

INCHICRONAN CENTRAL NATIONAL SCHOOL

COVID-19 RESPONSE PLAN

For School Return March 1st 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 meet the Government's 'Return to Work Safely Protocol', the Department of Education and Skills plan for school reopening and to prevent the spread of COVID-19 in the school in a public environment.

This Response 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, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie and www.education.ie.

This Response Plan will support the re-opening of 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 Return to School
Updated advice for March 1st.2021
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. Uniforms
16. Books, copies and stationary
17. Special Education Teaching (SET)
18. Remote learning
19. Curriculum & Special Arrangements
20. School Office
21. Conclusion
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RE-OPENING PLAN/POLICY FOR INCHICRONAN CENTRAL NATIONAL SCHOOL NATIONAL SCHOOL

In devising 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 also have a responsibility both as individuals and collectively to have due regard for their own 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 N.S. is committed to providing a safe and healthy workplace for all our staff.

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 Board of Management 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 handwashing techniques
- 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 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 re-opening process as 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)

In line with the Return to Work Safely protocol we have assigned 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 the Return to Work Safely Protocol and 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 school management 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 COVID-19 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 is the Lead Worker Representative.
- Deirdre O'Donnell and Marguerite O'Leary, who are job sharing, share the role of Deputy LWR.

4. Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

Details for the reopening of the school facility and the applicable controls are outlined in this document.

Before re-opening, our Board of Management has been reminded to check the following:

- Planning and systems
- Staff (including completion of return to work forms)
- Training and Induction
- Buildings /equipment (including check for Legionella disease)
- Control Measures (including appropriate signage)
- Physical Distancing
- Visitors to school

Updated advice for March 1st:

- A Return to Education declaration form must be completed by parents/ guardians for each child. This will be completed on Aladdin.

How to prevent the spread of COVID 19; refer also to point 6

- Remind your child about correct handwashing procedures. Reminder that there is a need to wash hands / sanitise when entering and exiting vehicles and when entering and exiting school buildings.
- Abide by all social distancing regulations.
- Parents asked not to congregate outside the school. Communication with the school must take place by phone or email.
- Please wear a face mask when coming to the school.
- Do not send children to school if they are close contacts of a person with COVID-19, are awaiting a test or are experiencing symptoms of COVID-19
- Do not send pupils to school if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus
- Do not send pupils to school if they have travelled outside of Ireland unless the latest Government advice in relation to foreign travel has been adhered to
- Cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school

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 safe re-opening 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.

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 school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitizer.
- 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 as contact of a person with COVID- 19 not to attend schools and to follow the HSE advice on restriction of movement.
- 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

(a) Wash your Hands Frequently

Regular hand washing with soap and water will continue to be routine practice. Posters displaying hand washing techniques and promoting hand washing are placed on walls adjacent to washing facilities. HSE advice on how to wash your hands can be accessed on their website.

Pupils and staff should perform hand hygiene:

This includes:

- before and after eating and preparing food
- after coughing or sneezing
- after using the toilet
- where hands are dirty
- before and after wearing gloves
- before and after being on public transport or in any vehicle
- before leaving home
- when arriving/leaving the school /other sites
- after touching potentially contaminated surfaces
- if in contact with someone displaying any COVID-19 symptoms

(b) Hand Hygiene and Hand Sanitizers

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 portacabin. Each teacher is also provided with hand sanitizers for his/her desk.

(c) Avoid Touching Eyes, Nose and Mouth

(d) Physical Distancing

1. Physical Distancing in the Staffroom

Staff must sanitise before entering staffroom. A 'no hand shaking' policy has been implemented. Staff to maintain physical distancing in the staffroom. As breaks are staggered, there will be less staff in the staffroom at any one time. 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.

2. Physical Distancing within the classroom

Physical distancing is recommended to reduce the spread of infection in the workplace. To maintain physical distancing in 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.

Staff and pupils should avoid sharing of personal items.

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 3rd - 6th 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.

3. 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.

Yard Supervision

Breaktimes will continue to be staggered. Supervising teachers to hand sanitise before and after supervision and to wear face mask.

(e) People at High Risk:

Information on High Risk Group and people with higher risk:

The HSE advice for these groups is at:

<https://www2.hse.ie/conditions/coronavirus/people-at-higher-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.

Staff who are pregnant are advised not to return to work on March 1st.

8. Control Measures

Face Masks must be worn by all members of staff and must be worn by all visitors to the school. Further PPE may be needed to carry out certain work activities or in certain work areas. This includes roles such as:

- 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.
- Applying First Aid
- Special Needs Assistants (SNAs) can use PPE as required and when working with students where they cannot maintain social distancing. SNAs to hand sanitise throughout the day.
- Bus escorts to wear face masks also

Feeling unwell

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

Masks

According to Department advice, primary school children will not be required to wear face coverings under any circumstances.

Staff, who cannot maintain a 2m distance from pupils or from other staff, are required to wear a face covering. As maintaining 2m distancing cannot be guaranteed at all times, our Board of Management requires staff to wear face coverings.

Gloves

According to Department advice, the use of disposable gloves in school by pupils or staff is not generally appropriate but may be necessary for care requirements.

Routine use of gloves does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

First Aid/Emergency Procedures

Deirdre Quinn is assigned with the duty of co-ordinating First Aid 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.

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 will thoroughly clean and disinfect their work area before and after use each day. There is a log of daily cleaning tasks.

Ventilation

The Department of Education issued Guidelines on Ventilation for schools - **Practical Steps for the Deployment of Good Ventilation Practices in Schools V2 30th 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.

9. 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 portocabin.
- 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.

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

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

- School Contact Tracing Log. This log are retained in the Secretary's office
- Return to Work form. This form is retained in the Secretary's office

Teachers who are returning to school after a period of absence, need to complete the Return to Work form

A teacher will not be permitted into a classroom if he/she has performed teaching duties in a different school on the same day.

An information folder is available for substitutes. The protocol will be discussed with the Principal. Substitute staff must sanitise work station before departing school.

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 sanitise, wear a face covering

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They must complete;

- School Contact Tracing Log. This log will be retained in the Secretary's office
- A Visitor Questionnaire. This log will be retained in the Secretary's office

Professional staff must also sanitise any work station used.

Suppliers must leave all deliveries at the main entrance door to the school.

10. Dealing with a suspected case of COVID-19

Staff or pupils should not attend school if displaying any symptoms of COVID-19. 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 Resource portacabin, in the room on the right.

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

High Temperature (above 38 degrees), shortness of breath, a cough, loss or change to your sense of smell or taste.

- 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 Filing 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 to portacabin & 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) The Principal / Deputy Principal contacts the HSE on 1850 241850
- n) SET and SNA remains with child until parent/guardian arrives.
- o) Principal and LWR carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
- p) Arrange for appropriate cleaning of the isolation area and all work areas involved.
- q) All cleaning materials used will be double bagged to be safely stored for 72 hours before disposal.

The HSE will inform any staff/parents/guardians 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 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 Filing 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 to portacabin & 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) The Principal / Deputy Principal contacts the HSE on 1850 241850
- m) Principal & LWR carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- n) Arrange for appropriate cleaning of the isolation area and work areas involved. All cleaning materials used will be double bagged to be safely stored for 72 hours before disposal.

- o) The teacher supply panel is contacted to source a substitute for staff member displaying symptoms.
- p) If a substitute is not available, parents/guardians are informed that pupils cannot attend school until a teacher becomes available.

The HSE will inform any staff/parents/guardians 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 confidentiality is essential at all times.

Before returning to work, staff member must complete a return to work form.

*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 facilitate a safe return to work, 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.
- Not return or attend school if they have symptoms of COVID-19 under any circumstances.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.

- Complete the RTW form before they return to work.
- Must inform the Principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- 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. Uniforms

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 P.E. days, or when otherwise requested by teachers.

Full school uniform to be worn on Monday, Tuesday and Wednesday.

PE uniform to be worn Thursday and Friday.

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 shops and during other activities, etc.

16. 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 packet of tissues, stored in their school bag.

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

Each class teacher will decide on books and workbooks that will remain in school and books that remain at home.

17. 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.
- Equipment: All pupils must have their own equipment, such as pencils, crayons and these individual items cannot be shared.
- 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.

18. Remote Teaching and Learning Provision specifically for the following Covid 19 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 family/close contact outside of school (14-day isolation period).**

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.

19. 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.
- 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.
- Homework: Homework will be assigned as normal.
- 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: The Aladdin Schools portal will continue to be used for recording daily pupil attendance/absences.
- Financial contributions/ payments: All financial payments must be paid through online 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 before school re-opens.
- **Teaching the correct techniques**
On first day of return to school, each teacher will remind and teach pupils about the correct techniques for the various school routines and procedures, as outlined in this document, for example:
 - Arrival at school
 - School departures
 - Procedure when feeling sick
 - Hand washing when & how
 - Hand sanitising technique
 - Handwashing before eating
 - Respiratory Hygiene
 - Use of Pods
 - Use of Bubbles
 - Routine for Arriving at school, Break Times, Departure times
 - Non sharing of personal items,

20. School Office

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

21. Conclusion

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

As our school re-opens, our pupils will need the support of their parents/guardians and school staff in readjusting to school life and to their new physical learning environments again. We look forward to welcoming all our pupils back to school.

22. Ratification

This Policy was ratified by the Board of Management of Inchicronan Central National School at its Meeting.

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

Date: 27/02/21

Therese O'Connell

Signed: _____
Therese O'Connell, Principal,
Inchicronan Central National School

Date: 27/02/2021