

Plan for Re-opening of the San Carlo Junior National School



Underlying Principles

- The Board of Management and staff of San Carlo J.N.S. have made 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 its duty of care to all.
- All children to return to school for all five days of the school week and for a full school day. (assuming this is still in keeping with public health advice and guidelines issued by the Department of Education and Skills at the time of opening). 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 into 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 will operate within their own bubble system
- Three doors will be used as separate entrances and exits for the pupils. As a result of having three entrances/exits, all pupils will have the same start time of 9.20am, and finish time of 2.00pm for Junior and Senior Infants and 3.00pm for pupils in 1st and 2nd classes. To facilitate a reduction of pupils on the yards at any one time, the class groups will then split into two main groups within the school and will have different break times and lunch times.
- **New Junior Infant pupils will also use three different entrances, but their starting time will be 9.45 am and their finishing time will be 12.00 noon from Monday August 31st to Friday September 11th (A two-week period of a shortened school day is normal procedure when new Junior Infant pupils are starting school).**
- For break times, **Group A** will consist of three Junior Infant classes (on the junior yard) and three Senior Infant classes (on the senior yard). **Group B** will consist of two 1st classes (on the junior yard) and three 2nd classes (on the senior yard). There will be an initial trial period which will be continuously reviewed.
- Each day students will have 2 x 20 minute breaks
- Hand sanitizer will be available at all entry points and in all class and support rooms

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Timetables

Timetable for Group A Junior and Senior Infants	Timetable for Group B First and Second Class
9.20 – School start	9.20 – School start
10.20 – Yard	10.45 – Snack
10.40 – Snack	10.55 – Yard
10.50 – Class resumes	11.15– Class resumes
12.20– Yard	12.45 – Lunch
12.40 – Lunch	12.55– Yard
12.50 – Class resumes	13.15 – Class resumes
2.00 – Home time	3.00 – Home time

Group A	Group B
Ms. Bourke – Junior Infants	Ms. Watson – 1 st Class
Ms. Pyne – Junior Infants	Ms. Y. Kelly – 1 st Class
Ms. Forster – Junior Infants	Ms. Conway’s Class
Ms. Roche – Senior Infants	Ms. C. Kelly – 2 nd Class
Ms. Canning/Ms. Rheinisch – Senior Infants	Ms. Keegan – 2 nd Class
Ms. Sinclair – Senior Infants	Ms. Galligan – 2 nd Class
Ms. Diggins	Ms. Flood
Ms. N. Kelly	Ms. Shortt
	Ms. Smyth

Key to Entrances & Exits

Entrance and Exit Points	Number
Main Front Door	1
Side Green (Riverforest Hotel)	2
Front Green (Church)	3

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Entrance & Exit Points for Specific Classes

Teacher	Class	Entrance & Exit Point
Ms. Pyne Room 4	Jun Inf	1
Ms. Bourke Room 10	Jun Inf	2
Ms. Forster Room 13	Jun Inf	3
Ms. Roche Room 3	Sen Inf	1
Ms. Rheinisch / Ms. Canning Room 7	Sen Inf	2
Ms. Sinclair Room 14	Sen Inf	3
Ms. Y Kelly Room 9	1 st Class	2
Ms. Watson Room 11	1 st Class	3
Ms. Keegan Room 2	2 nd Class	1
Ms. Galligan Room 8	2 nd Class	2
Ms. C Kelly Room 15	2 nd Class	3
ASD Unit		1

Arrival at school

- School will start at the usual time of 9.20am as three entrances are being used. New Junior Infants will start at 9.45am for first two weeks.
- Cones with teachers' names will be placed around the school grounds showing where the classes are to line up. Please refer to school map.
- Children should line up single file and avoid holding hands. They are not required to socially distance in the line.
- Parents must step back from the lines, stand on green areas and be socially distant from the children. **Parents are requested to wear facial coverings while on school grounds (where possible).**
- The class teacher will lead the children to the building via their designated entrance point at the appropriate time.
- Children will be given hand sanitiser before they enter their classroom, their hands will be washed frequently during the days and then hand sanitiser will be distributed once again before they exit the school building.
- No adults, other than staff members, should enter the building.
- Messages for teachers can be sent by handwritten note, phoning or emailing the school office.

End of School Day

- Adults, who are collecting their children from school at the end of the day, should wait where the child's class lines up in the morning.
- **Parents are requested to wear facial coverings while on school grounds (where possible).**
- When the school day for that class is over the following arrangements will apply –

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- Jun Inf – 2nd Class - the class teacher will bring the children to their designated entrance/exit point and will release the children into the care of the adult who is there to collect them.

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 use the buzzer 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
- 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.** Up to date phone numbers must be supplied to the school.
- 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 will be encouraged to 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
- The school will facilitate the child presenting with symptoms to remain in isolation until parents/guardians arrive, and will assist them by calling their GP. If necessary
- The child presenting with symptoms will 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 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 will be followed. The school must also follow Data Protection guidelines and will not be informing the school community of any suspected or confirmed outbreak. This is the role of the contact tracing team within the HSE.

Children who should not attend school

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

- 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

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- 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, the class teacher (and/or the learning support teacher, where relevant) will supply suggested activities to support the child's learning at home which will be shared with parents.

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 by the contract tracing team within the HSE using the numbers supplied by the school.
- Public health advice will be sought and followed

Personal Equipment

- Pencils and crayons will be supplied by the school from resource payments. However, if pupils have other pens, pencils, colours, rubbers, etc., that they wish to use they must bring them to school in their own pencil case and they will not be allowed to share these with other students. All pupils will be provided with a storage box to hold their books and copies to avoid cross contamination (these boxes have been purchased using funds raised by the Parents Association).
- It is further requested that **all items have the child's name on them for ease of identification.**
- For children in Junior and Senior Infants, the school will provide a pouch or container which will hold each child's pencils, crayons, etc., and which will be labelled with their name. Children in these classes will also be supplied with storage boxes for books, copies folders and other items.
- Single use paper towels will be provided by the school for the drying of hands after handwashing.
- Teachers will be required to clean down their own personal working spaces within the classroom.
- Teachers will be required to wear facial coverings while on the school grounds.

Shared Equipment

By necessity, some classroom equipment needs to be shared including tablets 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 (and before use by another pod or bubble) to minimise the risk of the spread of infection.

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Yards

Group A		Breaks (2x20 mins)		
Junior Yard	Ms. Bourke – Junior Infants Ms. Pyne – Junior Infants Ms. Forster – Junior Infants	10:20-10:40 (Eat Afterwards) 12.20 – 12.40		
Senior Yard	Ms. Roche – Senior Infants Ms. Canning/Ms. Rheinisch – Senior Infants Ms. Sinclair – Senior Infants	(Eat Afterwards)		
Yard Timetable Week 1 - WB 31 st August 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
Ms. Bourke Ms. Diggins	Ms. Pyne Ms. Sinclair	Ms. Canning/Rheinisch Ms. Roche	Ms. Forster Ms. Diggins	Ms. Bourke Ms. Pyne

Yard Timetable Week 2 – WB 7 th September 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
Ms. Sinclair Ms. Can/Rhein	Ms. Roche Ms. Forster	Ms. Diggins Ms. Bourke	Ms. Pyne Ms. Sinclair	Ms. Can/Rhein Ms. Roche

Yard Timetable Week 3 – WB 14 th September 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
Ms. Forster Ms. Diggins	Ms. Bourke Ms. Pyne	Ms. Sinclair Ms. Can/Rhein	Ms. Roche Ms. Forster	Ms. Diggins Ms. Bourke

Yard Timetable Week 4 – WB 21 st September 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
Ms. Pyne Ms. Sinclair	Ms. Can/Rhein Ms. Roche	Ms. Forster Ms. Diggins	Ms. Bourke Ms. Pyne	Ms. Can/Rhein Ms. Sinclair

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Yard Timetable Week 5 – WB 28 th September 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
Ms. Roche Ms. Forester	Ms. Diggins Ms. Bourke	Ms. Pyne Ms. Sinclair	Ms. Can/Rhein Ms. Roche	Ms. Forster Ms. Diggins

Yard Timetable Week 6 – WB 5 th October 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
Ms. Bourke Ms. Pyne	Ms. Sinclair Ms. Can/Rhein	Ms. Roche Ms. Forster	Ms. Diggins Ms. Bourke	Ms. Pyne Ms. Sinclair

Yard Timetable Week 7 – WB 12 th October 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
Ms. Can/Rhein Ms. Roche	Ms. Forster Ms. Diggins	Ms. Bourke Ms. Pyne	Ms. Can/Rhein Ms. Sinclair	Ms. Roche Ms. Forster

7 Week Cycle – To be repeated

***On wet days additional supervision will be required to man 3 corridors – Ms. N. Kelly to be the float person for indoor supervision.

*Yard increased to every 3rd or 4th day depending on the point in the cycle. All extra duties as fairly distributed as possible.

*Teachers on duty to take 15 minutes before each break and return to their class to bring them to the yard.

*Supervision of children to take place by next door teacher and SNA if possible.

*All teachers to create their own calendar with their own yard duties to help keep track.

Group B		Breaks (2x20 mins)
Junior Yard	Ms. Watson – 1 st Class Ms. Y. Kelly – 1 st Class	10:55-11:15 (Eat Beforehand) 12.55 – 13.15
Senior Yard	Ms. C. Kelly – 2 nd Class Ms. Keegan – 2 nd Class Ms. Galligan – 2 nd Class	(Eat Beforehand)

Yard Timetable Week 1 - WB 31 st August 2020

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Monday	Tuesday	Wednesday	Thursday	Friday
Ms. Watson Ms. Flood (U) Ms. Galligan	Ms. Conway Ms. Y. Kelly Ms. Keegan (U)	Ms. C. Kelly Ms. Shortt Ms. Smyth (U)	Ms. Watson (U) Ms. Flood Ms. Galligan	Ms. Conway Ms. Y. Kelly (U) Ms. Keegan

Yard Timetable Week 2 - WB 7 th September 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
Ms. C. Kelly Ms. Shortt (U) Ms. Smyth	Ms. Watson Ms. Flood Ms. Galligan (U)	Ms. Conway Ms. Y. Kelly Ms. Keegan (U)	Ms. C. Kelly (U) Ms. Shortt Ms. Smyth	Ms. Watson Ms. Flood (U) Ms. Galligan

Yard Timetable Week 3 - WB 14 th September 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
Ms. Conway Ms. Y. Kelly (U) Ms. Keegan	Ms. C. Kelly Ms. Shortt Ms. Smyth (U)	Ms. Watson (U) Ms. Flood Ms. Galligan	Ms. Conway Ms. Y. Kelly Ms. Keegan (U)	Ms. C. Kelly Ms. Shortt (U) Ms. Smyth

3 Week Cycle – To be repeated

*** On wet days, a member of the Management team, who is not on yard duty that day, will provide the 3rd person for the additional corridor.

*Yard increased to every 3rd day. All extra duties as fairly distributed as possible.

*Teachers to take 15 minutes before each break and return to their class to bring them to the yard.

*Supervision of children to take place by next door teacher and SNA if possible.

*All teachers to create their own calendar with their own yard duties to help keep track.

Learning Support

In keeping with our Special Education policy, learning support will be provided through 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 will be maintained in so far as is possible between each child in the group.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending.

PPE

Facial coverings will be worn by all staff members (Visor/shield/mask). Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks/visors. All teachers, SNAs and ancillary staff will be provided with visors and any PPE required which will be used with discretion.

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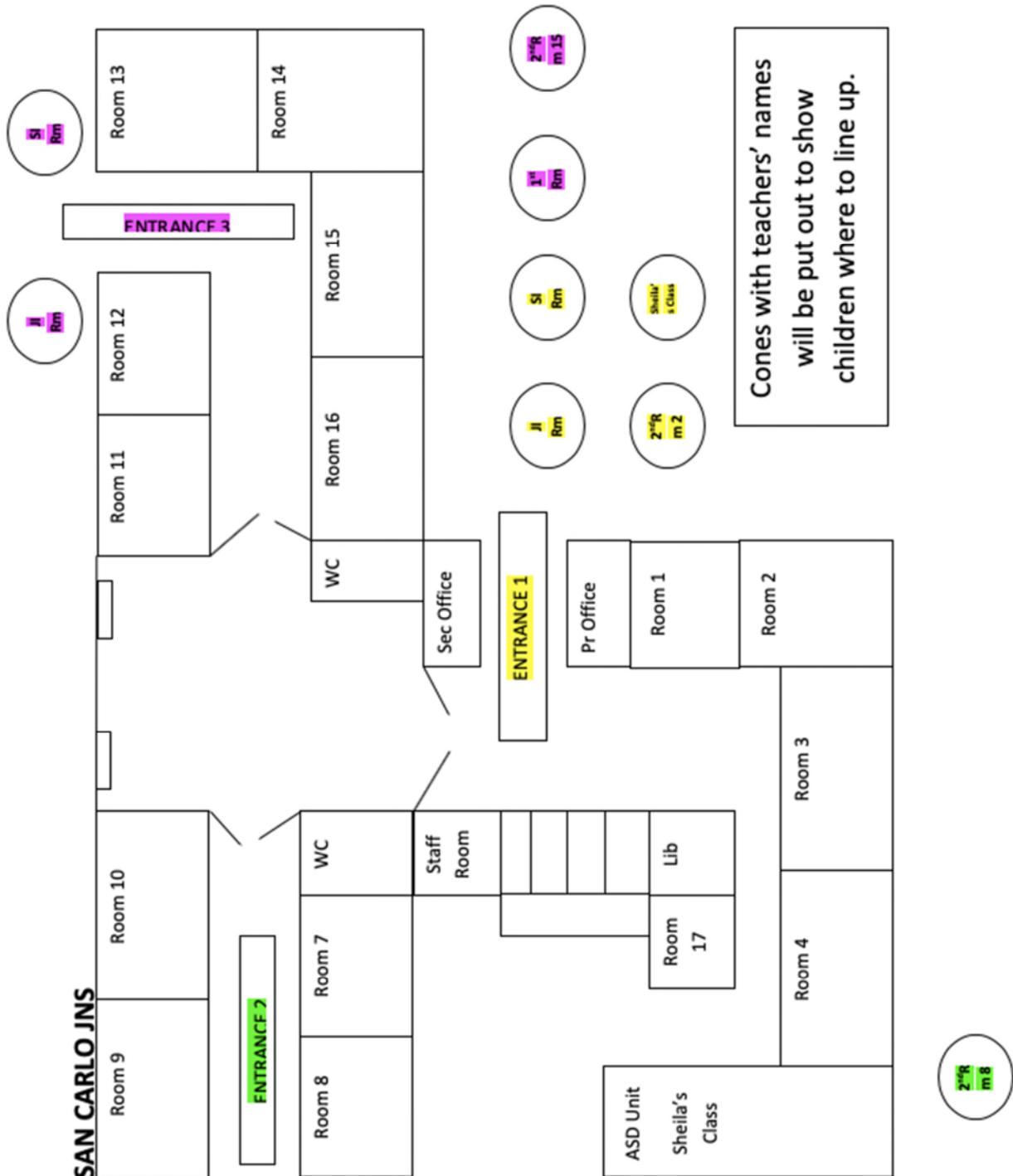
Teacher Absence and Substitution

In the event that a 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, 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.

PE

Where possible, PE will take place outdoors and use of equipment will be confined to the sets that have been distributed to class groupings. If the PE hall is being used by class groupings, common touch points will be cleaned at intervals throughout the school day. The school has purchased a fogging machine which is capable of safely disinfecting large areas and this will be used when appropriate.

School Map



Plan for Re-opening of the San Carlo Junior National School