

A Safe Return To Our School

Protocol

Revised 06/01/2021



Preparation for Returning to School (Students)

○ School Uniform

- *All students are required to wear the school uniform on four out of five days of the school week.
Students may wear PE gear (as per school policy) on the days they have PE. There will be limited availability of changing rooms following PE class to allow students to change into a fresh T-Shirt and school half zip/jumper.*
- *All uniforms must be cleaned regularly.*
- *Due to COVID-19, school ties are not a requirement of school uniform until further notice.*

○ Declaration Form

- *All parents and students should make themselves familiar with the contents of this booklet.*
- *Students will be required to present the declaration form towards the end of this booklet on their return to school.*
- *The contents of this booklet will be the focus of your son/daughters first day back to school.*

○ General Expenses

- *General expenses have been reduced this year from €60 per student to €40 per student for the following reasons:*
 - *The use of school lockers will not be available to students for the foreseeable future.*
 - *All students are requested to purchase their own face coverings. Students cannot be permitted to classrooms unless a facemask/visor is worn. Students opting to wear masks must purchase the following mask type:*
 - *Correct size/fit for themselves.*
 - *Reusable mask x 3.*
 - *Plain colour material..ie no imagery/logo/offensive graphics.*

Changes to School Layout

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19.

Physical distancing falls into two categories:

● Increasing separation

We intend to divide our building into Year Group Zones. This will be achieved by the use of base classes. Students in any one year group will circulate only between their base classes. (With the exception of specialist rooms).

- *Decreasing interaction*

Students are asked to stay within their year groups at all times in order to avoid interaction with others.

Signage

Specific signage has been developed for our school building in order to remind both students and staff of the importance of staying safe in school.

Students will see some of the following signs as they move through our building.



Physical Distancing- Students must maintain 1m social distance

Corridors

- *All students and staff must walk on the left side of all corridors to allow for social distancing.*

Stairwells

- *All students must walk on left of assigned stairwells to allow for social distancing.*

Lockers

- *In order to avoid high risk congregations of students, the use of school lockers will be suspended until further notice.
Students may use their base classrooms/desks to store school material.*

Classrooms

- *Students will note that classroom layout of desks and chairs will be different. These changes are due to the requirement to maintain social distancing.*
- *Face coverings must be worn in class and in the corridors.*

Canteen

- *All orders for school lunch from Michael's Centra must be made before school or in school between 8.30am & 8.50am. Please select your lunch preference from the clipboard in your year group area.*
- *All Canteen tables have been adjusted to allow for social distancing.*
- *All soft benching have been adjusted to allow for social distancing.*
- *Both junior and senior break and lunch will be staggered to reduce interaction.*

Toilets

- *All toilets will display maximum capacity on the door.*
- *Queue markers will be placed on corridor floor to encourage social distancing while waiting in queue for toilets.*

Outside building

- *Social distancing markings will be on display around the school perimeter.*
- *Additional benches will be provided for students around the school campus.*
- *Sheltered areas have been installed in the courtyard area.*

Hand Hygiene

Students and staff should perform hand hygiene

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

Access to Handwashing/Hand Sanitising Facilities

Corridors

- *Hand sanitising stations have been installed at all entrances/exits, outside toilets and along corridors.*

Personal supply

- *All students will receive a personal clip on tube of hand sanitiser for their own use. Top up station will be provided also.*

Toilets

- *Each wash basin will have a soap dispenser and hot water available.*
- *Students will use hand dryers to dry their hands.*

Classrooms

- *Each classroom will have a 250ml teacher bottle of hand sanitiser.*

The School Day

Arriving to School

Arriving by school bus

- *All students must follow Bus Éireann guidelines while traveling by bus.*
- *Maintain social distancing while alighting from school busses and entering school campus.*

Arriving by car/walking/otherwise

- *Maintain social distancing while entering school campus.*

Arriving to school late

- *All students must report to school reception to sign in as normal.*
- *Students use own pen while signing late book.*

Entering the School Building

Junior students (1st,2nd and 3rd Year Students)

- *1st & 2nd year students enter the school building via the side door.*
- *3rd year students enter the school building via the back door.*
- *Year Group Zone signage will be on display in school foyer which will direct students to appropriate Year Group Zone.*

Senior students (5th and 6th Year Students)

- *Senior students enter school building via front door.*
- *Students continue to appropriate Year Group Zone.*

School Zones

Each Year Group will be assigned a zone which consists of their base classrooms and a corridor.

Students are expected to stay within their zones with the exception of using toilet facilities or moving outside the school building during break/lunch.

Lunch Orders

Lunch orders can be taken in the morning before the first bell. Students will be requested to fill in their choice of lunch on the usual labels.

Lunches will be delivered to the school canteen as normal.

Breakfast Club

Breakfast club is now in operation from the GP area.

Students are asked to bring in their own travel mug with their name clearly marked on same.

After the first bell sounds

Moving to assigned class

- *Students will already be within the vicinity of their classroom at first bell, with the exception of specialist rooms.*

Procedure on arrival to your classroom

- *Students must sanitise their hands on arrival to their classroom and ensure face coverings are in place.*
- *Students will be given assigned seats in the classroom.*

Classroom procedure

- *Usual classroom procedure will be maintained in all classes.*

Procedure if leaving the classroom/moving to another classroom.

Moving Through Corridors Between Classes (if applicable)

- *Students must walk on the left side of corridor while maintaining social distancing.*

Moving to Specialist subject rooms (Art, H Econ, Metal , Wood).

- *Both Junior & Senior classes move to specialist rooms while maintaining social distancing.*

Toilets

Restricted use of toilets during class time.

- *Students are not encouraged to use toilets during class time as toilets are regarded as high risk areas.*

Designated toilets.

- *All junior girls will use the junior girls toilets*
- *All junior boys will use the junior boys toilets*
- *All senior boys will use the senior boys toilets*
- *All senior girls will use the female toilets beside room 7*

Limited occupancy in toilets.

Occupancy of each toilet will be clearly marked on each door.

Students must adhere to this limit.

Break Time

Student zones/outside

- *Students are encouraged to stay within their zones during break time.*

Toilet access

- *All toilets will be supervised to ensure social distancing is being adhered to.*

Lunch Time

Student Zoned corridors

- *Students can stay within their zones during lunch time.*
- *Students are not encouraged to mix with other Year Groups during this time.*

GP area

- *GP Area/Canteen maybe used to consume food during lunch.*
- *Social distancing must be maintained.*

Outside building

- *Students are encouraged to move outside the building for fresh air during lunch time.*
- *Astro turf will operate for Year Groups as normal.*

End of School Day

Corridors/stairwells

- *Extra caution must be taken while leaving the school building after school.*
- *Exit routes will be pointed out to students during induction.*

Staggered exits/times

- *Junior students will leave class 5 minutes before the final bell.*
- *Senior students will leave class on final bell.*

Leaving School Early

Prior arrangement

- *Students leaving school before end of school day must have prior arrangements made before signing out at reception.*
- *Students must present a note to their teacher before they leave class.*
- *Parents must sign their son/daughter out before they leave the school building.*

Accommodating unforeseen need to leave school early

- *Contact must be made with the school by a parent prior to their arrival to school to collect their son/daughter.*

Visitors to School Building

Access to building

- *There will be restricted access to the school building as this is regarded as a high risk.*
- *All visitors to the school must make a prior appointment before arrival.*

Appointments CONTACT TRACING LOG

- *All visitors will be asked to fill in their details on the contact tracing log on arrival.*

Communication between School and Parents

Updates to all members of the school community

- *Any updates in relation to public health and the schools COVID-19 response plan will be communicated via notice on the school website.*
- *An SMS text message will be sent to all parents containing a link to the notice.*

Communication directly from school to individual parents

- *In the event that the school needs to make contact with an individual parent, it is important that both parent number and email address are up to date.*

Communication from parents to school

- *General enquiry*
 - *All general enquiries should be directed to school reception.*
Phone - 065 6832300
Email - kildysartcc@lcetb.ie

Issues in relation to your Son/Daughter

- *Any issues in relation to your son/daughter should be directed towards their Year Head:*
 - *1st Year: Mr Moloney – martin.moloney@lcetb.ie*
 - *2nd Year: Ms Ryan – Josephine.o.ryan@lcetb.ie*
 - *3rd Year: Ms Kelly Cleary – patricia.kellycleary@lcetb.ie*
 - *5th Year: Ms Quilter – anna.quilter@lcetb.ie*
 - *6th Year: Mr Canny – patrick.canny@lcetb.ie*

Request to meet with Principal

- *Make appointment through school reception*
Or
- *Email - denis.orourke@lcetb.ie*

Dealing with a Suspected Case of COVID-19

Students should not attend school if displaying any symptoms of COVID-19. The following outlines how we will deal with a suspected case that may arise during the school year.

A designated isolation area has been identified within the school building. The possibility of having more than one student displaying signs of COVID-19 should be considered and there is a contingency plan for dealing with additional cases put in place. The designated isolation areas are clearly marked. There is one in the GP area, one outside the Guidance office and one located in the Chaplains office.

If a student displays symptoms of COVID-19 while at school the following are the procedures which will be implemented:

If the person with the suspected case is a student, the parents/guardians will be contacted immediately;

The student will be isolated and a procedure is in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic student and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.

It is important to note that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room.

If it is not possible to maintain a distance of 2m, a staff member caring for the student ensure to wear a face covering or mask.

It is important that the student continues to wear his/her mask, even though others are not within a 2m distance from them.

Parents of the student who is displaying symptoms will immediately receive a phone call to collect their son/daughter and bring them home. Parents will also be asked to call their doctor and continue self-isolation at home.

The individual student should avoid touching people, surfaces and objects. Advice will be given to the student presenting with symptoms to cover their mouth and nose with a disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.

In the event of the student being too unwell to go home or advice is required, we are obliged to contact 999 or 112 and inform them that the sick person is a COVID-19 suspect.

Arrangement 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 and staff and student confidentiality is essential at all times.

Addendum to our Code of Behaviour Policy during Covid-19

Rationale

In light of the need for students to be more mindful of attending school during the current Covid-19 climate, this amendment to the Code of Behaviour Policy is required so that students will be aware of specific rules on their return to school. Our guiding principle when making any changes or adjustments to this policy is to be able to keep all of our students, families and staff safe.

These amendments will be communicated to students, parents and staff.

Note to Parents/Guardians

Parents/guardians are required to observe and respect all social distancing protocols in relation to any contact with the school. This includes maintaining a two metre distance to other families when dropping off or collecting their children from the school and any contact with the school. All visits to the school are required to be made in advance through the school office.

Behaviour Expectations

Our school requires every member of the school community to observe and respect the principles of social distancing, cough and sneeze etiquette and make every effort to minimise risk to oneself and others.

This requires us to modify some of our behaviours which include:

- *Amended expectations about breaks or play times, including where students may or may not congregate*
- *Clear rules about coughing or spitting at or towards any other person*
- *Clear rules for students at home about conduct in relation to remote education*
- *Identify any reasonable adjustments that need to be made for students with more challenging behaviour.*

- *School Routines and Procedures*

All members of the school community have to be mindful of the following:

- *Following any altered routines for arrival or departure*
- *Following instructions on who students can socialise with at school*
- *Moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)*
- *Rules about sharing any equipment or other items including drinking bottles*
- *Use of toilets*

Hygiene and Health Expectations

Following school instructions on hygiene, such as handwashing and sanitising

Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands

Tell an adult if you are experiencing symptoms of coronavirus

Wellbeing and Social and Emotional Learning

Our school will provide a safe and pleasant environment and spend a considerable amount of time liaising with students on promoting their wellbeing. This will include;

- Curriculum changes to support students during SPHE, PE and CSPE classes*
- Additional time devoted to in-class discussions on general wellbeing and development*
- Additional supports that students can access outside of classroom if required*

Students are expected to:

- Arrive to and depart from school premises at the agreed time*
- Proceed to the designated classroom without delay*
- Follow instructions from staff members on movement throughout the school campus*
- Ask for permission to go to the toilet*
- Wash hands thoroughly before entering school premises and while in school, wash their hands for at least 20 seconds more often than usual with soap and water or hand sanitiser*
- Wear face coverings in class and in school corridor where 2m physical distancing cannot be maintained. (As per DES protocol)*
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- Remain in their designated seating within the classroom during classes*
- Keep a safe distance from other students and refrain from physical contact with their peers*
- Maintain healthy practise when coughing or sneezing, cover any cough or sneeze with a tissue, then throw the tissue in a bin*
- Wash hands often with soap and water for at least 20 seconds and avoid touching the mouth, nose and eyes with hands*
- Adhere to rules in relation to toilet visits and pre-arranged activities.*
- Refrain from spitting or coughing at or towards other students and members of staff*
- Maintain responsibility for their own equipment e.g. stationery and water bottles and ensure that these are not shared with other students*
- Tell a member of staff if they are unwell and are exhibiting signs of Coronavirus.*

The school will explain these rules clearly to students at the start of the year and remind them periodically.

Sanctions for unsafe behaviour during the Covid-19 pandemic

Incidents which involve students who deliberately fail to comply with instructions on the following list, will be addressed in line with sanctions of our current Codes of Behaviour policy. These include;

- *Failure to comply with requests from staff to practice social distancing*
- *Behaving inappropriately which causes offence or concern to other students and members of staff through pranks or fake coughs/sneezes*
- *Spitting or coughing at other students or members of staff*
- *Spreading unfounded rumours or stories that a student / students or members of staff have tested positive for Covid-19.*

Declaration Form

This questionnaire must be completed by/on behalf of all student before returning to school.

This questionnaire ensures the safe return of your son/daughter.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to school.

Student Name: _____

Year: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with your doctor and Principal re return to work.		
7.	Have you returned from foreign travel within the last 14 days?		

I confirm, to the best of my knowledge, that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or been advised to restrict my movements. Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the school in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and will be held securely in line with our retention policy.

My son/daughter along with myself have fully read and understand the contents of this booklet and agree to follow all procedure/protocol outlined in the interest of public safety.

Parent Signature: _____

Date: _____