



## Trinity Primary School's COVID 19 Plan

It is the government's plan that all pupils will return to school full-time from the end of August.

Trinity Primary School has a responsibility to make an 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.

It is not possible to eliminate the risk of infection. However, with the cooperation 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 and we all must focus on our school motto - Ní neart go cur le cheile' - there is no strength without unity.

### Content of our school plan:

1. Preparing our school building and environment.
2. What will my child's room look like?
3. What will my child bring to school?
4. Preparing your child for school.
5. Training and induction.
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## Preparing our school building and environment

- At the main doors of the three campuses there will be signs stating: ***Children only beyond this point.***
- We have reorganized the entry and exit routes into the three campuses for each class. Each class teacher will contact parents on Friday August 28th to state which gate and door their pupils will use to enter and exit the Campus.
- Lines have been drawn on all yards to mark boundaries within which class groups/'bubbles' will play in during break/yard times.
- Our corridors/open areas have been cleaned and unnecessary furniture removed.
- Each classroom (now known as a 'bubble') will have a sink with warm water, soap and hand towels.
- Hand sanitising units have been placed at all entrances/exits of the main school buildings, classrooms and along corridors.
- Each *bubble* (classroom) will be reorganised to ensure as much space as possible between *pods* (groups within classes).
- All surfaces, floors, windows, handles, railings etc. have been cleaned and sanitized. There will be a thorough clean every day when school finishes as well as regular cleaning in areas that are in use throughout the day such as handles, railings, tables, desks etc.
- A 'fogger' has been purchased for each campus which we will use to sanitize classrooms daily.
- All rooms will have windows opened as much as is practicable to ensure that there is good ventilation in the rooms and to prevent stagnant air in occupied spaces.
- Equipment for PE and shared resources, such as iPads and Laptops, have all been cleaned and will continue to be cleaned regularly.
- Posters and floor markings have been placed in all main areas and in classrooms.



- An 'Isolation Room' has been created on each campus which can be used in the event of any member of staff or pupils feeling ill. It will be sanitized appropriately after it is used.

## How will my child's classroom look?

- Hand sanitisers will be inside every door. You can also bring in your own sanitiser.
- All unnecessary furniture will have been removed from the classroom to maximise space.
- Equipment that is sometimes shared will be left at the back of the classroom, will be used minimally and cleaned after every use i.e. iPads.
- Coats will be hung on the back of chairs.
- Lunches/drinks will be kept in school bags.
- School bags will be placed under your child's desk.
- Hand washing, hand drying and sanitising area will be at the sink in the classroom, not in the bathroom.

## What does my child need to bring to school?

- School bag. Clearly labelled.
- Water bottle and lunch bag/box. Clearly labelled.
- Coat and hats, when necessary. Clearly labelled.
- Wear School Uniform as normal. Wear PE tracksuit for PE days. In relation to washing, your judgment is key and common sense should be applied, given the current climate washing the uniform more frequently than before would be good practice. Uniforms/tracksuits should be taken off as soon as the child arrives home from school for the day. Please ensure that all items of clothing are clearly labelled.



- Pencil case with appropriate pencils/colours etc. **Clearly labelled.**
- A pack of tissues. **Clearly labelled.**
- Personal hand sanitizers optional. **Clearly labelled.**

*Children will not be permitted to share personal belongings.*

## **Preparing your child for school**

- Watch the Virtual School Tour Video available from Friday August 28<sup>th</sup> which is a virtual tour of each campus and will reassure parents and pupils about how we have made our school safe for everyone.
- Continue to practice hand washing using soap and hot water and hand sanitiser.
- Continue to practice good respiratory behaviour - cough/sneeze into elbow, wipe droplets from nose, place tissues in bin and wash hands.
- Ensure your child has clean hands everyday arriving at school and remind them to wash between fingers and nails.
- Reassure your child that the school will do its best to keep everyone safe and that it is normal to feel a little worried.
- Encourage pupils to let staff know if they are worried in school about anything to do with safety measures in place.
- In the Junior side of the school, encourage your child to be independent with regard to opening their school bag, lunch bag, water bottle and zipping coat and we would suggest footwear with Velcro.





## Homework

- For the month of September, homework will consist of consolidation of previously taught skills and concepts (phonics, reading, spellings, number work and tables). Hence, the books your children bring home will be kept to a minimum.
- Each class teacher will introduce an 'online' tool to help develop the link between home and school.

*Junior Infants - Third Class will use 'Seesaw'.*

*Fourth - Sixth Class will use 'Google Classroom'.*

## Absenteeism

- This is the direction from TESS (Tusla Education Support Service) in relation to queries from parents re not wanting to send children back to school (who are not deemed high risk):

***TESS will be working on a return to school for all children and young people taking a supportive approach with a focus on the Welfare aspect of the work of all staff including EWS, SCP and HSCL. TESS will work collaboratively with all schools, families, children and young people to overcome barriers and support the national effort to ensure a calm and successful return focusing on child wellbeing in the first instance.***

***All schools must report absences of 20 days or more to Tusla on the school returns system. Where there is a specific concern in relation to unexplained absences a school Principal, Parent or other agency can refer a child to the Educational Welfare Service for intervention under the Education (Welfare) Act 2000".***

## Training and Induction

- Staff have reviewed all training documents provided by the Department of Education and Skills (DES).
- All staff will complete COVID 19 Induction Training prior to returning.
- Staff will be kept up to date with all public health advice, guidelines and changes.



- Staff are aware of what to do if a member of the school community develops symptoms of COVID 19 while at school.
- A national information campaign to support parents and pupils will be made available by the Department of Education in advance of schools reopening.
- Training and Induction videos will be made available to parents and pupils from the Department of Education in late August.

## Cleaning

- A daily plan for enhanced cleaning has been devised in line with government directions. Additional hours will be granted, aided by the DES allowing us to have additional cleaning throughout the day.
- A cleaner will be on site on each campus from 11.00 daily.
- All frequently touched surfaces are cleaned regularly and daily using detergents, warm water, clean cloths and mops as well as other recommended products.
- There will be regular checks to ensure that there are correct levels of soap, hand towels and sanitisers each day.
- All bins and waste will be disposed of after break time/lunchtimes and at the end of every day.
- All staff have cleaning materials on their desks to clean workspaces throughout the day and at the end of every day.
- A 'fogger' will be used at the end of the day to sanitize classrooms.
- Pupils are encouraged to keep their own hands, uniform, desk and spaces clean and tidy.



## School groups

- Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.
- Two new terms ('bubbles' and 'pods') have been introduced into school life to ensure consistent groups can operate effectively.

## Bubble

- Each class is now known as a 'bubble'. Each bubble will remain consistent and will be based in their own classroom.
- We will ensure, as much as is practically possible, that there is no interaction in school/on the yard between each bubble.
- New line markings on all yards will ensure each bubble (classroom) will have their own section. Pupils in our school are already used to playing within these boundaries.

## Pods

- Within each class bubble there will be groups of pupils in a 'pod'.
- These class pods will remain consistent.
- Desks will be allocated consistently to the same pupils in these pods.
- We will ensure, as much as is practically possible, that there is 1m in distance between each pod.
- The number of pods in each room will depend on class bubble numbers.
- Pods will be chosen by their teacher and while it will not be possible to please all pupils the teachers will take into account the best interests of the pupils.



## Changes within the school day

- Each class bubble will exit and enter their campuses at different points.
- Class bubbles will not interact with other class bubbles throughout the school day,
- Hand washing, hand-drying and sanitizing will become a huge part of everyday school life.
- Pupils will have to adhere to the amended Code of Behaviour (*see on separate page*) to ensure that there is safety for all school members.
- Assemblies, prize giving's, school concerts, masses, whole school events are cancelled for the first half of the new term with a view to being reviewed after Mid Term Break in October.
- Homework Club will not re commence but this again will be reviewed in October.
- You will no longer be able to attend school if you feel any COVID 19 symptoms i.e. fever, coughing and/or sore throat.

## Changes for entering building for Parents

- Access to school by parents will be limited from now on.
- Signs at the main doors of all three campuses will read: **Children only beyond this point.**
- Prior approval must be sought by parents who wish to enter the school building, this can be done by phone or email.
- If a pupil is dropped late, they must go to the main door of each campus, press the buzzer and wait to be admitted.
- We ask parents to minimise early collections but if **completely necessary** please let the school office know. When you arrive to pick up your child, you must press the buzzer, inform the secretary who you are and your child will then be brought to his/her class assigned exit door





- When dropping/collecting pupils we strongly ask **that there are no gatherings of parents in groups.**

## **Classes 2nd to 6th**

In the morning, parents can drop to appropriate gates of each campus and move along quickly (there will be staff on site to ensure safety from 8.50).

In the evening, parents are asked to wait in their car until you see your child's class approaching the appropriate gates.

## **Classes Junior to First**

In the morning, parents can drop to the appropriate gates of each campus and move along quickly (there will be staff on site to ensure safety from 8.50)

In the evening, Parents will enter the appropriate yard (practice social distancing) and pick up from the designated yard space.

- Any concerns parents have can be discussed over the phone. Each class teacher will also use email addresses to communicate with parents.
- Coffee mornings, Parents' meetings etc. are all cancelled for now until we review this plan after October Mid-term Break.

## **Changes for entering school - Visitors**

- Access to school by visitors will be limited from now on.
- A sign at the front entrance of all three campuses will read: Children only beyond this point.
- Contractors/other visitors must seek prior approval before visiting the school by phone/email to the school office/Principal.



- As per guidelines, it is envisaged that Department of Education inspectors may visit schools.
- Visitors will be asked to use hand sanitiser on entry and they will have to use face masks.
- A sign in/sign out log of those entering the school will be maintained and monitored by the Lead Worker Representative on each Campus.

## Pupils and staff at risk

- The most critical part of managing the risks of COVID 19 is doing everything practical to avoid the introduction of COVID 19 into the school.
- There are pupils in our school who will be more 'at risk' and vulnerable to the virus than others.
- There may be pupils who may not return to school on August 31<sup>st</sup> due to these risks and the school will be responsible for ensuring that these pupils receive appropriate supports.
- Parents of these pupils will be contacted in August to discuss their return to school. If there are pupils with illnesses/diagnoses and conditions we ask parents to get in contact with the school office.
- Public Health guidelines state that pupils will not be asked to wear masks in school however, those who wish may wear them to reduce risks. It is not a teacher's responsibility to enforce the wearing of masks.
- Each year, 'Administration of Medication' forms are filled out by parents of pupils who have illnesses. These forms outline how the parents wish their child to be supported in the school i.e. inhaler used for asthma etc.
- As per guidelines the most important thing to remember is that ***"No person (child, teacher or parent) should attend an educational setting if unwell or any members of their household are unwell with symptoms consistent with COVID 19"***



**Pupils and teachers will have to remain at home if and when they or others in their household are unwell. This will cause worry and anxiety, no doubt, but it will be an important way of ensuring our school stays free of COVID 19.**

## **Social Distancing**

- It is recognised that younger children in Junior Infants to 2<sup>nd</sup> class are unlikely to maintain social distance but it will be encouraged.
- As per Department guidelines, a distance of 1m will be maintained between class pods in classrooms, where practical and possible. This will be for 3<sup>rd</sup> - 6<sup>th</sup> classes.
- Workstations and desks will be allocated consistently to the same children/pods.
- Class bubbles, as much as possible, will stay apart from other class bubbles.
- To the greatest extent possible, pupils and staff should consistently be in the same class bubble.
- All available space will be utilized and reconfigured accordingly.

## **Staffing**

- All schools were given direction by the DES to decide together who to appoint as Lead Worker Representative to deal with COVID 19.
- In our school we have decided to create a COVID 19 Committee which will consist of **three representatives** from each campus.

*On Campus 1*, The LWR will be **Mrs Mary O'Mahony** and an elected teaching staff member and an elected non-teaching staff member.

*On Campus 2*, The LWR will be **Ms Loraine Burke** and an elected teaching staff member and an elected non-teaching staff member.

*On Campus 3*, The LWR will be **Mr Padraig Birmingham** and an elected teaching staff member and an elected non-teaching staff member.



- Our COVID committee will liaise daily to ensure all protocols and systems put in place to ensure the safety of our school community are effective.
  - Staff will maintain social distance as much as is possible but common sense and a balanced approach will be applied.
  - As per DES guidelines, all staff will wear face coverings.
  - Staff will not be able to come to work, as per guidelines, if they are experiencing any symptoms of COVID 19. A substitute teacher will be put in place to teach the class.
  - All teachers will circulate their email addresses so that parents can directly communicate with the teacher if there are any questions or concerns.
  - As per Curriculum Guidance Documents teachers will start with getting to know pupils, discussing their time out of school, where they are at, re-teaching, revising and consolidating certain areas of the curriculum.

## Code of Behaviour

- When parents enrol Junior Infants, they agree that their child will adhere to the school Code of Behaviour.
- This Code has now been amended to include behaviours that we expect pupils to show and the ways in which positive behaviours will be promoted and encouraged.
- This amendment also includes ways in which the school staff will apply sanctions because if pupils do not adhere to guidelines, washing and sanitising of hands and respiratory etiquette it does put pupils and staff at risk. We want to minimise the risk of introduction of COVID 19 into our school environment and sanctions may be imposed on any pupil who endangers the safety of others.
- The Board of Management reserves the right to apply the sanctions of the Code of Behaviour if there is a breach of the school rules. The Board of Management





also gives permission to the Principal to deal with any immediate decision that must be made e.g. Suspension of a pupil if they break school rules.

- Please see our amended Code of Behaviour here.

## **Wellbeing and restoring our School Community**

- Government Guidelines have issued to help schools support pupils: Supporting the Wellbeing of School Communities as Schools Reopen: Guidance for Schools
- Our aim in Trinity Primary School is to allow pupils time to settle into their new surroundings, new changes and new staff in some cases. They will become familiar once again with the policies, plans and procedures of schools.
- It is important that pupils are allowed time to discuss their feelings around school closure and its impact and to reassure pupils who may have worries or anxieties going forward.
- Building resilience in pupils is so important and the ways in which pupils have already dealt with the pandemic will be acknowledged.
- Well-being webinars will be available from the school psychology service NEPS.
- Well-being classes will be established at all class levels.
- P.E will be take place once per week but pupils will be outside for other curricular areas and it will be important to take fresh air breaks each day.
- SPHE lessons in Walk Tall, RSE and Stay Safe will be priorities areas on our return to school.



## Curriculum Guidance

As per Department of Education guidelines, the following areas will be prioritised when school re-opens:

- The staff will initially support all pupils in settling back to school. Pupils with Special Educational Needs (SEN) and pupils at risk of educational disadvantage will be well supported.
- Pupils' experience of using digital technology will be built upon.
- Teachers will identify the starting points of learning through discussions with Special Education teachers and parents initially. Pupils' conversations, questions, tasks, activities, progress records will be used to ascertain where pupils are at.
- Innovative teaching methodologies long established across the three Campuses such as 'Literacy Lift off', 'Station Teaching', 'Aistear' and 'Maths Minds' will be temporarily replaced by 'co -teaching' (teachers working in pairs) to ensure the educational needs of all children are being catered for.
- Assessments of and for learning will be carried out by class teachers and SET teachers. Standardised Tests in 1<sup>st</sup> - 6<sup>th</sup> will be carried out in May 2021.
- Certain areas of the curriculum will be re-taught, revised and consolidated. Topics from the previous year's curriculum will be re- visited also.
- Priorities will be given to Social, Personal, Health Education (SPHE), Physical Education (PE) and Maths initially. Language (English and Gaeilge), Arts Education and Social, Environmental and Scientific Education (SESE) and Religion will be integrated into the other areas.

See guidelines here: <https://www.gov.ie/en/publication/aObff-reopening-our-primary-and-special-schools/#additional-guidelines-and-procedures>



*Finally,*

**THINK POSITIVE!**

***School will be a different place for the year ahead.***

***It will require patience, understanding, care, and effort by all.***

For pupils, we know that you can and will face this challenge with great courage and strength because we know that being out of school is not your preferred option. Over the past while, I am sure you have missed your friends, learning, your activities and even your teachers.

For parents, there will be changes in and around the school, for drop-offs/collections and in how we do things but we know that you are very happy to see your children returning to school to allow you to get back to your jobs, activities, and the other demands that life places on you.

For staff, we know that these changes are only for now while COVID 19 tries to get in through our door. We do not like to see changes to certain ways of teaching and learning that we have developed and that we believe in. We do not like to see activities and events postponed because we believe in developing the whole child. We will be faced with challenges and exposed to risks. But, we know what the greater cause is and when this is all over, someday, we will know that we have done our very best for the pupils of our school.

*Ní Neart Go Cur Le Chéile*

**Let's all work together.**

**Let's stand true to our school motto.**

**'Ni neart go cur le cheile'.**



## COVID -19 Policy Statement

Trinity Primary School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The BOM/ETB and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





## Amendment for Code of Behaviour

The school has put in place rules and procedures as part of our response plan for COVID 19.

These new rules and procedures are now an integral part of the smooth running of the school.

Breaches of these rules or procedures will be dealt with according to our code of behaviour.

The school may have to impose serious sanctions if the breaches of the rules and procedures are ongoing or deliberate.

Serious one off breaches of the rules and procedures may also result in serious sanctions such as parental involvement or suspension.

The rules may change from time to time to deal with the changing situation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_