

# **Solas Chríost National School - Return to School Protocols**

## **Introduction**

This document should be read in conjunction with the Department of Education and Skills (DES) document 'Covid 19 Response Plan for the Safe and Sustainable Reopening of Primary and Special Schools', the 'Solas Chríost National School – School Response Plan' and the 'Solas Chríost National School Covid-19 Policy Statement' which are all available on the school website [www.solaschriost.ie](http://www.solaschriost.ie) The protocols in this document have been formulated based on the above documents and other advice provided to the school. These protocols were put together in consultation with the staff, Parents' Association and the Board of Management of Solas Chríost National School.

## **Underlying Principles**

- The Board of Management and staff of Solas Chríost National School will 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 its duty of care to all.
- All children are to return to school for full school days for all five days of the school week (assuming this is still in keeping with public health advice and guidelines issued by the Department of Education and Skills at the time of opening).
- 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 into 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 successfully

## **Drop Off and Collections**

### **School drop off/collection**

	<b>School Ground open</b>	<b>Doors Open</b>	<b>Children must be in school by</b>	<b>Children Leave School</b>
<b>Breaks Block B JI/SI</b>	8:40am	8:40am	9:00am	1:10pm (JI – B Block Doors) 1:20pm (SI– Foyer Doors)
<b>Breaks Block C 1<sup>st</sup>/2<sup>nd</sup></b>	8:40am	8:40am	9:00am	2:20pm onwards 4 classes at one minute intervals (2 <sup>nd</sup> a, 2 <sup>nd</sup> b, 1 <sup>st</sup> a, 1 <sup>st</sup> b)
<b>Breaks Block A 3<sup>rd</sup>/4<sup>th</sup></b>	8:40am	8:40am	9:00am	2:15pm onwards 4 classes at one minute intervals (4 <sup>th</sup> a, 4 <sup>th</sup> b, 3 <sup>rd</sup> a, 3 <sup>rd</sup> b)
<b>Breaks Block D 5<sup>th</sup>/6<sup>th</sup></b>	8:40am	8:40am	9:00am	2:10pm onwards 4 classes at one minute intervals (6 <sup>th</sup> a, 6 <sup>th</sup> b, 5 <sup>th</sup> a, 5 <sup>th</sup> b)
<b>Speech and language Class</b>	8:30am	8:30am	8:30am	2:00pm

**Children are encouraged to walk/cycle/scoot to school as much as possible**

## **Drop-off Plan (All children have a 20 minute window to come to school between 8:40am and 9:00am)**

School Grounds will be opened at 8:40am:

- Children are welcome onto the school grounds from 8:40am.
- Children walk around to their **Block Door** and walk straight in to their classroom where they will meet their teacher. Children from Senior Infants, 1<sup>st</sup> class and 2<sup>nd</sup> class will enter the school via the Foyer doors (between Block B and Block C). Children from Junior Infants will enter the school via the Block B doors.
- The window for children entering the school is from 8:40am to 9:00am. Children who are in their class by 9:00am will be recorded as being on time for school.
- Parents of Junior and Senior Infants or children with Special Educational Needs are asked to drop off their child at their child's Block Door for the first week. From the second week onwards, it is desirable that parents of children from the Infant classes drop off their children at the school gates and allow them to walk around to their Block Door by themselves. Staff will be spread along the school grounds to monitor and direct the children.
- Parents of children from 1<sup>st</sup> to 6<sup>th</sup> class must drop off their children at the school gates and allow them to walk around to their Block Door. Staff will be spread along the school grounds to monitor and direct the children.
- The Speech and Language Classes will start school at 8:30am and will be met off their bus by their class teacher.

## **Collection Plan**

School outlines its collection plan:

- One Parent from Junior Infants, Senior Infants, 1<sup>st</sup> Class and 2<sup>nd</sup> Class is welcome to collect their child(ren) from the Junior Yard after school
- It is desirable that children from 3<sup>rd</sup> to 6<sup>th</sup> class arrange to meet their parent outside the school gates if possible
- Children from Junior Infants will finish school at 11:15am on Tuesday 1<sup>st</sup> and Wednesday 2<sup>nd</sup> September 2020.
- Junior Infants will be released from the B Block doors
- Senior Infants will be released from the Foyer Doors (between Block B and Block C)
- Classes from 3<sup>rd</sup> Class to 6<sup>th</sup> Class will be released at 1 minute intervals at their timeslot (see table above)
- 5<sup>th</sup>/6<sup>th</sup> Class will be released from school at 2:10pm (Block D)
- 3<sup>rd</sup>/4<sup>th</sup> Class will be released from school at 2:15pm (Block A)
- 1<sup>st</sup>/2<sup>nd</sup> Class will be released from school at 2:20pm (Block B – use Foyer doors)
- Junior Infants will be released directly to each parent at 1:10pm
- Senior Infants will be released directly to each parent at 1:20pm
- Children from Senior Infants, 1<sup>st</sup> class and 2<sup>nd</sup> class will exit the school via the Foyer doors
- Parents and children are requested to leave the premises as soon as possible
- Children cannot be collected early from school unless an official appointment card is presented to the school. (Unless the child is deemed to be sick by the school). The school secretary must be contacted in advance of collection by email or phone call.
- The early collection of children after 1:00pm will not be permitted

## **Parents on School Grounds**

- There should only be one adult from each family on the school grounds at any one time
- No parents are allowed into the school building, including for infants on the first day of school. The school will do everything it can to assist anxious children starting or returning to school. If you child is anxious or upset, please stand back to a quieter place and a staff member will come to assist. We are here to make this a positive experience for parents and children.
- Toilets will not be available to parents or children after the school day has ended. This includes the toilet facilities at the school's reception.
- We kindly ask that the first five parking spaces at the main school gates are kept free for Grandparents who collect children from the school. There is plenty of parking along the Cookstown Road to the entrance of Belgard Heights

**ALL ADULTS ON THE SCHOOL GROUNDS SHOULD WEAR A FACE COVERING**

## School and Classroom Organisation

### School Office

Access to the school building by parents or visitors is not permitted. Please contact the school secretary by email [info@solaschriost.ie](mailto:info@solaschriost.ie) or by phone (01) 451 7134 for all requests and enquiries. The post box at the front gates of the school can also be used if anything needs to be dropped in to the office. Any early collection of children must be arranged in advance with the school secretary.

### Classroom Blocks, Classroom Bubbles and Pods

The school is divided into 4 blocks and there are 2 classes at each level (Block A: 3<sup>rd</sup> & 4<sup>th</sup> class, Block B: Junior and Senior Infants, Block C, 1<sup>st</sup> & 2<sup>nd</sup> class, Block D: 5<sup>th</sup> & 6<sup>th</sup> class). The 2 Speech and Language Classes are classified as a further Block. Every class in each Block will be referred to as **a bubble** and we will ensure that there is as little contact as possible between children in different bubbles. Within the bubbles, children will be organised into **pods**. A pod is a group of children (approximately 4 to 6) who will sit together and who will stay in their pod while in the bubble, or classroom.

### Wet Day Routines:

The routine for drop off and collection will remain as above for wet days. There will be no facility for children to come into the school before 8:40am

### Homework:

Children will not receive homework in the first week and very little in second week. The class teachers will advise you about what books and copies are to be kept in the school. The transfer of books and copies between home and school will be kept to a minimum.

### Meetings and Communications:

If you wish to contact your child's teacher, please leave a message in your child's journal or your child's homework folder. You can also leave a message with the school secretary by phone (01) 451 7134 or via email [info@solaschriost.ie](mailto:info@solaschriost.ie)

### Uniforms:

Children will be required to wear their full uniform/school tracksuit as follows:

Class	Uniform	Tracksuit
Junior and Senior Infants	Monday, Wednesday & Friday	Tuesdays & Thursday
1 <sup>st</sup> & 2 <sup>nd</sup> Class	Tuesdays & Thursday	Monday, Wednesday & Friday
3 <sup>rd</sup> & 4 <sup>th</sup> Class	Monday, Wednesday & Friday	Tuesdays & Thursday
5 <sup>th</sup> & 6 <sup>th</sup> Class	Tuesdays & Thursday	Monday, Wednesday & Friday

All children must wear their full uniform in on the first day of school. This timetable is to facilitate the washing of uniforms/tracksuits during the Covid-19 pandemic.

### Hygiene

Hand sanitiser will be available in all classrooms and corridors in the school. Paper towels will be available for all children to dry their hands. Children are advised to carry tissues on them at all times and discard them in the bin after use.

### Yard

All Blocks will have staggered breaks during the day. There will be a maximum of one Block (4 classes) on the school yard for breaks. Each class will have a separate zone to play in.

**School Shop:**

The school shop will not be open for children or parents for the foreseeable future.

**Happy Days Play Group:**

The Play Group will now operate from the Breakfast Club instead of Block A so that all children in 3<sup>rd</sup> and 4<sup>th</sup> classes have access to larger sized classrooms.

**Breakfast Club & Extra-Curricular Activities:**

The Breakfast Club will not be available until further notice. The Afterschool's Club will proceed with the appropriate policies put in place as per government guidance. The Afterschool's Club will now take place in the PE Hall.

**Shared Equipment**

By necessity, some school equipment needs to be shared including IT, Maths and Science equipment as well as the equipment used for station teaching activities. Thorough cleaning of such shared equipment will be carried out after each use.

**Special Educational Support**

In keeping with the school's Special Education Needs Policy, support will be provided through a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure, in so far as is practicable, our Support Educational Teachers (SET) and Special Needs Assistants (SNA) will work within the confines of the smallest number of blocks, classroom pods and classroom bubbles as 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 receive support in one of the SET rooms, social distancing will be maintained in so far as is possible between each child in the group.
- The tables and chairs in SET rooms will be cleaned after each group.

**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, the Special Education Teacher (SET) allocated to that year group will teach the class. The time spent by a SET teacher substituting in a class will be reallocated to the SET teacher's caseload as soon as a substitute teacher becomes available. If no substitute or SET teacher is 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 school on that day. If that is the case, as much notice as possible will be given to parents. The school will do everything it can to ensure this scenario does not arise.

**PE (Physical Education)**

Where possible, PE will take place outdoors. Pupils will wash / sanitise their hands before and after using equipment. Equipment will be wiped down after use. Each class will be allocated its own set of PE equipment.

**Payments to the School:**

Online payments for book rental, art and crafts and school journals etc. will be made available through Aladdin Connect as soon as the facility is available to the school.

**First Day of School**

- Children only need to bring their copies and stationery items on the first day of school.
- All children should wear their full uniform.
- **All** equipment including stationery, books and clothing should be labelled.
- All books and copies should be covered with plastic/wipeable covers
- Children should be able to open/close their own shoes.
- Children should be able to put on/take off their own coat.
- Children should be able to open close their own bag, lunchbox, drink etc.

- Lunch boxes should be washed daily in warm soapy water.

## **COVID-19**

### **Dealing with a suspected case of Covid-19:**

Pupils should not attend school if displaying any symptoms of Covid-19. If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures will be implemented:

- Parents/guardians will be contacted immediately to collect their child.
- We may take the child's temperature with a non-contact thermometer.
- 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 symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times.
- A mask will be provided for the child presenting with symptoms. He/she should wear the mask if in a common area with other people, in the isolation area and while exiting the premises.
- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided.
- Parents will be advised to call their G.P.
- If parents are non-contactable and/or advice is required, the school will contact 999 or 112 and inform the emergency services that a pupil is presenting with symptoms of Covid-19.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas or classrooms involved straight away.
- 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 and Staff who should not attend school**

If your child is in one of the following categories, they should not attend school:

- Children who have been diagnosed with Covid-19
- Children who have 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 with underlying health conditions who have been directed by a medical professional not to attend school
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children who have returned home after travelling abroad to a country which is not on the green list and must self-isolate for a period of 14 days
- Children who are generally unwell

### **PPE (Personal Protective Equipment):**

It is now recommended that teachers and other staff wear face coverings, similar to those worn in shops or on public transport, when a physical distance of 2 metres cannot be maintained. As per DES Guidelines, primary school children are not required to wear a face covering, unless they are a suspected Covid-19 case.

### **Know the Symptoms of COVID-19**

- ✓ High temperature (above 37.5 Degrees Celsius)
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

### **Frequency of Hand Hygiene:**

Pupils and staff should perform hand hygiene:

- On arrival at school;
- Before eating or drinking;
- After using the toilet;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.

### **Impact of a Confirmed Case of Covid-19 in a Class**

If the school is notified that a person in your child's class has a confirmed case of Covid-19

- Public health advice will be sought and followed
- The parents of all children in the class will be notified
- 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. Staff and pupil confidentiality is essential at all times. The school is mindful of its obligations under GDPR

### **Supporting the Learning of Children at “very high risk” of Covid -19**

Where a pupil is in the “very high risk” group and has been advised by a medical professional not to attend school or while not being in the very high risk group but has medical advice not to attend school the class teacher (and/or the learning support teacher, where relevant) will provide individualised support for his/her learning in consultation with parents / guardians. Medical documentation will be required.

*This document is a working document and will updated as necessary. The school community will be advised of any changes.*

Edward Kelly  
Principal