

## **School Profile**

204 pupils

8 Mainstream classes

3 Special Education Teachers (2 shared with other schools)

Administrative Principal

2 Part Time SNA posts

Full Time Secretary

Part Time Caretaker

2 Cleaners

All classrooms in the school are 60 metres squared.

There are toilets and sinks in each classroom.

There are two entrances and exits to the school building.

## **Human Resources allocated through additional funding from DES**

Aide – 2 days

Deputy Principal – 5 Leadership and Administration Days

## **Assumptions**

School will re-open for all pupils on Monday 31<sup>st</sup> of August 2020

All parents must e-mail the school ([ballyeans@gmail.com](mailto:ballyeans@gmail.com)) on Saturday the 29<sup>th</sup> of August stating that your child/children are Covid free and are not showing any symptoms of having the virus.

**Parents must also state that their child/children have not travelled outside the Green Zones in the past fourteen days. Children will not be permitted to attend school if they have travelled outside the Green Zones and have not quarantined for fourteen days. If you are booking a trip outside the green zones in the future please be aware that your child may not attend school for a period of fourteen days on their return.**

## **Key Dates**

### **Week beginning Monday 3<sup>rd</sup> August**

Organise BOM and ISM meeting to discuss and allocate tasks (Possible tasks listed at the end of this document)

Contact PA Committee and ask for questions/concerns from the perspective of parents. These can be addressed in the BOM's final plan.

Contact the school community and inform everyone that the BOM's Covid-19 Response Plan will be published on August 18<sup>th</sup>, two weeks in advance of school re-opening.

Appoint 'Aide'

Elect Lead Worker Representative and Deputy Lead Worker Representative.

Draw up list of PPE and sanitation that has been purchased to date and outline any further purchases that may be required..

### **Week beginning Monday 10<sup>th</sup> August**

Organise BOM, ISM and Staff meetings to monitor progress against tasks.

BOM to finalise and sign COVID-19 Response Plan

### **Week beginning Monday 17<sup>th</sup> August**

Publish Covid-19 Response Plan to school community

Organise BOM, ISM and Staff meetings to monitor progress against tasks.

**Week beginning Monday 24<sup>th</sup> August**

Organise BOM, ISM and Staff meetings to monitor progress against tasks.

Encourage all staff members take some time for themselves and their families this week.

**Week beginning Friday the 30<sup>th</sup> August**

Friday – all staff on site to finalise arrangements

Monday – welcome children back to school

**Usual School Hours**

9.20 – 2.00p.m. Infants

9.20 – 3.00p.m. First to Sixth

Under normal circumstances parents/guardians have access to the school yard both before and after school.

**Staggered Drop Off and Collection Times**

*To help with reducing the amount of traffic around the school gates parents/guardians are asked to drop and go as quickly as possible.*

All the children will enter and leave the building through the Front Door.

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school. To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school doors open at 9.00a.m.

Separate arrangements will be put in place for junior infants on their first day. They will arrive at school at 10am when all other classes are settled. Their parents/guardians will be allowed to enter the school yard where they will maintain a social distance of 2metres from all others. They will leave their child in the yard where they will be collected by their teacher.

**Morning:**

All class teachers will be in their classrooms by 9.10a.m.

Parents are asked to ‘drop and go’ in the car park anytime between 9.00a.m. and 9.40a.m. **No parking will be allowed.**

Children will go directly to their classrooms on arrival. Other staff members (including Special Education Teachers, SNAs and the Principal) will be available outside and inside the building to receive the children and to help them to their classrooms.

**Afternoon:**

*(Special arrangements will be put in place for Junior Infants for the first two weeks of the school year: they will finish school at 12.30pm and will be walked to the school gate to be collected by their parents/guardians)*

**From 14<sup>th</sup> September onwards:**

1.50p.m. Class teacher will bring **Junior Infants** to the school gate, Parents/Guardians are asked to drive up, ‘pick up and go’ until 2.00p.m. No parking will be allowed.

### **From 31<sup>st</sup> August onwards:**

2.00p.m. Class teacher will bring **Senior Infants** to the school gate. Parents/Guardians are asked to drive up, 'pick up and go' until 2.10p.m.

2.50p.m. Class teachers will bring First and Second Class to the school gate. Parents/Guardians are asked to drive up, 'pick up and go' until 3.00p.m. Families that have children in Third, Fourth, Fifth or Sixth Class **as well as in First and Second Class**, may collect all their children at this time. These classes will use the gate on the left.

3.00p.m. Class teachers will bring Third, Fourth, Fifth and Sixth Classes to the school gate. Parents/Guardians are asked to drive up, 'pick up and go'. These classes will use the gate on the right. Supervision will be provided until 3.10p.m. Fifth class will exit each evening through the gate at the top of the steps towards the community centre. They may be collected there.

Parents/Guardians who walk to the school to collect children are asked to maintain a social distance outside the school gate.

**This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!**

### **Summarised Timetable for Drop Off and Pick Up**

9.10	All staff to be present to support arrival of pupils Class teachers to be in their classrooms SETs, SNAs and Principal to support arrival of pupils
9.00 – 9.40	Arrival of pupils – Stop, Drop, Go system. No adults to enter the school yard. Children to go straight to their classrooms on arrival.
1.50	Stop, pick up go – Junior Infants
2.00	Stop, pick up, go – Senior Infants
2.50	Stop, pick up go – First and Second
3.00	Stop, pick up go – Third, Fourth, Fifth, Sixth

### **Breaktimes**

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

11.00-11.10	Break for Junior Infants, First, Third and Fifth classes
11.15-11.25	Break for Senior Infants, Second, Fourth and Sixth classes
12.30-1.00	Lunch for Junior Infants, First, Third and Fifth Classes

1.00-1.30 Lunch for Senior Infants, Second, Fourth and Sixth Classes.

The yard will be divided into four areas with one class per area, divided off by cones.

The yard areas are:

1. junior yard
2. Astro turf and area to the right of the Astro turf.
3. Trim trail equipment and Playground equipment at the back of the school and pond area.
4. Basketball court and coloured wall area at the side of the school.

Classes will rotate on a daily basis. They will spend one whole day in one area and then move to another area on the second day and so on.

### **Yard Supervision**

A rota will be organised based on Class Bubbles and the SETs allocated to those classes.

### **Changes to Classroom and School Layout and to School Routines**

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.

Class groupings from third to sixth class will operate on a system where four children are in a pod. There will be a metre distance between each pod where possible.

### **Team Teaching/Special Education Teachers/Special Needs Assistants**

Staff members (particularly Learning Support Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

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 as far as possible, within the confines of a bubble.

- 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.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

### **Junior Infants to Second Class**

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble.

### **Third Class to Sixth Class**

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with a maximum of 6 pupils per Pod. As far as possible, each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

### **General Purpose (GP) Room**

The GP Room may not be used for Assemblies or very large gatherings of people. It may be used for P.E. providing that all doors, handles, touch areas are wiped clean after use and that proper ventilation is maintained. No common PE equipment may be used.

### **Corridors and Stairwells**

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions. We will observe our usual practice of keeping to the left when on the stairs and in the corridors.

There will be arrows placed on the floor reminding people where to walk.

### **Additional Measures to Limit Interactions**

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.

While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

### **Doors and Windows**

Where practical, all internal doors will be left open to minimise hand contact with common surfaces.

To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground.

Windows should be opened when children are singing as a group, or when they are playing musical instruments. All musical instruments especially tin whistles should not be shared between pupils.

### **Lunches**

Parents/Guardians must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with other children.

Children will eat their lunches at their desks, as per our usual practice.

### **Books, Copies, Pencils, etc.**

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils.

All table tops should remain free of piles of children's books and cases. Books can be stored in pupil's bags or in the classroom storage unit. This is to ensure that the tables can be wiped down at the end of each day.

Teachers tables should also be kept clutter free and teachers books should be stored in the sliderobes. This is to allow for daily cleaning.

### **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.

We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day.

As a school we strongly advise that children should wear their school uniforms 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. They should not be worn in after-school facilities, shops, during after-school activities, etc.

### **Office**

**Parents should completely avoid calling to the office (except in an emergency).**

An online contactless payment system will be set up to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments. Details of how to set up this to follow.

Children should not be sent to the Secretary's Office or to the Reception area to deliver messages.

As far as possible, staff members should not enter the Office area and should speak with the Secretary through the reception hatch area.

### **Photocopying.**

Any staff member who uses the photocopier should clean it down after use with the wipes provided.

### **ICT**

A timetable will be drawn up for the use of common ICT. Devices should be cleaned after use and before they are returned to the charging trolley.

### **Visiting Teachers/Coaches**

The possibility of facilitating extra-curricular activities such as Dancing, Coaching for games, Safe Cycling course, etc. will be explored. However, it is not recommended that children

from different bubbles would participate in extra-curricular activities at the same time, for example, during music lessons.

### **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.

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

Physical Education lessons will take place outside when the weather allows.

Staff members and pupils may take additional breaks outside during the school day. All classes are encouraged to do this.

### **Parent/ Teacher Meetings**

Parent/Teacher Meetings may take place via phone/ Zoom or be postponed. We will assess the situation closer to the time.

### **Staffroom**

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.

Perspex has been placed in the centre of the staffroom table for extra safety.

Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.

Staff members bring may their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible, otherwise all delph is washed in the dishwasher after each break.

### **Teaching and Learning**

As a staff, we are very aware that the children have been away from school since March 12<sup>th</sup>. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.

Each child will be in a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.

The Department of Education and Skills has published Curriculum guidelines for us, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

### **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 Special Education Teacher, where relevant) will provide work to support the child's learning at home and this will be shared with parents/guardians.

The majority of parents have already provided an email address at which the school can contact them to support Home Learning. This will be especially important if the school, or parts of the school have to close due to HSE advice. Parents/Guardians if you have not already done so, please email [ballyeans@gmail.com](mailto:ballyeans@gmail.com) and you will be added to the Contact List for Home Learning.

### **Wellbeing of the School Community**

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- A sense of safety
- A sense of calm
- A sense of belonging and connectedness to school
- A sense of self-efficacy and school-community efficacy
- A sense of hope

Our usual practice is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

### **The Use of Personal Protective Equipment (PPE)**

Staff members are required to wear face masks while teaching and interacting with children and other adults. This is especially important when:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
- When staff members have to move between classrooms to support children with learning needs.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

### **Masks**

The children are not required to wear masks or face coverings.

Masks will be provided to staff members following the department guidelines.

### **Gloves**

There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines.

Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.



## **Hygiene and Cleaning**

Sanitiser dispensers have been installed throughout the school e.g. at each entrance and in each classroom.

Water and soap is available in all the classrooms and, staff bathroom and staff room.

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste will be collected regularly from offices and other areas within the school.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

## **Illness and Dealing with a Suspected Case of COVID-19**

We love to see all of our children at school every day. However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Staff must not attend school if they display any symptoms.

A designated isolation area has been created in the Hall.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

The pupil will be accompanied to the isolation area. A distance of 2 meters will be maintained. If this is not possible, the person accompanying the child must wear a face covering.

If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, Parents/Guardians are asked to make sure that their contact details are kept up to date at all times.

Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.

A face covering will be provided to the staff member/child who is symptomatic.

The staff member or child who is symptomatic should avoid touching people, surfaces and objects.

If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible.

Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.

If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

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 and staff and pupil confidentiality is essential at all times.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

### **COVID-19 Related Absence Management**

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

### **Teacher or SNA Absence and Substitution**

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, it is not appropriate for the class/pupil to be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class/pupil to attend on that day. If that is the case, as much notice as possible will be given to parents.

### **Employee Assistance and Wellbeing Programme**

Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.

The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.

## Tasks Identified to Date

		Completed
Draw up and communicate the school's Covid-19 Response Plan	BOM in consultation with Staff and Parents	
Appoint LWR and DLWR	Staff	
Provide Return to Work Forms to all staff	Principal	
Provide links to training	Principal	
Complete and return RTW forms	All staff	
Complete Induction training	All staff	
Draw up list of PPE in advance of procurement process	Principal	
Purchase required PPE	Principal	
Arrange for installation of sanitising units, provision of PPE to staff and provision of cleaning materials to staff.	Aide	
Display signage	Aide	
Investigate contactless payments system	Deputy Principal	
Create Isolation Area	Caretaker	
Erect 'safe area' for Reception	Caretaker	
Review of HS and Covid-19 Risk Assessment	BOM	
Plan for coat racks	Staff	
Agree timetable for SETs and SNAs e.g. Allocate 2 SETs for Jun. Infs. to Second, and 2 SETs for 3 <sup>rd</sup> to 6 <sup>th</sup> . Keep withdrawal to a minimum. In-class support as far as possible.	SETs/SNAs/All staff	
Agree sanitising routines for LSTs/SNAs moving between Pods or Class Bubbles	LSTs/SNAs	
Provide Notes to all school staff	LWR	
Agree classroom layouts	All staff	
Timetable for ICTs and plan for sanitisation	ISM Team member	
Plan for provision of ICT needs to pupils in case we need to return to Home Learning	ISM Team member	
Staffroom – arrange for social distancing.	Staff member	
Plan for a visit to the school by incoming Junior Infants	Class teacher and Principal	
J. Infs. To 5 <sup>th</sup> : Collect pupils' personal belongings, place in bags, label and move to pupils' 2020/21 classroom	All staff	
6 <sup>th</sup> : Collect pupils' personal belongings, place in bags, label and bring to Front Hall for returning to pupils	Class teacher	
Arrange for collection of 6 <sup>th</sup> Class belongings	Principal	

Organise and distribute Book Rental books to classrooms	Deputy Principal	
Agree daily timetable to include staggered breaks	Staff	
Agree supervision rotas	Ms. McNamara	
Agree and plan for morning drop off and afternoon pick up routines	Staff	
Plan for the possibility of remote learning if the school/part of the school is advised to close by HSE	All staff	
Plan for how P/T meetings, General Information Meetings might take place.	All staff	
Arrange cleaning and sanitisation of the building before school re-opens	BOM/Principal	
Plan for the management of substitutes	Principal/DP/Secretary	
Plan for enhanced daily cleaning routines	ISM Team member and Principal	
Plan for Teaching and Learning – September, October	All staff	
Plan for Staff and Pupil Wellbeing	BOM, ISM Team	