

Lawrencetown National School Re-Opening School Plan

School Profile

83 pupils

4 Mainstream classes

1 Special Education Teacher (1 shared with another school 2 mornings per week)

Teaching Principal

Part Time Secretary

1 Cleaner

Part time caretaker

The biggest classroom in the school is 48 metres squared.

There are sinks in all the classrooms.

There are two toilet blocks located on either end of the building

Access to the school grounds is through the gates at the car park.

There are 3 entrance doors to the building.

Human Resources allocated through additional funding from DES

Aide – 2 days

Teaching Principal -1 admin day each week.

Assumptions

School will re-open for all pupils on Tuesday 1st September 2020

Key Dates

Week beginning Monday 3rd August

Organise BOM and Staff meetings to discuss and allocate tasks.

Draw up a Covid Communication plan to provide information to parents and staff.

Contact the school community and inform everyone that the Department's Covid-19

Response Plan and the school's policy statement have been published on the website.

Appoint 'Aide'

Elect Lead Worker Representative and Deputy Lead Worker Representative.

Complete risk assessment with the B.O.M. health and safety officer and staff health and safety officer.

Arrange for any safety issues to be fixed.

Begin arranging the classrooms in line with Department guidelines- remove extra furniture

Week beginning Monday 10th August

Letter to parents explaining about social distancing and safe school attendance.

Examine the procurement documents and order PPE equipment.

Re-configure class spaces to maximise physical distancing.

Begin deep clean of school.

Order signage for outside the school, Perspex for office, and download and print indoor signs.

Order floor arrows for inside the school.

Check water supply, hot water in all taps and clean up the school grounds.

Week beginning Monday 17th August

Letter to parents explaining the drop off and collection routines.

Continue indoor and outdoor maintenance work.

Draw up an environmental cleaning programme and share with all staff.

Draw up a response plan if someone in the school displays symptoms or is confirmed as having covid-19 and share with staff.

Week beginning Monday 24th August

Letter to parents reassuring them that the B.O.M. and staff have made all preparations for the re-opening. Outline about staff wearing visors, about homework, and keeping as many of their books and pencil cases in school.

Publish Covid-19 Response Plan to school community.

Organise BOM, and Staff meetings to monitor progress against tasks.

Contact staff to thank them for their support during the lockdown, outline control measures that are in place, remind them to complete the R.T.W. form and return to principal. Ask all staff to read and complete checklist 6 in their folder.

Encourage all staff members to take some time for themselves and their families this week.

Friday- all staff on site to prepare their classrooms.

Week beginning Monday 31st August

Monday – all staff on site for staff meeting- going over the procedure and protocols that are in place, induction training –(videos from The Dept of Education.) for all staff and extra for the L.W.R. and deputy L.W.R.

Tuesday – welcome children back to school

Usual School Hours

9.20 – 2.00p.m. Infants

9.20 - 12.30 for Junior Infants for the first week.

9.20 – 3.00p.m. First to Sixth

Drop Off and Collection Times

To help with reducing the amount of traffic around the school gates, children are asked to walk/cycle/scoot to school if it is at all possible.

All the children will enter and leave the grounds through the carpark gate.

Unfortunately, it will not be possible for any other parents/guardians to come onto the school grounds before/after school. To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school gates open at 9.15 a.m. *(Separate, special arrangements will be put in place for our Junior Infants and their Mams and Dads at the beginning of the school year.)*

Morning:

All class teachers will be on the school yard by 9.15a.m.

Parents are asked to remain in their cars in the car park until the gates open and then to queue outside the gate socially distancing. When their child/children enter the gates they will be directed by a staff member to their correct waiting area and parents are asked to leave. No congregating at the school gate is allowed. Pupils in Junior Infants/Senior infants will use

entrance 1 opposite the kitchen, pupils in 1st/2nd/ classes will use entrance 2 –the door nearest the carpark, and 3rd/4th 5th/6th classes will use entrance 3-the door on the Senior yard.

Pupils arriving on the bus will be asked to wait on the bus until a staff member arrives to direct them to their place in the yard. The school bus driver will be informed of this procedure.

Afternoon:

(Special arrangements will be put in place for Junior Infants for the first week of the school year)

From 1st September onwards:

2.00p.m. Class teacher will bring **Senior Infants** to the school gate. Mams/Dads are asked to drive in, 'pick up and go'. **Junior Infants** will join Senior Infants from 6th September onwards.

3.00p.m. Class teachers will bring their classes to the school yard and they will line up and leave the school in a socially distant manner.

Pupils travelling on the bus will line up in the yard with their class and will be directed to the school bus by a staff member at the school gate.

Mams and Dads who walk to the school to collect children are asked to maintain a social distance outside the school gate.

This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!

Summarised Timetable for Drop Off and Pick Up

- | | |
|-------|---|
| 9.15 | All staff to be present in the schoolyard to support arrival of pupils. |
| 9.15 | Arrival of pupils – Stop, Hand over pupils and Go System. No adults to enter the school yard. Children line up in school yard.

Pupils arriving by bus wait on bus until staff member escorts them into the yard. |
| 12.30 | Stop, pick up go – Junior Infants Week I |
| 2.00 | Stop, pick up, go – Senior Infants /Junior Infants. |
| 3.00 | Stop, pick up, go – First –Sixth

Pupils travelling by bus escorted to bus by staff member. |

Breaktimes

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

Given that we have 4 class bubbles –J./S.I., 1st/2nd class, 3rd/4th class, 5th /6th class there will be staggered break times and two 20 minute breaks.

10.50-11.00 snack break /toilet break –Junior/ Senior Infants, 3rd/4th

11.00-11.20 Break for Junior &Senior Infants (Yard facing the carpark entrance)
Break for 3rd & 4th class (front yard)

11.25-11.35 Snack break/toilet break -1st/2nd/ 5th/6th/classes

11.35-11.55 Break for 1st & 2nd Class (Front yard)
Break for 5th & 6th Class (Senior yard)

12.45 -12.55 Lunch indoors/toilet break - for Junior Infants, Senior Infants, 3rd &4th

12.55 -1.15 Playtime outdoors - Junior/ Senior Infants-Yard facing carpark entrance
3rd &4th class - front yard.

1.20 -1.30 Lunch indoors/toilet break – 1st/2nd/ 5th/6th/

1.30 -1.50 Playtime outdoors – 1st &2nd class-Front yard
--5th &6th class-Senior yard

Summarised Timetable for Breaks

10.50-11.00 - Snack	Classrooms	J./S Infants 3 rd /4 th class
11.00-11.20 - Playtime	Yard facing car park Front yard	Junior/Senior infants 3 rd /4 th class
11.25-11.35 – Snack	Classrooms	1 st /2 nd class 5 th /6 th class
11.35 -11.55 -Playtime	Front yard Senior yard	1 st /2 nd class 5 th /6 th class
12.45 – 12.55 – Lunch	Classrooms	J. Infs. S. Infs. 3 rd /4 th class
12.55 – 1.15 - Playtime	Yard facing car park Front yard	J. Infs. S. Infs. 3 rd /4 th class
1.20 – 1.30 – Lunch	Classrooms	1 st /2 nd / 5 th /6 th classes
1.30 – 1.50 -Playtime	Front yard Senior yard	1 st /2 nd class 5 th /6 th class

Yard Supervision:

A rota will be drawn up depending on the number of staff in the school in September:

3 or 4 mainstream teachers and the SET teacher and her timetable.

Changes to Classroom and School Layout and to School Routines

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

The children and their teachers will work in Class Bubbles. 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.

Team Teaching/Special Education Teacher

Staff members (particularly the SET teacher) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed 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 as far as possible, within the confines of a bubble.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance (2m) from one another.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

Junior Infants to Second Class

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble.

Third Class to Sixth Class

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with a maximum of 6 pupils per Pod. As far as possible, each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

General Purpose (GP) Room

The GP Room may not be used for Assemblies, Physical Education or for any other gatherings of pupils. For the present, it will be divided for use as Learning Support Space and for storage.

Corridors

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

Pupils/ staff will keep to the left when moving on the corridors. A series of arrows will point the way for all pupils.

Additional Measures to Limit Interactions

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.

While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

Doors and Windows

Where practical, internal doors will be left open to minimise hand contact with common surfaces.

Our ventilation system will keep the rooms well ventilated and as an additional measure windows will be opened while pupils are outside on breaks.

Toilets

Junior Infants, Senior Infants, First and Second class will use the toilet block nearest to the 1st/2nd class classroom.

Second Class, Third Class, Fourth Class, Fifth Class and Sixth Class will use the toilet block close to the senior entrance to the school. Additional soap dispensers and paper towel dispensers will be installed in each toilet block.

Only one class group at a time will be present in each toilet block.

Lunches

Mams and Dads must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with other children.

Children will eat their lunches at their desks, as per our usual practice.

Any left over lunch will be brought home.

Books, Copies, Pencils, etc.

Children should use their own books, pens, pencils, etc. and will not share with other pupils.

Pupils are asked to leave their pencil cases and most of their books and copies in school.

Only those items absolutely needed for homework will be sent home.

Homework

There will be no homework for the first two weeks after we return and then this will be reviewed by all staff.

Uniforms/Tracksuits

We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, except on P.E. days, or when otherwise requested by teachers.

As a school we strongly advise that children should wear their school uniforms or tracksuits **only for school related activities.** Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

Office

Children should not be sent to the Secretary's Office to deliver messages.

Perspex will be installed on the Secretary's desk and the principal' teachers desk.

Photocopying.

Any staff member who uses the photocopier should clean it down after use with the wipes provided.

ICTs

A timetable will be drawn up for the use of common ICTs. Devices should be cleaned after use and before they are returned to the charging trolley.

Visitors:

Visitors to the school will be kept to a minimum and will be kept to essential visitors. All visitors will sign the contact tracing log and will only enter the building with the prior permission of the principal. Where possible visitors are encouraged to make an appointment.

The possibility of facilitating coaches for sport or Drama is not envisaged at the moment. Should this position change the visitors will be subject to the same procedures as class teachers.

Substitute Teachers

Our school is involved with four other schools in a cluster arrangement for Principal release days. The teacher appointed will teach 1 day per week in the school and will follow the protocols of all the staff.

A copy of the Covid-19 Response Plan will be provided to each substitute teacher. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

Physical Education and P.E. Equipment

Physical Education lessons will take place outside when the weather allows.

Staff members and pupils may take additional breaks outside during the school day.

Parent/ Teacher Meetings

At the moment it is unlikely that Parent/Teacher meetings will take place. Where it is necessary parents will be contacted by phone to discuss concerns. If parents have concerns they can phone the school to set up a phone appointment or send an email.

Staffroom

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn.

Staff meetings will be held with social distancing being observed.

Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.

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 Home Learning, and we recognise the challenges that Home 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.

Supporting the Learning of Children who Cannot Attend School

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 provide work to support the child's learning at home and this will be shared with parents/guardians.

The majority of parents have already provided an email address at which the school can contact them to support Home Learning. This will be especially important if the school, or parts of the school have to close due to HSE advice. Mams and Dads, if you have not already done please email to laurencetownns@hotmail.com and you will be added to the Contact List for Home Learning.

Wellbeing of the School Community

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- A sense of safety
- A sense of calm
- A sense of belonging and connectedness to school
- A sense of self-efficacy and school-community efficacy
- A sense of hope

Our usual practice is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

The Use of Personal Protective Equipment (PPE)

Staff members will wear face coverings at all times during school hours. Extra PPE will need to be used occasionally :

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
- When staff members have to move between classrooms to support children with learning needs.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

Masks

The children are not required to wear masks or face coverings.

Visors will be worn by staff members.

Gloves

There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines.

Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

Hygiene and Cleaning

Sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom.

Warm water and soap is available in all the bathrooms and in the staff room and kitchen.

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

A school hygiene plan has been drawn up and distributed to the cleaner and all staff. In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles,

handrails, chairs/arm rests, communal eating areas, sink and toilet facilities. The cleaner will complete on line induction training before school reopens.

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 building. Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste will be collected regularly from offices and other areas within the school.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

Illness and Dealing with a Suspected Case of COVID-19

We love to see all of our children at school every day. However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Staff must not attend school if they display any symptoms.

A designated isolation area has been created off the G.P. hall

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

The pupil will be accompanied to the isolation area. A distance of 2 meters will be maintained. If this is not possible, the person accompanying the child must wear a face covering.

If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, Mams and Dads are asked to make sure that their contact details are kept up to date at all times.

Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.

A face covering will be provided to the staff member/child who is symptomatic.

The staff member or child who is symptomatic should avoid touching people, surfaces and objects.

If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible.

Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.

If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

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 and staff and pupil confidentiality is essential at all times.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

COVID-19 Related Absence Management

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

Teacher Absence and Substitution

If a 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, it is not appropriate for the class to be divided into groups and accommodated in other classes. Should this occur the SET teacher will supervise the class for the day and when a substitute becomes available to the school he/she will substitute for the principal and the principal will help the SET teacher to ensure that pupils working with the SET teacher do not lose out on their tuition time.

Employee Assistance and Wellbeing Programme

Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.

The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.

Lead Worker Representative (LWR)

In compliance with the "Return To Work Safely Protocols" our school has appointed a "Lead Worker Representative (LWR) and a Deputy Lead Worker Representative (DLWR) who will assist with the implementation of measures to prevent the spread of COVID-19 and monitor adherence to those measures.

Davina Whiriskey has agreed to be The L.W.R. and Ann-Marie McEvoy has agreed to be the D.L.W.R. Both will complete online induction training before returning to school.

Training:

All staff will undertake and complete Covid -19 induction training before returning to school.

Tasks Identified to Date

Tasks	Personnel	Completed
Draw up and communicate the school's Covid-19 Response Plan	BOM in consultation with Staff and Parents	Yes
Appoint LWR and DLWR LWR: Davina Whiriskey DLWR: Ann-Marie McEvoy	Staff	Yes
Provide Return to Work Forms to all staff	Principal	Yes
Provide links to training	Principal	Yes
Complete and return RTW forms	All staff	
Complete Induction training	All staff	Yes
Draw up list of PPE in advance of procurement process	Principal	Yes
Purchase required PPE	Principal	Yes
Install sanitising units, provide PPE to staff and provide cleaning materials to staff.	Principal/Aide	Yes
Display signage	Aide	
Create Isolation Area	Principal/cleaner	Yes
Review and ratify Covid-19 Risk Assessment	BOM	
Timetable for toilets	Staff	
Plan for coat racks	Staff	Yes
Agree timetable for SET. Keep withdrawal to a minimum. In-class support as far as possible.	SET/All staff	
Agree sanitising routines for Learning Support teacher moving between Pods or Class Bubbles	Learning Support Teacher/principal	
Provide Notes to all school staff	LWR	
Agree classroom layouts	All staff	Yes
Timetable for ICTs and plan for sanitisation	ISM Team	
Plan for provision of ICT needs to pupils in case we need to return to Home Learning	ISM Team member	
Staffroom – arrange for social distancing.	Staff members	Yes
Agree daily timetable-- staggered breaks	Staff	
Agree supervision rotas	Staff	Yes
Agree and plan for morning drop off and afternoon pick up routines	Staff	Yes
Plan for the possibility of remote learning if the school is advised to close by HSE	All staff	
Arrange cleaning and sanitisation of the building before school re-opens	BOM/Principal	Yes
Plan for the management of substitutes	Principal/DP/Secretary	Yes
Plan for enhanced daily cleaning routines	Principal/Cleaner	Yes
Plan for Teaching and Learning – September, October	All staff	Yes
Plan for Staff and Pupil Wellbeing	BOM, all staff	Yes

