

## IMPORTANT INFORMATION FOR PARENTS – PLEASE READ

### 1. What You Can Do to Prepare Your Child

- Explain to your child that things will be a little bit different, but assure them that they will be safe and happy in school.
- Try and encourage a positive mind-set about returning to school
- Practice washing hands properly with your children, with soap, for 20 seconds. Remind your child to dry their hands thoroughly.
- Ensure your child knows to use hand-sanitizer correctly.
- Remind your child of correct coughing and sneezing etiquette. Cough or sneeze into a tissue, or into your elbow if you do not have a tissue. Put the tissue in the bin and wash or sanitize your hands immediately.
- Make sure that your child can independently open and close their lunchbox and bottle, their coat, and their shoes. Shoes with velcro are recommended for younger children.
- Prepare your daughter for the fact that teachers may need to wear face-coverings or visor on some occasions.
- Please note that children returning from a non 'Green List Country' should not return to school before their 14 day isolation period is up. See Gov.ie for Green List / non Green List countries as the list can change.

### 2. Arrival Procedures

#### General Arrivals Guidance

- Pupils are encouraged to walk, cycle or scoot to school where possible.
- Parents are asked not to congregate at the gate.
- If pupils have to be driven to school parents are asked to drop off their daughters a safe distance away from the gate to enable pupils to walk down unaccompanied to the pedestrian gate.
- Parents from third class onwards who walk to school with their daughters should arrange a drop off point away from the school gate.
- Breakfast Club will not operate for now. This will be reviewed in October.

### **1st Class to 6th Class Arrivals Procedures: August 27th onwards**

- School gates will open at 8:40 am. There will be a 20 minute window between 8:40 am and 9:00 am within which pupils can arrive in school.
- Both the small pedestrian gate and the large car-park gate will be used to gain entry to the school building. Pupils in Rooms 13, 14, 15 and 16 will enter via the small pedestrian gate. Pupils in Room 1, 7, 8, 9, 10, 11, 12 and 20 will enter via the large car-park gate.
- Pupils entering via the large car-park gates will walk along the railings inside the yellow line.
- The gates will be supervised by a staff member(s).
- In line with public health guidelines and the Return to Schools Guidance document parents are asked not to enter the building or congregate at the gate.
- Pupils will go straight to their classes. Class teachers will be in their classroom to receive pupils.
- Pupils will access their classrooms via exit doors as follows:-
  - Exit Door 1 (Main Door): Rooms 13, 14, 15 and 16.
  - Exit Door 5: (Side Entrance at end of ramp): Room 1, 7, 8 and 9.
  - Exit Door 2: (Electric Doors): Rooms 10, 11 and 12.
  - Room 20 will enter via the classroom door that looks onto the small yard.
- Each of the exit doors will be supervised by a staff member.
- Pupils will sanitise their hands upon entry to the classroom
- Formal teaching will start at 9.00 am sharp so pupils will need to be in their classroom by 9.00 am.

### **Senior Infants: August 27th until September 11th**

- There is a 15 minute window between 9:00 and 9:15 within which senior infant classes can arrive.
- Parents can accompany their daughters to their entrance door (Ms Brady's class at Exit door 3 and Ms O'Toole's class at exit door 4) where the class teacher will be there to greet them.
- A staff member will greet pupils at the exit doors. The class teacher will stay in the classroom.

- In the case of siblings of a parent would like an older sibling to drop a senior infant to the exit door earlier than the 9:00-9:15 window, this will be permitted. Senior Infant teachers will be at the exit doors from 8:40 onwards to receive siblings.
- Pupils will sanitise their hands upon entry to the classroom
- Formal teaching will start at 9:15 am sharp so pupils will need to be in their classroom by then.

*Note: From September 14th arrival procedures for senior infants will be the same as those described above for first to sixth class i.e. they will arrive in school between 8:40 and 9:00. They will enter the building via exit doors 3 or 4 and will walk directly to their classroom unaccompanied by their parents.*

### **Junior Infants Arrival Procedures: August 27th until September 11th**

- There is a 15 minute window between 9:30 and 9:45 within which junior infant classes can arrive.
- Parents can accompany their daughters to their entrance door (Ms Keogh's class at Exit door 3 and Ms Hassett's and Ms Young's classes at Exit door 4).
- A staff member will greet pupils at the exit doors. The class teacher will stay in the classroom
- A staff member will remain in the classroom whilst the class teacher receives pupils at the exit door
- In the case of siblings of a parent would like an older sibling to drop a senior infant to the exit door earlier than the 9:00-9:15 window, this will be permitted. Senior Infant teachers will be at the exit doors from 8:40 onwards to receive siblings
- All pupils will be reminded to sanitise their hands before entry to the classroom

*Note: From September 14th arrival procedures for junior infants will be the same as those described above for first to sixth class i.e. they will arrive in school between 8:40 and 9:00. They will enter the building via exit doors 3 or 4 and will walk directly to their classroom unaccompanied by their parents.*

### 3. Dismissal Procedures

#### General Dismissal Guidance

- Parents must collect their children on time
- Parents of 3rd class upwards (who collect their children) should arrange a meeting point with their daughters where they will collect them e.g. scout hall.
- Children encouraged to walk part of/all the way home.
- No after-school clubs will operate for now (other than Busy Bees 1.30 pm club). This will be reviewed in October.

#### **1st Class to Sixth Class (Staggered Dismissal)**

- 1st class will be dismissed at 2:15 pm. The 2 classes will line up at 2 designated points on either side of the gates.
- 2nd class will be dismissed from the pedestrian gate at 2:20 pm.
- 3rd/4th class will be dismissed from the pedestrian gate at 2:25 pm.
- 5th/6th class pupils will be dismissed from the pedestrian gate at 2:30 pm
- Class teachers will remain with those

#### **Senior Infants (normal dismissal procedures)**

- Senior Infants will be dismissed from Exit door 3 (Ms Brady's class) and Exit door 2 (Ms O'Toole's class) at 1:30 pm.
- Pupils will be dismissed individually to the person who is collecting them.

*Please note that Ms O'Toole's class use two doors: they enter via exit door 4 and exit via exit door 2 (electric doors).*

#### **Junior Infants Dismissal Procedures: August 27th until September 11th**

- Junior Infants will be dismissed from Exit door 3 (Ms Keogh's class) and Exit door 4 (Ms Hassett's and Ms Young's class) at 12:00 pm.
- Pupils will be dismissed individually to the person who is collecting them.

*Note: From September 14th dismissal procedures for junior infants will remain as above except that they will finish school at 1:30 pm*

### 4. Physical Distancing

We will apply physical distancing in a practical and sensible way, recognising that the learning environment cannot always be managed in a physically-distant way.

- Children from Junior Infants to 2nd class are not required to physically distance. Children from 3rd-6th class are expected to keep a distance of 1m where possible.

- Senior classes (3rd class to 6th class) have been reconfigured to maximise physical distancing as much as possible. Each classroom operates as a class bubble. Contact between bubbles will be extremely limited. As an additional measure pods have been created in senior classes. Pupils in a pod will sit and work together. The size of a pod is 4-6 children with a 1 metre distance between pods.
- Pupils will stay in the same pod and will physically interact as little as possible with the other pods in the classroom.
- Staff will try to maintain physical distance from children when they can, and will wear face coverings and other PPE when needed.
- 10:35 am yard break will be suspended temporarily but pupils will still get a 10 minute break to eat little lunch etc.
- Staggered lunch break: Both yard spaces will be used at each of the breaks with the two spaces zoned. Each bubble will stay inside their own zone.
  - 11:50 - 12:20 Junior Infants A/C to 6th Class A(9 classes).
  - 12:30 - 1:00 Junior Infants B to 6th Class B (8 classes).

## 5. Hand Hygiene

- Children will perform hand hygiene regularly during the school day:
  - on arrival at school
  - before eating or drinking
  - after using the toilet
  - after a cough or sneeze
  - after playing outdoors
  - when hands are physically dirty
- Hand sanitizer dispensers are installed in all classrooms and throughout the school.
- All classrooms have hot water in one tap and a supply of emulsifying soap and paper towels.
- Pupils in 1<sup>st</sup> to 6<sup>th</sup> class are asked to bring in a small hand sanitiser which they can keep in school. They are also asked to bring in a face flannel/cloth towel daily for their own use. This flannel/cloth should be brought to school in a fresh zip-lock or small plastic bag daily.

## 6. Cleaning

- Cleaning regimes in the school will be enhanced considerably in line with HSE/Department of Education and Skills guidelines.
- An extra cleaner has been employed to allow cleaners more time to clean individual classrooms.
- Each classroom will be cleaned daily (including toilets, sinks, tables, chairs, door handles etc) and there will be regular cleaning of frequently touched surfaces throughout the school during the school day.
- Books, toys, electronic devices and shared resources will be cleaned regularly or quarantined for 72 hours before being reused.

## **7. School Supplies/ Lunches/Uniform**

- Pupils should have a pencil case to be left in school all the time with their own pencils, pens, rubbers, ruler etc.
- The morning school shop will not operate for the moment
- Ensure that your child does not have any unnecessary items such as toys / extra stationery/ pencil /hair brushes etc, in their school bag.
- If possible try and cover your child's books/copies with wipeable clear covers.
- Choose lunchboxes, bottles and pencil cases that are easy to clean, as they will need to be cleaned frequently. All items should be clearly marked with their names so that pupils will not accidentally use each other's property.
- Pupils will be allowed to wear school tracksuit up to 3 days per week (to include PE days specified by class teacher).

## **8. Communication with Teachers**

- Parents will not be permitted to enter the school building only in exceptional circumstances.
- Parents can communicate with teachers via their dedicated school emails (which they will furnish to you) or by contacting the office on 01-8376653. A meeting may be set up with the class teacher /principal for essential purposes by appointment only. A contact tracing log will be a requirement for any such meeting.
- The school is contactable by phone or at [stbrigid.glasnevin@gmail.com](mailto:stbrigid.glasnevin@gmail.com). I am contactable at [principal@stbrigid.ie](mailto:principal@stbrigid.ie).

## **9. Children with Special Educational Needs**

- The Special Education Team will make sure that your child's needs are catered for to the best of their ability.
- Special Education Teachers may be required to cover for mainstream teachers in the case of their absence and a substitute teacher is not available as per DES guidance. This may mean that your daughter may have reduced support at times, but the school will do their best to ensure a continuity of teaching and learning for all.

## 10. Very high-risk Pupils

- On foot of specialist medical advice some high-risk pupils may not be able to return to school . These pupils will receive appropriate support to engage with learning. We will make every effort to ensure that these pupils remain connected with their classmates and the school community during this time.

## 11. Suspected Cases of COVID-19

### Symptoms of COVID-19

- High temperature
  - Cough
  - Shortness of Breath or Difficulty Breathing
  - Loss of smell or taste, or distortion of taste
- Children should **NOT ATTEND** school if they **are sick or displaying any the symptoms of Covid-19** or **if any members of their household are unwell with symptoms of COVID-19.**
  - If any pupil becomes unwell and is displaying any of the symptoms of Covid-19 while at school, they will be brought to our isolation room(s). Parents will be contacted to collect their child as soon as possible.
  - The HSE will advise any parents of children who have come into close contact with a diagnosed case.

## 12. Updated Contact Details/Medical Information

- It is very important that we have correct and up-to-date contact details for all parents. You can update your contact details on the Aladdin Connect App or by contacting the office.
- If there is any medical information pertaining to your child that the school should know please contact the office.

## 13. On-line payments

- In order to minimise money-handling we encourage all payments to be made either via the Aladdin Connect App or online bank transfer. If you are making an online bank transfer(as opposed to using the Aladdin Connect App) please be advised that our bank account details have changed as follows:

Account: Board of Management, St. Brigid's School Glasnevin

IBAN: IE78 AIBK 9321 3201 3440 89

BIC: AIBKIE2D

- Please include your child's name and a description of the payment e.g. specialist lessons(SL), voluntary contribution(VC) etc