



We Welcome, We Encourage, We Learn.

Latest update: 20th August 2020

Scoil na Croise Naofa

Covid-19 Response Plan Information for Parents

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Covid-19 Response Plan **August 2020**

1. Message from the Principal

Dear Parents / Guardians,

The 1st of September 2020 will see the start of a school year that will be very different to any other school year. When we closed our doors on March 12th 2020, we did not think that we would be closed for the rest of the school year.

Our Covid-19 Response plan was drawn up by staff, and it is in line with the Government Guidelines for re-opening schools. The Board of Management have approved our plan. We have spent a lot of time going through all of our school policies and procedures and changing them, so that pupils and staff will be as safe as possible.

Life in Scoil na Croise Naofa will look differently, and it is important that you read this Covid-19 Response Plan so that you know exactly how it will be different and how you can help us keep everyone safe and the school open.

It is important that you talk to your child or children about the changes and help prepare them a little for what the school and their classroom might look like. You might be feeling a little anxious (and excited) and your child might feel this way too. This is natural. Keep talking to them and reassure them that the staff in school are looking forward to seeing them and will help them in any way that we can.

Thank You in advance for taking the time to read through our Covid-19 Response Plan. We look forward to working with you all again this year.

2. COMING BACK – THINGS TO CONSIDER / Tell the school

- a. Have you travelled abroad this summer? This includes the UK (but not Northern Ireland). If your child was abroad, they cannot come to school for 14 full days after their return to Ireland.
- b. If your child has any underlying health conditions and you are concerned, please contact the school as soon as possible and we will discuss this with you.
- c. If your child displays any of the COVID-19 SYMPTOMS, they should not come back to school and you should contact your GP immediately for advice.



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3. SCHOOL UNIFORMS & Tracksuits

- a. Infants – SCHOOL Tracksuit only for all of September – this might be extended past Septmeber depending on the situation at the time. **VELCRO Shoes/runner ONLY.** Teachers will NOT be able to tie laces.
- b. 1st – 6th: Uniform or School Tracksuit as normal. Teachers will let parents know what day is which as soon as possible. Teachers will try to set Uniform / Tracksuit every second day.
- c. Your child should **TAKE THEIR UNIFORMS OFF** as soon as they go home. It might be difficult to wash DAILY but ensuring your child does not wear uniform around the house too long / in the community will prevent any transmissions of germs. This would be good practice anyway.
- d. Uniforms will be on sale in either the hall / parents room
 - i. Thursday 27th August 10am – 12midday
 - ii. Friday 28th August 10am – 12midday
 - iii. Monday 31st August 10am – 12midday

Please respect the socially distant queuing system that will be in place. We will text further details. Parents only, if possible and PLEASE WEAR A FACE COVERING / mask, if possible.

4. FIRST DAY BACK: What does your child need:

- a. All of the books on booklist - would be best if these could be covered with PLASTIC covering for hygiene purposes. Labelled with name.
- b. Own PENCIL CASE with the OWN pencils, colouring pencils, rubber, topper, ruler etc as these will not be allowed to be shared. Clearly label these.
- c. OWN Toilet bag or zip lock bag with
 - iv. Hand Sanitiser
 - v. Pack of Tissues
 - vi. Face cloth / cut up old towel for drying hands

This should be refilled / towel cleaned regularly.

Class Materials money – covers cost of homework journals, folders and lots other materials that the teacher buys for your class. Please send this to the Class teacher ASAP.

BOOK RENTAL money also needs to be paid ASAP, so that your child can receive the book rental books.

(Parents who paid money for swimming or school tours last year have been contacted to say that they owe less for class materials or book rental money as a refund). If you aren't sure – RING the office and we can check the records.)



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5. ARRIVING in MORNING & Home Time: 1st to 6th

- a. GATES will not open until 8:35am. This is so that only staff are on premises before this – for social distancing & contact tracing.
 - b. Parents of 1st to 6th Class should say good-bye to their child at the gate.
 - c. Each class has their own door to go in. (See Photos). This is so there will not be crowds at any one door.
 - d. Staff will be outside by the gates on the first few mornings so your child will be directed where to go in case they are confused or forget. So no need to go with them – we will keep them safe. There will be a teacher at each door also – reminding them to sanitise their hands immediately. There will be staff members in the classroom also supervising and reminding them of the new procedures.
- Parents on school grounds should wear a face covering / mask, if possible.
 - Once parents have said good-bye to your child at the school gate (1st to 6th), please do not delay outside the school. Please head home or to work as quickly as possible – so that there is no crowds or congregating outside of the school.
- 1st, 3rd and 5th will finish at 2:25pm and will exit through their assigned doors.
 - 2nd, 4th and 6th Classes will finish at 2:30pm and will exit through their own doors.
 - PARENTS SHOULD NOT BE ON SCHOOL PREMISES. If you are meeting / collecting your child at the school - Please arrange with your child where you will meet them OUTSIDE the school gate. Please too not arrive EARLIER than necessary to collect them, as we wish to avoid any gathering of crowds.

6. ARRIVING IN MORNING & HOME TIME: SENIOR INFANTS

- SENIOR INFANTS: Pupils go in their own door (See Photo). Parents may bring child to the door IF THEY WANT. If you are coming to the door with your child, please wear a face covering / mask if possible. Please come in the Front Gate and go out the side gate to ensure social distancing. There will be markers for social distancing on ground if there is any delay at the door. A teacher will be at the door every morning and a staff member will be in the classroom to help them.
- SENIOR INFANTS: Finish at 1:30pm. Will be collected at the same door that they go in in the morning (See pic). Please enter using pedestrian gate at front. Walk to the door.



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Wait at the socially distant markings. Please wear a face covering / mask if possible. Please exit, with your child by the SIDE GATE.

- Please do not arrive TOO EARLY when collecting your child as we want to avoid unnecessary queuing if we can. Thank You!

7. Arriving in Morning & Home Time: Junior Infants

- JUNIOR INFANTS: Will have their own procedures for first few days. These will be explained in a different video. After that Parents can bring their child to the (main) door, where a teacher will be waiting. Parents should please wear a face covering / mask if possible. There will be markers at the door for social distancing in case there is any delay at the door. Parents will not be allowed inside after that. Staff members will be in the class to help them.

Junior Infants:

- Will go home at 12 midday for the first two weeks until Friday 11th September.
- Will go home at 1pm for the next two weeks until Friday 25th September
- Will go home at 1:30pm after that.
- Junior Infants will be collected at the Front Door (see pic). Please enter using pedestrian gate. Wait at the socially distant markings. Please wear a face covering / mask if possible. Please exit, with your child by the carpark gate.
- Please do not arrive TOO EARLY when collecting your child as we want to avoid unnecessary queuing if we can. Thank You!

8. Arriving in Morning & Home Time: Early Start

- a. EARLY START: Parents may bring their child IN through the door by the EARLY START ROOM. Staff members will be at the door to help / instruct. Parents should wear a face covering / mask when coming to the door / EARLY START room.
- b. Early Start pupils will be collected from the door BESIDE the Early Start Room.
- c. Please ensure that you are prompt when you are collecting your child as the room will need to be cleaned before the next session.

9. LUNCHES

- School lunches are provided by Carambola & that will continue this year. They will come as always in individually bags. Please make sure that you update your child's order



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(using the CODE on the bag) so that he or she is getting a lunch that they like and that they can open by themselves.

- If your child DOES NOT WANT the Carambola lunch, you may send in a lunch from home BUT please ring the office to cancel it. Children should not have both a Carambola lunch AND a lunch from home as this is too much food.
- LUNCHES FROM HOME: Advice is that lunch boxes are not used at the moment. Lunches should come in in zip lock bags or similar. Teachers will also not be able to help a child open a lunch box, for hygiene reasons. Again make sure your child can open or peel everything you send in, as staff will not be able to help.
- Any left overs / rubbish will be sent home with your child in their school bag.

10. Your Child's School Bag

- On the first day, their bag might be heavier as they will have all of their books. These will be taken from them by their teacher.
- Please cover books and copies in plastic coverings if possible and label with their name clearly.
- Your child should have their own pencil case, with their own colouring pencils, topper, rubber, ruler etc. These should also be labelled.
- Your child should also have their own toilet bag as discussed earlier. Please check / refill / wash as necessary.
- Your child will have their own storage box on / under their desk in their classroom. Their school books will be transferred into that.
- Only books needed for homework & lunch bag (Carambola or own) will go home in the school bag.
- Please check your child's bag and empty / clean out daily. Thank You.

11. CLASSROOMS – What will they look like?

- From Junior Infants to 2nd Class, the class will be divided in to groups or 'pods'. Please see a photograph. There will be 1m social distancing between each Pod. Children will not move between pods or share resources with other pods during the day.



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- From 3rd – 6th Class, the desks have been spaced out so that there is at least 1m between each pupil. See photograph.
- Teachers will wear face coverings / masks or also visors in the classroom. There may be times when they do not have to wear the face coverings – but when working near pupils they will. Please talk to your child about this in advance as they might find this strange to begin with and it would be best to have them prepared.
- Each class room has a hand sanitiser dispenser on the wall. Pupils will wash their hands / sanitise their hands regularly through out the day – starting first thing in the morning.
- Towels have been removed from the classrooms (for hygiene reasons). This is why it is VITAL that your child has their own face cloth / old cut up towel to dry their hands in their toilet bag.
- Children will not be allowed freely walk around the classrooms. They must remain in their pod or their individual seat, depending on their classroom set up. Again, please speak to them about this before we go back to school, as this might be strange for the.
- We will be taking the pupils outside as much as possible, for fresh air breaks, or for lessons, especially when the weather is fine! Please ensure they have coats etc. as the weather becomes cooler or a little rainier.
- Classrooms will be well ventilated – with windows and/or doors open to help with this.
- Yard times will be staggered so that only one class at a time is on each of the yard areas. Classes will not mix at any stage.
- It is not required that your child wear a face covering / mask in school. However, if you would prefer that they did, they can do so, once they do not require help putting it on and off correctly (as staff will not be able to help, for hygiene reasons).

12. Staff

In order to make sure that the teachers and staff do not need to move from class to class (especially support teachers or SNAs), we have re-arranged our staffing as follows.

Class	Class teacher	Support teacher	SNA
Early Start	Carol Gaine	Carmel O' Brien	
Junior Infants	Ms. Murray	Ms. O' Donovan	Carole C.
Senior Infants	Mrs Kelly	Mrs O' Loughlin	Martina
1 st Class	Ms.Doherty	Mrs Roche	Shirley
2 nd Class	Ms. Kirby	Ms. Barry	Charlotte



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3 rd Class	Ms Cooney	Mr. O Connell (Morning) Ms. O'Donovan (Afternoon)	Carol O' K
4 th Class	Mrs McCarthy	Ms Sugrue	Martina (Afternoon)
5 th Class	Ms. Petrie	Mr O' Connell (Afternoon)	Anne
6 th Class	Dave Collins	Ms. Coughlan/ Ms Crowley Mrs O' Loughlin (Afternoon)	Anne

Behaviour Support Teacher: Mr Hayes

Secretary: Betty Kenneally

Caretaker: Dave O Donoughue

Cleaners: Mary O' Flynn & Catherine Dorney

If your child has additional educational needs, they will still be supported by the class teacher and the support teacher / SNA that is working with that class bubble.

13. Cleaning

Huge thanks to our cleaners, Mary and Catherine, and to Dave our caretaker for carrying out a deep clean of the school during the summer. It is spotless.

There will be new cleaning procedures from now on and cleaning hours have also been extended.

The classroom/ area in a classroom will also be cleaned during the day, as required. There will be lots of cleaning products in each classroom (securely stored) to help with this.

Pupils from 1st to 6th Class will be asked to help with the cleaning of their own desk / chair at the end of each day.

The school has purchased lots of cleaning supplies and we have also bought a "Disinfectant Fog Sprayer" to enhance our cleaning daily.

Resources (toys, library books, clocks, words) will be either quarantined or cleaned/disinfected after each use. Lots of storage boxes have been purchased to help with the organising of this.

14. Signage

The school has bought a lot of signs for around the school. Pupils and parents will be asked please read and follow these:

- Please Keep 2-M apart
- Reminders about Hand Hygiene & coughing
- Directional signs
- Markings for social distancing (especially for at collection times)



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There will also be signs outside the school.

15. Visitors / Parents Visiting

- Any visitor, including parents, to the school will be BY APPOINTMENT ONLY.

The following are the procedures for if you need to come in to the school:

Example 1: If your child is late for school:

- Try to be on time for school!!! There will be a teacher at each of the doors until 8:50am.
- If the 'specific' door for your child's class is closed, your child should go to the MAIN DOOR, where Betty will let them in.
- If they are from 1st-6th they should enter the school on their own.
- If they are in Junior or Senior Infants, you should go to Betty's office. She will contact the teacher on the school internal intercom system. A member of staff will bring your child to their classroom.
- Please wear a face covering if you enter the school grounds / building.

Example 2: If your child forgets something:

- Try to be organised and check bags for all items needed before leaving the home each morning.
 1. If your child forgets something PLEASE RING the school office. Betty will discuss with you if it is necessary for you to bring it to the school or not. PLEASE DO NOT ARRIVE TO THE SCHOOL WITHOUT RINGING.
 2. If you are instructed to bring the forgotten item to the school, please wear a face covering.
 3. Please enter ONLY through the MAIN door. Sanitise your hands as soon as you enter the building.
 4. Go directly to Betty's new office and wait on the marked 'spot' outside the secretary's office.
 5. Betty will ask you to sign the visitor's log (for contact tracing). She will also take the item from you. She will contact the teacher using the internal intercom system and a member of staff will collect the item from the office in due course.

Example 3: If you need to collect your child early

- PLEASE DO NOT take your child out early from school unless it is EXTREMELY URGENT.
 - It will be extremely disruptive to your child and to the whole class set up – so please TRY NOT to take your child home early – unless essential.
1. Ring office to inform our secretary Betty that you will be coming in to collect your child early.



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2. Please wear a face covering when on school grounds.
3. Please enter using main door only and sanitise your hands on entry.
4. Go directly to Betty's new office and wait on the marked 'spot' outside of the door.
5. Betty will ask you to sign the visitor's log (for contact tracing). She will contact the teacher using the internal intercom system and a member of staff will bring your child to the office.
6. Betty will also ask you to sign the "sign-out" book – where we will be recording children who leave early for contact tracing and insurance purposes.

At no stage will any visitor, including parents, be allowed to classrooms / other rooms in the school.

Visitors with appointments (parents or other visitors) will be shown to a meeting room. These visitors will be asked to fill in a Contact Tracing form.

16. CLASS MEETINGS

- We had intended to hold social distanced 'Class Meetings' within the first two weeks of our return to school so that we can go through and questions or concerns that parents might have.
- We had hoped that meetings would take place in the school hall, with chairs will be 2m apart and parents would have been asked to wear face coverings, if possible. The hall would be sanitised before and after the meetings.
- However, current Government restricts limits the number of people that can gather indoors to 6. So at the moment our class meetings will not be possible.
- If this remains in place, we will make a video of the Class Teacher and HSCL and send it to parents.

17. Communicating with the school / Teacher

- Please make sure that we have your correct contact details – mobile number for texts and email address for emails.
- The school will be sending out regular updates / information by TEXT & email (when possible).
- If you need to contact the school please PHONE the office or school mobile number. If you need to speak with a teacher, we will arrange a good time for them to ring you back.



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- You can also put a note in your child's homework journal for a teacher. Please check your child's journal regularly in case there is a note for you from the teacher.
- EMAIL: If you have an email address, please make sure that the office has it on file. It would be a very useful and quick way for teachers and parents to communicate.

18. If your child is ill

- DO NOT SEND YOUR CHILD TO SCHOOL if they are displaying ANY Covid-19 Symptoms
 - a fever (high temperature - 38 degrees Celsius or above)
 - a cough - this can be any kind of cough, not just dry
 - shortness of breath or breathing difficulties
 - loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- The school has an isolation room for suspect Covid-19 cases
- If a child displays or complains of any of the above symptoms, they will be brought immediately to the Isolation Room. The child and the accompanying staff member will put on face coverings masks.
- The staff member will check the child's temperature (using the non contact thermometer). This will be given to parents for parent's record.
- Parents will be contacted IMMEDIATELY and the child will GO HOME.
- Parents should contact their GP for advice / referral for testing.
- The isolation room (and any other area that the unwell child was in) will be fully disinfected as soon as possible.
- If there is a confirmed case of Covid-19 reported in the school, the HSE will advise the school and the school will follow their instructions exactly.
- The guidelines recommend that the class 'pod' and school staff working with that 'pod' will be sent home to self-isolate or for testing, in the event of a confirmed case of Covid-19 in the past. They will remain at home to isolate until two weeks have passed or a negative test result is received.
- The Board of Management will also be recommending that the entire class self-isolate, and also siblings of pupils within that class.



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- The school will continue to work with any pupils / class that is self-isolating / asked to stay at home remotely.

19. Homework

- Junior and Senior Infants will not be assigned homework for September and perhaps longer.
- 1st – 6th Class will receive homework, but it will be gradually introduced across the month of September.
- Teachers will explain more about this in September at Class Meetings or in Information videos.

20. Our Priorities and how can you help?

Once we are back at school, our main focus will be Literacy, Numeracy and wellbeing.

- a. Literacy – read with or to your child and encourage them to read in the run up to September 1st, and after that also!
- b. Numeracy – depending on your child's age you could do some simple counting forwards, or backwards, skip counting, or time. Nothing too stressful – just reminders of simple number work.
- c. Wellbeing: TALK TO YOUR CHILD ABOUT COMING BACK TO SCHOOL. School life is going to be different. Classrooms will look different. Teachers and SNAs will be wearing face coverings. Going in and out of school will be different. Talk to them about this. Prepare them for what it might be like. Ask them how they are feeling about it? It is ok to be a combination of excited and nervous.

Reassure them that the school staff are looking forward to seeing them and that we will be there to help them at all times.

21. Extra Curricular Activities and Sacraments

- All extra curricular activities – Green Schools, Vex, Choir etc will be 'on pause' until further notice. This will be reviewed.



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- The Parish has given us dates for Confirmation & First Communion.
- These will only be held if the Public Health Advice at the time allows. There will be extremely limited numbers – the parish will inform parents nearer the time about this. But it is likely only 1 or 2 adults will be allowed attend with the Confirmation or Communion child.
- Confirmation (Last year's 6th Class): Saturday 26th September 2020 at 12midday
- Communion (3rd Class): Saturday 10th October 2020 at 10am

The parish will give more information nearer the time.

22. Thank You!

Thank you for taking the time to read all of the information. If you have any questions or concerns do not hesitate to contact the school.

Thank you in advance for respecting the new procedures. We all want our school to open and remain open – but this will only happen if we all work together and follow these new procedures. Our aim is to keep our pupils and our staff as safe as possible.

I would like to thank all of the staff who have worked so hard getting the school ready for our pupils on 1st September.

We are all looking forward to having pupils back in our school!