



**Carnaross, Kells, County Meath**

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## **LOGISTICS PLAN**

Carnaross N.S. appreciates your support as we reopen the school building. Working together we hope to be able to progress the reopening in as safe a manner as possible for all.

### **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. Each classroom is a 'bubble'.
- Within each class from 3<sup>rd</sup> to 6<sup>th</sup>, the children will be further divided into pods, with a minimum distance of 1 metre being maintained between pods. A 'pod' is a group of 4/6 children within a 'bubble'.
- Hand sanitiser will be available at all entry/exit points and in all classrooms.

We would ask all parents to familiarise themselves with the following drop-off and collection routines for the safe delivery and collection of pupils from school. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year.

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.
- all parents adhere to the drop-off and collection plans as outlined below.

### **Drop-off Plan**

We ask for co-operation with drop off and collection of children as it will mean that the numbers congregating at the school gates at any one time will be minimised.

- Please drop your child at the school between 8.50-9.00am and promptly leave observing social distancing guidelines at all times.
- Each child should enter through their designated stile/gate. (See table below).
- School staff will guide them directly to their classroom where their teacher will be waiting to greet them.

Please note;

- No adults, other than staff members, should enter the school grounds.
- Messages for teachers can be sent by email or by phoning the school office
- Forgotten items (books/lunch etc.) to be dropped into the school must be clearly labelled with the child's name and placed in the storage box outside the main door reception/office.

### Collection Plan

- When the school day is over class teachers will bring their class to their designated exit gate, at designated time. (see table below)
- Adults who are collecting their children from school at the end of the day, should wait in their car until their child's class arrive
- Children should be collected promptly and parents are requested to leave the area immediately.

Class	Entry Route	Exit Route	Entry Time	Exit Time
Junior Infants	Right Stile/ Main Door	Right Stile/ Main Door	8.50-9.00am	1.40pm
Senior Infants	Right Stile/ Main Door	Right Stile/ Main Door	8.50-9.00am	1.40pm
1 <sup>st</sup> Class	Right Stile / Main Door	Right Stile/ Main Door	8.50-9.00am	2.30pm
2 <sup>nd</sup> Class	Right Stile/ Main Door	Right Stile/ Main Door	8.50-9.00am	2.40pm
3 <sup>rd</sup> Class	Left Stile/ Red Door	Left Stile/ Red Door	8.50-9.00am	2.30pm
4 <sup>th</sup> Class	Left Stile/ Red Door	Left Stile/ Red Door	8.50-9.00am	2.40pm
5 <sup>th</sup> Class	Car Park Gate/ Side Door	Car Park Gate/ Side Door	8.50-9.00am	2.30pm
6 <sup>th</sup> Class	Car Park Gate/ Side Door	Car Park Gate/ Side Door	8.50-9.00am	2.40pm
Bus Children	Stiles	Stiles	9.10am	2.20pm

Labelled map entry and exit points to follow. Please familiarise your child with this plan.

### **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 door they ring the bell 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 may enter the school building, unless arranged previously.

### **Yards:**

Access to the yard will be through designated doors. The yard will be divided into separate areas for each 'Classroom Bubble' Children will only play within this bubble.

### **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.

- SET teachers will be assigned to work with specific bubbles.
- 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, only children from one bubble will be taken at one time.
- Where children from more than one pod within that bubble are in a SET room, a distance of 1 metre will be maintained between children.
- The tables and chairs in SET rooms will be wiped clean in between different groups

### **PPE**

While it is not envisaged that PPE will be worn by staff in general,

- staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks.
- All staff will wear mask/face coverings when a distance of 2 metres cannot be maintained.

### **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, a SET teacher will be assigned to the class.

### **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.

### **Parent/ Teacher Meetings**

Parent/Teacher Meetings may take place via phone/ Zoom or be postponed. We will assess the situation closer to the time.

**Personal Equipment:**

- It is requested that all children will bring their own storage box for books. (Recommended size rectangular 20L max Junior Infs- 2nd Class, rectangular 35L max 3<sup>rd</sup> – 6<sup>th</sup> class.
- Children will need pens, pencils, colours, rubbers, etc. in their own pencil case to avoid the sharing of equipment. This pencil case will be left in school.
- We recommend each child will have an additional pencil case at home.
- It is further requested that all items have the child's name on them for ease of identification.
- The school will provide individual glue sticks, scissors and colours for school use

**Uniforms :**

Children's uniforms must be clean and washed regularly as a child may have coughed or sneezed into their sleeve as per coughing protocols. We recommend that parents have spare uniforms to allow regular washing. It is more important than ever that all clothing be clearly labelled, as a "Lost and Found" box cannot be facilitated. As a school we strongly advise that children should wear their school uniforms only for school related activities. Uniforms should be taken off straight after the child arrives home from school for the day. They should not be worn to after-school facilities, shops, during etc.

**Hygiene and Cleaning**

Sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom. Water and soap are available in all toilets, staff bathroom and staff room. Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, as well as the usual cleaning, particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, 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 classroom. Staff will thoroughly clean and disinfect their work area before and after use each day.

**Teaching and Learning**

As a staff, we are very aware that the children have been away from school since March 12th. We appreciate the time and effort that went into Distance Learning, and we recognise the challenges that Distance Learning presented for all families. Each child will be 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 2020/2021 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.

**Distance Learning**

We are aware that we may need to revert to Distance Learning in the event of a further shutdown. Therefore we have formulated An Acceptable Use Policy for distance learning. You

will receive a copy of the policy and we ask you to return the signed permission slip to your child's teacher. The main online platforms we will be using are Seesaw and Zoom

### **Shared Equipment:**

By necessity, some classroom equipment needs to be shared, for example, tablets, chrome books 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. Only resources which can be easily cleaned will be used. Toys and materials which are difficult to clean (e.g. dress up clothes or soft toys) will not be used during this temporary Covid-19 emergency. Pupils will hand sanitise before and after using any materials. Additional time will be spent by the cleaning staff in cleaning the school.

### **Doors and Windows:**

Where practical, all internal doors will be left open 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.

### **Office:**

We have an online payment system that minimises the amount of cash that needs to be handled. Where possible parents/guardians are encouraged to use this system. Children will not be sent to the Secretary's Office or to the Reception area to deliver messages. As far as possible, staff members will not enter the Office area and will speak with the Secretary at the door.

### **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 that will be implemented:

- Parents/guardians will be contacted immediately. Please ensure the school has all necessary contact details
- 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 while they are waiting to be taken home
- 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 been diagnosed with Covid-19
- Children who have been in close contact with a person who has 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 to non - Green List countries and must self-isolate for a period of 14 days
- Children who are generally unwell

#### **Supporting the Learning of Children who cannot attend school due to illness**

If a child is not able to attend school for an extended period of time, the class teacher (and/or the Special Education teacher, where relevant) will share suggested activities to support the child's learning at home with parents.

#### **Children in High Risk Groups:**

Parents should seek advice from their GP/Specialist if they think their child is in a high risk group. They must make an informed decision if it is safe for their child to return to school on September 1st. They should inform the principal of the advice given. If there are any parents out there who have concerns about their child's health, please contact the Principal at the following email [office@carnarossns.ie](mailto:office@carnarossns.ie)

#### **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.

We look forward to the new school year with optimism and enthusiasm.

Thank you for your continued support.

Kind Regards  
Paddy Keogan  
Chairperson BOM

Dervilla Finnegan  
Principal