



Plan for the Reopening of St. Fiachra's Senior School

Protocols for Parents

The following are protocols that are put in place to safeguard the health and safety of members of the school community accessing the school/church campus. We will do all in our power to protect the school community from becoming ill or sustaining an injury on the campus. Parents are expected to abide by these protocols to protect their children and all other users of the campus. This document should be read in conjunction with 'St. Fiachra's SNS COVID 19 Response Plan' which may be viewed on the school website.

Note: Under no circumstances is a parent to bring a child to school if :

- **the child is exhibiting any symptoms of COVID 19**
- **the child has a temperature, is sneezing, coughing, who has been vomiting or has diarrhoea or displays any cold or flu like symptoms.**
- **a child has been outside of the country in the 14 days prior to August 31st they are not to attend school and must isolate.**
- **the child has been in contact with any family member and or other person who has COVID-19.**
- **Loss of taste and smell.**

If a child appears unwell on entering the classroom, in the interests of the safety of the staff and the other children, the principal or staff member will contact the parent and ask the parent/guardian to take the child home immediately.

ARRIVAL AND DEPARTURE PROCEDURES FOR CHILDREN AND PARENTS

- Only parents, guardians, 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 from the campus gate.
- Any parent who is in a high-risk category should not drop off or collect children in order to protect themselves. *(This of course is at the discretion of the individual parent, guardian, or carer).*
- Staggered arrival times are in place for children in the Junior and Senior schools. The Senior school day begins at 8.30 and the Junior school day begins at 8.50. See timetable below.
- **Parents are requested to encourage the children to WALK, SCOOT or CYCLE to school.**
- Parents are NOT PERMITTED to drive into the campus. *(See separate letter re Car Park Arrangements sent August 21st 2020.)*
- Parents who must drive children to school from outside the parish, are to identify a drop off/pick-up point no nearer than 300m from the campus gate.
- All senior school children living in close proximity to the school and within the parish, are expected to walk, scoot or cycle to school.

- Children who are driven to school from outside the parish, must make their way to school from the drop-off/pick-up point determined by their parents. They can be collected from the same point in the afternoon.
- On entering the school yard, the pupils must proceed immediately to their classroom. They are not to congregate in groups or stand around chatting.
- Under no circumstances are parents to linger in the campus after the child has entered the school grounds.
- Parents must wait outside the campus and maintain social distancing in the afternoon when waiting to collect a child.
- All pupils must leave the yard immediately after school.
- No parent will be allowed within the school building.
- Parents must make an appointment to meet the teacher or the principal for a consultation. Once inside the school building, they must maintain the required social distance and follow the directions of the principal/staff member and wear a mask at all times.
- All visitors to the school will fill in a Visitor's Contact Log. Please note that visitors can only arrive by prior arrangement. This data is being collected for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The form you will complete and the information it contains will be destroyed and not retained in any form by St Fiachra's SNS once the Department of Health has issued formal notification that COVID-19 is no longer a threat to public health (see St. Fiachra's SNS COVID Response Plan on website).
- At arrival and departure times of children, social distancing is to be maintained.
- Each class will access the school through a designated gate and via a specified door only, see below.
- To accommodate the safe passage of children in the Junior School and the Beaumont Pre-School, the senior school timetable has been re-arranged. The school day in the Senior School begins at 8.30am. Access to the school will be available from 8.20. Children will enter the building on arrival.

It is imperative that all parents adhere to the drop off and collection plans outlined. Should a matter of urgency arise for parents, they must phone the office (01-8477762) and make an appointment for access. Please ensure that all contact numbers and email addresses are up to date. Please make sure you furnish the school with an emergency contact number at which parents/guardians are contactable at all times.

ACCESS TO SCHOOL BUILDINGS (See map)

All children will enter the school grounds through a designated gate, and the school building through a specified door only. The gates and doors are clearly labelled.

ACCESS ROUTES

<u>Main Building:</u>	Rooms 1,2,3 & 4	enter through Gate F	and Door 7
	Rooms 5,6,7 & 8	enter through Gate D	and Door 8
	Rooms 9,10 & 15	enter through Gate F	and Door 6
	Rooms 11 & 12	enter through Gate E	and Door 4
	Rooms 13 & 14	enter through Gate F	and Door 5
<u>New Wing:</u>	Room 16	enter through Gate D	and Door 3
	Room 17	enter through Gate D	and Door 2
<u>Pre-fabs:</u>	Room 18	enter through Gate B and pre-fab door 4	
	Rooms 19 & 20	enter through Gate B and pre-fab door 3	

Room 21 enter through Gate B and pre-fab door 1

Two Storey

'Extension Building': Rooms 22 & 23 enter through Gate A and Door 1
Rooms 24,25,26 enter through Gate A and Door 3

GROUP STRUCTURES

As per DES guidelines, each class forms a 'Bubble' and is made up of 'Pods' of 4-6 pupils. ***The teacher will assign the children into their pods.*** The children will work in the pod and it is advised that contact between the pods be kept to a minimum.

Contact between classes is to be kept to a minimum also. A group of classes will make up a Block for administration and supervision purposes.

SCHOOL TIMETABLE

Both schools are operating a staggered timetable. Classes in the senior school will operate two separate timetables, one for odd numbered classes and one for even numbered classes. Doors open at 8.20.

Timetable for Odd Numbered Classes:

Enter class at 8.20, class starts at 8.30.

Morning Break: 10am-10.20

Lunch Break: 11.50-12.10

Day concludes at 2.10

Timetable for Even Numbered Classes:

Enter class at 8.30, class starts at 8.40.

Morning Break: 10.30-10.50

Lunch Break: 12.20-12.40

Day concludes at 2.20

BREAK TIMES

Recess times have been re-organised. As per DES guidelines, the children will now have two twenty-minute breaks in the school day. The school yard has been marked and each class must stay within its own area in order to minimise contact with other classes.

Block A: Rooms 1,3,5 & 7	10 to 10.20 and 11.50 to 12.10	Office Yard
Block B: Rooms 2,4,6 & 8	10.30 to 10.50 and 12.20 to 12.40	Office Yard
Block C: Rooms 9,11,13,15 & 17	10 to 10.20 and 11.50 to 12.10	Astro Pitch
Block D: Rooms 10,12,14, & 16	10.30 to 10.50 and 12.20 to 12.40	Astro Pitch
Block E: Rooms 18,20,22,24 & 26	10 to 10.20 and 11.50 to 12.10	Extension Yard
Block F: Rooms 22-26	10.30 to 10.50 and 12.20 to 12.40	Extension Yard

UNIFORMS

- NPHET has not identified the wearing of school uniforms as a risk. Nor has NPHET identified coats hanging close to each other as a risk.
- The school's uniform policy remains un-changed, however children may wear the school uniform or the school tracksuit any day (ideally on alternate days). The PE timetable will issue in due course.
- Children's uniforms and tracksuits must be clean and washed regularly as a child may have coughed or sneezed into their sleeve as per coughing protocols.
- Parents should change their child's uniform/tracksuit at least twice during the week and they must be washed after use.
- Children are advised to change out of their school clothes when they come home from school.

CHILDREN'S LEARNING SPACES

- All excess furniture has been removed from the classroom in order to maximise usable space for the pupils.
- All staff members have reconfigured their classrooms to ensure a one metre distance between pupils *where possible* as per Department of Education guidelines. Pupils will be organised into pods within the classroom.
- Classes will be organised into bubbles and interaction between classes outside of the bubble is not to take place.
- Pupils will wash their hands
 - On arrival at school
 - Before eating or drinking
 - After using the toilet
 - After playing outdoors
 - When hands are physically dirty & when they cough or sneeze
- Pupils **will not be allowed** to share their own materials/resources.
- Recess breaks are staggered as per timetable.
- The toilets will be disinfected daily.
- Additional time will be spent by the hygiene staff in cleaning the school daily.
- Children are not permitted to bring in cushions for use in the classroom.
- Classrooms will be well ventilated at all times.

OTHER RESPONSIBILITIES FOR PARENTS

- Parents are to ensure that their child knows and uses the protocols around coughing, sneezing, use of tissues and hand sanitisers prior to returning to school. We urge parents to continue to reinforce hand hygiene and respiratory etiquette. These will be taught again at school as part of our plan for reopening the school. Sanitisers have been installed in each classroom and paper towels will be used at all times.
- Parents can assist teachers by reminding the children that play-acting at coughing or sneezing into someone's face is unacceptable and will not be tolerated. It will be considered to be a serious breach of discipline and a breach of the health and safety guidelines that we are putting into place.
- Some parents may wish to provide their child with his/her own hand sanitiser and a pack of tissues. The hygiene pack should be labelled with the child's name and room number.
- Parents must ensure that all of the child's equipment/books/copies are labelled with the child's name as equipment/books cannot be shared.

- Parents must ensure that all **books/writing equipment/lunch boxes/water bottles** are sanitised using alcohol wipes on completion of homework before being placed in the child's schoolbag.
- The SCHOOL COPY SHOP will remain closed. Unfortunately, there will be no facility to purchase copies or other school stationery requisites. School journals will be provided to children free of charge this year.
- Water bottles are to be filled at home every morning and not refilled in school.
- Children are to wash their hands **before** leaving for school.
- Children will bring home all of their lunch materials in their own lunchboxes.

CHILDREN WHO MAY HAVE SYMPTOMS

- Any child who is unwell with a fever, has a cold, influenza or infectious respiratory symptoms or is displaying any of the symptoms of coronavirus **is to stay at home**. The child's parent should contact their GP and seek their guidance on referral for coronavirus testing.

PROTOCOLS IF A CHILD BECOMES UNWELL OR PRESENTS AS A SUSPECTED CASE OF COVID-19 WHILE AT SCHOOL

- The child will be isolated in the classroom or brought to the school Isolation Room by a staff member keeping at least 2 metres apart from the staff member.
- The parent will be immediately contacted and asked to come to the school to take the child either to the doctor or home.
- A mask will be given to the child to wear until he/she is picked up. The principal or staff member will remain with the child until he/she is picked up.
- Dedicated waste bins will be in use in the Isolation Room (and every classroom).
- The staff member caring for the child in isolation will wear personal protective equipment i.e. face mask, disposable apron and gloves.
- The child will be encouraged not to touch surfaces, people or any objects.
- Public transport of any kind should not be used by the parent to take the child home.
- Appropriate cleaning and disinfection of the isolation area and the child's work-station will be carried out immediately.
- The principal and the Designated Lead Worker (and DLW Assistants) will carry out an assessment of the incident which will form any part of follow up actions.
- The principal will inform the HSE in line with published protocols.

IF THERE IS A SUSPECTED OR CONFIRMED CASE OF COVID-19 IN SCHOOL

- The school will be contacted by local Public Health staff of the HSE to discuss the case. They will identify people who have been in contact with the person and advise on any actions or precautions that should be taken.
- An assessment will be undertaken by HSE public health staff.
- Advice on the management of children and staff who came into contact with the person will be based on this assessment. Staff and student confidentiality will be maintained at all times.

USE OF FACE MASKS

- It is currently not recommended in Ireland for children under 13 to wear face masks as a mitigation strategy against the transmission of the coronavirus.
- If a parent wishes their child to wear a mask, this will be permitted.
- However, if a child wears a mask, they must be able to manage the mask themselves. Teachers unfortunately will not be able to assist with mask wearing.

The staff will complete multiple lessons on correct hygiene, the importance of hand sanitising, staying within their pods/bubbles, and lining up etc. with the children during the first weeks back in school.

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

In conclusion, keep well and stay safe. We are hugely looking forward to welcoming the children back to St Fiachra's SNS on August the 31st. Let's work hard together and pray that 2020/2021 will be a safe and healthy year for the wonderful school community in Beaumont.

Best wishes,



Kieran Creaner, Principal

GENERAL NOTES

COVID – 19 is a new illness that can affect the lungs and airways and is caused by a new virus called the Coronavirus. Coronavirus is spread in sneeze or cough droplets. To infect you, it has to get from an infected person's nose or mouth into your eyes, nose or mouth. This can be direct or indirect (on hands, objects, surfaces).

If you come into close contact with someone who is shedding the virus and who is coughing or sneezing or if you touch - with your hands - surfaces or objects that someone who has the virus has coughed or sneezed on, and then touch your mouth, nose or eyes without having washed your hands thoroughly you may contract the virus.

As COVID-19 is a new illness, we are still learning about how easily the virus spreads from person to person and how to control it, so it is important to keep up to date and make sure you are using the most up to date guidance available. This information is available from the following links:

- HSE-HPSC: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>
- HSE Hub: <https://www2.hse.ie/coronavirus/>
- Department of Health: <https://www.gov.ie/en/news/7e0924-latest-updates-on-covid-19-coronavirus/>

COVID-19 can be a mild or severe illness. Severe illness is much more common in older people (especially older than 70) and in people vulnerable for other reasons. Severe illness is much less common in children and young adults in good health. (See below)

The most common symptoms of COVID -19 are:

- Cough - this can be any kind of cough, usually dry but not always
- Fever - high temperature over 38 degrees Celsius
- Shortness of Breath
- Breathing Difficulties
- Loss of taste and smell

Symptomatic people appear to be most infectious for other people in the early days after symptoms begin. Infection can also spread from people in the day or two before they get symptoms and it can spread from some people who get an infection but have no symptoms or such mild symptoms that they take little notice of them (asymptomatic spread). People are no longer infectious for other people 14 days after they have developed symptoms.

BEST PRACTICE FOR PARENTS AND PUPILS

In order to prevent the spread of the virus, please WASH YOUR HANDS:

- if you have been in contact with someone who is displaying any COVID-19 symptoms
- If you have coughed or sneezed
- if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
- if you have been on public transport

- if you have been in a crowd (especially an indoor crowd)
- if you have handled animals or animal waste
- If you move from one room to another room or from inside to outside areas
- If you have physical contact with a child from another group other than their own group
- if your hands are dirty
- When you arrive and leave buildings including your home or anyone else's home
- After using the toilet
- Before and after preparing food
- Before and after eating your own food – breaks/lunches
- After assisting a child to use the toilet or using the toilet themselves
- After contact with bodily fluids (runny nose, spit, vomit, blood, faeces)
- After cleaning tasks

MANDATORY PRACTICES

You must

- Wash your hands with soap and water (which is the best method to get rid of germs) and or use a hand sanitiser. Hand washing using the proper technique is the most effective practice in preventing the spread of the virus.
- Practise good respiratory hygiene that is, when coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with soap and water or alcohol-based hand rub (clean hands).
- Maintain social or physical distancing that is, leave at least 2 metres distance between yourself and other people where possible, particularly those who are coughing, sneezing and have a fever.
- Not engage in handshaking or hugging.
- Avoid touching your eyes, nose and mouth if you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself

Special Note for Parents of Children entering Third Class

The staff of the senior school are especially excited about welcoming the children from our junior school! Unfortunately, we did not get to meet you all in the usual way at the end of the school year due to the sudden closing of schools on March 12th. Nor did I get the chance to introduce myself to your children as I would normally do in a series of visits to the second classes in June. I will do so, observing COVID -19 Protocols as soon as is appropriate when we return to school.

Our focus at the moment is to get the school ready and to have everything in place to protect everyone as much as we possibly can and to open the school to welcome the children back after the long break.

Apart from the precautions we have in place, we are acutely aware that the children missed so much last year, academically, socially and emotionally. All of the teachers will proceed slowly to catch up. We will have to be patient as we settle into the school year and as we proceed through the first few months of the term.

I know that the children's First Holy Communion Day is high on your agenda! You will have received notification of the dates for the masses recently and I'm sure the children are looking forward to the big day especially now that it is on the horizon. I will be in touch with you about the logistics of the day in due course and look forward to meeting as many of you as possible at the church.

Allocation of classes to teachers:

- Ms. Raftery's class will be taught by Mr. Brian Garvin in Room 18 (Prefab Door 4)
- Ms. Flanagan's class will be taught by Ms. Duffy in Room 19 (Prefab Door 4)
- Mrs. Murphy's class will be taught by Ms. P O'Connor in Room 20 (Prefab Door 3)
- Ms. Ní Loinsigh's class will be taught by Ms. A O'Connor in Room 21 (Prefab Door 1)
- Ms. Buckley's class will be taught by Mrs. Aisling Byrne in Room 24 (Extension Building Door 3)
- Mrs. Kearins' class will be taught by Ms. C Henry in Room 26 (Extension Building Door 3, upstairs)

Special Note for Parents of Children in Fifth Class

It is unfortunate that the children didn't get to finish the 4th class programme with their teachers and indeed that they didn't get closure on their time in 4th class.

Our focus at the moment is to get the school ready and to have everything in place to protect everyone as much as we possibly can and to open the school to welcome the children back after the long break.

Apart from the precautions we have in place, we are acutely aware that the children missed so much last year, academically, socially and emotionally. All of the teachers will proceed slowly to catch up. We will have to be patient as we settle into the school year and as we proceed through the first few months of the term.

Allocation of classes to teachers:

- Ms. Roche's class of 2019/20 will be taught by Ms. K Mooney in Room 1 (Main building)
- Ms. O'Connor's class of 2019/20 will be taught by Ms. Coleman in Room 3 (Main building)
- Ms. Burke's class of 2019/20 will be taught by Ms. Kerrigan in Room 4 (Main building)
- Ms. Henry's class of 2019/20 will be taught by Ms. Mulcahy in Room 9 (Main building)
- Ms. Canavan's class of 2019/20 will be taught by Ms. Roche in Room 10 (Main building)
- Ms. Mulcahy's class of 2019/20 will be taught by Ms. Canavan in Room 13 (Main building)
- Ms. Barry's class of 2019/20 will be taught by Ms. Patton in Room 15 (Main building)

Special Note for Parents of Children in Fourth Class

It is unfortunate that the children didn't get to finish the 3rd class programme with their teachers and indeed that they didn't get closure on their time in 3rd class.

Our focus at the moment is to get the school ready and to have everything in place to protect everyone as much as we possibly can and to open the school to welcome the children back after the long break.

Apart from the precautions we have in place, we are acutely aware that the children missed so much last year, academically, socially and emotionally. All of the teachers will proceed slowly to catch up. We will have to be patient as we settle into the school year and as we proceed through the first few months of the term.

All of the 4th classes will be taught by the same teacher in the same room as last year except for Ms. Allen's class which has moved to room 25 upstairs in the extension building.

Special Note for Parents of Children in Sixth Class

It is unfortunate that the children didn't get to finish the 5th class programme with their teachers and indeed that they didn't get closure on their time in 5th class.

Our focus at the moment is to get the school ready and to have everything in place to protect everyone as much as we possibly can and to open the school to welcome the children back after the long break.

Apart from the precautions we have in place, we are acutely aware that the children missed so much last year, academically, socially and emotionally. All of the teachers will proceed slowly to catch up. We will have to be patient as we settle into the school year and as we proceed through the first few months of the term.

The allocation of teachers is as follows:

- Ms. A Ryan's class have moved to room 2.
- Ms. Lally's class is still in room 5.
- Ms. Finnegan will teach Ms. Dunne's former class in room 6.
- Ms. Dowling's class has moved to room 7.
- Ms. O'Mahony's class will be taught by Mrs. Smith in room 8.
- Ms. Madden's class is still in room 16.
- Ms. McIntyre's class is still in room 17.