**Flowerfield National School**

**Response Plan**

**School Profile**

38 Pupils

8 Mainstream classes

1 Special Education Teacher shared with another school 3 days per week

1 Part-time Secretary

1 Part-time Caretaker

There are 2 toilets in each classroom

There is a disabled use toilets beside gym hall

Staff toilet and male and female toliets beside gym hall

There is 1 sink in each classroom.

There are 2 entrances to the building, one to be used by each classroom.

**Human Resources allocated through additional funding from DES**

Aide- 2 days

Principal will have 18 additional Principal Release days in 2020/21

**Assumptions**

School will re-open for all pupils on Wednesday 26th August 2020.

**To Do:-**

Organise BOM and Staff meetings to discuss and allocate tasks (possible tasks listed at the end of this document).

Contact the school community and inform everyone that the BOM's Covid-19 Response Plan will be ratified and published on school website in advance of school re-opening.

Appoint 'Aide'

Elect Lead Worker Representative and Deputy Lead Worker Representative.

Draw up a list of required PPE, etc so that it is ready when the Procurement process opens.

**Usual School Hours**

8.50am - 1.30pm Infants

8.50am - 2.30pm First to Sixth

**Drop off and Collection Times**

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school. To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school gate opens at 8.50am. The junior classroom children will wait to the left of the gate. The senior classroom children will wait to the right of the gate. At 8.50am the junior classroom will enter the school grounds first, and enter through the main door. Afterwards, the senior children will enter the gates and enter the school through the side door.

**Home Time**

Junior and senior infants will be collected at 1.30pm. Parents **must** be on time for collection. We ask that parents or whoever is collecting come to the classroom window and wait till their child is dismissed. It is essential that the parents remain socially distant while waiting. Adults and children must then vacate the premises immediately.

1st and 2nd class children will exit the school through the front door. The children in the senior room will exit through the side door. It is essential that all adults and children leave the school grounds immediately.

**No parking will be allowed**. Children will go directly to their classroom on arrival.

Parents who walk to school to collect children are asked to maintain a social distance outside the school gate.

**This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!**

**Breaktimes**

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low. The junior classroom children will leave and enter by the front door. They will play ONLY at the front of the school. The senior classroom children will leave and enter by the side door and will play ONLY at the side and back of the school. If it is raining, the children will remain in their own classroom, supervised by their class teacher.

**Changes to classroom and school layout and to school routines**

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.

The children and their teachers will work in Class Bubbles. A class bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day. In our school we will have a Junior Bubble (infants - 2nd) and a Senior Bubble (3rd - 6th).

**Team Teaching/Special Education Teacher/Special Needs Assistants**

Staff members (particularly Learning Support Teachers) can rotate between area/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

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 as far as possible, within the confines of a bubble.

* Where support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
* The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

**Junior Infant 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 to sixth class will be arranged 1m apart in the classroom. Due to space, siblings will be seated together.

**Corridors**

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussion.

**Additional Measures to Limit Interactions**

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways. While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

**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 keep open as often as possible, and will be opened while children are taking breaks in the playground.

**Halls and Toilets**

There are new hand sanitisers in the entrance hallways and inside each classroom door.

Pupils and staff should perform hand hygiene:

* On arrival at school
* Before eating or drinking
* After using the toilet
* After playing outdoors
* When their hands are physically dirty
* When they cough or sneeze

**Lunches**

Parents must 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.

**Books, Copies, Pencil, etc.**

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils. Each child's books will be kept in a box at the child's desk. All pencils and stationery items must be labelled with the child's name. Each child is to have their own pencil case which will be left in school. Therefore, another pencil case needs to be used at home.

Children should not be sent to the Secretary's Office or to the Reception area to deliver messages. As far as possible, staff members should not enter the Office area and should speak with the Secretary from the open doorway. All visitors must report to the office and sign a Visitor Contact Tracing Log.

**Photocopying**

Any staff member who uses the photocopier should clean it down after use with the wipes provided.

**Visiting Teachers/Coaches**

The possibility of facilitating extra-curricular activities such as Dancing, Coaching for games, Safe Cycling course, etc. will be explored.

**Substitute Teachers**

A copy of the Covid-19 Response Plan will be provided to each substitute teacher. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

**Physical Education and P.E. Equipment**

Physical Education lessons will take place outside when the weather allows. Staff members and pupils may take additional breaks outside during the school day.

**Teaching and Learning**

As a staff, we are very aware that the children have been away from school since March 12th. We appreciate the time and effort that went into Home Learning and we recognise the challenges that Home Learning presented to all families.

Each child will be a different place in relation to his/her learning and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/21 school year.

The Department of Education and Skills has published Curriculum guidelines for us and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

**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 work to support the child's learning at home and this will be shared with parents/guardians.

Parents will need to provide an email address at which the school can contact them to support Home Learning. This will be especially important if the school, or parts of the school have to close due to HSE advice.

**Wellbeing of the School Community**

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:-

* A sense of safety
* A sense of calm
* A sense of belonging and connectedness to school
* A sense of self-efficacy and school-community efficacy
* A sense of hope

Our usual practice is provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupil with complex needs.

**The Use of Personal Protective Equipment (PPE)**

Staff members are not required to wear PPE. However, appropriate PPE will be available for dealing with suspected Covid-19 cases and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

**Masks**

The children are not required to wear masks or face covering. The guidelines do not recommend that staff wear masks or face coverings as these would hide facial expressions and make communication with the children more difficult.

**Gloves**

There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines. Staff members do not have to wear disposable gloves unless they are administer First Aid. There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

**Hygiene and Cleaning**

15 sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom.

New liquid soap dispensers are in all the toilets and at each sink in the classroom, staff bathroom and staff room. Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces - door handles, handrails, chairs/arm rest, sink and toilet facilities.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day. Waste will be collected regularly from offices and other areas within the school.

**Illness and Dealing with a Suspected Case of Covid-19**

We love to see all of our children at school every day. However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Our designated isolation are will be outside each classroom door where the class teacher can keep a watchful eye until the child is collected.

If a staff member/pupil displays symptoms of Covid-19 while at school the following procedure will be implemented:-

The pupil will be guided to the isolation area. A distance of 2 metres will be maintained.

If the pupil has suspected case, parents/guardians will be contacted immediately by telephone. To help us in this parents are asked to make sure that their contact details are kept up to date at all times. Please keep your phones charged and with you at all times. Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and isolate in the staff room.

A face covering will be provided to the staff member/child who is symptomatic.

The staff member or child who is symptomatic should avoid touching people, surfaces and objects. If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member as soon as possible.

Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.

If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

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 instruction of the HSE should be followed and staff and pupils confidentiality is essential at all times.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feel unwell makes that known to the Principal/Deputy Principal as soon as possible.

**Covid-19 Related Absence Management**

Covid-19 related absences will be managed in line with agreed procedures with the Department of Education.

**Teacher Absence and Substitution**

If 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.

**Employee Assistance and Wellbeing Programme**

Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as the HSE's Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus of prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of 'Wellbeing Together:Folláinne Le Chéile'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 day a year and staff members are encouraged to make use of the service when the need arises.

**Return to work safely and Lead Work Representative**

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership. The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:-

* Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to Covid-19.
* Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
* Assist with the implementation of measures to suppress Covid-19 in the workplace.
* Monitor adherence to measures put in place to prevent the spread of Covid-19.
* Consult with colleagues on matters relating to Covid-19 in the workplace.
* Make representations on behalf of their colleagues on matters relating to Covid-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitor, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

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| **Name(s) of Lead Worker Representative** | **Contact Details** |
| Vanessa Patterson | Flowerfield National School  Trim Road  046 9021239 |

**Tasks Identified to Date**

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|  |  | **Completed** |
| Draw up and communicate the school's Covid-19 Response Plan | BOM in consultation with Staff and Parents |  |
| Appoint LWR and DLWR | Staff |  |
| Provide Return to Work Forms to all staff | Principal |  |
| Provide links to training | Principal |  |
| Complete and return RTW forms | All staff |  |
| Complete Induction training | All staff |  |
| Draw up list of PPE in advance of procurement process | Staff |  |
| Purchase required PPE | Principal |  |
| Arrange for installation of sanitising units, provision of PPE to staff and provision of cleaning materials to staff | Aide |  |
| Display Signage | Aide |  |
| Create Isolation Area | Staff |  |
| Erect 'safe area' for Reception | Staff |  |
| Review of S, H and W Policy and Covid-19 Risk Assessment | BOM |  |
| Plan for provision of ICT needs to pupils in case we need to return to Home Learning | ISM Team member |  |
| Agree classroom layouts | All Staff |  |
| Staffroom - arrange for social distancing | Staff |  |
| Plan for a visit to the school by incoming Junior Infants | Principal |  |
| Organise and distribute Book Rental books to classroom | Staff |  |
| Agree supervision rotas | Staff |  |
| Agree and plan for morning drop off an afternoon pick up routines | Staff |  |
| Plan for the possibility of remote learning if the school/part of the school is advised to close by HSE | All staff |  |
| Arrange cleaning and sanitisation of the building before school re-opens | BOM/Principal |  |
| Plan for the management of substitutes | Principal/DP/Secretary |  |
| Plan for enhanced daily cleaning routines | ISM Team member and Principal |  |
| Plan for Teaching and Learning- September, October | All staff |  |
| Plan for staff and pupil wellbeing | BOM, ISM Team |  |