



21 August, 2020

Dear Parents and Guardians,

The BOM and the School Leadership Team have been working for weeks on our logistics plan to ensure a safe return to school for all pupils and staff during the week of the 31st August. We have now finalised our plans for which we are sharing some key elements with you today. We appreciate that the return to school is an anxious time for the children and parents but the logistic plan below will help explain what we will be doing differently as a result of the current pandemic and to ensure all health and safety measures are complied with.

Scoil Bhríde appreciates your support as we try to safely reopen the school building. If at all possible we request you not to come onto the school grounds or into the school building unless it is essential. Working together we hope to be able to progress the reopening in as safe a manner as possible for all. We would ask all parents to familiarise themselves with the following responsibilities, drop-off and collection routines for the safe delivery and collection of pupils from school as well as some key information points. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year.

1st Week Back:

The Department of Education guidance states that we should limit the number of children coming to school at any one time, so as to reduce the congregation at the school gates. In order to do this the school has made some changes to the return dates for each class as well as the entrance and exit routes to the classrooms. To allow staff to ensure the return to school goes as smoothly as possible the BOM have decided that there will be a phased return to school as follows:

Staggered Return Date	Classes
Monday 31 st August	3rd-6th Class only (Normal school day)
Tuesday 1 st September	1st & 2nd Class only. (Normal school day)
Wednesday 2 nd September	Senior Infants to start at 10 am 1st--6th Class back to school normal time.
Thursday and Friday, 3 rd and 4 th September	Junior Induction Day will occur on a phased basis over the two days. Cleaning will happen in between each visit. Groups of 5 children plus a

	max of 2 adults with each child will be allowed per visit for 15 minutes to meet the teacher, see the classroom etc. This will allow for social distancing with adults that will be accompanying their child. Adults will need to sign a contact tracing form before they enter. Full start on the following Monday 7th September . More details will follow about this at the induction day.
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Arrival in the Morning:

Children go directly to their classrooms from 9.05am in the morning. There will be no lining up in the yard. The children will be supervised in the classrooms by the staff. SNAs will wait for their children at entry points relevant to children in their care and then escort them to their classroom.

No parents are permitted to enter the building without prior appointment through the office.

Dismissal in the Evening:

We are staggering the dismissal of classes in the evenings so that there will be less congestion at the key exit points. It is imperative that parents support the school in the dismissal of children. Parents must collect their children and leave immediately.

Children to enter and exit the school as follows:

<u>A: Arrival and Dismissal Procedures</u>	
<ul style="list-style-type: none"> ● On arrival, all pupils to proceed directly to class through allocated route and door - no yard line up ● All classes to enter/ exit school building grounds through allocated door only. ● Pupils proceed through most direct gate to their allocated door on arrival. ● JI - 4th class allocated gate on dismissal (walked out by teachers due to staggered dismissal time) ● 5th & 6th pupils - walked to front of sch/ basketball court by teachers, to exit via most convenient gate. ● Staggered dismissal times (to leave classrooms) to alleviate overcrowding (see below) <p>See below:</p>	
Junior Infants - Ms. Grace (1.50pm)	Enter/ exit school/ grounds through front main gate Proceed through junior infant yard Enter/ exit building through JI door
Junior Infants - Ms. Kennedy (1.55pm)	Exit school/ grounds through front main gate Proceed through junior infant yard

	Enter/ exit building through JI door
Senior Infants - Ms. Fagan (1.50pm)	Exit school grounds through front bottom gate Proceed across basketball court Enter/ exit building through SI door
Senior Infants - Ms. Gibbons (1.55pm)	Exit school grounds through front bottom gate Proceed across basketball court Enter/ exit building through SI door
<ul style="list-style-type: none"> • Bus children: 2.45pm (small gate) • Creche children: 2.45pm (main gate) 	
1st Class - Ms. Keena/ Brosnan (2.50pm)	Exit school grounds through front main gate Enter/ exit building through 1st class emergency exit door
1st Class - Ms. Byrne (2.50pm)	Exit school grounds through front bottom gate Enter/ exit building through 1st/ 2nd class (back door beside staffroom) door
2nd Class - Ms. Carr (2.50pm)	Exit school grounds through front main gate Proceed through junior infant yard Entry through JI yard and through JI door to classroom
2nd Class - Ms. Hanlon (2.50pm)	Exit school grounds through front bottom gate Proceed along top of basketball court Enter/ exit building through front 2nd/ 3rd class (door beside maths press/ under stairs) door and up stairs
3rd Class - Mr. Langton (2.55pm)	Exit school grounds through front main gate Proceed across yard at front of school Enter/ exit building through front 2nd/ 3rd class (door beside maths

	press/ under stairs) door and up stairs
3rd Class - Ms. Phelan (2.55pm)	Exit school grounds through front bottom gate Enter/ exit building through front 2nd/ 3rd class (door beside maths press/ under stairs) door and up stairs
4th Class - Ms. Moriarty (2.55pm)	Exit school grounds through front bottom gate Proceed across basketball court Enter/ exit directly in to class
4th Class - Ms. Broderick (2.55pm)	Exit school grounds through front main gate Enter/ exit building through new 4th/ 5th class door (beside Ms. Hanlon's room last year) Proceed out towards sch garden and along basketball court
5th Class - Mr. Keane (3pm)	Pupils to exit yard from basketball court to most convenient gate/ teacher to walk classes to basketball court Enter/ exit building through new 4th/ 5th class door (beside Ms. Hanlon's room last year) Proceed out towards sch garden and along basketball court
5th 6th Class - Ms. Farrelly (3pm)	Pupils to exit yard from basketball court to most convenient gate/ teacher to walk classes to basketball court Enter/ exit at back of new build (4th/ 5th class door) Proceed out towards sch garden and along basketball court
6th Class - Mr. Fennell (3pm)	Pupils to exit yard from basketball court to most convenient gate/ teacher to walk classes to basketball court Enter/ exit at back of new build (4th/ 5th class door by new stairs) Proceed out towards sch garden and along basketball court
Break Time: 2 breaks of 20minutes each	
First Break: J1 - 2nd class:	
<ul style="list-style-type: none"> ○ Small Break:10.45am - 11.05am ○ Big Break: 12.25pm - 12.45pm 	

Senior Break: 3rd - 6th class:

- **Small Break: 11.10 - 11.30**
- **Big Break: 12.50 - 1.10**

It is imperative that

- adults do not come within 2m of each other
- parents do not try to have meetings with members of staff in the playground at drop-off and collection times – meetings between parents and teachers can only take place by prior arrangement. (This may have to be more restrictive depending on guidance - it is quite possible that the recommendation will be for remote meetings/telephonic communications.)
- all parents adhere to the drop-off and collection plans as outlined above

Parent Responsibilities

It is important that parents have a clear understanding of the benefits and risk of returning to school and that it is not possible to guarantee that infection can be prevented in any setting either in a childcare centre, school or in the home.

The following are protocols that are put in place to safeguard the health and safety of each other. Parents are expected to abide by them and failure to do so may result in a parent being instructed to remove a child from the school building/yard, and or to leave the school premises themselves. If serious breaches of safety measures occur, the board and or the police may be informed or called if needed.

Parents must arrive on time for dropping in and collecting their child.

- Only parents or carers who are well and have no symptoms of COVID-19 or who have served the required quarantine time of 14 days where advised are allowed to drop off and collect children.
- As part of the Green School's 'Walk to School' initiative, children should walk to school as much as possible. Older children should be dropped off in less congested areas and walk the rest of the way to school.
- Children are to go directly to their class from 9.05am. There will be no lining up in the yard.
- Children are to enter the school via specific doors, please see map attached. Parents are not permitted to enter the school building with their child.
- Under **no circumstances are parents to linger** in the yard after the child has been handed over but are to leave immediately.
- Parents and children are not to congregate in groups or stand around chatting.
- Parents must remain with their child until handover has taken place.

- Parents must ensure their child remains at their side at all times and that their child does not interact with other children.
- If a parent has more than one child, the other children stay with them and having handed over the first child, they may proceed to the next entry door.
- Home times will be staggered for classes from 2.45pm Bus children will leave. Please see **entrance and exit routes** above and map attached..
- Parents must wait outside the school in their cars and maintain social distancing in the evening time when waiting to collect a child. It is the adult's responsibility to maintain social distancing while waiting to collect their child.
- The junior and senior infants will go home at the normal time exiting through different doors where possible starting at 1.50pm. Junior Infants will exit at the main entrance and Senior Infants will exit at the lower gate.
- All must leave the school immediately after collection.
- No parent will be allowed within the school building. If they must enter they will have to fill in a contact log form.
- **Should a matter of urgency arise for parents,** they must phone the office and make an appointment for access.
- Access will only be permitted once the parent's temperature has been taken and they have used the hand sanitiser and are wearing a face mask. Once inside the school building they must maintain the required social distance and follow the directions of the principal/staff member.

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:

- All visitors must phone beforehand before visiting the school.
- There will be a table outside for parents to drop forgotten items on so as to avoid unnecessary entry.
- When the adult arrives at the school, they should 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 Mandy. The parent will wait in the porch area to avoid having to sign the contact log form.
- The adult who is collecting will be asked to sign the child out. The sign in sign out book can be left out under the porch. A space will be made that is completely waterproof.
- No adult should enter the school building, unless invited to do so and must wear a mask.

As per HSE guidelines under no circumstances is a parent to bring a child to school if -

- **If the child is exhibiting any symptoms of Covid 19-**
- **If the child has a temperature, is sneezing, coughing, has a runny nose or who has been vomiting or has diarrhea.**
- **If a child has been outside of the country in the 14 days prior to August 31st, they should not attend school and must isolate in line with HSE guidelines.**

- **If a child has been outside of the country during the school year, they should not attend school and must isolate for 14 days in line with HSE guidelines after their return.**
- **If the child has been in contact with any family member and or other person who has Covid.**
- **If the child has been in contact with any family member and or other person who has symptoms and awaiting test results.**

Classroom Organisation: Bubbles & Pods

- There is no social distancing required for Juniors to 2nd class, and these children should be located in the smaller rooms and the larger rooms in the school should be used for the senior classes
- The creation of Pods within Class Bubbles is an additional measure rather than an absolute requirement. If it is necessary to divide a class bubble into a Pod, design the size of the Pod as small as possible as is reasonably practicable in the specific classroom context. Keep a 1 metre distance between Pods within the Class Bubble, and wherever possible, between individuals within the Pod.
- **Bubbles** are essentially the classes. Bubbles are not meant to mix with each other. Therefore 1st class cannot mix with the other 1st class etc.
- **Pods** are a group of pupils of 4-6 pupils.
- Pods should be from Juniors-6th Class to help with organising books and other materials.
- From Juniors to 2nd, a metre should be maintained where possible between pods.
- From 3rd-6th children must be seated where possible one metre apart and each pod must be seated where possible one metre apart also.

Uniforms:

Parents should wash their children's uniform as regularly as possible and their child should change out of their uniform as soon as possible. If at all possible avoid going to supermarkets or other crowded areas with the uniform on.

Extra Curricular Activities:

All after school activities are suspended for the present. This situation will be reviewed as the situation develops.

Personal Equipment for Children

- In so far as possible, it is requested that children from 1st to 6th Class will bring their own set of pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment.
- These sets of pens, pencils and colours, rubbers etc will need to be kept in school at all times and should not go home.
- 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.
- It is further requested that all items have the child's name on them for ease of identification.
- Plastic lunch boxes are preferable and should be washed daily.

- All children must bring in a **'bag for life'** shopping where children can store their coats while in class.
- All children should bring a hygiene pack with a small hand towel to school for the drying of hands after handwashing. However, we are asking that each child brings in a **500ml hand sanitizer** which will be kept in the school and will be used within the pod under the guidance of the class teacher.
- It is not recommended that children attending primary school wear face-coverings.

I understand that this is a lot of information to take in at this stage but next week we will make a virtual video to help show the children how they get to their classrooms, what their classrooms look like and all the signage and hand sanitisers which will help ease the return to school anxieties. Our motto for our return is to "Slow down to Catch up". Our main focus will be on the children's wellbeing and happiness in school. If you have any concerns, please let us know. I will publish the full Covid 19 Return to School Protocol next week along with a Q and A pack to help answer your questions. We are looking forward to getting back to normal and cannot wait to greet our wonderful children back to our lovely school.

Le meas,

Mrs. Collieran

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