

Athoscailt na Scoile

Táimid go léir ag súil go mór le bheith thar nais i mbun teagaisc agus foghlama ar scoil. Our staff and Board of Management are all looking forward to our pupils returning back to school on Monday the 31st of August. Please find below our policy document with detailed information concerning COVID-19 and how our school will operate under the Roadmap for Re-opening. We have all been working extremely hard in the school to ensure the safe return of all our pupils for the new academic year.

Múineadh agus Foghlaim / Teaching and Learning

We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families. Owing to the fact that our pupils have been away from the classroom since March 12th, each child will be in a different place in relation to his/her learning. We wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.

Ag tacú le leanaí nach bhfuil in ann freastail ar scoil / 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. All classes will be set up on the learning platform See Saw. Children will be shown how to access class content should the school, or part of the school, have to close due to HSE advice.

Folláine Phobail na Scoile / 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.

Human Resources allocated through additional funding from DES

Aide – 2 days

Deputy Principal – 5 Leadership and Administration Days

Plean don Athoscailt / Plan for Re-opening

The Gaelscoil will re-open for all pupils on Monday 31st of August 2020. All parents will receive an e-mail from the school on Friday the 28th of August with a short form to be filled out and emailed back, stating that your child/children are Covid free and are not showing any symptoms of having the virus. This form must be emailed back prior to their return to school. Parents must also state that their child/children have not travelled outside the Green Zones in the past fourteen days. Children will not be permitted to attend school if they have travelled outside the Green Zones and have not quarantined for fourteen days. If you are booking a trip outside the green zones in the future please be aware that your child may not attend school for a period of fourteen days on their return.

School Hours

9.20 – 2.00p.m. Naíonáin Bheaga & Naíonáin Mhóra (the Naíonáin Bheaga class will finish at 12:00 up to Sept 14th).

9.10 – 2.50p.m. Rang a hAon to Rang a Sé

Rang	Am tosnaithe
Rang a 6 (úrlár a Dó)	9.10
Rang a 5 (úrlár a Dó)	9.10
Rang a 4 (úrlár a Dó)	9.10
Rang a 3 (úrlár a hAon)	9.10
Rang a 2 (úrlár a hAon)	9.10
Rang a 1 (úrlár a hAon)	9.10
Naíonáin Mhóra (úrlár a hAon)	9.20
Naíonáin Bheaga (úrlár a hAon)	9.20

Drop Off and Collection Times

To help with reducing the amount of traffic in the school yard and at the school gates parents/guardians are asked to drop and go as quickly as possible.

All the children on the top floor (Rang a 6, Rang a 5 and Rang a 4) will enter and exit the building via the backstairs.

All the children on the middle floor (Rang a 1, Rang a 2 & Rang a 3) will enter and exit the building via the mainstairs through the entrance in Clós na Naíonáin.

All the children on the ground floor (Naíonáin Bheaga & Naíonáin Mhóra) will enter the building via the main door. The Naíonáin Bheaga will be collected from Múinteoir Orla at a new gate in Clós na Naíonán. The Naíonáin Mhóra will be collected from Múinteoir Eibhlís sa chlós mór.

Múinteoir Niocláis, Múinteoir Nollag, Múinteoir Helen & Múinteoir Mháire will be available outside and inside the school building to receive the children and help them to their classrooms. 2m social distancing will be observed at all times and the way to the classroom will be clearly marked with ground markings. Remember to stay on the right hand side of the stairs (Fan ar thaobh na láimhe deise).

Unfortunately, it will not be possible for parents/guardians to enter the school building before, after or during 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 9.00a.m. Separate arrangements have been put in place for junior infants on their first day. They will arrive at school at 9.20am when all other classes are settled. Their parents/guardians will be allowed to enter the school yard where they will maintain a social distance of 2metres from all others. They will leave their child in the yard where they will be collected by their teacher.

Ar Maidin /Morning:

All class teachers will be in their classrooms by 9.00a.m. Parents are asked to 'drop and go' in the car park anytime between 9.00a.m. and 9.20a.m. **No parking will be allowed.**

Children will go directly to their classrooms on arrival. Other staff members (including Special Education Teachers, SNAs and the Principal) will be available outside and inside the building to receive the children and to help them to their classrooms.

San Iarnóin / Afternoon:

(Special arrangements will be put in place for Junior Infants for the first two weeks of the school year: they will finish school at 12.00pm and will be walked to the new gate in Clós na Naíonáin to be collected by their parents/guardians)

From 14th September onwards:

2.00p.m. Class teacher will bring **Naíonáin Bheaga** to the new gate in Clós na Naíonáin. Parents/Guardians are asked to drive up, 'pick up and go'. No parking will be allowed.

From 31st August onwards:

2.00p.m. Class teacher will bring **Naíonáin Mhóra** to the footpath alongside the main door. Parents/Guardians are asked to drive up, 'pick up and go'.

2.50p.m. Class teachers will bring Rang a 6, Rang a 5, Rang a 4 & Rang a 3 to the línte in the clós. Rang a 1 & Rang a 2 will be in línte in Clós na Naíonáin. Parents/Guardians are asked to drive up, 'pick up and go' until 3.00p.m. Families that have children in Rang a 3, Rang a 2 & Rang a 1 as well as in Rang a 6 ,Rang a 5 & Rang a 4, will collect all their children at this time. These classes will use the backstairs and go to the línte in the school yard.

3.00p.m. Class teachers will bring Rang a 1, Rang a 2 & Rang a 3 to the línte sa chlós through Clós na Naíonáin. Parents/Guardians are asked to drive up, 'pick up and go'.

Rang	Am dhul abhaile
Rang a 6 (úrlár a Dó)	2.50
Rang a 5 (úrlár a Dó)	2.50
Rang a 4 (úrlár a Dó)	2.50
Rang a 3 (úrlár a hAon)	2.50
Rang a 2 (úrlár a hAon)	2.50
Rang a 1 (úrlár a hAon)	2.50
Naíonáin Mhóra (an bun urlár)	2.00 (from 14 th Sept on)
Naíonáin Bheaga (an bun urlár)	2.00 (from 14 th of Sept on)

Parents/Guardians who walk to the school to collect children are asked to maintain a social distance on entering the school yard.

This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather! Bíodh cóta ag gach páiste ag teacht isteach gach lá más é bhur dtoil é

Summarised Timetable for Drop Off and Pick Up

9.00 All staff to be present to support arrival of pupils

Class teachers to be in their classrooms

SETs, SNAs and Principal to support arrival of pupils

9.00 – 9.20 Arrival of pupils – Stop, Drop, Go system. No adults to enter the school building. Children to go straight to their classrooms upon arrival.

02.00 Stop, pick up, go – Naíonáin Bheaga

2.00 Stop, pick up, go – Naíonáin Mhóra

2.50 Stop, pick up, go – Rang a 6, Rang a 5 & Rang a 4, Rang a 3, Rang a 2 & Rang a 1

Am Sosa & Am Lóin / Breaktimes

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

10.50-11.00 Am sosa for Naíonáin Mhóra agus Rang a 1, Rang a 2 & Rang a 3

11.15 – 11.25 Am sosa for Naíonáin Bheaga, Rang a 4, Rang a 5 & Rang a 6

12.40-1.00 Am Lóin for Naíonáin Mhóra agus Rang a 1, Rang a 2 & Rang a 3

1.10-1.30 Am Lóin for Naíonáin Bheaga, Rang a 4, Rang a 5 & Rang a 6

The yard will be divided into four areas with one class per area, divided off by cones, with the Naíonáin Bheaga san Astro.

The yard areas are:

1. The Astro for the Naíonáin Bheaga
2. The section of the yard nearest to the hall for the Naíonáin Mhóra
3. Rang a 1 will have the next section of the yard nearest the Naíonáin Mhóra.
4. Rang a 2 will have the middle section of the yard.
5. Rang a 3 will have the section nearest the school gates.

The same system will apply for Rang a 4, Rang a 5 and Rang a 6.

The senior classes will rotate on a daily basis. They will spend one whole day in one area and then move to another area on the second day and so on. All sports equipment used will be cleaned each evening.

Maoirseacht sa Chlós / Yard Supervision

A rota will be organised based on Class Bubbles and the SETs allocated to those classes.

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. For this reason, a new phone system has been introduced.

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. There will not be assembly in the halla each morning or on Fridays for Gaeilgeoir na Seachtaine, Dalta na Seachtaine srl.

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.

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 from one another.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

Naíonáin Bheaga go Rang a 2

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.

Rang a 3 go Rang a 6

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. The classes have been rearranged to put the largest class sizes in the larger classrooms.

Halla na Scoile

The halla may not be used for Assemblies or very large gatherings of people. It may be used for P.E. providing that all doors, handles, touch areas are wiped clean after use and that proper ventilation is maintained. No common PE equipment may be used.

Na Siúltáin & na Staighrí

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. We will observe our usual practice of keeping to the right when on the stairs (fan ar dheis) and in the corridors. There will be arrows placed on the floor reminding people where to walk.

Additional Measures to Limit Interactions and Maximise Social Distancing

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways. While everyone is excited and looking forward to seeing everyone again, hand shaking and hugging will not be allowed.

Na Fuinneoga & Na Doirse / Doors and Windows

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. All musical instruments especially tin whistles should not be shared between pupils.

Boscaí Lóin / Lunches

Parents/Guardians 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.

Leabhair, Cóipleabhair & Pinn Luaidhe / Books, Copies, Pencils, etc.

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils. All table tops should remain free of piles of children's books and cases. Books

can be stored in pupil's bags or in the classroom storage unit. This is to ensure that the tables can be wiped down at the end of each day. Teachers' tables should also be kept clutter free and teachers books should be stored in the shelving alongside the teacher's desk. This is to allow for daily cleaning.

Éide Scoile / Culaith Reatha na Scoile - Uniforms/Tracksuits

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. Regular washing of the school uniform/tracksuit is advised. Due to the current pandemic, we would recommend the school tracksuit be worn from Mondays to Thursdays. We would ask that children wear the full school uniform on Fridays. 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. The school tracksuit consists of a red round neck jumper with school crest, a white polo shirt (no crest required) and black tracksuit pants. The school uniform consists of a grey pants/pinafore/skirt, a red crested v-neck jumper/cardigan, a cream shirt and a red striped school tie. All items are available from Kevin Bowen's shop on Southmain St. Bandon.

Oifig na Scoile / School Office

Parents should avoid calling to the office (except in an emergency). An online contactless payment system called Way2Pay is being set up to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments. Details of how to set up this to follow. Children should not be sent to the Secretary's Office or to the Reception area to deliver messages. As far as possible, staff members should not enter the Office area and should speak with the Secretary through the reception hatch area.

Fótacóipeáil / Photocopying

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

Ríomhairí & na Ipadanna / ICT

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

Múinteoirí Seachtracha - Visiting Teachers/Coaches

The possibility of facilitating extra-curricular activities such as ultraflex dance, tabletennis, football training, chess, etc. will be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time, for example, during music lessons. All violin and piano lessons will be done virtually online. Múinteoir Trish and Múinteoir Helen will be in contact in the near future.

Ionadaithe agus Cuntóirí Riachtanais Speisialta / Substitute Teachers and SNAs

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. 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.

Corpoideachas agus Trealamh Spóirt / 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. All classes are encouraged to do this.

Cruinnithe na dTuismitheoirí - Parent/ Teacher Meetings

Parent/Teacher Meetings may take place via phone/ Zoom or be postponed. We will assess the situation closer to the time.

An Seomra Foirne / 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. Perspex has been placed in the centre of the staffroom table for extra safety. Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing. Staff members may bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible, otherwise all cutlery and kitchen ware will be washed in the dishwasher after each break.

Trealamh Cosanta Pearsanta / The Use of Personal Protective Equipment (PPE)

Staff members are required to wear face masks while teaching and interacting with children and other adults. This is especially important when:

- 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.

Mascanna / Masks

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

Masks will be provided to staff members following the department guidelines.

Lámhainní / 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.

Sláinteachas agus Glantachán / Hygiene and Cleaning

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

Hot water and soap is available in all toilets and staff room.

Hand hygiene and cough etiquette 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. Staff will 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.)

Breiteacht agus an nós imeachta do chás amhrasta COVID-19 / Illness and Dealing with a Suspected Case of COVID-19

We love to see our children coming to 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 on floor 2 with access from the backstairs.

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, Parents/Guardians are asked to make sure that their contact details are

kept up to date at all times. Please email the school at info@gsbanndan.ie if your contact details have changed and Úna will update them on our system.

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.

Asláithreachtaí de bharr COVID-19 / COVID-19 Related Absence Management

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

Ionadaithe i gcás Múinteoir nó Cuntóir / Teacher or SNA Absence and Substitution

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, it is not appropriate for the class/pupil to be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class/pupil to attend on that day. If that is the case, as much notice as possible will be given to parents.

Clár Folláine agus Seirbhís Cúnaimh d'Fhostaithe na Scoile /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.

Le gach dea-ghuí,

Bord Bainistíochta na Scoile