup> Class)

11:00 – 11:10 and 12:45 – 1:15 (3<sup>rd</sup> – 6<sup>th</sup> Class)

Two teachers will be on duty for each session

- Staff room has been moved to the Orange Corridor to allow for more space. In addition, two microwaves and a kettle are located in the Kitchenette to accommodate staff having their lunch in the hall.

## **7. Classrooms**

- In each classroom there will be
  - o 1 Disinfectant Spray
  - o 2 x clothes
  - o 1 Hand Sanitiser
- Teachers are asked to wipe down tables and door handles regularly. The cloth used should be dropped to the hall to a basket for it to be washed. Cleaning staff should replace the cloth in the teachers room.
- 3rd - 6th class pupils will wipe down their desk using disposable wipes as required.

## **8. Hand Washing/Face Coverings/Sanitising Protocol for Pupils and Staff**

1. Staff should wear a face covering when they are in Scoil Mhuire
2. Children from 3<sup>rd</sup> – 6<sup>th</sup> are encouraged to wear a face covering indoors
3. Children and staff should sanitise as they enter the building/classroom as they arrive in the morning
4. After the toilet and/or if a child sneezes/coughs the child should wash their hands
5. Encourage pupils to sanitise before eating, if they are not going to the toilet before going outside
6. Sanitise hands as they re-enter the school after break times
7. Sanitise as they leave to go home

- This should become common practise in EVERY classroom.
- If any child has an allergy/skin condition and is unable to use the sanitizer provided a letter needs to be given to the school. An alternative must be provided by the parents/guardians.

## **9. Suspected Covid 19 Case**

- Pupils/staff should not attend school if displaying any symptoms of Covid-19 or if they have been advised to self isolate
- If you suspect a child in your class may be displaying symptoms of Covid19, teachers should send for Ms. Mulrooney or Ms. Kelleher
- This teacher will then collect the child from your class and escort them to the isolation room. They will then liaise with Mr. Cleary/ Ms. Jenni on notifying parents or the emergency services if required. Pupils are to be collected with 45 minutes of the parents being notified.
- Siblings/other children in contact with the suspected case are not required to self isolate unless informed by the HSE. The HSE will inform any staff / parents/relevant persons who have come into close contact with a diagnosed case via the contact tracing process.where a diagnosis of COVID-19 is made. The HSE will provide instructions regarding any action to be taken by the school with regards to closures. The instructions of the HSE must be followed.
- If a teacher in the school begins to display symptoms they need to inform the teacher who is beside your class that you are leaving so they can supervise your class.
- Then you need to inform Mr..Cleary/ Ms.Nugent as you leave the building.
- Please see our Response Plan for further information

## **10. Supporting the Learning of Children who cannot attend school**

- If a child has been advised by the HSE to self isolate and is not able to attend school for an extended period of time, the class teacher (and/or the special education teacher) will share suggested activities to support the child's learning at home with her parents / guardians.

## **11. Distributing Materials in Class**

- It is not advised for pupils to give out copies, worksheets, books or any other materials or resources. This is to minimise the amount of contact in the classroom.

## **12. Shared Equipment, eg. Art, Maths, STEM Supplies**

- Any materials that you take for your lesson should be kept in your room for 48 hours after their use and then returned to allow for use by another class.
- They should be taken and returned by an adult
- Please keep the art and paper supplies tidy.
  
- Each pupil to be given a Whiteboard, whiteboard marker, whiteboard eraser and scissors. These can then be collected in June. With the exception of the marker!

## **13. ICT**

- Timetable slots will be given to each teacher. There will be three slots per day, 9-11am, 11.20am-12.20pm and 1pm-2.30pm. After your allocated slot the ipads/chrome books must be returned to the Strong Room. They will be wiped down on a regular basis. Ms.Nugent will coordinate wiping down the ipads/chromebooks.
- It is very important that teachers enrol pupils on Google Classroom in the case of further school closures and also for their work to be accessed. For this to happen teachers must unenrol pupils from the class last year and create a new classroom for this year. B.Nugent will assist teachers as required.

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## **14. Printing/Photocopying**

- Teachers should try to complete their photocopying and printing work before/after school
- Children are not permitted to use the photocopier or to go collect work from the printer

## **15. Correcting**

- Teachers need to be mindful when correcting children's work. Sanitise hands before and after.

## **16. Homework**

- Gradually phased so a normal level has resumed by end of September

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## **17. Personal Equipment**

- Children from 1st 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.

- All items should have the child's name on them for ease of identification.
- For children in Junior and Senior Infants, the school will provide a pouch or container which will hold each child's pencils, crayons, etc., and which will be labelled with their name.

### **18. 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 as few bubbles as is possible.
- 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 by the teacher on a regular basis

### **19. Uniforms/Tracksuits**

- There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families.
- Tracksuits must be worn on PE days.
- At this time tracksuits or uniforms can be worn on other days.
- As a school we strongly advise that children should wear their school uniform or tracksuits only for school related activities.

### **20. Physical Education and P.E. Equipment**

- Physical Education lessons will take place outside when the weather allows.
- Sharing of equipment between classes should be avoided where possible. Where this is not possible equipment should be cleaned on a regular basis.

### **21. Teacher Absence and Substitution**

- In the event that a 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.

### **22. Substitute Teachers and SNAs**

- A copy of the 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.

### **23. Visiting Teachers/Coaches**

- The possibility of facilitating extra-curricular activities such as Coaching for games, Outdoor activities, etc. will be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time.

### **24. Bicycles and Scooters**

- We encourage children to walk, cycle and use scooters to come to school. Bicycles and scooters cannot be brought into the school under any circumstances. Extra bicycle racks will be provided in the school grounds.

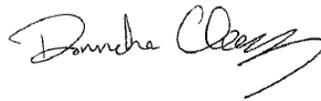
### **25. Parent/ Teacher Meetings**

- Arrangements for Parent/Teacher Meetings (usually held in November) will be as last year – zoom or phone call.



Chairperson

Date: 6<sup>th</sup> January 2022



Principal