



## **Scoil Mhuire Logistics Plan**

- This is a working document

### **Returning to School in September 2020**

#### **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:
  - JI & JI/SI - Blue Bubble
  - SI & 1st Class - Yellow Bubble
  - 2nd Class - Purple Bubble
  - 3rd & 3rd/4th Class - Red Bubble
  - 4th & 5th Class - Orange Bubble
  - 6th & 6th Class - Green Bubble

- 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

### **3. Arrival and Departure Times**

8.30am: Car Park Gate will be closed by D.Cleary/B.Nugent. 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.

**8.45am – 9.10am:** Children from **1<sup>st</sup> – 6<sup>th</sup> Class** arrive and walk straight into classrooms via their allocated door

**9.30am:** **Junior and Senior Infants** arrival time for Week 1.

One parent permitted to walk child to the door and pupils will then enter the school with the teacher.

**1.30pm:** **Junior Infants and Junior/Senior Infants** Multi-grade 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** are collected from the School Car Park where they enter in the mornings.

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

**2.40pm:** **All 3<sup>rd</sup> Class pupils** are collected from the School Car Park

**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 “**Please minimise the time you spend on the 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 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 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: 2nd Class will use JI Entrance,  
1st Class and SI will use Yard door off Hall
- 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 six zones for each bubble in the school.
- The far pitch will have 6<sup>th</sup> Class (Green Bubble) in one zone followed by 4<sup>th</sup> and 5<sup>th</sup> Class (Orange Bubble).
- On the grass (school side of the fence) will be a zone for 3<sup>rd</sup> and 3<sup>rd</sup>/4<sup>th</sup> Class (Red Bubble) and 2<sup>nd</sup> Class (Purple Bubble).
- The tarmac then will have two more zones S.I and 1st Class (Yellow Bubble) and then J.I and J.I/S.I (Blue Bubble).
- There must be 3 teachers in the Yard - one teacher out on the pitch, one on the grass and another on the tarmac
- Pupils from 2nd-6th Class 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 in the Hall 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 J.I to 1<sup>st</sup> Class to the toilets at the Hall entrance, 2<sup>nd</sup> to 6<sup>th</sup> can be sent to the prefab 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.
- Staff room has now been moved to the Orange Corridor to allow for more space. In addition to this two microwaves and a kettle will be placed in the Kitchenette to accommodate any staff who would like to have their lunch in their classroom.

## **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 at the end of the day. 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 after eating.

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

1. Children and staff should sanitise as they enter the building/classroom as they arrive in the morning
  2. After the toilet and/or if a child sneezes/coughs the child should wash their hands
  3. Encourage pupils to sanitise before eating, if they are not going to the toilet before going outside
  4. Sanitise hands as they re-enter the school after break times
  5. 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 M.McPhillips Monday – Thursday or C.Ryan on a Friday
- This teacher will then collect the child from your class and escort them to the isolation room. They will then liaise with D.Cleary/ L.Reid 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 D.Cleary/ B.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 for September 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 so they can be wiped down to allow another class to use them. B.Nugent will coordinate wiping down the ipads/chromebooks.
- It is very important that teachers set pupils up on Google Classroom in the case of further school closures and also for their work to be accessed. For this to happen teachers must un-enrol pupils from the class last year and create a new classroom for this year. B.Nugent will show teachers how to do this and provide a step by step method.
- If pupils are sharing an Ipad/Chromebook during your allocated time it must be wiped down by the teacher before the other pupil can handle it.

### **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, possibly wear a mask.
- Virus can live on paper and hard surfaces

### **16. Homework**

- Week 1: no more than 15 mins to be given
- Week 2 – 4 gradually phased so a normal level has resumed by end of September

### **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 in between different groups attending

## **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. Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day.

## **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 before and after use.

## **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 assessed closer to the time.