



Logistics Plan for Re-opening of Schools.

This plan is subject to review and may change.

Underlying Principles

The school has a responsibility to make 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.

Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.

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 consequent risk of its spread.

As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

Assumptions

All children return to school and classes operate within a bubble system

The school is split into 2 groups with each group having different break times and lunch times.

Groups will be constituted of Junior Infant - Third class and Fourth - Sixth Class

The day will include 2 x 15 minute breaks and 2 X 25 minute breaks

Within each class there will be a minimum distance of 1 metre being maintained between pupils.

Hand sanitiser will be available at all entry points and in all class and support rooms

Our Bubbles are as follows:

Butterfly Class - Junior ASD Class

Ladybird Class- Junior & Senior Infants

Koala Class - Senior Infants & First Class

Panda Class - Second & Third Class

Tiger Class - Fourth Class

Lion Class - Fifth & Sixth Class

Cheetah Class - Senior ASD Class



Timetables

Timetable for Group A	Timetable for Group B
09.20- School start	09.20 - School start
11.00- Break time	11.25 - Break time
11.15 - Class resumes	11.40 - Class resumes
12.35 - Lunch time	13.10 - Lunch time
13.00- Class resumes	13.45 - Class resumes
14.00- Infant classes finish	15.00- 3 rd - 6 th Classes finish
15.00- 1 st - 3 rd Class finish	
Classes in Group A	Classes in Group B
Butterfly	Tiger (4 th Class)
Ladybird (Junior & Senior Infants)	Lion (5 th & 6 th Class)
Koala (Senior Infants and 1 st Class)	Cheetah
Panda (2 nd & 3 rd Class)	

Travel to/ from school

Guidelines regarding school transport and escorted school transport have not been published by Bus Éireann and the transport section of the Dept of Ed at the time of drafting of this document. When available more information will be provided.

Arrival at school

Each pupil should aim to arrive at the school in the 10 minutes immediately preceding the start time We ask for co-operation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised.

Each class should line up at their designated point with social distancing observed. There will be a series of spots painted in the school yard. Each Class will be designated a colour. This will be communicated to pupils before the start of school. The children will walk through the gate and towards their line. They will line up on the next free spot in their class line.

The class teacher will invite the children to enter the building via their designated entrance point at the appropriate time.

No adults, other than staff members, should enter the building.

Messages for teachers can be sent by email or by phoning the school office.

Infant start time

On Thursday 27th and Friday 28th September the Junior Infants will start school at 09:30. This is to facilitate their arrival at a quiet time as the older children will have gone to class by this time. Parents will not be able to enter the classroom with their children.



End of School Day

Adults, who are collecting their children from school at the end of the day, should wait outside the school gate at a safe social distance from other adults.

Collection

In keeping with school policy parents/ guardians will be asked to inform the school of the people who are authorised to collect their child(ren). If, for any reason, the collection arrangements should change parents/ guardians are asked to alert the school at their earliest convenience. This will facilitate a quicker collection of children after school.

Dismissal of pupils.

At 2pm Ladybird and Koala class will be escorted to the yard by two staff members. They will line up on the spots that have been marked on the yard. Collectors are asked to line up at a safe social distance and move towards the gate to collect their child. As the child sees their collector at the gate they will walk towards them. They will then move away and not congregate outside the gate.

At 2.50 pm the children who travel by bus will walk to the bus in their class groups. All other children will walk to a spot in the yard. Once the bus has moved away the method of collection outlined above will come into operation. This will be reviewed in the first week and may change if issues are identified. We thank you for your patience and understanding on this matter.

Collection of Children during the School Day

If an adult has to collect a child during the course of the school day, the following arrangements will apply

When the adult arrives at the school, they should either phone the office or use the intercom at the front door of the school to alert the office that they have arrived

The child will be brought from their class to the adult by a member of staff

The adult who is collecting will be asked to sign the child out

The adult should have their own pen to sign the child out.

No adult should enter the school building, unless invited to do so

Dealing with a suspected case of Covid-19

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

Parents/guardians will be contacted immediately

The child will be accompanied to the designated isolation area 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, if one is available. 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 be 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 the isolation area and work areas involved.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed.

Children who should not attend school

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

Children who have recently been diagnosed with Covid-19

Children who have been in close contact with a person who has recently 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

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 the reasons outlined above, the class teacher (and/or the learning support teacher, where



relevant) will share suggested activities to support the child's learning at home with parents.

All other pupils are expected to attend school. Current practices for recording and reporting absences under the Education Welfare Act, 2000 will be continued.

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 class will be notified

Public health advice will be sought and followed

Personal Equipment

It is requested that all children will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment.

We ask that children leave these pencil cases in school and have another set of stationery at home for homework.

It is further requested that all items have the child's name on them for ease of identification.

School Uniform

Current DES guidelines are to continue as normal, advising only that the uniform or tracksuit be removed immediately on returning home and not to be worn for other activities. While daily washing/steaming is of course optional it will not be mandatory. Parents/guardians will be notified of PE days as soon as they are decided. Children **may** wear tracksuits on non PE days. If children are unable to tie their own laces we ask parents/ guardians to consider providing shoes with velcro fasteners.

Shared Equipment

By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities and play in Infant classrooms. Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection.

Homework.

There will be no written homework for the month of September. This will give children time to settle back in school life.

Forgotten Items

No parents or visitors will be admitted to the school buildings next year as an additional measure to reduce the risk of transmission in school. If your child forgets something please leave it on table in foyer and phone the office to alert secretary. We will then deliver it to your child.



Hygiene and cleaning

Additional hand washing stations are currently being in each classroom to help ensure this becomes a firmly embedded part of daily life in school and reduce congestion around sinks.

Meetings with parents

Parent Teacher Meetings will take place in the second term. The format of these will be decided at a later date. Other meetings with parents will be conducted by telephone or online until further notice.

Yards

Each class will have access to the yards during their allotted break times as follows -

Early Breaks 11:00- 11:15 & 12.35 - 13: 00

Front yard- Ladybird

Front yard /Side yard -Panda

Garden - Butterfly

Court Yard - Koala

Late Breaks 11:25- 11.40 & 13:10- 13.45

	Monday	Tuesday	Wednesday	Thursday	Friday
Front yard	4 th Class	4 th Class	5 th Class	6 th Class	4 th Class
Front yard	5 th Class	6 th Class	6 th Class	5 th Class	5 th Class
Courtyard	6 th Class	5 th Class	4 th Class (a)*	4 th Class (b)*	6 th Class
Side yard			4 th Class (b)*	4 th Class (a)*	

* 4th Class will split for Courtyard days.

Yards will be supervised by class teachers, learning support teachers and SNA's working within those bubbles.

Learning Support

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 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.

Where children receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.

The tables and chairs in SET rooms will be wiped clean in between different groups attending



Integration from Cheetah and Butterfly Classes

It is envisaged that settling back into school life will take some time. Children from Cheetah and Butterfly Classes will access the curriculum and gain support in these classes at the beginning of term. This will be monitored and reviewed regularly in line with public health guidelines. When a child is deemed ready to integrate they will have to exercise proper sanitisation prior to moving into another classroom.

PPE

Staff members will wear face coverings where a social distance of one meter cannot be maintained. Teachers may remove face coverings when they are in the zone around their desk. Outside this zone staff members are encouraged to wear face coverings. Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks.

Teacher Absence and Substitution

In the event that teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, arrangements will be made for SET/ Principal to cover.

PE

Where possible, PE should take place outdoors and use of equipment should be confined to the sets that have been distributed to class groupings. Each class will have PE on different days to avoid sharing of equipment.

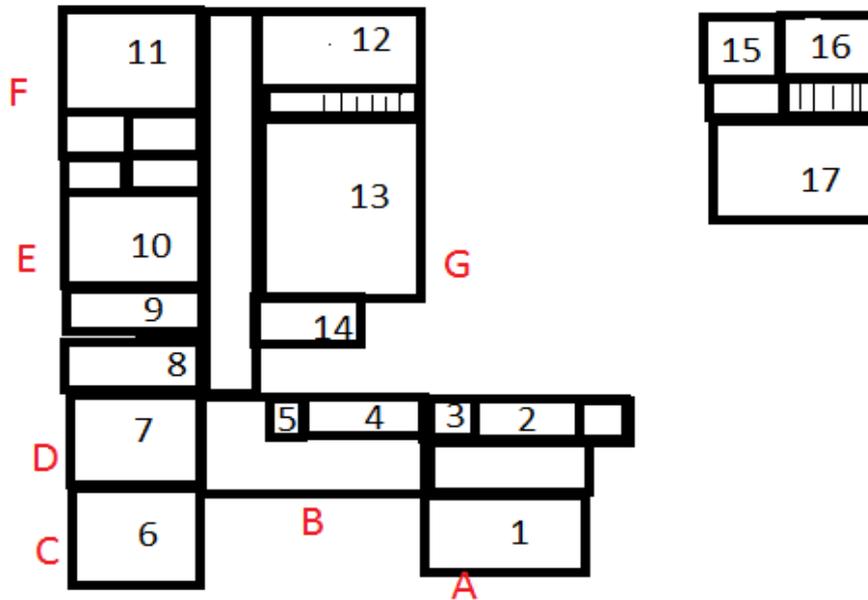
Boxes for books

All children in 2nd - 6th Class will receive a box to hold their books. These boxes will be stored under their desks. They are to be kept clean and tidy. Nothing will be stored on children's desks. There is no need for parents to purchase boxes.



Scoil Naomh Fionán na Reanna

Classroom Layout, Entrance and Exit Points



1 = Koala (Seniors and First Class) 2= Staffroom 3= Principal's office 4 = Secretary's office
 5 = Strong Room 6 = Panda (Second and Third Class) 7 = Ladybird (Junior and Senior Infants)
 8 = Store room/ ESB room 9 = Boiler Room 10= Butterfly 11 = Cheetah 12 = OT room
 13 = Lion (Fifth and Sixth Class) 14 = Isolation Room.

Upstairs

15 = SET Room 16 = SET Room 17 - Tiger (Fourth Class)

Key to Entrances & Exits

Entrance and Exit Points	
Koala Class	A
Tiger Class & Staff	B
Panda Class	C
Ladybird Class	D
Butterfly Class	E
Cheetah Class	F
Lion Class	G