**Underlying Principles**

* The school has a responsibility to make 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 and Skills, 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 and pod system.
* Within each class from 3rd to 6th, the children will have a minimum distance of 1 metre between students.
* Hand sanitiser will be available at all entry points, in all classrooms and outside all support rooms.

**Arrival at school**

* From August 30th onwards, children will arrive at different times as outlined below to enable social distancing at all times inside and outside of the school:
* 8.30: Families with surnames starting with letters A, B, C or D
* 8.35: Families with surnames starting with letters E, F, G, H, I, J, K or L
* 8.40: Families with surnames starting with letters M, N, O or P
* 8.45: Families with surnames starting with letters Q, R, S, T, U, V, W, X, Y or Z
* We ask for co-operation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised.
* There will be a teacher at each door to supervise children’s entry to the school and safe journey to their class. There will also be teachers supervising the classrooms from 8.30 am.
* No adults, other than staff members, should enter the building.
* Messages for teachers can be sent by emailing the class teacher or by phoning the school office.

**On the first day ONLY -** **Monday, August 30th - all children will line up with their class teachers 1 m apart** in the following areas:

* Senior Infants, 1st, 2nd, 3rd and 4th Classes: Basketball courts
* 5th Class: Courtyard
* 6th Class: Astro Area

Class teachers will be standing at the top of each line holding a poster displaying the class name, level and teacher’s name to enable children to find them easily.

**From 31st August onwards children will walk straight into their classrooms at their assigned times** through assigned doors which their teachers will practice with them on the first day of school.

**Key to Entrances & Exits**

|  |  |
| --- | --- |
| **Entrance & Exit Points** | **Classes Exiting** |
| **Front Door** | Junior Infants - Ethiopia (eanya@lucaneastet.ie)  Senior Infants - Malaysia (noelle@lucaneastet.ie)  1st Class - Algeria (lindajane@lucaneastet.ie) |
| **Bike Shed Door** | Senior Infants - Scotland (deirdre@lucaneastet.ie)  1st Class - Portugal ([sarahmc@lucaneastet.ie](mailto:sarahmc@lucaneastet.ie))  2nd Class – Jamaica (lorraine@lucaneastet.ie) |
| **Soft Play Door** | Junior Infants - Pakistan (rebeccam@lucaneastet.ie)  2nd Class – India ([joanna@lucaneastet.ie](mailto:joanna@lucaneastet.ie))  3rd Class – Germany (ryan@lucaneastet.ie)  5th Class – Austria (margaret@lucaneastet.ie) |
| **Outreach Door** | Ghana Class (hazel@lucaneastet.ie)  Switzerland Class (niamho@lucaneastet.ie) |
| **Astro Door** | 3rd Class - Cuba (conorm@lucaneastet.ie)  4th Class – Fiji (sarahs@lucaneastet.ie)  6th Class – Austria ([niall@lucaneastet.ie](mailto:niall@lucaneastet.ie))  6th Class – Sweden (carol@lucaneastet.ie) |
| **5th Class Door**  *Collect @ front of school* | 4th Class – Italy (paula@lucaneastet.ie)  5th Class – Canada (niamh@lucaneastet.ie) |
| **Library Door** | 5th Class – Sweden (margaret@lucaneastet.ie) |

**End of School Day**

* Adults, who are collecting their children from school at the end of the day, should wait on the designated wait markings outside the child’s class entry/exit door.
* To minimise the numbers congregating at any one time the classes will finish at the following times:
* 1.15 pm: Junior Infants *(from 9th September)*
* 1.20 pm: Senior Infants
* 2.10 pm: 1st and 3rd Classes
* 2.15 pm: 2nd and 4th Classes
* 2.20 pm: 5th and 6th Classes
* When the school day for that class is over the class teacher will bring the children to their designated entrance/exit point and will release the children into the care of the adult who is there to collect them
* **Please email your child’s teacher as soon as possible if you want to give your child permission to walk home on their own** *(email addresses above).*

**Collection of Children during the School Day**

If an adult has to collect a child during the course of the school day, the following arrangements will apply

* When the adult arrives at the school, they should either phone the office or use the intercom at the front door of the school to alert the office that they have arrived
* The child will come from their class out to the adult
* The adult who is collecting will be asked to sign the child out
* Parents/guardians/visitors must not enter the school building beyond reception under any circumstances without a prior appointment. Those who enter the school must wear a face mask.

# Dealing with a suspected 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 are the 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 maintain a distance of at least 2 metres from the symptomatic child at all times
* A mask will be provided for the child presenting with symptoms, if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
* The child presenting with symptoms will 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 the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms and continue self-isolation at home. Public transport of any kind should not be used
* 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

**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 learning support teacher, where relevant) suggested activities to support the child’s learning at home will be shared with parents.

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

If the school is notified that a person in your child’s class has a suspected or confirmed case of Covid-19

* The parents of all children in the class will be notified
* Public health advice will be sought and followed

**Personal Equipment**

* It is requested that children from Senior Infants to 6th Class will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment.
* It is further requested that all items have the child’s name on them for ease of identification.
* For children in Junior Infants, the school will provide a pouch or container which will hold each child’s pencils, crayons, etc., and which will be labelled with their name.
* All children should bring a hand towel, tissues and hand sanitiser (optional) to school for the drying of hands after handwashing

**Shared Equipment**

By necessity, some classroom equipment needs to be shared including tablets, 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.

**Yards**

Each class will have their own individual yard space during their allotted break times. Yards will be supervised by class teachers, learning support teachers and SNA’s working within those bubbles.

**Learning Support**

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 a bubble.

* Where a support teacher is working alongside a class teacher in a classroom, both teachers will be mindful of maintaining social distance from one another.
* Where children from 3rd to 6th 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

**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, and a support 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.