



COVID-19 Response Plan

Key Procedures for Carbury School

Underlying Principles

- The school has a responsibility 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.
- 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
- The school is split into 2 groups with each group having different starting times, break times, lunch times and finishing times.
- Where possible, the children will be further divided into pods, with a minimum distance of 1 metre being maintained between pods
- Hand sanitiser will be available at all entry points and in all class and support rooms
- Parents are not permitted to enter the school grounds (with the exception of infant parents dropping off and collecting.
- Messages for teachers can be sent by school email, or by phoning the school office.

Timetables

- We ask for co-operation with these times as it will mean that the numbers congregating the school gate at any one time will be minimised.
- **At 8.55 and again at 9.05** the pupils will enter the school grounds via the pedestrian gate and follow the one way system down the hill. Pupils will maintain social distancing and proceed directly to their classrooms. Infant Pupils accompanied by parents, must stay with their parents at all times.
- Staff members will be available outside and inside the building to receive the children and to help them to their classrooms.
- **No adults should enter the school grounds in the mornings or evenings** (with the exception of Junior & Senior Infant Parents).

(Separate, special arrangements will be put in place for our Junior Infants and their parents at the beginning of the school year. Junior Infant class will finish at 12.00 noon for the first two weeks).

Morning Timetable

Group 1 8.55 – 9.05	
Gates open. Children proceed directly to classroom. Do not go to the yard.	Entry Door/Exit Door
Junior Infants 1 st Class 3 rd Class 5 th Class	Infant Door Main Door Fire Door (Beside Main Door) Fire Door from Infant Yard
Group 2 9.05 – 9.15	
Gates open. Children proceed directly to classroom. Do not go to the yard.	
Senior Infants 2 nd Class	Infant Door Main Door

4 th Class	Fire Door (Beside Main Door)
6 th Class	Fire Door from Infant Yard

Children who arrive by bus will proceed directly to their classroom.

Evening Timetable

Junior Infants, Senior Infants	1.35pm (parents wait at coloured lines for pupil's exit via infant door.
Group 1 2.25 pm	
1 st Class	Exit Main door and walk to the gate.
3 rd Class	Exit Fire Door and walk to the gate.
5 th Class	Exit Door from Infant Yard and walk to the gate.
Group 2 2.35 pm	
2 nd Class	Exit Main door and walk to the gate.
4 th Class	Exit Fire Door and walk to the gate.
6 th Class	Exit Door from Infant Yard and walk to the gate.

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 drive to the front entrance and remain in their car. They should phone the office and their child will be brought from their class to the school foyer, by a member of staff
- No adult should enter the school building, unless invited to do so

Other Responsibilities for Parents:

- Parents must ensure that their child has his/her own hand sanitiser and packet of tissues which are **labelled** coming to school. These must be replaced when empty.
- Parents must ensure that all of the child's equipment/books/copies are labelled with the child's name as equipment/books cannot be shared.
- Parents are to ensure that their child knows and uses the protocols around coughing/sneezing/use of tissues/hand sanitisers prior to returning to school.
- Children are to go to the bathroom **before** they leave home for school daily.
- Children are to wash their hands **before** leaving for school.

Bags and Lunches

Pupils will bring in a bag on the first day of school with all their books. A small lunch bag is all they will need to bring going forward. Parents/guardians are asked to make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with other children. Children will eat their lunches at their desks, as per our usual practice.

Uniforms:

- Children's uniforms (including tracksuits) must be clean and washed regularly as a child may have coughed or sneezed into their sleeve as per coughing protocols. In light of the difficulties this may cause.
- It is more important than ever that all clothing be clearly labelled, as a "Lost and Found" box cannot be facilitated.
- 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 after-school facilities, shops, during after-school activities, etc.

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

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

Use of Face masks: It is currently not recommended in Ireland for children under 13 to wear face masks as a mitigation strategy against the transmission of the coronavirus. It is currently the opinion of public health that their use, especially among young children, has the potential to cause more harm than good.

If a parent wishes their child to wear a mask, this will be permitted, as will visors.

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.

Children's learning spaces

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

Junior Infants to Second Class

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble.

Third Class to Sixth Class

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with a maximum of 6 pupils per Pod. As far as possible, each Pod will be at least 1 metre distance from the next Pod.

- Only resources which can be easily cleaned will be used. Toys and materials which are difficult to clean (e.g. dress up clothes or soft toys) will not be used during this temporary Covid-19 emergency.
- Pupils will not be allowed to share materials/resources.
- Break times will be staggered.
- Additional time will be spent by the hygiene staff in cleaning the school.

Doors and Windows

Where practical, all internal doors will be left open to minimise hand contact with common surfaces.

To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground.

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.