

# *Holy Rosary School*

## **COVID-19 Response Plan 2021/2022**

### **Underlying Principles**

- The original Covid -19 Response Plan has been under regular review by staff and management. Following the summer break break it was updated and reviewed again and made ready for the 2021/2022 school year.
- The school has a responsibility to make every effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- Assuming it is in keeping with public health advice and guidelines issued by the Department of Education, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

### **Assumptions**

- All children return to school and classes operate within a bubble system.
- Each building is split into 2 groups, with each group having different entry and exit points, staggered breaks during the day as well as different play areas.
- The day will include 1 x 10 and 1 x 30-minute breaks.

- Junior Classes will operate as class bubbles. Safety measures will continue to operate, but pods will be flexible to facilitate station teaching, Aistear and group work.
- Within each class from 3<sup>rd</sup> to 6<sup>th</sup>, the children will be divided into pods, with a minimum distance of 1 metre being maintained between pods. This will be reviewed as the year progresses.
- Hand sanitiser will be available at all entry points and in all classrooms, support rooms and communal areas.

### Entry/Exit Points

<b>Bethlehem: Entry* Point A: Front Gate</b>	
1 <sup>st</sup> Class:	Mrs. Duffy
1 <sup>st</sup> Class:	Mrs. McAllen
2 <sup>nd</sup> Class:	Ms. Lambe/Ms. Seery
2 <sup>nd</sup> Class:	Ms. Kenny
Holly Room:	Ms. Rice (School Age Class for children with autism)**
Willow Room:	Ms. Kearns (Early Intervention Class for children with autism)**

\*Entry only. See note below on collection from school.

\*\*The Woods is the name of our specialised area for classes of children with autism.

<b>Bethlehem: Entry* Point B: Main Blue Gate</b>	
Junior Infants:	Ms. Russell
Junior Infants:	Ms. Harris
Senior Infants:	Ms. Phillipson
Senior Infants:	Ms. Megannety

\*Entry only. See note below on collection from school.

<b>Holy Rosary: Entry/Exit Point C: Pedestrian Gate</b>
4 <sup>th</sup> Class: Ms. Murtagh/Ms. Doyle
3 <sup>rd</sup> Class: Ms. Fenton
3 <sup>rd</sup> Class: Ms. Egan
6 <sup>th</sup> Class: Mr. O'Sullivan
5 <sup>th</sup> Class: Mr. Gibbons/Ms. Reynolds
<b>Holy Rosary: Entry/Exit Point D: Side Gate into Playground</b>
4 <sup>th</sup> Class: Ms. Murray
4 <sup>th</sup> Class: Ms. O'Keeffe
5 <sup>th</sup> Class: Ms. Phillips
5 <sup>th</sup> Class: Ms. O'Hanlon
6 <sup>th</sup> Class: Ms. Tyrrell

### Arrival At School

- Gates will open at 9.10am in the morning and classes will enter through their designated gate.
- No child will be allowed entry through any gate other than the one designated for their class.
- Parents/guardians will be required to drop their child at the gate and are asked to leave the area as soon as possible.
- All adults coming to the drop off areas are asked to follow the current guidance on social distancing, wearing of face masks/coverings etc.
- We ask for co-operation with following these entry/exit points as it will mean that the numbers congregating on school grounds in any one area will be minimised.
- HR: Children will walk straight from their entry point to their classroom. This will be done under the supervision of the school staff.
- Bethlehem:
  - Children in The Woods: SNAs will meet children at the entry gate (front gate of Bethlehem). Class Teacher may make individualised changes to this where necessary. Details of this will issue separately from Ms. Kearns and Ms. Rice.

- Classes entering/exiting through the classroom's emergency door: Ms. Russell, Ms. Megannety, Mrs. Phillipson, Ms. Duffy and Ms. McAllen.
- Ms. Kenny's and Ms. Lambe's classes will enter/exit classrooms through the front door.
- Ms. Harris' class will enter/exit through the back door.
- No adults, other than staff members, should enter the school grounds.
- Meetings with school staff will be facilitated only where necessary and will be done by appointment only.
- Messages for teachers can be sent by email or by phoning the school office.
- School will start at 9.20am and it is essential that all children are on time for school every day. Gates will close promptly at 9.20am and your co-operation with this is greatly appreciated.
- Please ensure that school bags are packed with everything your child needs for the day. If a child forgets something, please leave it on the windowsill outside the main door of each building and phone the secretary to say that it is there.

### **End of School Day: Bethlehem**

- Adults who are collecting children from the following classes should wait in the playground area:
  - 2pm: Ms. Russell's Junior Infants
  - 2pm: Ms. Harris' Junior Infants
  - 3pm: Ms. Lambe's 2<sup>nd</sup> Class
  - 3pm: Ms. Duffy's 1<sup>st</sup> Class
- Adults who are collecting children from the following classes should wait outside the main gate of Bethlehem until it is opened and then proceed to the car park area to collect children:
  - 2pm: Mrs. Phillipson's Senior Infants
  - 2pm: Ms. Megannety's Senior Infants
  - 3pm: Mrs. McAllen's 1<sup>st</sup> Class
  - 3pm: Ms. Kenny's 2<sup>nd</sup> Class
- Adults are asked to avoid congregating in groups and to follow social distancing guidelines at all times.

- Adults are asked to wear a face mask/covering at all times when coming to the school.
- The class teacher will bring the children to the designated areas and release the children into the care of the adult who is there to collect them.
- All children and adults exiting down the ramp are asked to **walk and remain on the footpath at all times**. Children are not permitted to wander through the trees or to go near DCW building.

### **End of School Day: Holy Rosary**

- For children in 3<sup>rd</sup> – 6<sup>th</sup> Classes, the class teacher will allow each pod to leave the classroom separately in order to minimise contact.
- Each pod will exit the building and leave the grounds through the designated gate.
- Classes will exit through the same gate they enter school in the mornings:
  - 2.55pm: Ms. Murray and Ms. O’Keeffe (side gate into playground)
  - 2.55pm: Ms. Murtagh, Ms. Egan and Ms. Fenton (front pedestrian gate)
  - 3.00pm: Ms. Phillips, Ms. O’Hanlon and Ms. Tyrrell (side gate into playground)
  - 3.00pm: Mr. Gibbons/Ms. Reynolds and Mr. O’Sullivan (front pedestrian gate)

### **Collection of Children during the School Day**

If an adult must collect a child during the school day, the following arrangements will apply:

- Early collection will be facilitated at break times only:
  - Bethlehem: wait at the playground gate and the teacher on yard duty will assist you.
  - HR: When the adult arrives at the school, they should either phone the office or use the intercom at the front door to alert the office that they have arrived.
  - It is essential that collections are restricted to break times as the doors and phone may not be manned at other times. Please note: the break times are as follows:

❖ Little Break:

✚ Bethlehem: 10.45am-10.55am (Infants) and 11am-11.10am (1<sup>st</sup>/2<sup>nd</sup>)

✚ HR: 10.45am-10.55am (3<sup>rd</sup>/4<sup>th</sup>) and 11am-11.10am (5<sup>th</sup>/6<sup>th</sup>)

❖ Lunch Break:

✚ Bethlehem: 12.30pm-1pm (Infants) and 1pm-1.30pm (1<sup>st</sup>/2<sup>nd</sup>)

✚ HR: 12.30pm-1pm (3<sup>rd</sup>/4<sup>th</sup>) and 1pm-1.30pm (5<sup>th</sup>/6<sup>th</sup>)

- The class teacher will note the names of anyone leaving school early on Aladdin.
- No adult should enter the school building, unless invited to do so. A staff member will note the name of anyone entering the building for contact tracing purposes.

### Parking

- All parents/guardians are asked to park outside of the school grounds. There will be **no parking within the Dominican Campus.**
- All parents are asked to observe the entry/exit points outlined above. There is no pedestrian access through the campus.
- **Your co-operation is essential here as it is our only way to avoid staggered drop off and collection times across the campus.**

### Notes about the School Day

- Pencil cases will remain in school every day.
- There will be no homework for the first two weeks of September. Homework will be phased in after that in line with our updated policy. We will do a final review of this policy in early October. Homework is now being introduced with a portion of it focussed on practicing IT skills and the use of SeeSaw/Google Classroom.
- There will be no homework journal: homework will be sent home via Aladdin/SeeSaw (Junior Infants-2<sup>nd</sup> Class) and Aladdin/SeeSaw/Google Classroom (3<sup>rd</sup>-6<sup>th</sup> Class). Individual class teachers will advise of this.
- All parents are asked to download the Aladdin App. It will also be used for permissions, notes etc. Parents will also be asked to complete Health Declarations on Aladdin for children returning to school after absences.

- No paper notes will be sent home. Communications will be via email, App notifications and text. General reminders will be placed on social media.
- Classes will develop home/school links through the use of platforms like See-Saw and Google Classroom.
- Facebook/Instagram will just be used as information channels.

### **Dealing with a Possible Case of Covid-19**

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

If a pupil displays symptoms of Covid-19 while in the building, the following procedures will be implemented:

- Parents/guardians will be contacted immediately
- The child will be accompanied to the designated isolation area by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others always maintain a distance of at least 2 metres from the symptomatic child
- A mask will be provided for the child presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises
- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided.
- If deemed necessary, and if they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed.

### **Children Who Should Not Attend School**

If your child is in one of the following categories, they should not attend school –

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has been diagnosed with Covid-19
- Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
- Children who are generally unwell: if you have any doubts about whether your child is feeling well enough for school, please err on the side of caution and keep them at home.
- Any children complaining of feeling unwell will be removed from the classroom and sent home.

### **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 suggested activities to support the child's learning at home.

Children who cannot attend school for health reasons relating to COVID-19 need to provide the school with detailed written confirmation of this from a relevant medical professional. Work and supports from school will only be provided to children in this certified high-risk category.

### **Impact of a Suspected or Confirmed Case of Covid-19 in a Class**

If the school is notified by Public Health or the HSE that a person in your child's class has a suspected or confirmed case of Covid-19:

- The teacher and parents of all children in the class will be notified
- Public health advice will be followed at all times.

### **Personal Equipment**

- It is essential that all personal belongings have the child's name on them for ease of identification.
- Children should bring a packet of tissues in their schoolbag.
- Children are encouraged to use a re-usable drink bottle which is clearly labelled with their name.

### **Shared Equipment**

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

### **Toilets**

- Bethlehem: all toilets are en-suite and will only be used by the children in that particular class.
- Holy Rosary: toilets and sinks within the blocks will be designated to particular classes.

### **Yards**

- Each class will have access to the yard during their allotted break times.
- Each class will play in their designated area and will avoid mixing with other groups. Classes from the same level will play in the same designated area.
- Yards will be supervised by class teachers, Special Education Teachers and SNAs working with the specific groups involved.

## Special Education

- In keeping with our Special Education Policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work within the confines of specific class bubbles.
- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- Where children from 3<sup>rd</sup> to 6<sup>th</sup> Class receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending

## PPE

All staff will wear face masks while moving around the school and in communal staff areas.

While it is not envisaged that PPE will be worn by staff in general, staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks.

All staff have been provided with a visor and a set of reusable face masks and it has been recommended that these are worn where social distancing cannot be achieved. All visors will be removed when walking up/downstairs to avoid tripping and as a safety precaution.

## Teacher Absence and Substitution

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

## **PE**

Where possible, PE will take place outdoors and use of equipment will be confined to the sets that have been distributed to class groupings. If the PE hall is being used by class groupings, common touch points will be cleaned at intervals throughout the school day.

## **Extra-curricular Activities**

During Term 1 there will be no co-curricular or extra-curricular activities. The possibility of facilitating extra-curricular activities will be explored before the start of Term 2.

## **Ratification and Review**

This updated COVID-19 Response Plan was reviewed and ratified by the Board of Management remotely. It has been shared with the entire school community to ensure that everyone is familiar with its contents before the return to school.

This plan will be reviewed regularly in line with health and safety guidance.

Signed:

---

Mrs. N. Bolger, Chairperson

---

Ms. F. Wickham, Principal

Date: 25<sup>th</sup> August 2021