

 Logistics Plan for the

 The Monastery School for the school year 2020-2021

The Board of Management and School Team have been working to ensure the continued safe operation of the school for all pupils and staff and for the return for the 2021-22 school year. In addition to our Covid-19 Response Plan and Covid Policy Statement we have – for your information - prepared this Logistics Plan . This will be subject to change and review in accordance with government recommendations.

The assistance of all staff, pupils, parents and visitors is essential to the successful operation of this plan.

**Our School Population**

170 pupils

7 Mainstream Teachers

3 Special Education Teachers

1 EAL/ Special Education Post (shared)

1 shared Family Liaison Teacher

Administrative Principal

2 Full Time SNA posts

Full Time Secretary

Part Time Caretaker

2 Cleaners

The classroom size in the school is 57 metres squared .

There are 2 toilets with adjoining sinks in each classroom. We also have a sink and worktop area at the bottom of each classroom. This area will be used for handwashing and sanitising during the day.

There is one toilet block located in the yard.

There are 4 staff toilet areas.

**School Calendar**

School will re-open for all classes on Monday 30th August.

**Week beginning Monday 17th August**

New Response plan issued by the Department of Education.

Air Vents checked in classrooms.

Monday 30th August School reopens.

**Drop Off and Collection Times**

We have very fortunate to have three entrance gates and 6 entrance doors to our school building. Therefore it is our intention, to keep the usual start time of 9am and finish time of 2:50pm provided that our entry and exit plan works well. We will review this on an on-going basis.

The road outside the school is a one-way system which provided opportunity for easy drop offs. We have the assistance of a traffic warden to help the children cross the road. There is no school bus service to our school.

*To help with reducing the amount of traffic around the school gates, older children are asked to walk or cycle to school if it is at all possible. We strongly encourage that parents and children maintain social distancing on the streets outside the school.*

Children will be instructed by their class teacher on procedures for entering and exiting the building.

Ms. McGrath (Room 7) and Mr Hennessy (Room 3) – enter through double gates and front door of the school.

Mr Wade (Room 1) and Ms . Long (Room 2) – enter through right gate, walk around the school and in through the brown doors by the basketball court.

Mr. Reale (Room 4), Ms Mulcahy (Room5) and Ms O’Mahony (Room 6) - enter through the left gate, walk down past the bicycle shed and in through the back door.

(Signs will be on the gates with class teachers names.)

Classes will exit the building for breaktimes through the same doors.

Classes will exit the building and grounds through the same doors and gates as above.

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school unless it is for an essential purpose and by prior arrangement with the principal where possible. 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/gates open 8:45a.m.

Please avoid to the best of your ability arriving early and congregating at the school gates.

**Morning**:

All class teachers will be in their classrooms by 8:45 a.m.

Parents are asked to ‘drop and go’ outside the school between 8:45 and 9 am. We request that parents do not gather at the school gate at this time.

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 guide them to their classrooms.

Children will be required to sanitise their hands on arrival at the school.

**Afternoons:**

Class teachers will bring classes to the school gate. This will be a staggered process to ensure all classes are not exiting at once.

We would encourage our older children to walk or cycle home by themselves, if possible.

Parents/Guardians who walk to the school to collect children are asked to maintain a social distance outside the school gate. If you are driving, please remain in your car until you see the children come out their designated gate.

As the avenue is a one way system it is vital that cars do not stop in the middle of the road to wait for a child. Please keep moving if no parking is available near the gate. The children may remain inside the gate until they are collected.

**Breaktimes**

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

Our break times and lunch times will be staggered to allow for sufficient space for social distancing in the yard. We are lucky to have four designated yard areas for pupils to play.

10.20-10.35 Break for Rooms 4, 5 and 6

10:45 – 11:00 Break for Rooms 1, 2 , 3 and 7

12:00 – 12:35 Lunch for Rooms 4,5 and 6 Hot Meals will be delivered to the classroom and eaten there.

12:35 – 1:10 Lunch for Rooms 1,2,3 and 7 Hot Meals will be delivered to the classroom and eaten there.

**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.

**Second Class**

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children in 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. Each Pod will be at least 1 metre distance from the next pod.All unnecessary furniture has been removed from these classrooms to create as much space as possible.

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

Staff members ie Special Ed Teachers may rotate between areas/classes but this will be minimized where possible. Snas will be allocated to particular classrooms and will remain with that bubble. When rotation of staff occurs, agreed sanitising routines will be observed.

In keeping with our Special Education policy, school 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. Rooms 9, 10 11 and 12 have been allocated as areas for withdrawal of small groups for teaching to ensure social distancing.

**GP Hall**

The GP Room will not be used for Physical Education or for any large gathering of pupils for the present. It may be used as an additional learning space if needed.

**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. Class bubbles will not meet each other on corridors.

**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, hugging, high-fiving, fist-pumping..etc will not be allowed.

**Ventilation**

The school will be implementing the latest guidance on ventilation practices in schools.

To ensure that classrooms are well ventilated, windows will be opened as fully as possible when classrooms are not in use ie before and after school/ during break times and will be partially opened while children are in the classroom.

Rooms will be ventilated before occupancy each day.

Window and wall vents have been cleaned and checked.

Carbon dioxide monitors will be used in classrooms to assess ventilation measures.

Internal doors will be opened for periods of time during the day to assist with ventilation.

**Cloakrooms and Toilets**

The communal toilet block in the yard will remain closed.

Each classroom has two toilets with sinks, and an additional sink area for handwashing. External sinks have been installed in the yard area for hand hygiene if needed during outdoor activities.

**Lunches**

We intend to operate the Breakfast Club and School Meals again this year. However we will wait until the children have settled back and are familiar with protocols before introducing extra food.

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. Handwashing procedures will take place before eating.

Children will not have access to the water fountains in the yard for drinking so please ensure that they bring a reusable bottle of water to school each day.

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

The Book Rental books and school diary will be given out by the class teacher on the first week back. Payment can be made via Aladdin epayments.

Class teachers will advise their pupils on copies etc to buy. Children should use their own books, pens, pencils, etc. and should not share with other pupils.

Class teachers will inform their pupils of the class and pod systems for minimising risk and managing books between school and home.

**Uniforms/Tracksuits**

Our summer uniform (i.e white polo t-shirt and navy shorts) may be worn for the month of September. The school tracksuit or uniform may be worn if the weather gets colder. We will review this at the end of September in consultation with parents.

**Office**

Visits to the school during the school day should be by prior arrangement and for essential purposes only. Please ring the office to arrange a meeting if required. A contact tracing log is in operation at the front hall desk.

Parents/Guardians are asked to utilise the Aladdin e-payments system to make payments during the year.

If a child is absent from school we ask that a Return to An Educational Facility Declaration Form is completed via Aladdin on the child’s return.

In the event of forgotten items e.g.books, a drop-off box will be in situ inside the front door. Please label any items for drop-off with your child’s name. This drop-off box is restricted to necessary items only.

Children should not be sent to the Secretary’s Office to deliver messages.

As far as possible, staff members should not enter the Office area .

**ICTs**

A timetable will be in place for the use of iPads. I-pads will have wipeable plastic covers . Devices will be cleaned after use and before being returned to the storage area.

**Visiting Teachers/Coaches**

We intend to continue with the visiting teachers and coaches in accordance with guidance.

**P.E. / P.E. Equipment and Outdoor facilities**

We will be continuing to maximise the use of our outdoor areas for learning and play. Additional seating has been installed in the garden and a pergola has been built to provide an outdoor learning and performance area.

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

Staff members and pupils may take additional breaks outside during the school day.

**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.

**Parent/ Teacher Meetings**

Parent/Teacher Meetings are planned for the usual time in November . It is intended to conduct these meetings via a phone call as we did last year. We will follow the guidance at 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.

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

Staff members should continue to bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible. The plastic box provided to each staff member for their personal items will continue to be used.

A second staff room has been set up in the kitchen area of the GP Hall to facilitate social distancing. School staff have been organised into three distinct bubbles.

**Teaching and Learning**

**Supporting the Learning of Children who Cannot Attend School**

If a child is not able to attend school for an extended period of time due to Covid related reasons i.e. they are in the high risk category, they are required to self-isolate or restrict their movements, the school will work in accordance with the Department guidelines to support the child and their families. If any of the above applied to your child please contact the school as soon as possible.

It is important to ensure the school has an up-to-date email address / contact details in the event further school closures or if your child is not able to attend school.

**Wellbeing of the School Community**

The Department has issued guidance on supporting the wellbeing of the school community.

We will work on implementing these guidelines to support the wellbeing of all our pupils and staff. The 5 key principles will be…

• 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)**

All teachers , SNAs and staff will face coverings where a distance of 2 metres cannot be maintained.

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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.

**Gloves**

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

**Hygiene and Cleaning**

Hand hygiene will continue to 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. Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste will be collected regularly from the classrooms, the office and other areas within the school.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.) and store items in their plastic box

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

We love to see all of our children at school every day and maintaining good attendance. However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. Symptoms include

* Fever (high temperature of 38 degrees Celsius or above
* A cough – any kind of cough, not just dry
* Shortness of breath or breathing difficulties
* Loss or change to your sense of smell or taste

Please click on the following link for further information -

<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 our school.

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

The parents/guardians will be contacted immediately by telephone. While we are waiting for parents/guardians to collect, 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. The child will be reassured as much as possible. The child and parent/guardian can exit the school via the exit door next to the isolation room.

Parents 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 than 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 teacher, Principal or 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.

Parents are asked to complete a Return to an Educational Facility Declaration Form following any absence. This can be found on Aladdin.

**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 from the local Primary Schools Supply panel.

**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.