

# **INCHICRONAN CENTRAL NATIONAL SCHOOL**

## **COVID-19 RESPONSE PLAN**

**Updated December 10th, 2021**

### **Introduction**

This Covid-19 Response Plan is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of COVID-19 in Inchicronan Central National School.

This COVID-19 Response Plan details the policies and practices necessary for our school to operate in a safe and healthy environment.

This Plan may change and it is a 'live' working document and will be reviewed and amended to take into account new guidance from [www.gov.ie](http://www.gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie) and [www.education.ie](http://www.education.ie).

This Response Plan will support our school where the aim is to protect the health of staff and pupils while also promoting the educational and development needs of the children in the school.

Where there is a conflict between the information in this document and any other policy, this document takes precedence.

This document aims to provide details of:

1. Inchicronan Central National School COVID-19 School Policy
2. Roles: Board of Management and Principal
3. Lead Worker Representative
4. Planning and preparing for school
5. Safety Statement and Risk Assessment
6. General advice to prevent the spread of the virus
7. Managing the Risk of Spread of COVID-19

8. Control Measures including cleaning
9. Visitors to the school
10. Dealing with a suspected case of COVID-19
11. Staff Duties
12. COVID-19 Related Absence Management
13. Employee Assistance and Wellbeing Programme
14. Pupil Wellbeing
15. Books, copies and stationary
16. Special Education Teaching (SET)
17. Remote learning
18. Curriculum & Special Arrangements
19. School Office
20. Conclusion
21. Ratification

## **PLAN/POLICY FOR INCHICRONAN CENTRAL NATIONAL SCHOOL**

In updating this Plan, various meetings were held. The sources of resource information are Department of Education and Skills, the HSA and gov.ie.

Irish Primary Principals' Network, Irish National Teachers' Organisation and the Catholic Primary Schools Management Association have provided resources.

Responsibility for the development and implementation of our COVID-19 Response Plan and the associated control measures lies primarily with the Board of Management and school Leadership.

Our Board of Management Health and safety Officer is: Aoife Hassett.

All of us and visitors have a responsibility both as individuals and collectively to have due regard for personal health and safety and that of others and to assist with the implementation of this COVID-19 Response Plan and its associated control measures.

## **1. Inchicronan Central National School N.S. COVID-19 School Policy**

Inchicronan Central National School is committed to providing a safe and healthy workplace for all our staff and our pupils.

We aim to have a safe learning environment for all pupils.

To ensure that, we developed and have updated the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan. We will:

- Continue to monitor our COVID-19 response and amend this plan as necessary.
- Provide up to date information on the Public Health advice issued by the HSE and Gov.ie
- Display information on the signs and symptoms of COVID-19 and correct techniques involved
- Inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements and any other requirements that come from the HSE, Dept. of Ed. or relevant Government departments.
- Adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education as far as is practicable
- Keep a contact log to help with contact tracing
- Ensure staff engage with training provided by the Department of Education
- 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 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), who will be supported in line with the agreement between the Department and education partners.

## **2. Roles: Board of Management and Principal**

It is the Board of Management's responsibility to implement this plan. It is the Principal's responsibility to oversee the day-to-day Manager of the school. Delegation of tasks and co-operation of all involved are a necessity to ensure our school is fully ready for re-opening.

## **3. Lead Worker Representative(s)**

We continue to have a Lead Worker Representative. The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with current public health advice. In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the principal any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the COVID19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the Lead Worker(s), who will engage with the BOM Health and Safety Officer/Principal/BOM.

### **Lead Worker Representatives in our school**

- Vivienne Lawless and Joe Gantley will share the role of Lead Worker Representative from 6<sup>th</sup> January, 2022.
- Deirdre O'Donnell and Marguerite O'Leary, who are job sharing, share the role of Deputy LWR.

### **4. Planning and Preparing for School**

The Board of Management aims to facilitate the continuation of school based teaching. In the event of a school closure, partial or whole, the return to work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government issued at that time.

### **How to prevent the spread of COVID-19**

- Staff to wear face masks and children to wear them where appropriate •  
Abide by all social distancing regulations.
- Ventilation
- Remind children about correct handwashing procedures.
- Parents asked not to congregate outside the school. Communication with the school must take place by phone or email and parents to be asked to wear a face mask when coming to the school.
- Follow the most up to date guidelines from the HSE on when and when not to send your child to school in relation to Covid-19.

## **5. Safety Statement and Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment identifying the control measures required to mitigate the risk of COVID-19 in our school has been completed and approved by our Board of Management.

Our Health, Safety and Welfare Statement now includes our aims for the continued safety of our school.

## **6. General advice to prevent the spread of the virus**

In order to prevent the spread of the virus it is very important to know and recognise the symptoms of COVID-19. They are:

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste.

As we are being exposed to new variants of the virus, we should always consult the advice of the HSE as there can be other symptoms also associated with Covid-19.

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures:

- Ensure that staff and pupils know what to do if they develop symptoms at home or at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitizer and fill in the Covid-19 declaration & contact log where appropriate.
- Visitors to school during the day should be by prior arrangement and should be received at the front door.
- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents/guardians and visitors.
- Staff, pupils and parents/guardians of pupils who have symptoms of COVID-19 or other acute infectious diseases are not to attend school.

- Advise staff and parents/guardians of pupils who have been identified by the HSE in accordance with latest guidance from the HSE.
- Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the COVID-19 virus.
- Updated advice from the HSE is available on its website.
- The Department of Education and Skills will also ensure all updated advice continues to be circulated to schools.

## **7. Managing the Risk of Spread of COVID-19**

We will continue to be vigilant about reducing the risk of spreading Covid-19.

The most effective ways to reduce the spread are:

- Get vaccinated in accordance with current HSE guidance
- Wear a face mask
- Keep your distance
- Ventilate spaces
- Wash hands frequently
- Cover coughs and sneezes, avoid touching eyes, nose and mouth □ Clean and disinfect

### **Vaccination**

As Ireland continues to roll out its vaccination programme, it is important that as a whole school community we all stay informed about how and when we can get vaccinated.

### **Face Coverings**

Staff, who cannot maintain a 2m distance from pupils or from other staff, are required to wear a face covering at all times. As of Dec 6<sup>th</sup>, 2021, it is recommended that children from 3<sup>rd</sup> to 6<sup>th</sup> class wear face coverings while at school.

### **Physical Distancing Physical Distancing in the workplace**

A maximum of two people are allowed in the staff room at any time. Staff are to maintain physical distancing in the staffroom. Breaks are to be staggered.

Staff must continue to bring and use their own equipment and utensils (cup, cutlery, plate etc.). These utensils are to be cleaned at home.

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

### **Physical Distancing within the classroom**

Our classrooms have been reconfigured to maximise physical distancing. Any spare or surplus furniture in a classroom has been removed. Where possible, staff maintain a minimum of 1m distance and where possible 2m. The teacher's desk is at least 1m and where possible 2m away from pupils' desks. It will be necessary for Special Needs Assistants to sit beside their pupils.

As per Department advice, in the first four years of primary education (Junior Infants, Senior Infants, Rang I, Rang II), physical distancing is not required. For 3<sup>rd</sup> - 6<sup>th</sup> classes, each class is now known as a 'Bubble'. Each 'Bubble' or class grouping will stay apart from other classes as much as possible. Within each class or 'Bubble', pupils are further divided into groups or 'Pods'. There will be at least (1m distance) between individual Pods within the Class Bubble and between individuals in the pod, whenever possible.

The aim of this system within our school is that class grouping mix only with their own class from arrival at school in the morning until departure at the end of the school day. The Pods within those Class Bubbles is an additional measure, to limit the extent of close contact within the Class Bubble. To the greatest extent possible, pupils and teaching staff will consistently be in the same Class Bubbles although this will not be possible at all times.

Constitution of 'Pods' is reviewed by the principal and class teacher at the end of each half-term. Where a class has been split and the body of pupils are now in two classrooms, they may come together to play in the yard from September 2021 to June 2022.



### **Physical Distancing outside the classroom**

Interaction on arrival and departure and social physical contact (hand to hand greetings, hugs) are discouraged.

**Appendix 1** outlines the routine for arrival to school and going home.

### **Ventilation**

The Department of Education issued Guidelines on Ventilation for schools - Practical Steps for the Deployment of Good Ventilation Practices in Schools V2 30<sup>th</sup> November 2020.

In line with this, we have implemented good ventilation practices and a ventilation schedule is in place in all areas of the school. In September 2021, we received five CO2 monitors issued by the Department of Education. We also have a built-in monitor in the new porta cabin. Instruction and guidance on how to use the monitors were issued on their arrival.

### **Wash your Hands Frequently**

Regular hand washing with soap and water will continue to be routine practice by staff and pupils alike. HSE advice on how to wash your hands can be accessed on their website. Hand hygiene can also be achieved by the use of hand sanitizers (when hands are clean). Sanitizers are installed outside each entrance, in classrooms, in common areas and in each porta cabin. Each teacher is also provided with hand sanitizers for his/her desk. Avoid Touching Eyes, Nose and Mouth.

### **Cover coughs and sneezes**

Proper respiratory etiquette should be maintained. Videos are available from the HSE and these are shown as reminders to staff and pupils alike throughout the year. Reminders are in place about avoiding contact with eyes, nose and mouth.

### **Cleaning**

Our school is thoroughly cleaned on a regular basis. Additional cleaning hours are in place for more regular and thorough cleaning.

Procedures are in place to ensure that all commonly touched surfaces are thoroughly cleaned and that these practices are regularly reviewed.

Staff and pupil desks are thoroughly cleaned and disinfected after use each day. There is a log of daily cleaning tasks.

## **People at High Risk**

The HSE advice for these groups is at:

<https://www2.hse.ie/conditions/coronavirus/people-at-high-risk.html>.

Also please read Circular Letter 0049/2020, Pages 7-8

Details of the arrangements which apply for staff who are in these risk groups, are in accordance with those applying for the public service generally, and will be updated by the Department of Education following consultation.

## **Control Measures**

### **Feeling unwell**

Staff or pupils should not attend school if displaying flu like symptoms or any symptoms of COVID-19.

The most common symptoms of Covid-19 are:

- Fever (high temperature - 38 degrees Celsius or above - including having chills)
- Dry cough
- Fatigue (tiredness)
- Loss or change to sense of smell and/or taste

There are also less common symptoms of Covid-19, these can change and so we will keep up to date with most current information from the HSE.

As Covid-19 can cause severe disease, it is important to look out for:

Shortness of breath or breathing difficulties

Loss of appetite

Confusion

Pain or pressure in the chest

Fever over 38 degrees Celsius

Symptoms may vary for different age groups or variants of the virus.

## **First Aid/Emergency Procedures**

Joe Gantley is assigned with the duty of co-ordinating First Aid while Deirdre Quinn is on leave and Therese O'Connell is assigned Fire Evacuation Emergency Procedures within our school. The standard First Aid/ emergency procedure shall continue to apply in schools. Staff members administering first aid are required to wear masks and gloves and hands to be thoroughly washed before and following procedure.

## **Visitors to the school**

### **Access to the school building /contact log**

- No parents/guardians or visitors, other than school staff are allowed enter the school grounds without an appointment.
- All meetings must be by appointment and prior approved by Principal.
- No parents/guardians or visitors, other than school staff should enter the school building without completing the Visitor Questionnaire. This questionnaire will be emailed in advance of the visit and if possible, should be returned prior to the visit. This questionnaire will be retained in the Secretary's office.
- Parents/guardians/visitors to the school during the day for an approved appointment will be received at a specific contact point, at the reception area and subsequently brought to the Porto cabin.
- Contact tracing log must be filled in. This log will be retained in the Secretary's office.
- Visitors must wear a face mask and sanitise upon entry to the school and maintain a 2m distance to staff or pupils.
- In an effort to minimise cross infections, Parent-Teacher meeting/discussion will take place over phone at an arranged and convenient time. In summary, no entry, meetings are by approved appointment only
- Following on from the updated Government guidelines and restrictions eased, please note that external sports coaches will be permitted to offer timetabled physical exercise support to pupils in primary schools subject to garda vetting and with prior approval from Principal and Board of Management.

- The school COVID 19 response plan will be amended to allow external coaches to attend timetabled visits to the school..

### **Substitute Teachers / Substitute SNAs / Student Teachers/ Teaching Assistants / Students on Work Experience**

Substitute teachers/Substitute SNAs / Student Teachers/ Teaching Assistants / Students on Work Experience must complete the following:

- School Contact Tracing Log. This log is retained in the Secretary's office
- Covid19 Declaration form. This form is retained in the Secretary's office

A folder with copies of our Covid-19 policies and procedures is available for all substitutes and each must be adhered to.

### **Professional Visitors**

Adults entering the school will be minimised. Sometimes, they are necessary e.g. I.T. Maintenance or NEPS Psychologist. They will be asked to fill in the necessary paperwork and comply with all Covid-19 policies and procedures in place in our school.

### **Dealing with a suspected case of COVID-19**

Staff or pupils should not attend school if displaying any symptoms of COVID19. In the event of a member of staff or a pupil becoming unwell at school we have an isolation room equipped and ready. This is located in our staff room.

**Procedure if Pupil becomes unwell and is displaying COVID-19 symptoms: listed below:**

- a) If pupil becomes unwell in classroom, mainstream class teacher calls SET and SNA.
- b) Class teacher asks secretary to call pupils parents and advise them that their child feels unwell
- c) Class Teacher to continue with class teaching

- d) SET walks any pupil in her group back to their classrooms before proceeding to assist the unwell pupil
- e) SET plus SNA put on masks, face shields and gloves.
- f) Then SET and SNA assist in bringing child to isolation room.
- g) Pupil sits on chair in the isolation room, child's temperature is taken by SET or SNA and details recorded on the sheet in Isolation Room File which is kept in the marked Cabinet
- h) Advice should be given to the child presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bin provided
- i) SNA and SET to maintain 2m distance to child presenting with symptoms. Doors into isolation room to be kept open, all windows to be opened. Supervision should be maintained at all times.
- j) Facilitate the child presenting with symptoms remaining in isolation if they cannot immediately go home. The child should avoid touching people, surfaces and objects.
- k) If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to call the HSE straight away. Public transport of any kind should not be used;
- l) If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a COVID-19 suspect;
- m) SET and SNA remains with child until parent/guardian arrives.
- n) Principal and LWR will log the incident
- o) Arrange for appropriate cleaning of the isolation area and all work areas involved.

The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and confidentiality is essential at all times.

**Procedure if staff member becomes unwell and is displaying COVID-19 symptoms listed below:**

- a) Staff member contacts SNA to advise that they are feeling unwell
- b) SNA contacts the SET\*

- c) SET will teach the mainstream class. The SET teacher will be responsible for cleaning and sanitizing the work station before proceeding to teach the class.
- d) SET to advise Principal of the situation\*\*
- e) SNA and unwell staff member put on mask, face shield and gloves and proceed to the isolation room
- f) His/her temperature will be taken by SNA and details recorded on the sheet in Isolation Room File which is kept in the marked Cabinet
- g) Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bin provided
- h) SNA to maintain 2m distance to person presenting with symptoms. Doors into isolation room to be kept open, all windows to be opened.
- i) If the staff member presenting with symptoms is well enough to drive home, he/she may do so. Responsibility rests with the unwell staff member to make this decision.
- j) If the person is not well enough to drive home, arrange for him/her to be transported home by a family member, as soon as possible and advise them to inform the HSE straight away. Public transport of any kind should not be used.
- k) If they become too unwell or advice is required, 999 or 112 will be contacted and informed that the sick person is a COVID-19 suspect;
- l) Principal & LWR log the incident
- m) Arrange for appropriate cleaning of the isolation area and work areas involved.
- n) The teacher supply panel is contacted to source a substitute for staff member displaying symptoms.
- o) If a substitute is not available, parents/guardians are informed that pupils cannot attend school until a teacher becomes available.

All instruction given by the HSE should be followed in relation to testing, contact tracing etc. Staff and pupil confidentiality is essential at all times.

\*In the event that an SET teacher becomes unwell, the pupils in her group will return to their classrooms.

\*\*In the event that the Principal becomes unwell, the SET will advise the Deputy Principal of the situation.



## **11. Staff Duties**

Each staff member has a statutory obligation to take reasonable care for his/her own health and safety and that of their colleagues and other parties. In order to create a safe environment, these duties include, but are not limited to, the following:

- Continue to adhere to the School COVID-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Continue to make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact the HSE promptly for further advice if they display any symptoms of COVID-19.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Must inform the Principal if there are any other circumstances relating to COVID-19, which may need to be disclosed
- Must complete and / or review COVID-19 Induction Training and any other training required prior to their return to school.
- Must continue to be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Keep informed of the updated advice of the public health authorities and comply with same.

## **12. COVID-19 Related Absence Management**

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES. Please see Circular Letter 0049/2020.ref appendix 4



### **13. Employee Assistance and Wellbeing Programme**

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the COVID-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements. The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events. These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Principal or Deputy Principal.

INTO and FÓRSA Trade Unions give excellent advice on well-being and wellness in general. An Occupational Health Strategy is in place as a supportive resource for staff in schools. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The EAS is provided by Spectrum Life.

### **14. Pupil Wellbeing**

Each pupil comes to school with his/her own experience of the Covid-19 pandemic. Inchicronan Central National School will focus on wellbeing as a foundation for learning. Through the teaching of SPHE, the staff will aim to promote pupil wellbeing. Other available supports for pupils are:

- National Educational Support Service (NEPS): Our NEPS Psychologist Dr. Richard Egan offers excellent advice.
- Departments of Education and Skills: Please see:  
<https://www.education.ie/covid19/wellbeing/>  
Return to School: SET teachers will support mainstream teachers in providing the necessary supports for any pupils who may experience anxiety on returning to school.

## **15. Books, copies and stationary**

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

Pupils must continue to have their own stationary.

Pupils should also have their own face coverings (and spares) where applicable, packet of tissues, etc. stored in their school bag.

There is hand sanitizer in each classroom so there is no need for pupils to bring same to school.

## **16. Special Education Teaching (SET) for Pupils with Additional Needs**

Ms. O'Leary and Mrs. O'Donnell have the duty of co-ordinating 'Special Education Teaching' within our school. All SET teachers will continue to observe good hygiene practices in relation to themselves, their work stations and pupil work stations within the SEN teaching environment.

### **Continuum of Support:**

Our school will utilise the usual school support structure - the Continuum of Support. This support structure allows schools to provide support for all pupils, using prevention and early intervention to support wellbeing and transition back to school. The Continuum of Support framework also recognises that some pupils - those groups who are at risk or who have emerging needs - will require more targeted support, while others who have complex and enduring needs will require an individualised approach to support, taking a developmental perspective, and adapted to the individual needs of the student. Pupils with the greatest needs within our school will receive SET teaching support.

Pupils who are 'very high risk': Inchicronan Central N.S. is conscious that there may be some pupils for whom return to school may not be appropriate because the relevant public health guidelines indicate they are at "very high risk".

Teachers will make arrangements that:

- Parents/guardians are being requested to have a heightened awareness of signs, symptoms or changes in baseline which might suggest illness/COVID-19 infection. Where flu-like symptoms are present, pupils should not attend school. Similarly, staff should be aware of their responsibility not to attend for work, if they develop signs or symptoms of respiratory illness.

- Special Needs Assistants: Special Needs Assistants (SNAs) can move between pods/bubbles when their post is shared between two pupils in two different classes. SNAs must wear a face mask and take personal responsibility for washing and sanitizing hands between pods and between bubbles.

## **17. Remote Teaching and Learning Provision specifically for the following Covid19 related scenarios**

Provision for children who are at very high risk to Covid-19:

The school will engage directly with relevant parents, regarding remote educational provision for children who are deemed to be at very high risk to Covid-19 (see HSE Guidelines) where medical certification has been provided to the school.

Provision for all other children who are instructed to self-isolate by their GP or HSE Public Health, educational provision will be provided as follows:

1. Children who are awaiting Covid-19 test results for themselves or a family member and have been instructed by their GP to isolate at home for a few days. These pupils will be supported to catch up on their learning on their return to school.
2. Children isolating at home on instruction from their GP due to a confirmed case within their own household. Teacher will link in with the pupil via e-mail
3. School POD (group) instructed by HSE Public Health to self-isolate. Teacher will link in with the pupils via e-mail & Google Classroom
4. School bubble (whole class) instructed by HSE Public Health to self-isolate. Teacher will engage with the bubble regularly via e-mail & Google Classroom
5. Whole school closure as instructed by HSE Public Health. Teachers will engage with pupils regularly via e-mail, phone calls & Google Classroom as appropriate.

**Please note that the current situation is quite fluid and these circumstances may vary throughout the year.**

## **18. Curriculum & Specific Arrangements**

### **Curriculum**

Our mainstream and SET teachers will adapt their lesson planning and pedagogy to cater for their pupils' learning needs. Teachers will be giving greater time and attention to curricular areas such as:

- Social, Personal and Health Education (SPHE)
- Physical Education (PE)
- Language/Literacy
- Mathematics

### **Specific Arrangements**

- School Supplies: Parents/guardians are to continue to supply a full set of school supplies and ensure child brings them to school each day so they are not borrowing from others. If a staff member has to lend a school item to a child, the staff member will wipe it with disinfectant wipes before and after. Equipment may be shared within a pod but not between pods
- Lunches: Parents/guardians must ensure children come with lunches etc. to prevent adults coming to school during the day. No sharing of lunches/drinks among children.
- Photocopying: Sterilised wipes are available at both copiers - user to wipe copier after use.
- Sending pupils between classrooms on messages/jobs: is no longer permitted.
- At this time, it is still not possible to facilitate extra-curricular and other activities involving staff and/or pupils being in close contact e.g. swimming classes and team sports.
- Pupil Attendance: Aladdin will continue to be used for recording daily pupil attendance/absences.

- Financial contributions/ payments: All financial payments must be paid through internet banking (electronic money transfers) directly to our school account. No cash/ cheque transactions can be processed. Our bank school account details will be advised to you in due course, as required.
- Role of Parents/guardians: Parents/guardians are being asked to discuss the contents of this Policy document with their children in an age appropriate manner.
- **Teaching and reminding of correct techniques**  
Teachers will continue to teach and remind pupils how to keep each other safe in our school e.g. correct respiratory technique, hand washing technique, mask wearing where appropriate, use of pods and bubbles etc.

## **19. School Office**

- Due to space restrictions, staff and visitors are not permitted in the office
- Phone to be sanitised after use.
- Sign in log and Tracing log to be completed in presence of Secretary or Principal.
- Secretary to wear mask when interacting with visitors, pupils and staff.
- All communications with parents/guardians should be via phone or email.

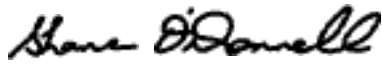
## **20. Conclusion**

Proper physical distancing, respiratory etiquette, ventilation, cleaning, practising hand hygiene and personal protection will minimise the risk of COVID-19 and other respiratory infections in our school.

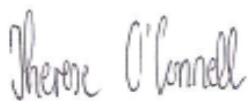
As our school continues, our pupils will need the support of their parents/guardians and school staff in adjusting to school life and to their new physical learning environments again.

## 21. Ratification

This Policy was ratified by the Board of Management of Inchicronan Central National School at its meeting in December 2021.

Signed:   
\_\_\_\_\_  
Shane O'Donnell, Chairperson,  
Board of Management, Inchicronan Central National School

Date: 10/12/21

  
\_\_\_\_\_  
Therese O'Connell, Principal,  
Inchicronan Central National School

Date: 10/12/21