

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

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Principal: Cáit Ní Fheorais



Re-opening Plan for Kilcolman N.S.

26th August, 2021



Dear Parents,

Hope you and all the pupils are all having an enjoyable and relaxing summer. On behalf of all the staff, I would like to welcome you all back to Kilcolman N.S. on the 26th August, 2021. We are looking forward to seeing all the pupils again and in particular we are really looking forward to seeing the pupils who are starting Kilcolman N.S. for the very first time. Céad míle fáilte to you all!

We will be continuing with our Covid-19 safety protocols again this year. 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 would like to take this opportunity to thank each and every one of you for all your co-operation and support with our Covid-19 plan over the past year. We will once again be asking you all for help and support over the next few months. 'Ní neart go cur le chéile' – Unity is our strength has always been our motto in Kilcolman. This year we will once again need to work together to keep each other safe.

The Department of Education & Skills have requested that we forward on the following links to you. There is a lot of quite valuable information, videos & resources provided in these links.

- Video advice for parents and students at different levels
<https://www.gov.ie/en/publication/a04fc-advice-for-students-and-their-families/#returning-to-school>
- Posters/graphics advice for parents

<https://www.gov.ie/en/publication/a04fc-advice-for-students-and-their-families/#returning-to-school>

- Multilingual advice for parents
<https://www.gov.ie/en/publication/0cf46-resources-and-materials-for-parentsguardians-and-for-students-on-returning-to-school-multi-lingual/>
- Communications to Parents regarding School Transport – SEN and Primary <https://www.gov.ie/en/publication/64a88-school-transport/>

Le gach dea-ghuí,
Cáit Ní Fheorais

Underlying Principles

- Kilcolman N.S. will re-open on the 26th August, 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.
- 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.

Minimising the risk: Infection Prevention Control Measures – to prevent the introduction and spread of Covid-19 in schools (ADVICE from the DEPARTMENT OF EDUCATION & SKILLS)

One of the key messages from the D.E.S. this year is the importance of managing the risks of COVID-19 and doing everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; pupil-pupil, teacher-teacher and teacher- pupil and must be managed in all settings.

How to Minimise the Risk of Introduction of COVID-19 into schools:

- Promote awareness of COVID-19 symptoms (*included further on in this letter*)
- The D.E.S. have advised that if pupils display symptoms they should not attend school & that they should phone their doctor and follow HSE guidance on self-isolation.
- Pupils should self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 & contact their family doctor & arrange for a test.
- Pupils should follow the HSE advice if they are a close contact of a suspected/ confirmed case of Covid-19.
- Anyone who has travelled outside of Ireland are advised to consult and follow latest Government advice in relation to foreign travel.
- If anyone in school develops symptoms at school, they should bring this to the attention of the Principal promptly.
- Be familiar with the protocol for managing a suspected case of COVID-19 in school.
- Fully co-operate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school.

- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser & hand sanitise throughout the day/visit.
- Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point.
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.
- Wearing of masks when in the school & when collecting pupils.
- The D.E.S. is procuring CO₂ monitors for schools and hope to distribute them in August & September. These monitors will provide a useful general indication as to whether rooms/areas are adequately ventilated.

Work carried out in the school

- **Safety measures –**
 1. Hand sanitisers have been re-filled & re-stocked.
 2. Soap dispensers have been filled & extra soap has been purchased. (Pupils are asked to inform staff immediately if either soap or towel dispensers need adjusting).
 3. Paper towel dispensers are in every toilet area & classroom.
 4. Wall signage & floor signage are in place.
 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 would encourage everyone to use contactless payment (in so far as this is possible).
- **Fumigator:** The school will be continuing to use 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. Last year, to reduce crowding in front of the school you may remember that the B.O.M. introduced a number of measures. We will need your help & full co-operation for the smooth running of our plan again as we return on the 26th August.

- 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.**
- **School staff will SUPERVISE AT THE DOOR & ensure everyone sanitises upon entry.**
- The pupils will make their way to their classes & are will be 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: This year we are **CHANGING HOW WE ORGANISE THE DROP OFF & COLLECTIONS.**
- **DROP OFF & COLLECTION TIMES will be BASED on FAMILY SURNAMES.**
- **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)

<u>Morning Drop off Times</u>	<u>Family Name Initials</u>
8.55 a.m.	(A-G)
9.00 a.m.	(H - M)
9.05 a.m.	(N – O'M)
9.10 a.m.	(O'S – S) Bus
<u>Evening Collection Times</u>	<u>Family Name Initials</u>
2.30 p.m.	(A-G)
2.35 p.m.	(H - M)
2.40 p.m.	(N – O'M)
2.45 p.m.	(O'S – S) Bus

Junior Infants



- We would like to welcome our new Junior Infants to Kilcolman N.S. It is an exciting time for them and for all their families.
- On their very FIRST DAY into Kilcolman N.S., the Junior infants may come in a little later - at 9.30a.m. At this time all the other pupils will already be in their classrooms and it will be a little quieter and easier for Junior infants to come in.
- From the 26th August to the 11th September the Junior infant pupils will go home at 12.30p.m.
- From the 13th September onwards the Junior infants will stay in school until 1.45p.m. We will send on more information shortly.

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 receive 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 log form** must be filled in by all visitors.

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.



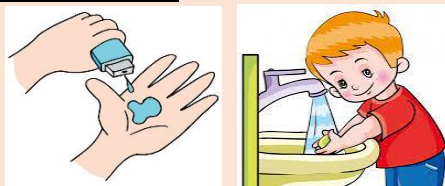
- **Childrens' pencil cases will REMAIN IN SCHOOL** so it is advisable to have a second filled pencil case at home.
- Pupils **MUST HAVE THEIR OWN** 1. Pritt 2. Paint brush 3. Scissors 4. Sellotape
- There can be **NO SHARING OF PENCILS, PENS, ERASERS, TOPPERS, PAINT BRUSHES, SCISSORS, PRITT, SELLOTAPE** 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.

- We encourage all parents to take **the least expensive option** when purchasing school uniforms. **We actively discourage the wearing of branded labels.**

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**
- Pupils wash hands **after using the toilet.**
- Pupils sanitise if they **COUGH or SNEEZE. Pupils need to cover thie mouth when sneezing or coughing & sanitise their hands afterwards.**
- When they **leave to GO TO & RETURN from the S.E.T. room pupils will need to sanitise.**
- 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.
- Similar to last year, 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

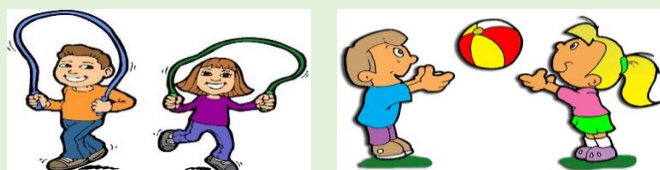
- There are automatic hand sanitisers at the entry point to the school.
- Staff members will be at the door each morning to help with sanitisation.
- Hand sanitiser will be available in all classes, support rooms, hall, office etc.
- As children will sanitise their hands frequently during the day, it is recommended that a good moisturising cream, be applied to children’s hands before they come to school each morning and in the evening.
- **The D.E.S. Guidelines recommend that pupils SHOULD NOT have their own santisers.**

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 hand towels 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.

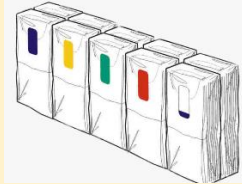
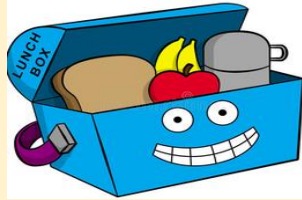
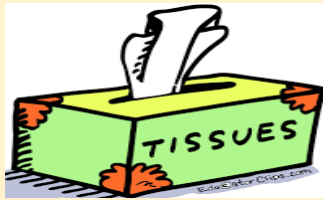
Break Times



- Breaktimes will be staggered again this year 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 classes do not need to isolate.**
- The playground will be divided into sections to accommodate each class bubble.
- Like last year, the cones will divide the yard into sections..
- (Group 1) 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 2) 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 out in the open air.
- Juniors to second class will line up as usual
- 3rd to 6th class will 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.

<u>Morning Break</u>	
10.50 a.m. – 11.00 a.m.	<u>Group A</u>
11.05 a.m. – 11.15 a.m.	<u>Group B</u>
<u>Lunch Break</u>	<u>Group A</u>
12.10 p.m. – 12.20 p.m.	Children eat in their classes
12.20 p.m. – 12.40 p.m.	Children go out to play.
<u>Lunch Break</u>	<u>Group B</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 & phone calls.
- 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 through the Aladdin system.
- 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 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 are generally unwell.
- Anyone who has travelled abroad will need to check the most recent Government guidelines re foreign travel.

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

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms of Coronavirus (which includes the DELTA variant).

- **Common symptoms of Coronavirus include:**
- a fever (high temperature - 38 degrees Celsius or above).
- a new cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.
- loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Fatigue
- Aches and pains
- **Other uncommon symptoms of Coronavirus include:**
- sore throat
- headaches
- runny or stuffy noses

- feeling sick or vomiting
- diarrhoea
- **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**

Getting an early diagnosis means, help can be sought and steps can be taken to avoid spreading the virus. For the complete list of symptoms, please refer to the HSE [Website](#). Symptoms may be subject to change so regular review of the HSE Website is advised.

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.
- 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

- 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 are all looking forward to a great year ahead – full of new learning and fun activities in the 2021-2022 academic year.

In the meantime, can we take this opportunity to wish the Limerick hurling team the best of luck in the All-Ireland hurling final! Go n-éirí leo!

Kind regards,
Cáit Ní Fheorais