

# **2021/2022 Monasterevan Convent N.S. Plan for Re-opening of the School**

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## **Underlying Principles**

- The school has a responsibility to make every 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 Monasterevan Convent N.S. 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.
- While these arrangements are essential in the current circumstances, we recognise that they will cause significant inconvenience for Parents/Guardians. However, the co-operation, flexibility and goodwill of all will be required to ensure the plan can be implemented.
- This document has been prepared on the basis of current public health advice and will continue to be updated as further public health advice is received.

## **Assumptions**

- All children return to school and classes operate within a bubble system.
- The school is split into a number of groups with each group having different starting times, break times, lunch times and finishing times. These different times are necessary because of the layout of our school, the locations of classrooms and playground, the positions of entrance/exit points and in order to minimise contact between pupils, staff and Parents/Guardians.
- The day will include 2 breaks – one break in the morning and a longer break for lunch. The lunch break will allow time for eating lunch followed by a period of playtime in the playground.
- Within each class from Infants to 6<sup>th</sup>, 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. Additionally, the Department of Education and Skills (DES) is to provide all schools with Carbon Dioxide monitors by mid-September.

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## SCHEDULE NUMBER 1

### RE-OPENING SCHEDULE FOR THURSDAY, AUGUST 26<sup>TH</sup> AND FRIDAY, AUGUST 27<sup>TH</sup>

TEACHER	ROOM	CLASS	ARRIVAL	BREAK	LUNCH	DEPARTURE
MRS. SMITH	3	JUNIOR INFANTS	09:30 - GROUP 1 11:30 - GROUP 2	N / A	N / A	10:30 – GROUP 1 12:30 – GROUP 2
MRS. NAUGHTON	6	JUNIOR INFANTS	09:30 - GROUP 1 11:30 - GROUP 2	N / A	N / A	10:30 – GROUP 1 12:30 – GROUP 2
MISS MCCORMACK	5	JUNIOR INFANTS	09:30 – GROUP 1 11:30 – GROUP 2	N / A	N / A	10:30 – GROUP 1 12:30 – GROUP 2
MISS COBBE	8	SENIOR INFANTS	09:30 – GROUP 1 11:30 – GROUP 2	N / A	N / A	10:30 – GROUP 1 12:30 – GROUP 2
MRS. FITZPATRICK	10	SENIOR INFANTS	09:30 – GROUP 1 11:30 – GROUP 2	N / A	N / A	10:30 – GROUP 1 12:30 – GROUP 2
MISS KEANE	7	SENIOR INFANTS	09:30 – GROUP 1 11:30 – GROUP 2	N / A	N / A	10:30 – GROUP 1 12:30 – GROUP 2
MRS. HOWARD	9	FIRST	09:10	11:00 – 11:15	N / A	12:10
MISS MCEVOY	4	FIRST	09:10	10:40 – 10:55	N / A	12:10
MISS MCEVOY	4	SECOND	09:10	10:40 – 10:55	12:00 – 12:30	14:50
MISS O'DONOVAN	2	SECOND	09:10	10:40 – 10:55	12:00 – 12:30	14:50
MRS. CULLEN / MRS. HOULIHAN	1 – FORMER LIBRARY	THIRD	09:10	10:40 – 10:55	12:00 – 12:30	14:50
MISS O'CONNELL	12 – REAR PREFAB	THIRD / FOURTH	09:10	10:40 – 10:55	12:00 – 12:30	14:50
MR. DEEGAN	15 – FRONT PREFAB	FOURTH	09:15	11:00 – 11:15	12:35 – 13:05	14:55
MISS SCULLY	13 – REAR PREFAB	FIFTH / SIXTH	09:10	11:00 – 11:15	12:35 – 13:05	14:50
MISS MELIA	14 – REAR PREFAB	FIFTH	09:15	11:00 – 11:15	12:35 – 13:05	14:55
MRS. BYRNE	11	SIXTH	09:15	11:00 – 11:15	12:35 – 13:05	14:55

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## SCHEDULE NUMBER 2

**RE-OPENING SCHEDULE FOR MONDAY, AUGUST 30<sup>TH</sup> AND ONWARDS.**

TEACHER	ROOM	CLASS	ARRIVAL	BREAK	LUNCH	DEPARTURE
MRS. SMITH	3	JUNIOR INFANTS	09:15	10:40 – 10:55	N / A	12:00 UNTIL SEPTEMBER 10 <sup>TH</sup>
MRS. NAUGHTON	6	JUNIOR INFANTS	09:20	10:40 – 10:55	N / A	12:10 UNTIL SEPTEMBER 10 <sup>TH</sup>
MISS MCCORMACK	5	JUNIOR INFANTS	09:25	10:40 – 10:55	N / A	12:20 UNTIL SEPTEMBER 10 <sup>TH</sup>
MISS COBBE	8	SENIOR INFANTS	09:20	11:00 – 11:15	N / A	12:00 UNTIL SEPTEMBER 10 <sup>TH</sup>
MRS. FITZPATRICK	10	SENIOR INFANTS	09:20	11:00 – 11:15	N / A	12:10 UNTIL SEPTEMBER 10 <sup>TH</sup>
MISS KEANE	7	SENIOR INFANTS	09:20	11:00 – 11:15	N / A	12:05 UNTIL SEPTEMBER 10 <sup>TH</sup>
MRS. HOWARD	9	FIRST	09:10	11:00 – 11:15	12:35 – 13:05	14:50
MISS MCEVOY	4	FIRST / SECOND	09:10	10:40 – 10:55	12:00 – 12:30	14:50
MISS O'DONOVAN	2	SECOND	09:10	10:40 – 10:55	12:00 – 12:30	14:50
MRS. CULLEN / MRS. HOULIHAN	1 – FORMER LIBRARY	THIRD	09:10	10:40 – 10:55	12:00 – 12:30	14:50
MISS O'CONNELL	12 – REAR PREFAB	THIRD / FOURTH	09:10	10:40 – 10:55	12:00 – 12:30	14:50
MR. DEEGAN	15 – FRONT PREFAB	FOURTH	09:15	11:00 – 11:15	12:35 – 13:05	14:55
MISS SCULLY	13 – REAR PREFAB	FIFTH / SIXTH	09:10	11:00 – 11:15	12:35 – 13:05	14:50
MISS MELIA	14 – REAR PREFAB	FIFTH	09:15	11:00 – 11:15	12:35 – 13:05	14:55
MRS. BYRNE	11	SIXTH	09:15	11:00 – 11:15	12:35 – 13:05	14:55

### PLEASE NOTE THE FOLLOWING

**A. JUNIOR INFANT CLASSES:** FROM SEPTEMBER 13<sup>TH</sup> ONWARDS - Lunch Break from 12:00 to 12:30 Their school day will end between 13:40 and 14:00

**B. SENIOR INFANT CLASSES:** FROM SEPTEMBER 13<sup>TH</sup> ONWARDS - Lunch Break from 12:35 to 13:05 Their school day will end between 13:40 and 14:00

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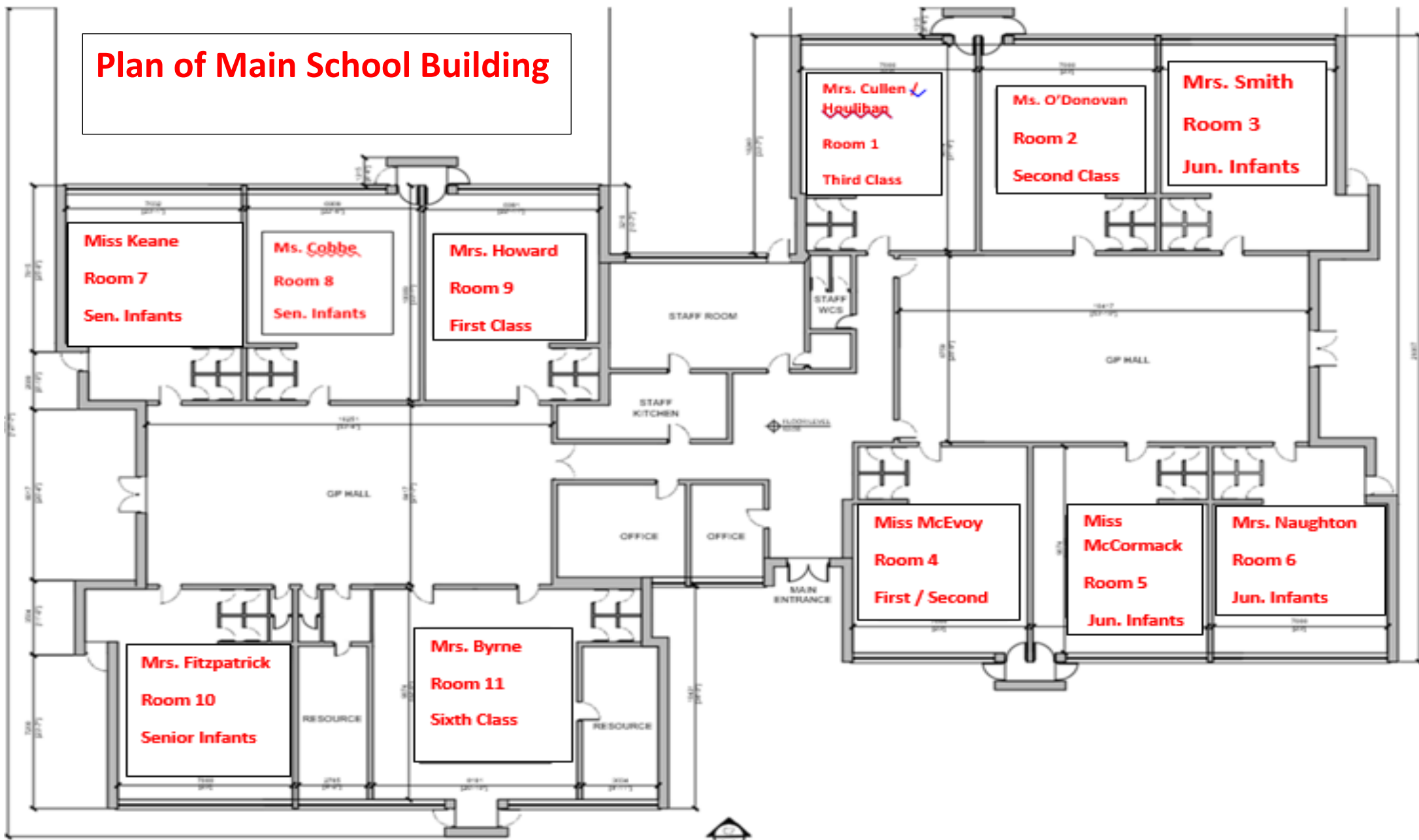
### ENTRANCE & EXIT POINTS FOR SPECIFIC CLASSES

TEACHER	ROOM NUMBER AND LOCATION	CLASS	SCHOOL GROUNDS - ENTRANCE AND EXIT POINTS
MRS. SMITH	3 – REAR RIGHT CORNER OF MAIN BUILDING	JUNIOR INFANTS	SIDE ENTRANCE GATE - NEAR RATHANGAN ROAD
MRS. NAUGHTON	6 – FRONT RIGHT CORNER OF MAIN BUILDING	JUNIOR INFANTS	SIDE ENTRANCE GATE - NEAR RATHANGAN ROAD
MISS MCCORMACK	5 – FRONT OF MAIN BUILDING ON RIGHT	JUNIOR INFANTS	SIDE ENTRANCE GATE - NEAR RATHANGAN ROAD
MISS COBBE	8 – REAR OF MAIN BUILDING ON LEFT	SENIOR INFANTS	MAIN ENTRANCE OF SCHOOL – VEHICLE GATES
MRS. FITZPATRICK	10 – FRONT LEFT CORNER OF MAIN BUILDING	SENIOR INFANTS	MAIN ENTRANCE OF SCHOOL – VEHICLE GATES
MISS KEANE	7 – REAR LEFT CORNER OF MAIN BUILDING	SENIOR INFANTS	MAIN ENTRANCE OF SCHOOL – VEHICLE GATES
MRS. HOWARD	9 – CENTRE REAR OF MAIN BUILDING ON LEFT	FIRST	MAIN ENTRANCE OF SCHOOL – VEHICLE GATES
MISS MCEVOY	4- FRONT OF MAIN BUILDING ON RIGHT	FIRST / SECOND	SIDE ENTRANCE GATE - NEAR RATHANGAN ROAD
MISS O'DONOVAN	2 – CENTRE REAR OF MAIN BUILDING ON RIGHT	SECOND	SIDE ENTRANCE GATE - NEAR RATHANGAN ROAD
MRS CULLEN / MRS HOULIHAN	1 – CENTRE REAR OF MAIN BUILDING ON RIGHT	THIRD	SIDE ENTRANCE GATE - NEAR RATHANGAN ROAD
MISS O'CONNELL	12 – REAR PREFAB	THIRD / FOURTH	MAIN ENTRANCE OF SCHOOL – VEHICLE GATES
MR. DEEGAN	15 – FRONT PREFAB	FOURTH	MAIN ENTRANCE OF SCHOOL – VEHICLE GATES
MISS SCULLY	13 – REAR PREFAB	FIFTH / SIXTH	MAIN ENTRANCE OF SCHOOL – VEHICLE GATES
MISS MELIA	14 – REAR PREFAB	FIFTH	MAIN ENTRANCE OF SCHOOL – VEHICLE GATES
MRS BYRNE	11 – FRONT OF MAIN BUILDING ON LEFT	SIXTH	MAIN ENTRANCE OF SCHOOL – VEHICLE GATES

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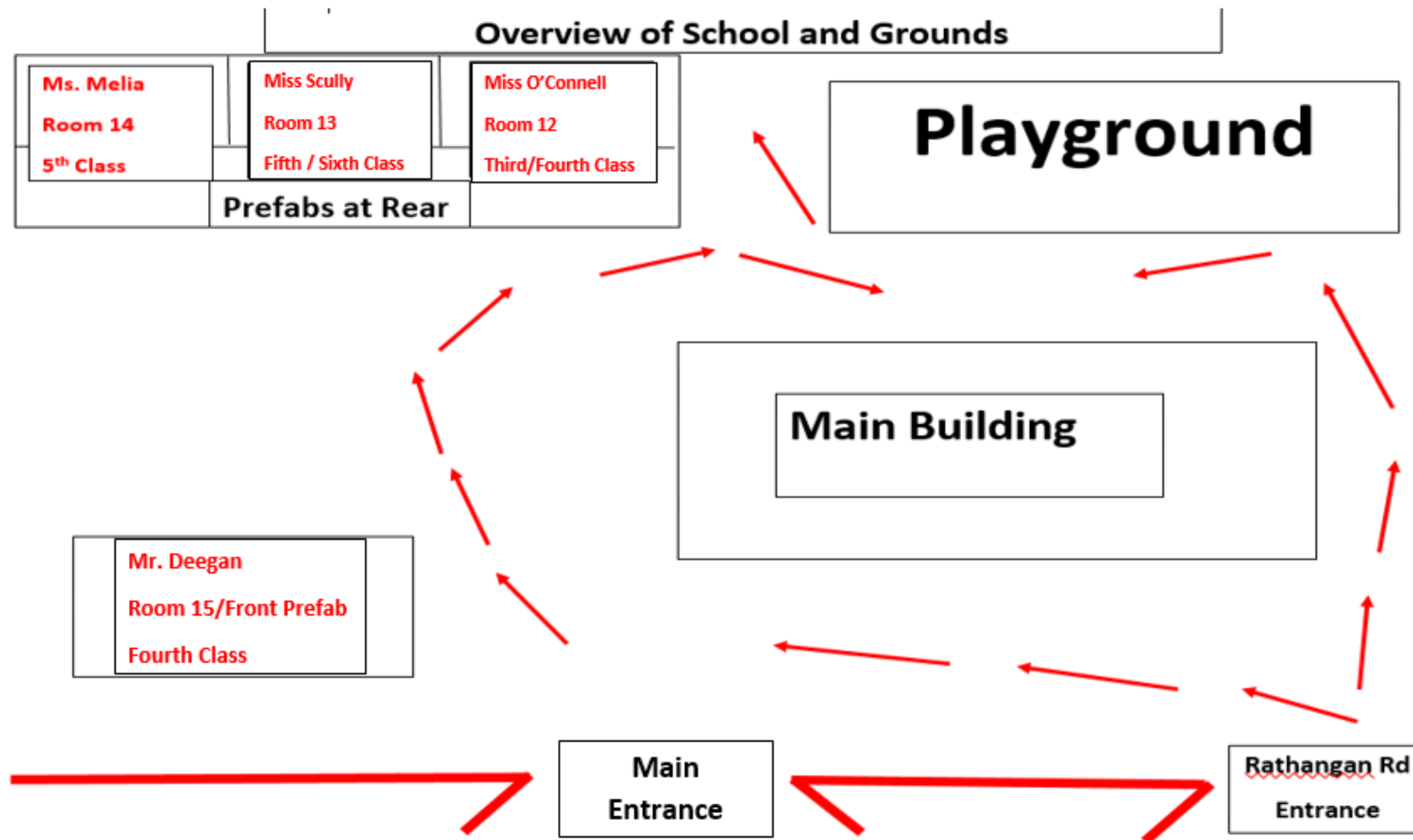
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## Plan of Main School Building



# 2021/2022 Monasterevan Convent N.S. Plan for Re-opening of the School

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## Arrival at school

- Each class or group of classes should aim to arrive at the school in the 5 minutes immediately preceding their start time  
**09:05 – 09:10 if arrival time is 09:10**  
**09:10 – 09:15 if arrival time is 09:15**  
**09:15 – 09:20 if arrival time is 09:20**  
**09:20 – 09:25 if arrival time is 09:25**
- We ask for co-operation with these times as it will mean that the numbers congregating on school grounds or at school gates at any one time will be minimised.  
**APPROPRIATE SOCIAL DISTANCING MUST BE MAINTAINED AT ALL TIMES.**
- On arrival, classes and pupils will be met by their teachers. The class teacher will invite the children to enter the grounds via their designated entrance point at the appropriate time. They will proceed to their classrooms without delay.
- No adults, other than staff members, should enter the building.
- Messages for teachers can only be sent by email, Aladdin or by phoning the school office.

## End of School Day

- Adults who are collecting their children from school at the end of the day should wait where the child's class enters in the morning.
- When the school day for that class is over the following arrangements will apply –
  - Junior and Senior Infants - the class teacher will release the children into the care of the adult who is there to collect them.
  - First Classes - 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. Later in the school term, the class teacher will allow each pod to leave the classroom separately in order to minimise contact.
  - 2<sup>nd</sup> – 6<sup>th</sup> Class – the class teacher will allow each pod to leave the classroom separately in order to minimise contact.

## 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 phone the office to indicate that they have arrived.
- The child will be brought from his/her class to the adult by a member of staff.
- The adult who is collecting will be asked to sign the child out.
- **NO ADULT SHOULD ENTER THE SCHOOL BUILDING, UNLESS INVITED TO DO SO.**

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## 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 procedures will be implemented:

- Parents/guardians will be contacted immediately.
- The child will be accompanied to the designated isolation area via the isolation route 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. He/she should wear the mask if in a common area with other people or while exiting the premises.
- An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home.
- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home, and will assist them by calling their GP.
- The child presenting with symptoms should 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. **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.



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## 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 suggested activities to support the child's learning at home.

## 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

- In so far as possible, it is requested that children from 1<sup>st</sup> to 6<sup>th</sup> 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.
- N.B. Parents/Guardians of pupils in Infant Classes are asked to provide their child/children with an empty pencil case clearly marked with the child's name.

## 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, fogging disinfecting machines and other cleaning products will take place at regular intervals to minimise the risk of the spread of infection.

## Playground

The playground at the rear of our main building will be divided into three distinct play spaces. Each bubble of 15 classes will have access to the playground during their allotted break times as follows –

- a. All 3 Junior Infant Classes - 10:40 to 10:55 and 12:00 to 12:30
- b. All 3 Senior Infant Classes – 11:00 to 11:15 and 12:35 to 13:05
- c. First/Second, Second, Third and Third/Fourth Classes (4 classes) – 10:40 to 10:55 and 12:00 to 12:30
- d. First, Fourth, Fifth, Fifth/Sixth and Sixth Classes (5 classes) – 11:00 to 11:15 and 12:35 to 13:05

Our Playground will be supervised by the Principal, Mainstream Class Teachers, Special Education Teachers and SNAs working within those bubbles.

**In addition to the times outlined above, each class will have a 15 minute period in which to eat lunch.**

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## **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 must be mindful of maintaining social distance from one another.
- Where children 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.

## **PPE**

Staff members who cannot maintain a 2m distance from students or other staff will be required to wear face coverings.

All SNAs will be required to wear face coverings, or in certain situations clear visors, in the classroom.

All staff members who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves, disposable aprons and face masks.

## **Teacher Absence and Substitution**

In the event that 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, and a class / classes must revert to distance learning, as much notice as possible will be given to Parents/Guardians.

## **PE**

Where possible, PE will take place outdoors and use of equipment will be confined to the sets that have been distributed to classes. If the PE hall is being used by class groupings, common touch points will be cleaned at intervals throughout the school day.

## **Extra-curricular Activities**

The possibility of facilitating extra-curricular activities will be explored when safe to do so. Presently, it would not be recommended that children from different bubbles would participate in extra-curricular activities at the same time. The staggered finishing times will also make the scheduling of after-school activities problematic. Further updates will be provided as soon as available.