



**Scoil Chríost Rí,
Rockfield, Coolaney, Co. Sligo. F56 FW32
071 91 30539**

Email: info@rockfieldns.eu

Website: www.rockfieldns.eu

Logistics Plan – Covid 19

School Profile

208 Pupils

8 Mainstream Classes

2 Special Education Teachers

3 Special Needs Assistants

1 Secretary

Principal

Classrooms are large in size.

There are sinks in the classrooms.

There are toilets in all mainstream classrooms.

Assumptions

School will re-open for all pupils on Friday 27th August 2021

Drop Off and Collection Times

Families with surnames A-H will enter the building at 9.10 a.m. via one of the three designated gates onto the playground and will line up with their class group on the playground to be brought into their classroom via the two back doors to facilitate a **one-way system** inside the school. The children will form a socially distanced line and enter the school with staff members along the route until a routine is established. The rest will follow the staggered timetable noted below.

These entrances will be marked appropriately. Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school. Schools were reminded on 8th March from public health and the Department of Education that in the interests of minimising the spread of COVID-19, schools must remind parents and pupils **not to congregate in school grounds/ at school gates.** To minimise the risks, and to help us to maintain social distancing at gates, the children may not come onto the school grounds before their designated starting time. **Please do not arrive early and drop-off/stand at the school.** We want to avoid congregation of pupils/cars prior to school opening time.

Morning:

Staggered School Times

9.10a.m. Families with surnames starting with A-H

9.20a.m. Families with surnames starting with I-M

9.30a.m. Families with surnames starting with N-Z

9.15a.m. Families arriving on buses

Parents are asked to 'park, drop (assist child to gate) and go' in the car park at their scheduled family time between 9.10a.m. and 9.40a.m. **Park only to drop your child to the gate and do not delay for any reason.**

Please do not arrive and park before your drop off time to ensure carpark space and distancing.

Children will go directly to their classroom 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:

1.50p.m. Class teacher will bring **Junior Infants** to the exit gate for collection by parents/guardians.

2.00p.m. Class teacher will bring **Senior Infants** to the exit gate for collection by parents/guardians.

2.40p.m. - 3.10p.m. **Staff members** will bring **classes** to their respective main doors at their staggered home times (see times below). The student will then be permitted to walk to their parent/guardian and will immediately leave the premises. If there are older siblings in the school, please allow them to walk their younger siblings to the outside gates to meet their parents/guardians so as to avoid congestion at the inner gates. Please note that they will exit the same gates they entered in the morning.

Parents who walk to the school to collect children are asked to maintain a social distance outside the school gate and not to arrive too early before drop off/collection time.

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

Staggered Home Times

1.50p.m. Junior Infants

2.00p.m. Senior Infants

2.40p.m. Families with surnames starting with A-H

2.50p.m. Families with surnames starting with I-M

3.00p.m. Families with surnames starting with N-Z

3.02p.m. Families arriving on buses (evolving situation currently with Government/Bus Éireann guidelines)

Break Times

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

Bearing in mind that everyone will be coming and going using a one-way system through the school, the class on the furthest yard space will exit the building first before breaks and enter the building last after breaks.

Breaks: Classes will exit onto the yard via their designated external door in the school. To re-enter the building, the classes will re-enter their designated entrance to the building, ensuring a one-way system.

The yard area will be divided into separate sections to keep the children from all “bubbles” separate.

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 i.e. – Junior Infants, Senior Infants, First Class and so on. A Class Bubble is a grouping which stays apart from other class bubbles as much as possible in. 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.

Although Junior Infants-Second Class are not required to socially distance as per the guidelines, they will be seated in pods like the rest of the school. Thus, in all classes children will be seated in pods with a maximum of 6 per pod and each pod will be at least 1m distance from the next pod, the teacher’s desk and whiteboards. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Special Education 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 in-class support to ensure minimal movement within the bubble and withdrawal if necessary. 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.

Assemblies

School Assemblies will be held through Zoom on each class' interactive white board when necessary.

Corridors

A one-way system for pupils will be in operation in the school to minimise contact. 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.

Ventilation

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools' The guidance sets out an overall approach 2 for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

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 during breaks and only staff will open and close classroom doors 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.

Cloakrooms and Toilets

Children will use the toilets in each of the mainstream classes. There is a cubicle each for boys and girls. Before being withdrawn to the SET's room or before breaks, children will use the toilet in their own classroom only.

There are coat racks in each classroom. Each pod will hang up their coat in turn and in the same format each time. The first pod will place their coats on the hangers furthest away. When collecting their coats, the last pod to hang up their coats will retrieve them first, as these will be the coats closest to the children. Larger classes may need to store some coats in the children's own boxes where wall space is unavailable.

Lunches

Please make sure that children bring their lunches to school as visitor restrictions are in place and forgotten lunches cannot be accepted during Covid-19. Please remind your children not to share their food or drinks with other children. **Please Note: For the month of September at least, children will only be bringing their lunch bags into and out of school.** Children will bring home all wrappings and left overs/uneaten food in their lunch box. Please ensure it is washed and cleaned thoroughly daily. Children will eat their lunches at their desks, as per our usual practice.

Books, Copies, Pencils, etc.

Please ensure all books and copies have plastic covers to enable wiping down with antiseptic spray, after handling by teachers for correcting. There will be **absolutely no sharing** of pencils, pens, rulers, rubbers, crayons, scissors etc. All items must be clearly labelled with child's name as lost/unidentified items will be discarded. All pupils to have two pencil cases – one for school which remains in school and one for home which stays at home.

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 and to ensure they are kept clean. Uniforms should be worn every day or when otherwise requested by teachers.

As a school we strongly advise that children should wear their school uniforms or PE clothes **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

The cost of the book rental scheme is €35. This applies to children from second class to sixth class. The cost of art and craft and photocopying is €30. This applies to all children. If you opt to take the school insurance, it will cost €6 for the year. Please ensure the amount is placed in a sealed envelope with your child's name and the class teacher's name clearly written on the front.

Children will not be permitted in the office area, except in exceptional circumstances and under the supervision of an adult.

ICT

The set of laptops will be cleaned/wiped down after each use.

Visiting Teachers/Coaches

We will constantly monitor and facilitate extra-curricular activities such as Coaching for games, etc. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time.

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.

Parent/ Teacher Meetings

As mentioned above, our school building will be for staff only other than extreme circumstances. We do however need to keep clear lines of communication open and encourage parents to arrange for the teacher to speak with them if they have any concerns. **Please ensure all your contact and emergency contact details are up-to-date with the school.**

Parent/Teacher Meetings may take place via phone.

Teaching and Learning

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 2021/2022 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 within the very high risk category and 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.

Wellbeing of the School Community

Although we support and promote the wellbeing of all our pupils and staff, this will be of the utmost importance as we continue to deal with Covid-19 and a new school life routine.

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 masks and visors. For a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- 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

Medical Grade Masks Schools must provide medical grade masks in the EN14683 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs including School Bus Escorts.

The children are not required to wear masks or face coverings (unless they are displaying Covid-19 symptoms).

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 on yard, are vulnerable, 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

Pupils may wish to bring their own hand sanitiser, although not recommended for junior room. Wearing of masks for pupils is not necessary in primary schools.

Sanitising dispensers have been installed throughout the school e.g. at each entrance, in each classroom and other dispensers will be placed inside the door of each classroom.

Warm water, soap and paper towels are available in all the toilet areas, staff bathroom and staff room.

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

Alcohol-based sanitiser must not be stored or used near heat or naked flame.

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message of thorough and proper handwashing procedure. [See hsa.ie covid-19 video – How to wash your hands.](https://www.hsa.ie/covid-19/video-how-to-wash-your-hands)

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, desks, light switches, 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.

Illness and Dealing with a Suspected Case of COVID-19

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how Rockfield National School will deal with a suspected case that may arise during the course of work.

School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

A designated isolation area has been identified within the school building. The possibility of having more than one person displaying signs of Covid-19 has been considered and a contingency plan for dealing with additional cases has been put in place. The designated isolation area should be behind a closed door and away from other staff and pupils.

If a staff member/pupil displays any symptoms of Covid-19 while at work in Rockfield National School the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately. Staff members who are symptomatic should immediately inform the principal and go to the isolation area.
- Isolate the person and there is a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the person 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. The staff member or pupil who is symptomatic should avoid touching people, surfaces and objects.

- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner 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, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Arrange for appropriate cleaning of the isolation area and work areas involved.

To prevent Introduction and Spread of COVID-19 in Schools

- Staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Staff and pupils should not to return to or attend school in the event of the following:
 - o if they are identified by the HSE as a close contact of a confirmed case of COVID-19 and directed to self-isolate
 - o if they live with someone who has symptoms of the virus and directed by their GP/HSE to self-isolate
 - o If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
 - o Staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case

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 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, empathy 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.

Staff Duties

- Not to return to or attend school in the event of the following:
 - if they live with someone who has symptoms of the virus
 - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health or outbreak in the school

Procedure for Returning to Work (RTW)

A RTW form should be completed and returned to the school before returning to work. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.

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 some circumstances, it may not be possible for the class to attend on that day. If that is the case, as much notice as possible will be given to parents. **All parents are asked to ensure their contact details and those of emergency contacts are up-to-date.**

Homework

There will some homework assigned to classes in September. Our focus is to help parents and pupils re-adjust to being back to school under this regime. We will continue to operate homework in a safe but worthwhile and beneficial way once the children have settled back at school. It is very possible that this will involve an online component.

We wish to remind parents and staff that anyone who has travelled abroad to a country must comply with current quarantine guidelines and must not attend school if quarantining is required. Please refer to the current [Green List](#) at the time of travel.