

Logistical Plan for the re-opening of SMGS Ballymote 1/9/20

Prepared August 2020

Please note that the measures outlined below are temporary in nature, designed in response to the Covid-19 emergency and are for the duration of this period. They are subject to revision. All changes or amendments will be brought to the attention of all parties.

All parents/ pupils and staff members should familiarise themselves with the content of the document.

School Profile

230 pupils
9 Mainstream classes
3 Special Education Teachers (and one part time that is based in Charlestown N.S.)
Administrative Principal
2 Full Time SNA posts
Full Time Secretary
Part Time Caretaker
2 Cleaners

Classrooms range in size from 56.9 sqm to 79.1 sqm.

4 classrooms have toilets and sinks in the room. 4 have sink only. One has neither. There are two toilet blocks located on the entrance corridor and also toilets in the new extension corridor.

Additional Challenges

Drop off area for parents is limited in size.
No on-site parking for parents/guardians and staff.
Entrance from drop off area is very narrow.
Not all toilets have hot water.

Human Resources allocated through additional funding from DES

Aide – 2 days
Deputy Principal – 10 Leadership and Administration Days

Assumptions

School will re-open for all pupils on Tuesday 1st September 2020

Key Dates

Week beginning Monday 3rd August

Organise BOM, ISM and Staff meetings to discuss and allocate tasks (Possible tasks listed at the end of this document)

Contact PA Committee and ask for questions/concerns from the perspective of parents. These can be addressed in the BOM's final plan.

Contact the school community and inform everyone that the BOM's COvid-19 Response Plan will be published on August 18th, two weeks in advance of school re-opening.
Appoint 'Aide'
Elect Lead Worker Representative and Deputy Lead Worker Representative.
Draw up list of required PPE, etc. so that it is ready when the Procurement process opens.

Week beginning Monday 10th August

Organise BOM, ISM and Staff meetings to monitor progress against tasks.
BOM to finalise and sign COvid-19 Response Plan

Week beginning Monday 17th August

Publish Covid-19 Response Plan to school community
Organise BOM, ISM and Staff meetings to monitor progress against tasks.

Week beginning Monday 24th August

Ensure all classrooms are aligned to maximise distance with nin essential furniture removed.
Organise BOM, ISM and Staff meetings to monitor progress against tasks.
Encourage all staff members take some time for themselves and their families this week.

Week beginning Monday 31st August

Monday – all staff on site to finalise arrangements
Tuesday – welcome children back to school

Usual School Hours

9.20 – 2.00p.m. Infants
9.20 – 3.00p.m. First to Sixth

Staggered Drop Off and Collection Times

To help with reducing the amount of traffic around the school gates, children are asked to walk/cycle/scoot to school if it is at all possible.

All the children will enter and leave the building through their designated doors which will be clearly marked.

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds (past the temporary barrier) 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 bell rings at 9.20am**

Children who travel by school bus will be arriving at 9.20am

Special Arrangements for Junior Infants

On Tuesday 1st September, Junior Infants and their parents should come to the gate and the drop off area at 9.45am. Pupils and parents will then be shown to the Junior Infants Classroom. **Parents may enter the classroom with their child, but will be required to sanitise their hands and wear a face covering.**

At 12pm, the class teacher Ms.McCann, will bring the Junior Infants to their parents at the collection point beside the ‘drop off’ gate.

Morning:

The school grounds are open to receive pupils at the moment at 9.10am. With the need to keep different classes apart and maintain social distance, **pupils will not be permitted to come onto the school grounds until the bell rings at 9.20am. They can arrive at any stage between 9.20am and 9.40am.** Access to the school can be either through the gate adjacent to the ‘drop off area’ or through the gate on the Pearse Rd. side of the school.

All pupils to proceed directly to their classrooms through the designated door on arrival at school where their teacher will await them. Principal, SET’s and SNA’s to assist pupils inside and outside the building on arrival.

Parents are asked to ‘drop and go’ in the car park anytime between 9.20 and 9.40am. **No parking will be allowed**

Afternoon:

From 14th September onwards:

1.50p.m. Class teacher will bring **Junior Infants** to the school drop off gate. Parents are asked to drive in, ‘pick up and go’ until 2.00p.m or meet their child inside the gate if walking. No parking will be allowed.

From 1st September onwards:

2.00p.m. Class teacher will bring **Senior Infants** to the school drop off gate. Parents/Guardians are asked to drive in, ‘pick up and go’ or meet their child at the gate if walking.

2.50p.m. Class teachers will bring First and Second Class to the school drop off gate. Parents are asked to drive in, ‘pick up and go’, or meet their child at the gate if walking home. Families that have children in Third, Fourth, Fifth or Sixth Class **as well as in First and Second Class**, may collect all their children at this time. The class teacher should be informed in writing of this in advance, so as pupils can leave the classroom earlier.

3.00p.m. Class teachers will bring the remaining Third, Fourth, Fifth and Sixth Classes to the school gate. Parents are asked to drive in, ‘pick up and go’. Pupils walking home may use the Pearse Rd. gate. Social distancing should be maintained in so far as is reasonable.

As many of our older children walk home by themselves, there should not be as many cars arriving for pickups at this time.

Parents who walk to the school to collect children are asked to maintain a social distance outside the school drop off gate or in the newly designated waiting area inside the gate.

There will be additional space provided by temporary railings inside the ‘drop off’ gate for parents to wait for their child if so desired. This additional temporary space should help to relieve congestion for parents at the drop off gate.

This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather! A good rain coat is a necessity as children will be going outside to play regardless of the weather in order for classrooms to be aired.

Summarised Timetable for Drop Off and Pick Up

9.20	All staff to be present to support arrival of pupils Class teachers to be in their classrooms SETs, SNAs and Principal to support arrival of pupils
9.20 – 9.40	Arrival of pupils – Stop, Drop, Go system. No adults to enter the school yard beyond temporary barrier. Children to go straight to their classrooms on arrival through designated door.
1.50	Stop, pick up go – Junior Infants (from Sep. 14 th)
2.00	Stop, pick up, go – Senior Infants
2.50	Stop, pick up go – First and Second (and siblings from senior classes)
3.00	Stop, pick up go – Third, Fourth, Fifth, Sixth

Arrangements have been made with Spraoi Childcare for drop off and collection

It is imperative that pupils walk in and walk out of school daily in an organised manner

Parents and Guardians should not pass the temporary barrier on the playground under any circumstance

Breaktimes

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

Presently all pupils have breaktime simultaneously. This can lead to congestion in the corridor, at exit doors and leads to ‘crossing over’ as pupils run to their designated yard.

As distances must be maintained and the above issues addressed, we have divided our breaktimes into two distinct sessions:

11.00-11.20 Break for Junior Infants (yard in front of 5th and 6th class corridor) Senior Infants (in front of Junior Infants corridor), First (Basketball court) and Second (in front of playshelter - *as we have two 2nd classes, this area will be divided in two*)

11.30-11.50 Break for Third (yard in front of 5th and 6th class corridor), Fourth (Area in front of Junior Infants corridor), Fifth (Basketball Court) and Sixth (area in front of playshelter)

12.40-1.00 Playtime outdoors for Junior Infants (Yard in front of 5th and 6th corridor) Senior Infants (in front of Junior Infants corridor), First (Basketball court) and Second (in front of playshelter)

1.10 – 1.30 Playtime outdoors for Third (as above), Fourth (as above), Fifth (as above) and Sixth (as above)

Summarised Timetable for Breaks

Time	Place	Class
11.00 – 11.20 - Break	In front of 5 th and 6 th corridor	Junior infants
	In front of Junior Infants corridor	Senior Infants
	Basketball court	First Class
	In front of playshelter	Second Class
11.30 – 11.50 - Break	yard in front of 5 th and 6 th class corridor	Third
	in front of Junior Infants corridor	Fourth
	Basketball Court	Fifth
	Yard in front of school	Sixth
12.40 – 1.00 - Lunch	In front of 5 th and 6 th corridor	Junior Infants
	In front of Junior Infants corridor	Senior Infants
	Basketball court	First
	In front of playshelter	Second
1.10 – 1.30	yard in front of 5 th and 6 th class corridor	Third
	in front of Junior Infants corridor	Fourth
	Basketball Court	Fifth
	area in front of playshelter	Sixth

Yard Supervision

A rota will be organised based on Class Bubbles and the SETs allocated to those classes.

Class teachers - Junior Infants, Senior Infants, First and Second and 2 SETs allocated to those classes to work together (2 teachers from this group on supervision – one for Junior Infants and First and one for Senior Infants and Second).

Class teachers - Third, Fourth, Fifth and Sixth Classes, Principal and 1 SET allocated to those classes to work together (2 teachers from this group on supervision – one for Third and Fifth and one for Fourth and Sixth).

Cognisance will be given to the fact that one supervisory group has 6 teachers and one has 7. A system will be established to address this.

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.

Classrooms will be re-aligned to ensure maximum social distancing and use of space. Non-essential furniture will be removed and stored in the assembly room.

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.

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Learning Support Teachers and SNAs) can rotate between areas/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 a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- Portable screens will be provided to SET's and SNA's
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

The table below is for illustration purposes only and will be decided on following discussion with staff

Junior and Senior Infants		SET 1 and SET 2 will work with these four classes for Aistear, Guided Reading, , Maths etc.
First and Second Classes		
Third and Fourth Classes		SET 3 and SET 4 will work with these four classes for Guided Reading, Maths Groups, etc.
Fifth and Sixth Classes		

Junior Infants 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 Class to Sixth Class may be arranged in Pods within their Class Bubbles, with a maximum of 6 pupils per Pod. As far as possible, each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

General Purpose (GP) Room

The GP Room may not be used for Assemblies, Physical Education or for any other gatherings of pupils. For the present, it will be divided for use as a storage area for non-essential classroom furniture (3rd-6th classes prioritised), a Covid 19 Isolation area and an additional staff room.

Assemblies

Weekly school Assemblies will be held via Zoom where the important messages will be re-enforced.

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 discussions. We will observe the practice of keeping to the left in the corridors.

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 kept open as often as possible, and should be opened while children are taking breaks in the playground.

Windows should be opened when children are singing as a group, or when they are playing musical instruments.

Toilets

Some toilet blocks are shared between classes. These will be sub divided so that each class will have designated cubicles and sinks.

It is current practice that if children need to use the toilet during breaktimes, they use the toilet adjacent to 6th class. This practice will cease.

It is important that pupils use the toilet in an orderly manner before going outside to prevent access to the building during breaktimes and also considering other classes will still be at work. In an emergency, if pupils need to leave the playground to use the bathroom, they should use the toilet designated to their class.

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. Wrappers and containers should be replaced in lunch boxes once finished and brought home. All children should be able to open their lunch box and drink.

Children will eat their lunches at their desks, as per our usual practice.

Our school participates in the school meals scheme. The daily fruit platter which the children share will be replaced with individually wrapped items instead.

Books, Copies, Pencils, etc.

No homework will be given during the first two weeks of return to school. We are still finalising arrangements for homework following that period.

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils.

Pupils should have a separate pencil case for home and school which they leave there.

All items should be clearly labelled and sharing of resources is not permitted.

Similarly toys, collectibles, balls, etc should not be brought to school.

Uniforms/Tracksuits

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families. Parents may wish to purchase an additional uncrested wine jumper for the duration of this emergency which may be worn to school.

As a school we strongly advise that children should wear their school uniforms or tracksuits **only for school related activities.** Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

Parents should ensure that children can close their own coat.

Office

A counter has been installed at the door to the secretary's office.

Children should not be sent to the Secretary's Office or to the Reception area to deliver messages. Teachers should continue to use the school management system Aladdin for any such messages.

In so far as possible, staff members should not enter the Office area and should speak with the Secretary at the Reception area.

Photocopying

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

ICTs

A timetable will be drawn up for the use of our bank of Ipads. Devices should be cleaned after use and before they are returned to the charging trolley.

Visiting Teachers/Coaches

The possibility of facilitating extra-curricular activities such as GAA, etc. will be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time, for example, during music lessons.

Substitute Teachers and SNAs

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. 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. Activities such as 'run a mile with a smile' might be useful.

Parent/ Teacher Meetings

Parent/Teacher Meetings may take place via phone/ Zoom or be postponed. We will assess the situation closer to the time.

Parents and Guardians are not permitted to visit the school unless by prior arrangement with the principal.

Where a parent wishes to communicate with a teacher, this can be done by emailing the school. If a meeting is deemed necessary, this will be done over the phone.

A contact tracing log must be completed by any visitor to the school.

Staffroom

All staff members should strive to maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn.

As there is no school intercom installed in the building, there is an onus on staff to regularly check their in-school communication for messages, etc.

The Art Deco Theatre adjacent to the school will be used to accommodate staff meetings.

Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.

The staffroom is small and unsuitable to maintaining social distancing. There could be as many as 13 staff wishing to use the staff room at a time. To help alleviate this, the principal and secretary will take their breaks with the SNA's on alternate days. A second staff canteen will also be established in the GP room. Teachers who work with the senior cycle will use this facility and teachers who work with the junior cycle will use the existing staff room.

All staff will make themselves familiar with the training videos provided by the DES.

All staff will complete and return the Return to Work Form at least three days before re-opening.

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 for all families.

Each child will be at 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 2020/2021 school year.

In the initial weeks, there will be a focus on revision based on the NCCA Curriculum Framework. More time may be devoted to subjects such as SPHE, Visual Arts and P.E.

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 for complex medical reasons (written supporting documentation to be provided by medical specialist), 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.

Our school migrated to an online learning platform in March 2020 and this may be used to communicate with children who cannot attend school or in the event of another sudden school closure. The majority of parents have already provided 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. Parents, if you have not already done so, please email office@smgsballymote.ie and you will be added to the Contact List for Home Learning.

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 to 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 pupils with complex needs.

The Use of Personal Protective Equipment (PPE)

Staff members are not required to wear PPE. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
- When staff members have to move between classrooms to support children with learning needs.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs 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 should not wear masks or face coverings as stated in national guidelines.

Visors will be provided to staff members.

Gloves

There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines.

Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

Hygiene and Cleaning

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

Water and soap are available in all toilets and the staff room. Warm water is available in some sinks but not all.

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

Pupils should not bring in personal hand sanitisers. There will be adequate supplies of sanitiser throughout the school.

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 rests, communal eating areas, 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.

All bins have been replaced with 'non touch' pedal bins.

Waste will be collected daily from classrooms, offices and other areas within the school.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

Appliances in the staffrooms should be wiped down appropriately between uses.

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>

Staff must not attend school if they display any symptoms.

A designated isolation area has been created in the GP Room.

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

The pupil will be accompanied to the isolation area. A distance of 2 metres will be maintained. If this is not possible, the person accompanying the child must wear a face covering.

If a pupil has a suspected case, parents/guardians (or a nominated representative) will be contacted immediately by telephone. To help us in this regard, parents and guardians are asked to make sure that their contact details (including emergency contacts), are kept up to date at all times.

Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.

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 instructions of the HSE should be followed and staff and pupil 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 feels 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 or SNA Absence and Substitution

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, it is not appropriate for the class/pupil to be divided into groups and accommodated in other classes. In

such circumstances, it may not be possible for the class/pupil 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 by 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 on 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 days a year and staff members are encouraged to make use of the service when the need arises.

Tasks Identified to Date

		Completed
Draw up and communicate the school’s Covid-19 Response Plan	BOM in consultation with Staff and Parents	
Appoint LWR and DLWR	Staff	Yes
Provide Return to Work Forms to all staff	Principal	Yes
Provide links to training	Principal	
Complete and return RTW forms	All staff	
Complete Induction training	All staff	Yes
Draw up list of PPE in advance of procurement process	Principal	Yes
Purchase required PPE	Principal	Yes
Arrange for installation of sanitising units, provision of PPE to staff and provision of cleaning materials to staff.	Caretaker	Yes
Display signage	Caretaker	
Investigate contactless payments system	Secretary	
Investigate internal intercom system	Principal	n/a
Create Isolation Area	Caretaker	Yes
Erect ‘safe area’ for Reception	Caretaker	Yes
Review of S,H and W Policy and Covid-19 Risk Assessment	BOM	
Timetable for toilets	Staff	
Plan for coat racks	Staff	
Agree timetable for SETs and SNAs e.g. Allocate 2 SETs for Jun. Infs. to Second, and 2 SETs for 3 rd to 6 th . Keep	SETs/SNAs/All staff	

withdrawal to a minimum. In-class support as far as possible.		
Agree sanitising routines for LSTs/SNAs moving between Pods or Class Bubbles	LSTs/SNAs	
Provide Notes to all school staff	LWR	
Agree classroom layouts	All staff	
Timetable for ICTs and plan for sanitisation	ISM Team member	
Plan for provision of ICT needs to pupils in case we need to return to Home Learning	ISM Team member	
Staffroom – arrange for social distancing.	Staff member	
Plan for a visit to the school by incoming Junior Infants	Class teacher and Principal	
J. Infs. To 5 th : Collect pupils’ personal belongings, place in bags, label and move to pupils’ 2020/21 classroom	All staff	Yes
Arrange for collection of 6 th Class belongings	Principal and 6 th teacher	Yes
Organise and distribute Book Rental books to classrooms	SNA’s	
Agree daily timetable to include staggered breaks	Staff	Yes
Agree supervision rotas	Staff	Yes
Agree and plan for morning drop off and afternoon pick up routines	Staff	Yrs
Plan for the possibility of remote learning if the school/part of the school is advised to close by HSE	All staff	
Plan for how P/T meetings, General Information Meetings might take place.	All staff	Yes
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	

Ratified by the Board of Management of SMGS 20/8/20

