



Updated Return to School Plan Scoil Ursula March 2021 Staff Document

- **Uniforms:**
 - Monday, Wednesday, Friday: Blue PE Uniform
 - Tuesday & Thursday: Brown Uniform
(Parents notified)
- **Homework:**
 - no transfer of books/copies/pencil cases between home and school (lunch box & drink bottle only)
- **Mornings:**

Assembly time from 8.35am – 8.50am during which time all teachers are at each line. SETs & SNAs at entrance gates and floating on yards.

 - Junior Infants – 2nd Class: path entrance
 - 3rd – 6th Class – larger gate at pedestrian crossing to be open
 - Gates open at 8.35am.
 - Thornhill gate to be closed.
 - As we are allowing that extra bit of time in the mornings with supervision, it is hoped that the flow of people will be slow and consistent rather than all at the one time.
 - If it is raining heavily we can go into classes earlier and SETs & SNAs can direct remaining children and parents.
 - Croke Park hours will be used for morning and afterschool supervision
 - No parents in the school building unless for an essential purpose and/or with an appointment.
 - Walking and cycling to be encouraged
 - Ask parents to wear masks and emphasise that there should be no congregation outside the school.

Junior Infants – 2nd Class Entrance: (Signage at gate)

- Parents follow one way system
- As they meet teacher the child goes to the line and the parent carries on walking around the back of the junior block.
- Lines on yard will be clearly set out:
 - Junior Infants & 1st - basketball court outside staff room.
 - Senior Infants & 2nd Class – basketball court beside school garden.
- We will be encouraging parents of 1st & 2nd class pupils to allow the children walk into the school grounds themselves (the reassurance of supervision will help).
- Classes to move into building one by one.
- Senior Infants & Deirdre's 2nd class in the back door.
- Junior Infants, 1st Class and Ann Marie's 2nd class in front door (open for discussion but wanted to avoid any crossover within school building)

3rd to 6th Class Entrance: (signage at gate)

- Children to go to line where a teacher will be...no parent need accompany.
- Lines will be clearly set out
- Classes to move into building one by one (if using same entrance)
- 6th Classes – new entrance door
- 5th Classes – usual entrance
- Stacey's and Brid's 4th – Usual entrance
- Catherine O'Keeffe's 4th – Entrance opposite Tony's office
- Clara's 3rd Class – same as last year
- Catherine's 3rd – same as last year.

• **Ventilation:**

- Windows should be open as fully as possible when classrooms are not in use (break times and at the end of the school day) and partially open when classrooms are in use.

• **In Class:**

- Coat to be put in a bag to avoid possible contamination of coats when hanging together. This bag will be under the child's desk.
- Children seated in 'pods' in class 'bubbles' where possible. If not possible, full class to be treated as a 'bubble'.
- No sharing of belongings.
- Bibs for yard to be put on back of individual chairs (details regarding bibs outlined below)
- Teachers to have phones on so that contact can be made with or received from teachers/SNAs/office
- Children are not to be sent on messages
- Each teacher will have a thermometer – does not need to be used unless a child is unwell or you suspect they are unwell (Parents will be asked to take child's temperature before coming to school)
- Masks/visors for children allowed (parental decision)
- Children should have their own individual art and equipment supplies
- Velcro shoes to be worn if children cannot tie shoelaces as teachers will be unable to do this

- **Sanitising & Bins:**
 - Elbow operated sanitising stations in each classroom. Sanitising facilities at each main entrance
 - Establish a hand washing routine
 - Establish a hand sanitising routine
 - Disinfectant spray, disposable gloves and disposable hand towels in each room
 - 3 bins in each room.
 - Pedal Push bins for disposing of tissues – ordered
 - Paper, pencil parings, fruit skins in usual bins
 - Leftovers from lunch go home
 - Ask parents to send small bottle of sanitiser with children

- **PPE & School Safety for Teachers and SNAs:**
 - Medical Grade Masks in the EN16483 category will be made available for all staff.
 - Each room will have a box of disposable disinfectant wipes
 - A box of disposable gloves will be in each classroom
 - Communication with parents via school email address
 - Perspex around teachers' desks
 - Duck tape markings on the ground in classrooms

- **Breaks:**
 - Eat in room for 10mins before each break.
 - Teacher on duty to take break at the same time as children are eating – cover from SET
 - Group 1 breaks: 10.30am – 10.45am (excluding eating time)
12.10pm – 12.30pm (excluding eating time)
 - Group 2 breaks: 10.55am – 11.10am (excluding eating time)
12.40pm – 1.00pm (excluding eating time)
 - Details of groups to follow
 - 1 class in each area of the yard.
 - Clear lines to divide yards
 - Bibs to identify classes, each child will have their own bib.
 - SNA breaks: opposite break to their class break

- **Yard Duty:**
 - A total of 9 play spaces
 - 1 teacher on duty in each area each day

- **Supervision:**
 - Cover will be arranged for teacher on duty to get a break (10 mins)
 - Cover provided for **teachers not on duty** when it is raining
 - No cover available for small break when it is raining

- **Staff Rooms:**
 - Junior block teachers & SNAs to use main staff room
 - Senior block teachers use cookery room
 - Each teacher to have their own cup, plate, cutlery etc (pack a picnic ☺)
 - Cinderella duty not required

- **Staff toilets**
 - Staff toilets to be cleaned thoroughly every day
 - Caitriona, Maureen, Deirdre/Caoimhe & Zeta to use toilet in Infant block
 - Niamh, Aoife, Ann Marie, James, Caroline & infant block SNAs to use toilets beside staff room
 - Mary McMoreland, Ciara, Stephanie/Niamh, Caroline, Mary Meehan, Tony and Liam to use toilets beside Tony's office
 - Catherine O'K, Catherine K, Clara, Bríd, Stacey, Lorna to use computer room toilets

- **Home time:**
 - The process for leaving the classroom will take time so allow plenty of time for this
 - Classes to leave building one by one...please liaise with your partner
 - Junior gate locked until 1.30pm and again until 2.30pm
 - Senior gate locked until 2.30pm
 - Parents/afterschool people for junior block to follow the one way system, observe social distancing guidelines and be patient.
 - When they collect their child/children, they continue around the junior block and leave through junior gate
 - Senior class will be accompanied by teachers to the main gates (again patience and extra time will be required)
 - Parents/afterschool people will wait outside the gate
 - Thornhill Gate opened for Merville to **exit** the school at 1.30pm and again at 2.30pm
 - Children with bikes may walk with their bike to the exit gate
 - Extra teachers on the yards to manage bus groups/children with bikes etc.
 - Parents to wear masks

- **SET:**
 - Zeta O'Connor: Junior and Senior Infants
 - Denise Keating/Sorcha Maguire: 1st Class
 - Aisleen Colleary: 2nd Class
 - Dara Clery/Aengus McManus: 3rd Class
 - Lorna McHugh: 4th Class
 - Sinéad Caffrey: 5th and 6th Class

- **Cleaning:**
 - All classrooms, toilets (children & staff) and staffrooms will be cleaned daily.
 - A deep clean of all rooms will be done before returning.
 - Noonan's Cleaners employed for cleaning from 2.45pm – 4.45pm every day. (3 cleaners)
 - Fogging machines: this will be done daily
 - Disinfection is always in addition to and never instead of cleaning

- **Storage:**
 - Excess books: Computer room; divided into sections for each teacher
 - Large storage boxes available for teachers
 - Excess furniture: Shed/storage container
 - Slide robes now in 2 senior infant rooms

- **Covid-19 Signage:**
 - Signage at main entrance gates, main entrance doors, paths on grounds into school and also around school building and in classrooms
 - More signage around staff rooms and common areas

- **Isolation rooms:**
 - Halla has 3 isolation areas cordoned off.

- **Documentation & Online Training:**
 - Covid-19 Policy & School Response Plan to be updated
 - All teachers to reminded to view training material:
 - All Staff - Induction online training
 - LWR. - Online Training for Lead Worker
 - Cleaners - Online Training for all cleaners
 - SNA's - Online Training for all SNA's
 - Bus Escorts - Online Training for all Bus Escorts
 - Material for parents to support child coming back to school
 - Teachers to confirm details in Pre-return to Work Form
 - Demonstration video available online for how masks and visors should be donned and doffed

- **Course Days:**
 - 1st day substitutable
 - Rest will be covered by SET Team
 - Will need to be strictly one teacher from each block on a particular day

- **Children returning after being sent home with COVID-19 Symptoms:**
 - Parents **can** be asked to complete a certificate on return to school which is on hpsc.ie website. <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/educationguidance/Return%20to%20Educational%20Facility%20declaration%20form.pdf>.
 - It is not appropriate to require certification from a doctor.

- **Middle of year enrolment:**
 - Requests will be dealt with on a case by case basis

- **Use of devices:**
 - Continue as we were before Christmas or leave for the initial period?

- **Choir/Singing:**
 - Singing indoors not permitted as it is considered high risk for passing on virus (contrary to condensed guidance documents)
 - Will be reviewed

- **LWR and Deputy LWR:**
 - Catherine O’Keeffe: LWR
 - Joanne Newcombe: Deputy LWR
 - Covid Response Team (Principal and all postholders, parents’ representative, BOM representative)

- **Photocopier/Printer:**
 - Disinfectant wipes left beside both photocopiers/printers
 - Stylus pens available

Updated: 25/02/21