



## Logistical Plan

### Underlying Principles

- The school has a responsibility to make every 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 3<sup>rd</sup>- 6<sup>th</sup>, operate within a bubble system
- The school is split into 2 groups with each group having different starting times, break times, lunch times and finishing times.
- Groups will be constituted as follows:  
  
**Group A:** Junior Infants, Senior Infants, Rang 1, Rang 4  
**Group B:** Rang 2, Rang 3, Rang 3, Rang 5, Rang 6
- The day will include 1 X 10-minute yard break and 1 X 30 Minute yard break, as normal
- 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
- Hand sanitiser will be available at all entry points and in all class and support rooms



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**Timetables : 15 minutes between opening/closing times**

Timetable for Group A	Timetable Group B
8.50 – School start	9.05 – School start
10.30 – Yard time	10.45 – Yard time
10.40- Class resumes	10.55 – Class resumes
12.05 – Yard time	12.40 – Yard time
12.35- Class Resumes	1.10 – Class resumes
1.30 – classes finish for infants	2.45 –classes finish for Rang 2, 3, 3, 5, 6
2.30- Classes Finish for Rang 1 & Rang 4	

### **Entrances & Exits**

Entrance and Exit Points
Main Entrance. Staff to follow 1-way system, enter at main door, exit at exit door in staff room.
Each Class uses own door to enter/exit Children walk directly to own chair when entering room in the morning. Teacher then allows coats to be hung, pod by pod in hall. No crowding or loitering in halls at any stage.



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### Arrival at school

Each group should aim to arrive at the school at their start time. **Please do not arrive early.** Pedestrian gate will be locked until 8.50am. To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school doors open.

**Parents are reminded that it is strictly forbidden to drive in or park at the Áras at any time.**

- Parents will enter through the pedestrian gate with their child, drop them in the yard and follow the 1-way system out of the school through the back gate to Orchard Road. (this will be marked and supervised by members of staff) This will be a drop and go, 1-way system. Parents are asked to move through, as quickly as possible, without delay.
- This 1 way system will be **reversed for the afternoon closing times. Parents will arrive at the back gate for collection and exit through front pedestrian gate.** This ensures that the children can have a safe crossing. Phyllis, our traffic warden will be at her usual crossing in the morning and the afternoon. Phyllis will not be at the crossing for the 1.30pm exit time. *See important notes at end of plan*
- 1 adult only is permitted to drop the children to and from school. **We ask that masks are worn by parents.**
- Children will line up on the yard, with their class teacher.
- We ask for co-operation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised.
- Each class should line up at their designated point with social distancing observed between lines. Within each line, children will line up with their pod. Lines will be clearly marked with social distancing accounted for. Parents will be unable to congregate on the yard.
- The class teacher will escort the children to the classroom at the appropriate time.
- No adults, other than staff members, should enter the building.
- Messages for teachers can be sent by email, by phoning the school office, or through Aladdin.

### End of School Day

- When the school day is over the following arrangements will apply –
  - **Infants:1.30pm.** The class teacher will walk the children onto the yard in a line. Parents of infants may enter the yard, stand behind the cones, keeping 2 metres apart from each other. **1 adult is permitted to collect each child. All adults must wear masks.** Each child



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will be released to their parent one by one. Parent and child must exit yard immediately through pedestrian gate.

- **Rang 1, Rang 4. 2.30pm.** Class Teacher will walk class onto the yard to their designated lines. Parents may enter the yard, stand behind the cones, keeping 2 metres apart from each other. **All adults must wear masks. 1 adult is permitted to collect each child.** Each child will be released to their parent one by one. Parent and child must exit yard immediately through pedestrian gate.
- Siblings from Rang 1 & Rang 4 can be collected together.
- **Rang 2, Rang 3, Rang 3. 2.45pm.** Class Teacher will walk class onto the yard to their designated lines. Parents of Rang 2, Rang 3 and Rang 3 only are permitted on the yard and must stay behind cones, social distancing at all times. **Masks must be worn by adult. 1 adult is permitted to collect each child.** Each child will be released to their-parent one by one. Parent and child must exit yard immediately through pedestrian gate.
- Siblings may be collected together.
- **Rang 5, Rang 6. 2.45pm.** Children will be walked onto yard to their designated line with teacher. **Parents are not permitted on the yard.** Children with permission to leave school alone, will be released, and will follow the system through the pedestrian gate. Prior permission must be given through Aladdin. Children without permission, will be escorted by the teacher, to the pedestrian gate to meet their parent on Watery Lane. Younger Siblings and older siblings, permitted by parents to walk home together, will be escorted also to the gate.

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

**This system will be fully supervised at all times by members of staff.**

**The Board of Management expect that all parents will respect this system and adhere to the rules, to ensure the safety of our school community.**

### **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

- Notify the office in advance of your arrival and give estimate time of arrival to Natalie/Aoife.
- When the adult arrives at the school gate, they should telephone the office.
- The child will be brought from their class to the adult by a member of staff
- No adult should enter the school buildings, unless invited to do so



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### Dealing with a suspected case of Covid-19

Isolation for people who develop symptoms or signs in the educational setting

1. If anyone develops symptoms or signs that cause concern about COVID-19 during the day the person should move as quickly as possible to a separate room or if that is not possible to a separate area more than 2m away from other people other than the person(s) needed to provide support until they can leave.
2. The parents/guardian should be telephoned to come and take the pupil home as soon as is reasonably practical. This needs to be done reasonably promptly but this is not an emergency. It is important that parents and guardians do not expose themselves and others to other risks (for example road traffic accident) on the understanding that this is an emergency.
3. Parents/guardian should take medical advice regarding the requirement for testing and the duration of exclusion from education.
4. There is no requirement for other pupils or school staffs to interrupt their scheduled activity immediately if one person develops symptoms.
5. Contact surfaces in the immediate vicinity of the person with symptoms should be cleaned/wiped down.
6. The person accompanying a pupil waiting to be collected should limit physical contact as much as is practical consistent with the pupil's needs and should use a surgical mask, visor and nitrile gloves. Hand hygiene must be performed after removal of gloves.
7. When the pupil is collected, the accompanying person can resume work with other pupils after removing used PPE and performing hand hygiene.
8. It is not appropriate to require certification from a doctor before the pupil returns to education. There is a certificate that parents can be asked to complete on [hpsc.ie](https://www.hpsc.ie) website.

Pupils should not attend school if displaying any symptoms of Covid-19.

If a pupil displays symptoms of Covid-19 while in school, the following 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. He/she should wear the mask if



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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 / adult, 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.
- Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.
- **It is essential that parents provide the school with up to date contact details and emergency contact details. This can be done through Aladdin.**

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



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### **Common symptoms of COVID-19 include:**

- [a fever \(high temperature - 38 degrees Celsius or above\)](#)
- [a cough](#) - this can be any kind of cough, not just dry
- [shortness of breath](#) or breathing difficulties
- [loss or change to your sense of smell or taste](#) – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

### **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 learning support teacher, where relevant) suggested activities to support the child's learning at home will be shared with parents.

### **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

### **Personal Equipment**

- In so far as possible, it is requested that all 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.
- Books/ copies used by your child, should be wiped clean daily by parents. Clear contact/ book covers will help with this task.

### **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.



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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.

### **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.

### **Doors and Windows- both sides of room**

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.

Windows should be opened when children are singing as a group, or when they are playing musical instruments. Tin Whistles will not be used during this school year. Tin Whistle Lessons will not take place for the moment.

Singing whilst maintaining social distancing and within normal pod structures can take place outdoors. Unfortunately, no parents / guardians will be allowed to attend these outdoor events.

### **Lunches**

Parents 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.

### **Uniforms/Tracksuits**



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There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families.

We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, except on Thursdays & Fridays, or when otherwise requested by teachers. The School Tracksuit should be worn on Thursdays and Fridays.

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.

### **Photocopying.**

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

### **Parent/ Teacher Meetings- No Face to Face meetings unless outside for the moment**

Parent/Teacher Meetings will take place in January via phone/ remotely.

### **Staffroom**

All staff members should maintain a physical distance of 2 metres in the staff room. There is a maximum number of 4 adults permitted in the staff room.

Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.

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 December 22nd. 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 at 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.

### **Masks**



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

When SNAs are within 2m of a pupil and to whom they are delivering personal care or attention for a period of time the face covering should normally be a surgical mask. If surgical mask are not available a cloth face covering should be used

All staff members will wear masks at all times. Exemption from wearing a mask may be granted, in exceptional circumstances, as per HSE guidelines. A medical certificate must be supplied to the Board of Management.

Staff members working with children with Special Needs or communication difficulties will be supplied with transparent, clear masks, where the child can see the staff member's mouth.

### **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 are available in all the bathrooms.

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, 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.

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.



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

Children will be asked to sanitize hands, when they arrive to school, before eating, after yard time and at the end of the day.

### **Shared Equipment**

By necessity, some classroom equipment needs to be shared including ipads and laptops. Cleaning of such shared equipment with wipes or other cleaning products will take place after each use to minimise the risk of the spread of infection.

### **Yards**

Each bubble of 9 classes will have access to the yards during their allotted break times. Each class will be assigned a designated area on the yard or the grass (weather permitting)

Yards will be supervised by class teachers, learning support teachers and SNA's working within those bubbles.

### **Team Teaching/Special Education Teachers/Special Needs Assistants**

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

### **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.

- 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, social distancing of 1 metre will be maintained between each child in the group.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending

### **PPE**

PPE will be provided to all staff members. Staff are required to follow the latest guidelines from the Department of Education in relation to PPE.

### **Teacher Absence and Substitution**



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In the event that 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. In such circumstances, it may not be possible for the class to attend on that day. If that is the case, as much notice as possible will be given to parents.

### PE

Equipment will be cleaned and sanitized after use. P.E will take place outdoors, as often as possible (weather permitting)

### Extra-curricular Activities

The possibility of facilitating extra-curricular activities will be explored as the term commences. However, it is not recommended that children from different bubbles participate in extra-curricular activities at the same time. The staggered finishing times will also make the scheduling of after-school activities problematic.

**Therefore, the school cannot facilitate after school activities, such as HomeWork Club, for the duration of this school year.** This decision will be reviewed.

### Important notes regarding arrival and collection

#### MORNING-Please do not arrive early!

Opening times: 8.50am Group A ,9.05am Group B

Parents & children to enter at main gate, using safe crossing with Phyllis, our Traffic Warden, and exit out back gate to Orchard Road

#### REVERSE IN AFTERNOON

1.30pm, 2.30pm, 2.45pm closing times: Parents to enter **at the back gate at Orchard Road**, walk down lane to yard, collect children from yard, and exit out main pedestrian gate, to Phyllis, our Traffic Warden, at safe crossing.

This reversal of the system in the afternoon, allows children and parents to cross safely.  
Please note that there will not be a traffic warden at the 1.30pm finish.



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- 1) There are families in the school with children in both Group A (Infants, Rang 1, Rang 4) and Group B (R2, R3, R3, R5, R6).

Siblings will **be permitted to enter the school at 8.50am together.** Any siblings due to start at 9.05am, will be supervised in their classrooms or in their lines on the yard, depending on the weather, until their day begins at 9.05am.

Please adhere to the correct opening time for your child.

**Group A: 8.50am- 2.30pm Rang Naíonáin Bheaga, Rang Naíonáin Mhóra, Rang 1, Rang 4**

**Group B: 9.05am – 2.45pm Rang 2, Rang 3, Rang 3, Rang 5, Rang 6**

- 2) Children from Rang 4, Rang 5 and Rang 6 are permitted to leave the school yard without a parent. **This permission must be given through the Aladdin system.** Children from younger classes will also be permitted to leave the yard with an older sibling from Rang 4, Rang 5 and Rang 6, as long as they are in Group B together.

**It is the responsibility of each parent to ensure their child's safety, once they leave the school grounds.**

We cannot release siblings from Group A and Group B at the same time. Their finishing times remain at 2.30pm and 2.45pm respectively.

This Plan for the re-opening of Gaelscoil na Camóige will be reviewed regularly. We ask for support from all families, in particular with drop off/ collection.

We wish to thank all the families of Gaelscoil na Camóige for their support, understanding, patience and hard-work during the school closure and also during the preparation for re-opening.

Ní Neart go cur le Chéile- *There's no Strength without Unity*