

Kilcolman N.S.
Kilcolman,
Ardagh,
Co. Limerick.

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Principal: Cáit Ní Fheorais



Re-opening Plan for Kilcolman N.S.

Dear Parents,

The staff & I are all looking forward to seeing the children from Junior Infants, Senior Infants, First Class & Second classes back again on Monday, 1st March. The Government are to decide when the remaining pupils will return to school in about two weeks time. It has been a long time for everyone since Christmas. The good news is that Spring is in the air, the days are getting longer, the children will be able to stay out longer in the evenings and the vaccines are being rolled out every day.

We would first like to thank everyone for your co-operation with our Remote Teaching plan for the past few weeks. We realise it hasn't been easy for anyone – the pupils, parents and the staff.

The school has been very busy trying to put things in place for the safe return of all our pupils and staff. In the interests of the safety of all and in an attempt to keep socially distant we have made a number of changes which we will outline below. We need your help and co-operation to implement these new initiatives to keep everyone safe. 'Ní neart go cur le chéile' – Unity is our strength has always been our motto in Kilcolman and now more than ever we will all need to work together and support each other to keep each other safe. We will all need to be flexible and plans may have to be adjusted from time to time as we see better ways of doing things.

We are committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure this, we have developed the following COVID-19 Re-opening Plan. The (B.O.M.) Board of Management and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

We thank you for all your support & co-operation over the past few months and we look forward to better & brighter times ahead.

Le gach dea-ghuí,
Cáit Ní Fheorais

Underlying Principles

- Kilcolman N.S. will re-open on the 1st March, 2021.
- 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.
- The public health advice and guidelines issued by the (D.E.S.) Department of Education and Skills recommend the opening of schools initially for the pupils from Junior & Senior Infants & First & Second classes. The rationale behind this is to ensure social distancing in the school & to ease the amount of movement.

- 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 consequential 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.

Work carried out in the school

- **Safety measures –**
 1. Hand sanitisers have been re-filled & re-stocked.
 2. Extra soap dispensers have been placed in the toilets.
 3. Paper towel dispensers are in every toilet area & classroom.
 4. Wall signage & floor signage have been purchased.
 5. P.P.E. equipment has also been acquired.
- **Books:** Any books returned to the school will be wiped down and put in storage for forty-eight hours.
- **e-payments:** The school hopes to have contactless payment in the school within the next week.
- **Fumigator:** The school will be using the fumigator for added sanitisation in the school.

Opening Time

At the best of times the traffic in front of the school is a potential risk. To reduce crowding in front of the school you may remember that the B.O.M. introduced a number of measures at the end of last August. We will need your help & full co-operation for the smooth running of our plan again as we return on the 1st March.

- The SCHOOL WILL OFFICIALLY START at 9.05 a.m.
- The school WILL OPEN AT 8.55 a.m. & ALL CLASS TEACHERS WILL SUPERVISE THEIR CLASSES from 8.55 a.m. onwards.
- The DOOR WILL OPEN at 8.55 a.m. Please **STAY IN YOUR CARS UNTIL THE DOOR IS OPEN.**
- Please PARK YOUR CARS PARALLEL TO THE WALL.
- Please ENSURE PUPILS EXIT THE CAR SAFELY (at the footpath)
- Parents or guardians cannot enter the school without prior invitation from the school Principal.
We would ask that you would strictly adhere to this policy.
- Please **DO NOT CONGREGATE AT THE SCHOOL WALL**
- We encourage everyone **TO WEAR A MASK when at the SCHOOL WALL.** This is as much **for your own safety as well as the safety of everyone around you.**
- The S.E.T. teachers will SUPERVISE AT THE DOOR & ensure everyone sanitises upon entry.
- The pupils will make their way to their classes & are provided with tasks to perform.
- There will be NO PLAYING IN THE YARD IN THE MORNINGS.

Staggered Drop off & Collection times

- To avoid traffic congestion & crowding we have decided to once again stagger the drop-off & collection times.
- NOTE: FROM THE 1st MARCH, we are CHANGING HOW WE ORGANISE THE DROP OFF & COLLECTIONS

- As there are only 2 classrooms involved, we are STAGGERING the DROP OFF & COLLECTION of PUPILS ON THE BASIS OF CLASS

Please DO NOT ARRIVE or COLLECT EARLIER OR LATER THAN YOUR APPOINTED TIME
(All plans may need revision & we ask for your patience & co-operation)

Morning Drop off Times	CLASSES
8.55 a.m.	2nd CLASS PUPILS <i>If 2nd class pupils have younger sisters & brothers (in 1st, Juniors or Seniors), they may also be dropped off at the SAME TIME.</i>
9.00 a.m.	1st CLASS PUPILS & SENIOR INFANTS <i>If 1st class pupils or Senior Infants have younger sisters & brothers (in Juniors Infants), they may also be dropped off at the SAME TIME</i>
9.05 a.m	JUNIOR INFANTS
Evening Collection Times	CLASSES
1.40 p.m.	JUNIOR INFANTS
1.45 p.m	SENIOR INFANTS
2.40 p.m.	2nd CLASS
2.45 p.m.	1st CLASS

Visiting the School/Collecting Pupils

- Prior appointment must be made with the Principal before visiting the school.
- Upon arrival at the school, ring the office at (069) 60005 and indicate that you are OUTSIDE IN YOUR CAR.
- If you get no reply from the office, call to the door and ring the bell.
- If you are collecting your child, you will be advised by a staff member to wait in your car and the child will be brought out to your car.
- If you are visiting the school to attend a meeting please sanitise, **wear a mask & at all times and observe social distance.**
- A contact tracing form must be filled in by any visiting adult,

Bubbles & Pods

- 'Bubbles' are the classes & 'pods' are groupings within a bubble.
- The DES has recommended that pupils from Juniors to second class DO NOT NEED TO ISOLATE.

- The DES has advised that pupils from third to sixth classes need to be divided into pods (where possible)
- All classes operate in a bubble system and will have no contact with other classes.
- Within each class, the children will be further divided into pods, with a minimum distance of 1 metre being maintained between pods where possible.
- Children will come to school with their hands washed. Sanitisation will occur upon entry.

Pupils' Equipment etc.

- **Childrens' pencil cases will REMAIN IN SCHOOL** so it is advisable to have a second filled pencil case at home.
- Pupils MUST HAVE THEIR OWN 1. Pritt 2. Paint brush 3. Scissors 4. Sellotape
- There can be **NO SHARING OF PENCILS, PENS, ERASERS, TOPPERS, PAINT BRUSHES, SCISSORS, PRITT, SELLOTAPE** etc.
- All items should have the **child's name on them for ease of identification.**
- The DES recommends that pupils **DO NOT BRING IN THEIR OWN INDIVIDUAL SANITISERS.** Some sanitisers can be quite overpowering at times. There will be an adequate supply in the school.
- Pupils will have a plastic container to store all their books.
- Any shared equipment eg: i-pads, P.E. equipment etc. will be cleaned down after usage by the teacher /SNA who last used them.

Uniforms

- Uniforms or tracksuits should be taken off immediately when the pupils arrive home from school and hung up in an airy place.
- **Uniforms should not be worn in after-school** facilities, in shops, during after-school activities, etc.
- There is no DES guidance to say that school uniforms should be washed every day, and this is probably not practical for most families. However, regular washing may be a good idea for the moment when cases are so high.

Times when Pupils need to wash/sanitise hands

- Children will **come to school with their hands washed.**
- Children will **sanitise when ENTERING & EXITING** the school
- Children **sanitise before EATING & after eating**
- When pupils COME IN **AFTER BREAK**
- Wash hands **after using the toilet.**
- If they **COUGH or SNEEZE**
- When they **leave to GO TO & RETURN from the S.E.T. room**
- As children will sanitise their hands frequently during the day, it is recommended that a good **moisturising cream**, be applied to children's hands before they come to school each morning and in the evening.

Cleaning

- We believe the cleanliness of our school to be extremely important and we have always operated to the best standards in this regard.
- The B.O.M. has increased the cleaning capacity to ensure that the school rigidly adheres to the cleaning guidelines as laid down in the Return to School guidelines issued by the D.E.S. The school will be cleaned every evening.

- Staff will be supplied with cleaning materials to keep their own work area clean and to wipe down communal areas during the working day.

Hand Sanitisers

- There are automatic hand sanitisers at the entry point to the school.
- The two S.E.T. teachers will be at the door each morning to help with sanitisation.
- Hand sanitiser will be available in all classes, support rooms, hall, office etc.
- As children will sanitise their hands frequently during the day, it is recommended that a good moisturising cream, be applied to children's hands before they come to school each morning and in the evening.

Toilets

- Children WASH THEIR HANDS AFTER USING THE TOILET
- Encourage the children to sing 'Happy Birthday' twice while washing their hands
- The toilets will be fully sanitised before the pupils return to the school.
- The toilets will be cleaned every evening and all communal surfaces will be cleaned down.
- In light of the current Pandemic, hygiene and cleanliness will be of paramount importance within the school. We also encourage all parents to talk to pupils about correct hygiene in toilet areas eg:
 1. If pupils have an 'accident' in the toilet please encourage them to tell an adult so we can wipe it up immediately.
 2. Please encourage pupils to pick up all their used tissues etc. and drop them in the bin.
 3. Also, please encourage pupils to wash & dry their hands correctly.
- Where toilets are shared pupils must wait at the designated 'wait' sign. No more than two pupils may enter the toilet area. PROPER TOILET HYGIENCE IS ESSENTIAL IF WE ARE ALL TO KEEP SAFE.
- Extra soap dispensers have been put in place in ALL OF THE toilets. Pupils MUST NOTIFY STAFF if there is any problem with soap dispensers etc. There will be a spare dispenser in each toilet area also.
- Each toilet area will have a paper towel dispenser.

Break Times

- Breaktimes will be staggered to give each bubble more space in the yard.
- All classes operate in a bubble system and will have no contact with other classes.
- **Juniors to second class do not need to isolate.**
- The playground will be divided into sections to accommodate each class bubble.
- The school has purchased extra cones so the yard will be divided up using the cones.
- (Group A) Ms. De Bhal's class, Ms. Gaire's class & Ms. Ferris' class will go out together.
- When they come back in the remaining two classes – (Group B) Mrs. Casey's class & Mr. Ryan's class will go out to break.
- The D.E.S. has advised that (3rd to 6th classes) can play with their class group when they are now out in the open air.
- Juniors to second class line up as usual
- 3rd to 6th class line up in their Pods.
- All class teachers will lead their pupils from their lines back to their classes.
- S.E.T. teachers will lead their pupils from their lines to the S.E.T. room.

Morning Break

11.05 a.m. – 11.15 a.m.	<u>Group A</u>
<u>Lunch Break</u>	<u>Group A</u>
12.35 p.m. – 12.45 p.m.	Children eat in their classes
12.45 p.m. – 1.05 p.m.	Children go out to play.

Pupils' Lunchboxes/Tissues etc.

- All lunch break items eg: yoghurt cartons, bottles, plastic bags, paper coverings, tinfoil etc. **MUST BE PUT BACK IN THE LUNCHBOXES & RETURNED HOME.** To minimise movement of children in the classroom, all packaging and waste must be placed in the lunchbox and taken home. Please bear this in mind when preparing lunches.
- There will be NO FOOD BINS IN THE CLASSROOM.
- USED TISSUE PAPER must be kept in a zip locked PLASTIC BAG IN YOUR CHILD'S SCHOOL BAG. We need to discourage pupils travelling across the classroom to put used tissues in the communal bin.
- **Pupils MAY BRING IN THEIR OWN CLEAN TISSUE PAPER in a zip locked bag.**
- Please remind children **not to share their food or drinks with other children.** Children will eat their lunches at their desks, as per usual practice.

Home – School contact

- All correspondence, between school and home will be through email & phonecalls.
- If you have not provided the school with an email address for you, please do so immediately.
- Messages from the school are sent out through the Aladdin system. However, this system is a one way system & doesn't accept return messages from parents.
- If you wish to send a message to the school please e-mail us at kilschool1@gmail.com
- Alternatively, please ring or leave a message on (069) 60005.
- Most parents have signed up for Aladdin Connect. This is an upgrade on the Aladdin system and it is far more economical for the school to send messages this way. Parents can also access Pupils' report cards on this.
- If you are still having problems with the Aladdin system please e-mail us & we will try to resolve them in the coming year.

Shared Equipment

- By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities & P.E. equipment.
- All shared equipment/toys etc. will be sanitised after use.
- We will also use the fumigator for sanitisation purposes.

S.E.T.

- All S.E.T. staff will ensure that pupils sanitise when entering & exiting rooms.
- All S.E.T. staff will ensure areas are sanitised after use.
- Where a S.E.T. teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- S.E.T. teachers will collect pupils from their lines in the yard after breaks.

Personal Protective Equipment

- The D.E.S. recommends that masks are worn by staff when it is not possible to keep a 2m distance from students. Where pupils have hearing difficulties, staff may wear visors.
- Staff who are administering first aid will wear appropriate P.P.E. including gloves and face masks.
- Children are not required to wear facemasks.
- In the event of a COVID incident staff will need to wear P.P.E.
- SNA's will wear P.P.E. when undergoing intimate care duties.

Children who should NOT ATTEND SCHOOL if he/she is in one of the following categories (see below)

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has 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 contact with a person who has 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
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
- Children who are generally unwell

Pupils DISPLAYING SYMPTOMS upon ENTRY to school

- Any pupil displaying symptoms upon entry to school will be taken to the isolation area (in the prefab).
- He/she will be supervised by an adult (wearing PPE) & given re-assurance.
- Parents will be contacted to collect their child.

Symptoms of Covid-19

- **Most common symptoms:**
 - fever
 - dry cough
 - tiredness
- **Less common symptoms:**
 - aches and pains
 - sore throat
 - diarrhoea
 - conjunctivitis
 - headache
 - loss of taste or smell or distortion of taste
 - a rash on skin, or discolouration of fingers or toes
- **Serious symptoms:**
 - difficulty breathing or shortness of breath
 - chest pain or pressure
 - loss of speech or movement

If your child/children COMPLAINS OF ANY OF THE ABOVE SYMPTOMS, please

1. **KEEP your CHILD/CHILDREN AT HOME**
2. **CALL YOUR GP without delay**

Dealing with a Suspected COVID Case

- 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.
- A non-contact thermometer will be used to take the child's temperature if it is suspected that he/she may have a temperature.
- 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 or while exiting the premises.
- An assessment will be made as to whether the child who is displaying symptoms can immediately brought home by parents and call their doctor and continue self-isolation at home.
- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home, and will assist them by calling their GP.
- 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.
- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used.
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made for appropriate cleaning of all areas which may have been occupied or touched by symptomatic child as well as the isolation area.
- 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.

Supporting the Learning of Children who cannot attend school

- If a child is not able to attend school for an extended period of time, the class teacher (and/or the learning support teacher, where relevant) will liaise with parents, provide advice and suggest activities to support the child's learning at home.
- If your child falls within the at-risk category you need to obtain a letter from your child's doctor/consultant and present it to the school.

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 school will be notified.
- Public health advice will be sought and followed.

We will all work together during the coming weeks and try to keep each other safe. We all had a very enjoyable time with the children prior to Christmas and we will look forward to many good times ahead.

Kind regards,
Cáit Ní Fheorais