



Mary, Mother of Hope Senior National School

Plan for Re-opening Our School

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.
- 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.

General Organisation of the School

- All children return to school unless they have been advised by a medical professional that it is unsafe to do so.
- The school day will start at 8.50 for all children and finish at 2.30pm for all children.
- Each class will be treated as a Bubble. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.
- As a Senior School, with pupils from 3rd to 6th, all children will be further divided into pods, with a minimum distance of 1 metre being maintained between pods
- The school is split into 2 groups of 8 classes, with each group having different break times and lunch times.
- Each Group will be constituted of two adjacent Third Classes, two Fourth Classes, two Fifth Classes and two Sixth Classes.
- The day will include 1 x 15 minute break and 1 x 25 minutes break.
- Hand sanitiser will be available at all entry points and in all classrooms and support rooms.

Timetables

Timetable for Group A	Timetable for Group B
8.50 - School start 10.10 – Break time 10.25– Class resumes 12.00 – Lunch time 12.25 – Class resumes 2.30 - Classes finish	8.50 - School start 10.45 – Break time 11.00 – Class resumes 12.45– Lunch time 1.10 - Class resumes 2.30 - Classes finish
Classes in Group A	Classes in Group B
3rd – Room 1 Ms. L. Dunne 3rd – Room 2 Ms. A. McKeown 4th – Room 9 Ms Goodwin 4th – Room 10 Mr McGeough 5th – Room 5 Mr Curtin 5th– Room 6 Ms Clerkin 6th– Room 13 Ms P. Dunne 6th– Room 14 Ms Horan	3rd – Room 3 Mr O’Cearra 3rd – Room 4 Ms McCarthy 4th – Room 15 Mr Nolan 4th – Room 16 Ms McKenna/ Ms L. Oakes 5th – Room 7 Ms Leech 5th – Room 8 Ms Boyle 6th– Room 11 Ms Greene/Ms Molloy 6th– Room 12 Mr Lally

Key to Entrances & Exits

Entrance and Exit Points	Entrance Number
Through School Reception	1
Through 3 rd Class Yard	2
Opposite Community Centre	3
Rear Entrance of the School	4

Entrance & Exit Points for Specific Classes

Teacher	Class	Entrance & Exit Point
Ms. L. Dunne	3 rd Class	2
Ms. McKeown	3 rd Class	2
Mr. O Cearra	3 rd Class	2
Ms. McCarthy	3 rd Class	2
Ms. Goodwin	4 th Class	3
Mr. McGeough	4 th Class	3
Mr. Nolan	4 th Class	3
Ms. McKenna/Ms L. Oakes	4 th Class	3
Mr. Curtin	5 th Class	4
Ms. Clerkin	5 th Class	4
Ms. Leech	5 th Class	4
Ms. Boyle	5 th Class	4
Ms. Greene/Ms. Molloy	6 th Class	1
Mr. Lally	6 th Class	1
Ms. P. Dunne	6 th Class	1
Ms. Horan	6 th Class	1

Drop-off and Collection Routines

The BoM and the School Leadership Team have been working to ensure a safe return to school for all pupils and staff. We have now finalised our plans for drop-off and collection of the children every day.

Mary Mother of Hope Junior and Senior National Schools appreciate your support as we try to safely reopen our schools. If at all possible we request you not to come onto the school grounds or into the school building unless it is essential. We appreciate that dropping off the Junior & Senior Infant pupils to their line in the yard is essential, but for the older pupils a drop off at the school gate is desirable. 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 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 parents follow these precautions:

- **Social Distancing:** adults do not come within 2m of each other either on their way to or on the school grounds

- **Avoid Staff Interactions:** parents are asked not to have meetings with members of staff in the yard at drop-off and collection times – meetings between parents and teachers can only take place by prior arrangement. If a parent wishes to contact a teacher please phone/email the office and we will arrange for the class teacher to phone you back.
- **Drop-Off and Collection Plan:** All parents adhere to the drop-off and collection plans as outlined below
- **Face Coverings:** Parents are ***strongly advised*** to wear face coverings when:
 - bringing children to and from school
 - when on the school grounds
 - if they have reason to enter the school building, face covering **must** be worn

Senior School Drop-off Plan

Entry points: Entry points to the school will be:

- Main gate
- Shopping Centre access via *Mick's Way*
- **Third Class** children will assemble in a designated space in the Third class yard, and will enter that space between the Senior School and the Community centre
- **Fourth Class** children will assemble in a designated space to the front of the Community Centre
- **Fifth Class** pupils will proceed along the main drive way and assemble in a designated space along the yard between the Junior and Senior School building
- **Sixth Class** pupils will proceed along the main drive way and assemble in a designated space along the yard between the Junior and Senior School building

Getting to school: Children are encouraged to walk, cycle or scoot to school

Parents remain off campus: Parents of children in the Senior School will be asked ***not*** to enter the school campus with their child. If parents require an exemption from this, they should email the school on school@hopens.ie.

Staff supervision: Staff supervision will be provided from **8:40am** each morning. Only staff members should enter the Senior School Yard area.

Arrival Time: Pupils are asked to arrive between **8:40 and 8:50 am**.

Social Distancing: Pupils will be asked to adhere to social distancing when within the school campus.

Discrete Assembly Areas: Each class level will be assigned its own discrete assembly area.

Within these areas, each class will be assigned two lines per class, along which pupils will line-up. These lines will be marked so that children will be at least 1m distant from each other as they line up.

Drop-Off and Collection Plan: Ahead of school opening, we will give parents an illustrated guide of where the assembly points for each class are located in the school. Parents are asked to make a **Drop-Off and Collection Plan** with their child, which covers drop-off in the morning and arrangements for home-time.

Escorted entrance to the school building: Children will be escorted by their teacher to their classrooms, one class at a time. Children will sanitise their hands on entry into the building.

Classes will **not** be permitted to mix with each other in the course of the school day.

Senior School Collection Plan

Exiting the building: Pupils will be escorted by their teacher, one class at a time, to their designated assembly area.

Exiting the school campus: From there, pupils will be permitted to exit the campus, observing appropriate social distancing.

Meeting parents: Parents are asked to remain off-campus, and maintain social distance, until their child arrives.

Parents who wish to collect their pupils outside of the campus should make arrangements with their child as to where this will be. This should form part of your personal **Drop-Off and Collection Plan**, which you should devise and explain to your child ahead of school re-opening.

Pupils whose parents have obtained permission from the school for a personal collection and who are being collected by their parents, will be escorted to a designated area to the front of the community centre, where they will be handed over to their parents.

Special Arrangements for the first week of School for 3rd class pupils

We are very mindful of the fact that children in 3rd class will be joining the Senior School for the first time, and will make sure to have extra supervision in place to assist them in their first days in the Senior School.

One-Way System at Hunters Run Gate

- We will open the gate at Hunters Run to facilitate a one-way system to support the drop-off of 3rd class pupils in an orderly manner.
- Parents wishing to escort their children on these days may enter the school at the main roundabout, which our caretaker Seanna patrols.
- They can then make an immediate right turn with their child along the drop-off point.
- Staff will meet 3rd class children here and escort them to their line in the 3rd class yard.
- Parents can then exit the campus via the Hunters Run gate.

We will keep this arrangement under review. Parents are asked to make sure they are wearing a face covering while on the campus and to co-operate with staff guidance.

This facility will also be available to parents at home time for the first week of school. Children who do not have permission to walk home at home time will be brought to the front of the community centre and can meet their parents along the drop-off route. They can then exit at Hunters Run.

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:

- ***No adult should enter the school building unless invited to do so.***
- Prior notice should have been given to the school by phone or email.
- Make sure to wear face covering throughout your time on the school campus
- When the adult arrives at the school, they should either phone the office or use the intercom at the main reception door to alert the office that they have arrived and wait to be admitted.
- Anyone entering the reception lobby should sanitise their hands immediately on arrival.
- 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.

Uniform

- School uniform/tracksuit should be worn every day.
- Parents are welcome to alternate between the tracksuit and uniform. It is advisable that the uniform is kept for school **only** and that children change immediately after school rather than wearing the uniform in after-school facilities, shops, during after-school activities, etc.
- Children should come appropriately dressed for the weather- including a rain-jacket or coat- and should be able to independently manage their bag, coat and shoes.
- Please make sure that all items of clothing are clearly labelled so as to avoid children bringing home the wrong clothing.

Personal Equipment

- Children should bring limited personal equipment to school, and should not bring toys or other personal possessions to school.
- Lunch boxes and reusable bottles should be of a type that can be easily wiped clean.
- School Bags should be checked regularly and maintained in a clean condition.
- Lunchboxes and re-usable bottles should be washed/cleaned every evening at home.
- In so far as possible, it is requested that children will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment.
- It is further requested that all items have the child's name on them for ease of identification.
- These will be retained in school alongside your child's books overnight in the initial weeks following the return to school. This will be kept under review in that period.
- The DES advises that children should **not** bring personal hand sanitiser to school. This will be supplied the school.

School Building

Signage

Signage has been provided by the DES, outlining signs and symptoms of COVID-19, good hand and respiratory hygiene. These posters will be displayed in classrooms and in prominent areas around the school.

Hand Hygiene

Regular hand washing with soap and water is effective for the removal of COVID-19. All bathrooms are supplied with warm water, anti-bacterial soap, paper towels and touch free pedal bins.

The Department of Education has issued schools with Hand Hygiene guidance- posters and videos for teachers to teach children the appropriate way to wash and hand sanitize their hands. These posters will be displayed throughout the school.

Each classroom has been supplied with a wall mounted hand sanitiser and a sanitiser for the teachers and SNA's desk where applicable. The classroom has also been stocked with other sanitisation & protective equipment. Hand sanitisers have also been placed at entry and exit points of the school, entry into staff toilets, SET rooms, the staffroom and in other prominent areas in the school.

The DES recommends that pupils and staff should perform hand hygiene at the following times:

- On arrival at school;
- Before eating or drinking;
- After using the toilet;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.

Children will be reminded not to touch their face, to avoid touching their eyes, nose and mouth.

PPE

- It is not envisaged that PPE will be worn by all staff throughout the day. However, staff who are working in close proximity to pupils will wear a face covering.
- Staff attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face coverings.
- Staff will be required to wear face coverings in circulation and other areas where they cannot maintain a two metre distance from other adults.
- All SNAs will wear face coverings in the classroom, or in certain situations clear visors, in the classroom.

Classroom organisation

- **Seating:** In classrooms, children will be seated 1m away from each other, as recommended in the DES guidelines
- **Books and Personal belongings:** Children keep all their books on their desks in one bundle during the school day.
- **Book Rental Books:**
 - Children in the Book Rental Scheme will be given their books (BRID reference) at the beginning of the school year.
 - The Book Rental scheme this year also provides pupils with four workbooks. These have been covered and will be labelled and distributed to pupils by their teacher.
 - We will also provide copies for pupils as part of the scheme.

- These books will remain with the children for the duration of the school year.
- All Children's books will be kept at their desks in school overnight in the initial weeks following the return to school. This will be kept under review in that period.
- **Homework:** In the initial weeks, we will be focusing on settling children in to school life, establishing routine and ensuring that the well-being of every child is prioritised. The school will not be assigning homework in the initial weeks. We will let parents know in due course how homework will be organised.

Shared Equipment

By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities and art equipment. Cleaning of such shared equipment with wipes or other cleaning products will take place to minimise the risk of the spread of infection.

Special Education Teaching

Staff members (particularly Learning Support Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs sanitising routines will be observed.

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.

Supporting the Learning of Children who cannot attend school (Very High Risk to Covid-19)

The DES has produced special guidance to support schools in making adapted education provision for pupils who cannot return to school because they are medically certified as being at very high risk to COVID-19.

If a child in the above category is not able to attend school for an extended period of time, please contact the school with the relevant information from the child's doctor.

The class teacher (and/or the learning support teacher, where relevant) will contact the parent to suggest activities/to make a plan to support the child's learning at home.

Further information is available at:

<https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/>

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
- 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, if one is available. 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 and 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 them by calling their GP.
- 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 and must self-isolate for a period of 14 days***
- Children who are generally unwell.

Re-connecting with our children and our school community

As a school, we realise that the return to school has been long anticipated and long awaited by everyone in the school community- pupil, parents and staff alike.

We are committed to ensuring that all who return to school will be made to feel welcome and secure.

We will endeavour to create a sense of safety, calm, connectedness and hope for all our pupils. We ask parents to support us in this endeavour.

Enda McGorman

Principal

Mary, Mother of Hope Senior National School