



Presentation Primary

Parent Information on  
**DRAFT School Re Opening Plan**

August 2020



Dear Parents,

I had messaged you all to say that we would be sending out the school reopening document next week, August 19<sup>th</sup> but I have had a few questions and emails so I am sending out this **draft copy today**. I want you, as the parents, to be involved and aware of how we plan to open the school on the 27<sup>th</sup>. Please read through the information and I hope it will make things clearer.

As always please email in any questions you may have. The school office is open again for the new school year on Tuesday August 19<sup>th</sup>.

Our school re-opening planned is based on the guidelines and recommendations of the Department of Education and primarily on their COVID-19 Response Plan document [Click here to read](#) through that document.

We just want to get all the children back into school safely and hopefully get that normality back into their lives. We will of course have to ensure that we operate as safe a school as possible and we will need your help to do this.

The focus for re-opening is make sure your child is happy, safe and comfortable in returning. By working together we can make this happen.

We would advise that you talk to your child about this plan so that they are aware in advance what will be happening in school.

If possible children from 1<sup>st</sup> to 6<sup>th</sup> should have a small individual hand sanitiser for their own use.

Our school Board of Management is meeting on Tuesday August 19<sup>th</sup> to discuss this plans so changes may happen but as always we will keep you informed.

We really look forward to opening our doors and welcoming the children back.

Kind regards,

*C. Ruane*

## **DRAFT - Presentation Primary COVID-19 Policy**

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

### **COVID 19 Policy Statement**

Presentation Primary School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills
- keep a contact log to help with contact tracing
- ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education and Skills advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s) \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Planning and Preparing for Re-Opening

As a staff we are very busy preparing for all the children to return. Below we have answered some questions that we thought you may have. We hope you find them helpful!

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### You will have heard new words in the media such as ‘bubble’ and ‘pod’, what are they?

**Class Bubble** - Each class in the school will now be its own independent group, making three class bubbles per class group. Class bubbles will also be segregated at yard times. This is to ensure that children only mix with other children within their class but social distancing is adhered to.

**Class Pods** – The DES have made no requirement for social distancing up to 2<sup>nd</sup> class. From 3<sup>rd</sup> to 6<sup>th</sup> a 1m social distancing is required if possible. This will be possible in some classes depending on the number of pupils in the room. If we can't we use small pods or groups of children who sit at the same group every day.

### What adults are allowed enter the school buildings?

To ensure a controlled and safe hygiene environment only staff members will be allowed access to the school building. Please under no circumstances should you come into the building and use of reception is only for special circumstances. Please see communication question below.

### Have the date or times to reopening the school changed?

Yes we have had to make changes to stagger the children returning to ensure the whole school community is as safe as possible. Please make sure you have the right times for your child starting.

#### Thursday – 27<sup>th</sup> August

6 <sup>th</sup> Class	5 <sup>th</sup> Class	4 <sup>th</sup> Class	3 <sup>rd</sup> Class	2 <sup>nd</sup> Class	1 <sup>st</sup> Class
8.50am	8.50am	9.10am	9.10am	9.30am	9.30am

*\*normal starting times for 1<sup>st</sup> to 6<sup>th</sup> starting August 28<sup>th</sup> - please see finish times below*

#### Friday – 28<sup>th</sup> August

Junior Infants	Senior Infants
10.00am	9.30am

*Senior infants will start full hours from Monday 31<sup>st</sup> August – please see finish times below*

### When the children come to school in the morning what will happen?

This is a big change for the school starting back. We aim to have no children in the yard in the morning. Teachers will be in their rooms for 8.35am and the children can walk directly to their rooms via specific doors. We ask that no child is on the school grounds before 8.30am. We will have to contact parents of

children who are as they are a risk to the health and safety of everyone. We are operating strict bubbles on school grounds so we cannot have children mixing outside in the morning or after school.

Please support us to keep the whole school community safe.

## **Are parents allowed in the school yard in the morning?**

No we really ask that parents, apart from those with infant children let their child walk in from the school gate at the front or the back of the school. Parents dropping children off by car are asked to let them off in the drop off area and drive away. Infant parents should park in the car park and walk their child to the door of the extension building. Staff will supervise the doors from 8.35am.

Please support us to keep the whole school community safe.

## **What door should my child enter in the morning?**

Doors have been allocated to class groups and will be supervised in the morning and evening times to ensure social distancing is observed.

Pre-school pupils	Main Nano Nagle reception door only
Junior Infants	Extension Building front door
Senior Infants	Extension Building front door
1 <sup>st</sup> Class	Main Building back door
2 <sup>nd</sup> Class	Main Building back door
3 <sup>rd</sup> Class	Room 7 & 8 Extension Building back door. Room 7 Main Building door beside carpark
4 <sup>th</sup> Class	Main building double door beside carpark
5 <sup>th</sup> Class	Main Building front door
6 <sup>th</sup> Class	Playground area double doors

## **Are the school closing times changed?**

Yes, there are changes to finishing times to stagger the children leaving the building and the grounds. In the morning children can come in between 8.35am and 8.50am.

In the afternoon the following finish times will be in place;

	Start Time	Finish Time
Pre School	9.10am	1.10pm
Junior Infants	8.50am	1.25pm
Senior Infants	8.50am	1.30pm
1 <sup>st</sup> Class	8.50am	2.30pm
2 <sup>nd</sup> Class	8.50am	2.30pm
3 <sup>rd</sup> Class	8.50am	2.35pm
4 <sup>th</sup> Class	8.50am	2.35pm
5 <sup>th</sup> Class	8.50am	2.40pm
6 <sup>th</sup> Class	8.50am	2.40pm

*\*Buses will leave the school at 1.20pm and 2.20pm each day. These children travelling by bus will leave class early to take their seat. Bus companies are seating siblings on same seats, followed by bubbles and class groups. Children will sit in the same seats daily. Approx 120 pupils travelling by bus each day.*

*\*Older siblings in 3<sup>rd</sup> to 6<sup>th</sup> class can leave their rooms at 2.25pm if collecting siblings in 1<sup>st</sup> or 2<sup>nd</sup>.*

## **My child comes to school by bus, how will that be organised?**

If your child comes to school by bus that is a private arrangement between you and the bus company and all questions should be addressed to them. Staff will no longer be able to supervise children getting on and off the bus. Staff are fixed to class bubbles and cannot be in contact with children from other class bubbles.

## **What is happening with break times?**

We will have to stagger yard breaks until further notice to ensure that we can effectively ensure the safety of each class bubble and staff members. Four class groups will break at one time and another four after that. The yard rota will be as follows;

	J1, 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup>	SI, 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup>
Break 1	10.15 – 10.35	10.40 – 11.00
Break 2	12.15 – 12.35	12.40 – 1.00

Every class in the school will have their own space from break times and will only mix with children from their class. Children will be able to play with all children from the class as we will be ensuring social distancing is adhered to.

## **Is your child safe to start back at school?**

### 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**

## **How will the school support a child who cannot attend?**

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 suggest activities to support the child's learning at home with parents.

## **What if your child has underlying health conditions but you have been told they can attend school?**

We can understand this is a very difficult situation for parents and you will be anxious about the school reopening. We can make every provision possible for a child in this situation and seat that child on an individual desk. Please email the Principal at [presprincipal@yahoo.co.uk](mailto:presprincipal@yahoo.co.uk) and arrangements that you are satisfied with, and that are possible, can be put in place.

## **How will we be managing Hand Hygiene?**

Pupils will be asked to wash their hands:

- 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.

*Hand sanitiser is recommended to be only used on clean hands so hand washing is so important to protect your child.*

## **Will hand sanitiser be available?**

Yes, the DES have given schools funding and we have installed a hand sanitiser unit in every classroom and in hallways. There will be a mobile sanitiser units in each of the two reception areas.

## **Will staff members be wearing PPE?**

Yes staff will all have been issued face shield and washable masks to use. In classrooms there will be 2m x 2m area at the top of the room that is the space for the teacher. In that area teachers may not choose to wear PPE. Children should be aware of this before starting back to decrease anxiety.

## **What about school uniforms?**

Your child wear either the school uniform or tracksuit. Can you please make sure that the school uniform is worn at least once during the week. The extra flexibility is to allow ease of washing of clothes.

## What if you want to contact a teacher or the school?

As always we are available to speak with you as and when needed. We will however no longer be able to have any adult just turn up at reception or stop a staff member in the yard. Fiona will now be only able to pass on messages to staff that are sent via Class Dojo, email or via the phone, please do not just drop into reception. If you wish to speak with the teacher please send them a message on Class Dojo or email the office at [info@presprimary.ie](mailto:info@presprimary.ie). **You message will be replied to on the same day.** If a call is necessary that will also be arranged that day. Meeting a staff member face to face will only be possible in extreme situations. The health and safety of pupils, staff and your family is the most important thing.

## Collecting your child from school early?

We really asked that this happens only for medical appointments and emergencies only as we try to minimise children moving around the school during the day.

If a child has to go home early it will only be facilitated by prior knowledge by sending a message on Class Dojo or in a note to the teacher. When you arrive at Reception you will be asked to sign your child out as normal. When this is completed Fiona will phone for your child to be sent down from their class.

## What about the personal equipment my child brings to school?

- Insofar as possible, it is requested that children bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment. Pencil cases will remain in school overnight and where possible they should be made of a material that can be wiped
- It is further requested that all items have the child's name on them for ease of identification.
- **We are asking all children from 1<sup>st</sup> Class to 6<sup>th</sup> Class to bring their own hand sanitizer** with them to school. There will be hand sanitizers provided in each room and public spaces, but we feel the children having access to their own hand sanitizer will enhance hand hygiene.
- The children will be provided with their personal trays to store all their copies, textbooks, readers, dictionaries etc. The trays will be stored at their desks and won't be handled by other pupils.
- **If you wish for your child to wear a face mask we fully respect your decision.** Can you please ensure your child has been shown correctly how to wear it and store it safely. Under current guidelines we will not be supplying facemasks to children.

## What about Book Rental?

If your child has signed up for the Book Rental Scheme they will be issued the books when we start back. Those specific books given will only be used for your child for the year. Children will not be sharing these items.



## **Will any shared equipment be used?**

By necessity, some classroom equipment needs to be shared including iPads and the equipment used for structured activities and play in infant classrooms. Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection.

## **Will my child be receiving homework?**

No, we have decided that there will be no written homework for at least the month of September. We want your child to settle back in a relaxed and enjoyable school environment.

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## **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 procedures will be implemented:

- Parents/guardians will be contacted immediately.
- The child will be accompanied to the designated isolation area 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 in a common area with other people or while exiting the premises.
- 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 if required.
- 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.

## **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.