



School Re-Opening 2020

The following routines and procedures are all in an attempt to:

- *Avoid gathering(s) of pupils, parents or staff*
- *Maintain the integrity of separate classroom ‘bubbles’ and ‘pods’ within those bubbles*
- *Help prevent the spread of Covid-19*

August 19th, 2020.

Dear Parents/Guardians and Pupils,

We are looking forward very much to welcoming the children back to school.

There will be a few new routines that we will all have to get used to but we have put them in place in line with the HSE Guidelines and the Department of Education’s Roadmap to Re-opening. We hope it will be a safe and successful re-opening. As these guidelines change or are updated, our routines may also change. You will be kept informed of changes prior to their implementation.

Some parents/guardians/pupils might be worried about the return to school and all of the work they missed or have to catch up on. Don’t worry! Everyone is in the same boat. No pupils have been in school since March. The teachers are all waiting to help you.

Some pupils and parents/guardians and even school staff might be worried about getting Covid 19. All of these new routines as well as the HSE guidelines are there to try to ensure that this won’t happen.

We all need to work hard to:

- Wash /sanitise hands regularly
- Maintain good social distance
- Use good cough/sneeze etiquette

As always, we will be doing our best to ensure the health and safety of our entire school community - our pupils, parents/guardians and staff.

Please read the following guidelines carefully before the return to school on Thursday 27th of August. Pupils from senior classes should read them too to get used to some new procedures we will have to follow.

Thank you for your help, support and co-operation,

Fiona Monahan
Chairperson Board of Management

Susanna O’Neill
Príomhoide

On behalf of the Board of Management and Staff of Rathpeacon National School.

<p>Daily Routine for Dropping Off Children</p> <p>(Daily, all classes)</p> <p>Special arrangements for Junior Infants for the first two days are in the next section.</p>	<ul style="list-style-type: none"> • School gates will open at the earlier time of 8.55am. • <u>Under no circumstances will any child be allowed on site before this time.</u> This will be strictly enforced with no exceptions, in the interest of the safety and health of the whole school community. • Parents/guardians and pupils must wait in the car or on the bus until the gates open at 8.55am. • These arrangements apply <u>regardless of weather conditions</u> i.e. if it is raining, snowing etc. • The gates will open - <u>for children only</u> - at 8.55am • Children should go directly to their classrooms • Class teachers will be in their classroom from 8.55am • SEN teachers and SNAs will supervise pupils as they walk from the gate to their classroom / building from 8.55am • Children should enter as follows: <ul style="list-style-type: none"> Junior Infants: via <i>small back door</i> of main building Senior Infants: via <i>front door</i> of main building First Class: via <i>front door</i> of main building Second Class - Ms Griffin: via <i>back door</i> of main building Second Class - Mrs Coleman: via <i>main door</i> to Building 2 (two storey building) Third and Fourth Classes: via <i>main door</i> of Building 3 Fifth Class - Ms O'Neill: via <i>main door</i> to Building 2 Fifth & Sixth Classes - Ms Brennan & Ms Watson: via <i>side door</i> of Building 2 • Older siblings may walk younger brothers / sisters to their entry point / door as above and then go directly to their own classroom
<p>Drop off (Day 1 & 2 only for new Junior Infants)</p>	<ul style="list-style-type: none"> • For the first two days, Thursday 27th and Friday 28th, children starting with us in Junior Infants and their parent/guardian will have a later start (9.30am). <u>Please do not come before this time.</u> Please wait in your car if you are early. • Parents/Guardians should wear a mask when on the school premises. • We are asking parents/guardians to walk with their Junior Infant children to the small back door near the Junior Infant classrooms (staff will be on hand to direct you). • Parents/guardians should drop their son / daughter to their classroom door - Ms Spillane's classroom will be to the left and Ms McGrath's classroom to the right. • Parents/guardians should then exit via the 'double doors' at the end of the corridor, walk towards the back wall of the building and around through the gate to the right, following the footpath to exit at the front of the school. This is to maintain a one way system and to avoid crowding. Again, staff will be on hand to direct you. Arrows will also be painted on the ground for you to follow. • We ask parents/guardians to please maintain the recommended 2m social distancing as there may be a delay as we welcome each child/family to our school.

	<ul style="list-style-type: none"> After the first two days, parents/guardians should drop their children at the designated drop off point where the footpath ends at the top of the main driveway. This will be sign 'Children only beyond this point'. School staff will be there to meet the children and bring them directly to their classrooms where their teachers will be waiting. Again, all parents/guardians must wear a mask.
<p>Collection of Infant Classes at 1.50pm.</p> <p>Note: Junior Infants should be collected <u>at 12 noon up to and including Friday, September 12th</u>.</p> <p>From Monday, 14th of September they should be collected at 1.50pm.</p>	<ul style="list-style-type: none"> The following arrangements apply <u>regardless of weather conditions</u> i.e. if it is raining, snowing etc. Infant classes will be walked to separate 'zones' on the school driveway. The school gates will be closed to all traffic during the school day except for the school bus and for deliveries by prior appointment. Parents/guardians (or collectors) should stand on a colour coded dot which are all 2m distance apart. Parents/guardians should wear a mask. Please see your colour below: <u>Ms Spillane's: Junior Infants:</u> yellow dots - lower driveway <u>Ms McGrath's Junior Infants:</u> red dots - upper driveway <u>Ms O'Driscoll (Ms. Crowley's sub) Senior Infants:</u> white dots - lower driveway <u>Ms Buckley (Ms. Twomey's sub) Senior Infants:</u> blue dots - left and right at lower end of steps, opposite the main school door. Parents/guardians - please limit it to <u>one</u> 'collector' per child. Please inform grandparents/childminders etc of this and the colour of the dots for your child's class as set out above. Those collecting children <u>must remain in their car</u> until the bell rings at 1.50pm at which time they should go and stand on the appropriate colour dot and wait for the class. During the first two weeks, Junior Infants will go home at 12.00 The procedure for collection set out above will apply.
Dismissal of pupils 1 st - 6 th	<ul style="list-style-type: none"> Class teachers will walk their classes to within sight of the supervising teachers/SNAs. Children will exit via the same doors as they entered. Class teachers will ensure that this exit is staggered. Children should walk directly to their car or bus. Parents/guardians are asked to wait in their cars and <u>not to congregate anywhere near the school gates or surrounding areas.</u> Parents/guardians are asked to maintain 2m social distancing at all times
Break Times	<ul style="list-style-type: none"> We will have staggered breaks from September 2020. In order to maintain class bubbles each class has a clearly defined separate playing zone on the school yard. <u>Junior Infants - Second Class</u> Small break: 10.40 - 10.50am Big break: 12.30 - 1.00pm There are eight playing 'zones' marked out in the yard - one for each class bubble.

	<ul style="list-style-type: none"> • <u>3rd - 6th Class</u> Small break 11.00 - 11.10 Big break 1.00 - 1.30 There are six playing 'zones' marked out in the yard for each class bubble.
Movement of children around the school.	<ul style="list-style-type: none"> • Movement of children around the school will be limited in so far as is practicable, staying with their class bubbles. • When going to their yard 'playzone', children will use the running track i.e. not walk through other classes or zones • When walking to the hall, children will walk on the right hand side of the corridor, following floor markings.
School Uniforms and Tracksuits	<ul style="list-style-type: none"> • The school uniform will be worn as normal. Tracksuit will be worn on PE days. You will be notified of these days on return to school. • All items of uniform and tracksuit must be labelled. • Children should not wear jewellery or watches on their hands so as to facilitate proper hand washing.
Shared Resources	<p><u>Stationery:</u></p> <ul style="list-style-type: none"> • Pupils should have their own stationery - pencil, rubber, sharpener, pens, ruler etc at all times. There should be no sharing of these resources. (See booklist for the stationery items your son / daughter needs as this varies from class to class) • Please <u>label everything</u> (including pencils, colouring pencils etc) with your child's name so that we can eliminate any sharing of these items. <p><u>Lunches:</u></p> <ul style="list-style-type: none"> • Pupils will bring their own lunch / drink to school each day. There will be <u>no</u> sharing of lunches or drinks (as per usual). Lunchboxes and drink bottles should all be labelled. School milk will no longer be provided. <p><u>Other Subject Areas:</u></p> <ul style="list-style-type: none"> • The staff are working to ensure that other school resources for example: Maths, PE and Art equipment is kept within a class 'bubble' and is cleaned/sanitised between each use. <p><u>School Library:</u></p> <ul style="list-style-type: none"> • Our senior school library (for pupils from Third to Sixth Class) will have to be temporarily closed so we ask parents to ensure that their son / daughter has a novel or book of their choice to read with them in school at all times. Please ensure the child's name is on the book. It is important that children are encouraged to read daily. (This reading is separate to the 'class novels' which we will be using). We will review this as HSE and Department of Education Guidelines change. <p><u>Speech and Drama</u></p> <ul style="list-style-type: none"> • Speech and Drama will take place in the school hall on Tuesdays and Wednesdays. • There will be at least a 10min break with all doors/windows open between classes. • Anthony will wear a mask/visor for all classes. • All children will sanitise on entry to hall and also when leaving.

	<p><u>Gymnastics</u></p> <ul style="list-style-type: none"> • Gymnastics will take place for Junior Infants to 2nd Class during Term 1. • All will wear a mask/visor for all classes. • Mats will be sanitised between class groups. • There will be at least a 10 min break with all doors/windows open between classes • All children will sanitise hands on entry to hall and also when leaving.
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • Face coverings are not currently recommended for primary school children. • The following have been purchased for all staff members: <ul style="list-style-type: none"> - Visors / face shields - Masks (disposable) - Hi-vis jackets and hi-vis vests - Gloves (disposable) - Aprons (disposable)
Sanitising and Cleaning	<ul style="list-style-type: none"> • Hand sanitisers have been installed in all rooms and at all entrances. • Hot water has been installed in all classrooms. • Paper towels and dispensers have been installed for drying hands and for cleaning surfaces. • Anti-bacterial wipes will also be available in all rooms and for individual 'pod' use at senior class level. Children from 3rd - 6th will be asked to wipe down their own area before lunch time and at the end of the day, under the supervision of the teacher. • Extra cleaning of frequently touched surfaces such as door handles, light switches, taps, keypads etc will take place during the school day, in addition to the usual daily cleaning. • Teachers / SNAs working closely with children will wear a face covering (e.g. visor / face shield).
Children who should not attend school	<p>Please do <u>NOT</u> send your son / daughter to school if he / she is feeling unwell. This is for the safety of our entire school community - pupils, parents and staff. If your child is in one of the following categories, they should not attend school:</p> <ul style="list-style-type: none"> • Children who have returned home from abroad must self-isolate for a period of 14 days • 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 are a suspected case of Covid-19 and the outcome of the test is pending. • Children who have been in contact with a person who is a suspected case of Covid-19 and the outcome is pending • Children with underlying health conditions who have been directed by a medical professional not to attend school
Dealing with a Suspected Case of Covid-19	<p>Under no circumstances should a child attend school if displaying any symptoms of COVID-19;</p> <ul style="list-style-type: none"> • a fever (temperature of 38 degrees Celsius or higher) • a cold, cough or viral infection • lost or changed sense of smell or taste

	<p>If a pupil displays symptoms while at school, the following procedures will be implemented:</p> <ul style="list-style-type: none"> • The child's parents/guardians will be contacted immediately. • The child will be accompanied to the designated isolation area via the isolation route by a member of staff. • The staff member will keep at least 2m away from the symptomatic child and will also make sure that others maintain a distance of at least 2m from the symptomatic child at all times. • The staff member caring for the child will wear a face covering or mask. • A mask will be provided to the child presenting with symptoms. He/she should 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 who will call their doctor and continue self-isolation at home. • The school will facilitate the child presenting with symptoms to remain in isolation if they cannot immediately go home, and will assist with calling their doctor. • The child will be advised to cover their mouth and nose with a 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 will 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 child is a COVID-19 suspect; • Arrangements will be made for appropriate cleaning of the isolation area and work areas involved. <p>Note: 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. Staff and pupil confidentiality is essential at all times.</p>
Impact of a Suspected or Confirmed Case of Covid-19 in a class.	<p>If the school is notified that a person in your child's class has a suspected or confirmed case of Covid-19</p> <ul style="list-style-type: none"> • The parents of all children in the class will be notified • Public health advice will be sought and followed
Other changes and considerations:	<ul style="list-style-type: none"> • <u>Parent/Guardian Access to school</u> - We will be keeping parent/guardian access to school buildings to an absolute minimum. This is to ensure the safety of our entire school community - pupils, parents and staff. <p>If you need to speak to your son / daughter's teacher, please contact the school office. Catherine will speak to you and the relevant teacher(s) will phone you back as soon as possible / practicable. (This may have to be before 8.55am or after 2.50pm as teachers will be with their class bubbles between those hours).</p>

- **Early collection / Late drop off of pupils** - Please try to avoid this if at all possible!
 - If you do need to collect your son / daughter early, you should email the office at office.rathpeaconns@gmail.com the day before, stating the time you will be collecting your son / daughter and the reason for collection.
 - On arrival parent/guardian should ring the door bell and wait in the outer porch. Parents/guardians will not have access to any school building following Government Guidelines unless in exceptional circumstances. Catherine, the secretary, will inform the teacher by phone to send the pupil to be collected to the office.
 - If a pupil arrives to school late, they should go to the main school door where the secretary or another staff member will ensure they will get to their own classroom safely.
 - **Handwashing:** Please ensure your child is familiar with the importance of regular handwashing and the correct way to wash their hands. While we will teach children to wash their hands properly, parents/guardians should revise these practices before the return to school.
 - We will be asking children to wash/sanitise their hands at least:
 - On arrival in school
 - Before eating /drinking
 - After using the toilet
 - After being outdoors/after breaktimes
 - After coughing or sneezing
- Hot water has been installed in all of the classrooms for the purposes of thorough hand washing.
Soap and paper towels are also provided.
- **Thermometer:** An infrared thermometer is available in the school office. This will be used if a child is showing symptoms of Covid-19 or other illness.
 - **Isolation Room:** The old Computer Room/Intervention Room opposite the main school office will be used to isolate any pupil or staff member who has symptoms of Covid 19. If your son / daughter is showing any symptom of Covid 19 you will be contacted immediately. Please ensure all your contact details are up to date.
 - **Assembly:** There will be no weekly assembly during Term 1. This will be reviewed as HSE guidelines change.
 - **Tin whistles** - We are asking children to keep their tin whistles at home for Term 1(to be reviewed as guidelines change).

We look forward to seeing you soon!