



Scoil Chóca Naofa

Kilcock, Co. Kildare

Appendix 10 Return to School Logistics Plan

20 August 2020

Dear Parents,

The management and staff in Scoil Chóca Naofa have been working at length on the changes necessary to meet the Governments guidelines & protocols that will help prevent the introduction & spread of Covid-19 in our school community. We have developed a logistics plan which includes plans for Drop Off and Collection of the children every day. This document is a working document and will be updated with new segments of information and posted to the school website (www.scoilchoca.ie).

We are currently preparing a COVID Response Plan complete with Risk Assessment, a COVID Safety Statement and we are amending some existing school policies in light of COVID 19. These include our First Aid Policy, Fire Drills, Code of Behaviour, Health & Safety at Work. Revised versions of these policies will be published to the website in the coming days for your perusal.

Scoil Chóca Naofa appreciates your support as we try to safely re-open the school building. This will limit the numbers entering into the school yard at any one time. Please note that the school building is for school staff and pupils only. Special allowances will be made for Junior and Senior Infants on their first days. Details below.

We ask that all parents and families familiarise themselves with the drop off and collection routines for the safe delivery and collection of all pupils from school. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year.

School will be divided into two groups to minimise the number of children coming onto the grounds at any one time, the Orange Group and the Green Group. They will remain in these groups for the year. We will have staggered start and finish times for each group and there will be 6 different entry points to the school to facilitate safe arrival and departure. Details are below.

Special arrangements have been made for the first two days to allow time to adjust to new arrival and departure procedures with smaller numbers. Parents of younger children will be allowed to enter the school yard to ensure their child enters the correct door for the first week.

- Thursday 27th August the Orange Group only will come to school. Junior Infant Parents arrive at 9:30 on the first morning and can walk their children in to their classroom door using the correct entrance and following the one way system to exit the school.
- Friday 28th August the Green Group only will come to school. Senior Infant Parents arrive at 9:30 on the first morning and can walk their children in to their classroom door using the correct entrance and following the one way system to exit the school.



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- Children who are new to the school and who are not in Junior Infants class, should come to school at the later time of 10:00 am on their first day through the front door at the reception area. You will be greeted there and brought safely to your classroom. A separate email will be sent to you.
- From Monday August 31st all children will come to school at their designated times. Parents of new Junior Infants will be sent a separate document about their first couple of weeks.
- From Monday September 7th, parents of children 1st – 6th class will no longer be allowed into the yard for morning drop off.

We will endeavour to create a sensible balance of caution with the need to provide a supporting environment for teaching and learning here in Scoil Chóca Naofa. Working together, we can make the transition to the new normal easier while keeping our school community safe from Covid 19.

Advice for Parents

- Parents must arrive on time for leaving in and collecting their child.
- Only parents or carers who are well and have no symptoms of COVID-19 or who have served the required quarantine time of 14 days where advised are allowed to drop off and collect children.
- If entering the grounds of the school to drop your child to their entrance, we encourage you to wear a mask as it may not always be possible to maintain a 2M distance from the other children entering the grounds at that time.
- You must follow the one way system when entering and leaving the school grounds. This leads into the field behind the school to exit. In the field parents must walk on the Tarmac path to avoid meeting incoming children and at the gate they must adhere to the in/out system marked on the ground.
- We appreciate that dropping off Junior and Senior Infant children is essential but for children who are older, a drop off at the school gate is recommended. Working together we hope to be able to progress the re-opening in as safe a manner as is possible.
- There will be no afterschool activities or homework club facilitated in the building as it would involve mixing children from different class bubbles. This will be reviewed at the end of September

Arrangement of Pupils at School

- Each class grouping is considered a bubble. Within a bubble we can create smaller groups of children called PODS, per NPHET recommendations and children are encouraged to remain in their PODS throughout the day at school.
- Junior Infants – 2nd Class Children, social distancing is not mandatory. However, we will arrange them in PODS of 3-8 people within their classroom environment. In the yard they will play with their own class only.
- 3rd Class – 6th we are starting with the configuration of having children seated 1M apart from each other, at either end of their usual tables. Each child will be 1M apart from the child at the next table. In the yard they will be encouraged to play within their pods in their designated class area.



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Controlling Numbers and Daily Timetables

- We have divided the school into two groups for arrival and exit from school to decrease the number arriving/exiting the grounds at one time.
- The school gates will be open at 8:50. School staff will be supervising at entrance points and also on the grounds, directing children in the mornings.
- Entrance doors will remain open until 9:25. Later entrance through the front door
- At the yard entrance both the black gates and the double green gates will be open. If entering through the church grounds please use the green gates to avoid congestion.
- The first group, Orange Group will arrive at school 8:50 - 9:00 a.m. Class begins at 9:00 a.m. They leave school at 2:25 p.m. Junior Infants will leave at 1:25 p.m. They will have Morning break at 10:20 - 10:35. Lunch Break 12:10 – 12:35.
- The second group, Green Group, will arrive 09:05 - 9:15. Class begins at 9:15 a.m. They will leave school at 2:40 p.m. Senior Infants will leave at 1:40 p.m. They will have Morning break at 10:45 – 11:00. Lunch Break 12:45 – 1:10.
- Thursday 27th August the **Orange Group only** will come to school. Junior Infant Parents arrive at 9:30 on the first morning and can walk their children to their classroom door using the correct entrance and following the one way system to exit the school.
- Friday 28th August the **Green Group only** will come to school. Senior Infant Parents arrive at 9:30 on the first morning and can walk their children to their classroom door using the correct entrance and following the one way system to exit the school.
- Children who are new to the school and who are not in Junior Infants class, should come to school at the later time of 10:00 am on their first day through the front door at the reception area. You will be greeted there and brought safely to your classroom. A separate email will be sent to you.
- Monday August 31st all children will come to school at their designated times. Parents of new Junior Infants will be sent a separate document about their first couple of weeks.

Arrival at school

- We encourage all our children to walk to school where possible. No bikes or scooters at this time as they park in a communal area and it would mean a crossover between different classes of children.
- Children will **not** line up in the yard, they must walk directly to their class via their allocated entrance. There are 6 different entrances - please reference the table below.
- The school gates leading in to the school yard will be open only 10 minutes before the first point of entry. Please do not send your children in advance of that time to avoid congregation at those points.
- Parents who enter the school yard for drop off or collection must maintain at least 2M from the entrance door for their child, to avoid contact with other children using the same door.
- In most cases the same door will be used for entrance and exit from school

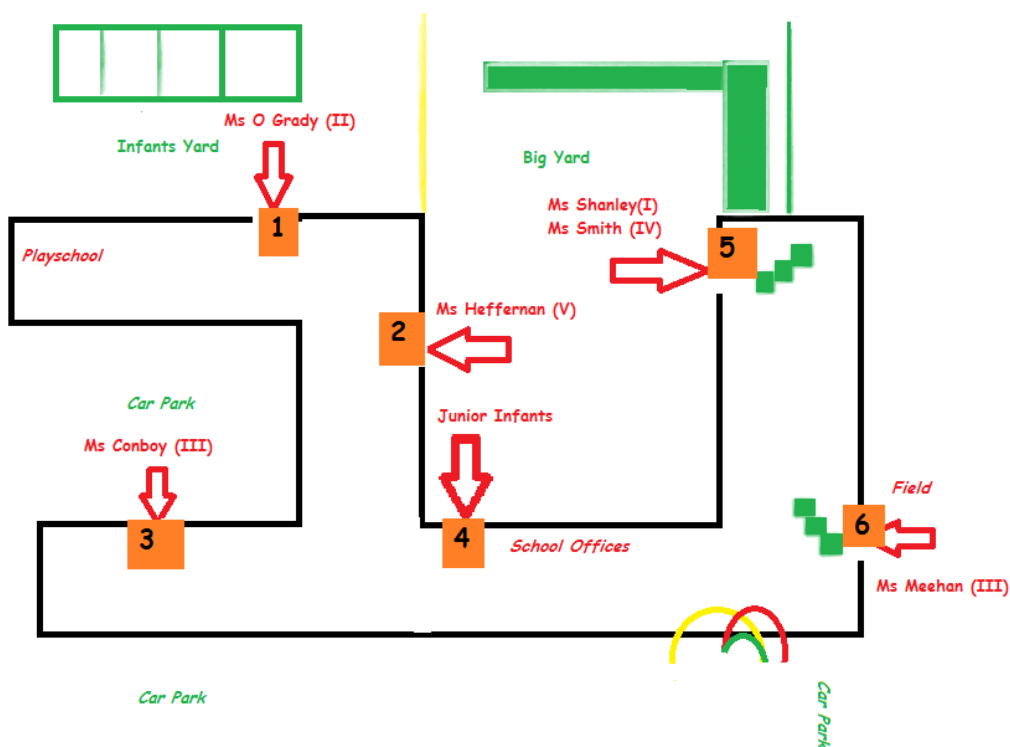


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Entrance No.	Location	Orange Group 9:00 – 2:25	Green Group 9:15 – 2:40
1	Yellow Door Infant Yard	Ms O Grady (II)	Ms Carr (II)
2	Yellow Door Main Yard	Ms Heffernan(V)	-
3	Grey Door Outside Siolta	Ms Conboy (III)	Ms Heffernan/Grimes (I)
4	Grey Door – School Office	All Junior Infants	All Senior Infants
5	Grey Door – Ms Shanley's	Ms Shanley (I) Ms Smith (IV)	Ms Tierney (IV) Ms Diggin (VI)
6	Yellow Door – Field	Ms Meehan (III)	Ms Mahon (VI) Mr Bracken (v)

Orange Group 9:00 – 2:25

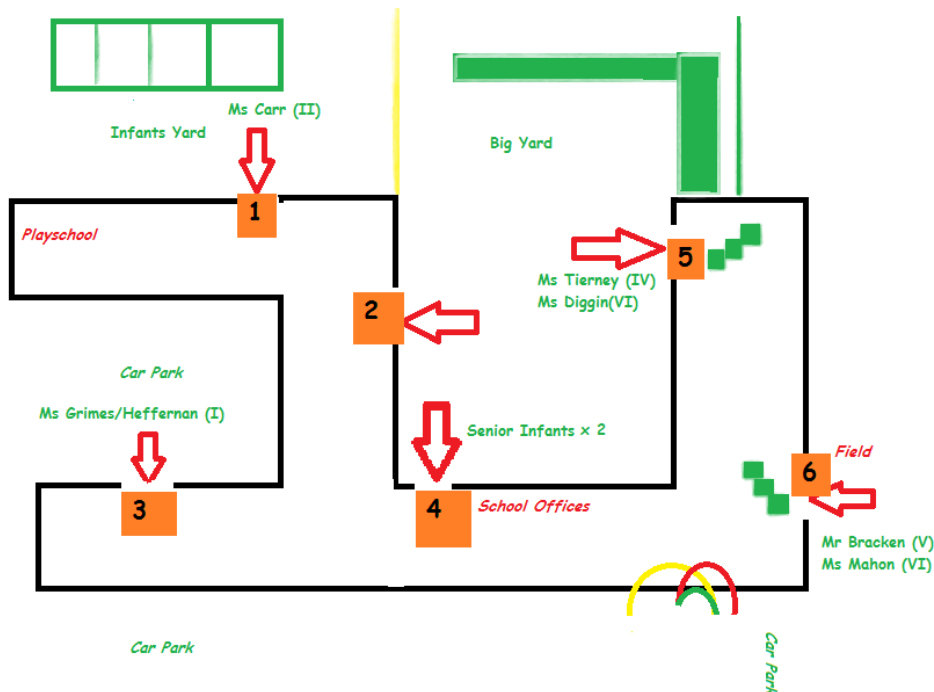


Green Group 9:15 – 2:40



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Multiple Siblings/Children to Drop Off

- Where a family has more than one sibling to drop off or where there is a shared drop off arrangement between families, the children can arrive together at the earlier drop off time and leave together at the latest drop off time.
- The children from the Green Group arriving early in this context MUST use their own entrance door and must go straight to their classrooms.
- In the evening the siblings from the Orange Group MUST wait in their class with teacher for 15 minutes where they may do their homework, until later time.
- All children will be released from their own exit door.
- If older siblings are to walk home with younger siblings they must first exit the school using their own entrance and then collect their sibling outside the sibling entrance. This will ensure there is no crossover between classes within the building.
- We would advise parents that are collecting from multiple collection doors to collect the younger sibling first and arrange with the older sibling to wait at their own exit door until you arrive there to collect them. The teacher will ensure that social distancing is maintained until your arrival.

Break Times

- The Lunchbag.ie service will not operate in Scoil Chóca Naofa for the month of September. This will be reviewed at the end of the month.
- Each class will have a designated area in the yard for break time.
- Children will no longer be allowed to take their lunch boxes or bottles/spoons outside. They will be allowed time to eat their lunch inside before they go out.
- Children will be asked to put empty wrappings back in their lunch box to avoid too many visits to the bin.
- Please ensure their lunch boxes and bottles are washed daily in warm soapy water



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Hygiene

- There will be a new sensor driven sanitising dispenser inside each of the six pupil entrance points to the school. Children will sanitise upon entry and again when exiting the school.
- There will be a stand-alone mobile dispenser at the front door of the school for visitors and staff.
- All classrooms have a fixed push button anti-bacterial soap dispensers in each toilet of the school.
- Each classroom has Sanitizer Gel Dispenser fixed on the wall in their room.
- Teachers will arrange systems in classes to ensure regular handwashing.
- Teacher will provide sanitising gel on entry and exit from the classroom. Only teacher will handle the pump. Children will wash hands before and after eating and use of the bathroom facilities.
- There are 250 stickers on the floors of the school corridors to remind the children to maintain a 1M distance from each other when traveling to and from the yard.
- Personal sanitising gels are not required and should be kept in the child's bag if it comes to school.

Uniforms & school equipment

- The children should wear a clean uniform to school every day. They can alternate between the school uniform and their school tracksuit on a daily basis.
- Children will have assigned coat hangers, arranged according to their pods.
- Copies and books should have covers that are easy to wipe, to facilitate correction of schoolwork and homework. Teachers will sanitise before and after handling the copies.
- Children will be allocated their own art equipment for the year which they will retain in their box.
- If a child forgets their coat/uniform in the yard, there will be no Lost Property Box this year. The item will remain in the yard for the child to return and collect.
- Concrete materials used within the classroom environment and their storage containers will be cleaned regularly.
- Graded readers such as PM and BIG CAT readers will be administered on Monday and collected on Thursday to allow 3 days (72 hours) before they can be administered to another child.
- Daily sharing of equipment between pods will be avoided.
- Computers/laptops/tablets will be sanitised before and after use.

Physical Education

- We will have external coaches for GAA and for tennis for the first half of term. Coaches will adhere to government guidelines for safe sport. **All this activity will be conducted outside.**
- Indoor PE activity for now will be conducted by their class teacher once per week. Sports equipment will be sanitised before and after use.

First Day in Class

- Children should bring all their books with them on their first day. Book rental books will be at their place on arrival.
- They will transfer their books and their pencil case to their boxes. **1st - 6th Class Please provide a box for your child with a lid, approximately 40 x 30 x 25cm or close to that in size for ease of**



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stacking daily to facilitate cleaning. This should replace the basket mentioned on the 5th and 6th class booklists

- No homework for first two weeks. This will be reviewed mid-September
- The main emphasis for September will be on subjects such as Literacy, Numeracy, Well-being and PE with an emphasis on revising and revisiting what they did before
- There will be no external music teachers - recorder nor piano. Piano will be reviewed at the end of September.

Working with SEN and SNAs

- Where children are working with an SEN teacher or SNA, we will have Perspex screens separating the children from the teacher.
- Teachers will use masks if no Perspex is at teaching location.
- Children may be taken from multiple pods in a small group for SEN support where 1M social distancing can be applied outside their room.

Contact Logs

- All visitors to the school building must complete the contact tracing log situated at the front door.
- Any visitors must sanitise and use masks when entering the school building and leaving
- Early collections from school must be for essential reasons only and teacher must be notified in writing in advance. Reason for leaving early will be recorded on roll system Aladdin

We thank you for your patience. The assistance and co-operation of all staff, pupils & parents is critical to the success of the schools COVID – 19 Response Plan for the safe & sustainable reopening of Scoil Chóca Naofa. Working together, we can make the transition to the “New Normal” easier while keeping our school community safe.