

Issue	Risk (Frequency)	Action – Practice & Procedure
Movement around the school premises	On-going	One-way approach and exit through the school by staff and pupils. Lessened interaction of pupils from different classes. Children will not be moving around the school during class time.
Arrival to school	Every morning	All pupils will be met at the school gate and sent directly to their classrooms. No adults allowed in with them. The school gates and classrooms will be manned from 9.10am.
1 st Class Pupils – first morning	27 th August	Asked to come in for 10.00am to enable the whole school to settle and accommodate parents. Parents welcomed at the gate with their children. Invited to the door of the classroom. Child shown to their seat. Parent can witness. Parents leave soon after. Subsequently – all parents will leave their pupils in from the school gate as normal for 9.20am.
Collection of 1 st Class Pupils	2.00pm for September	Parents asked to exercise physical distancing outside the school gate. Class teacher will walk the pupils out at the allotted time. Each child must be collected by a parent. If not available parents will be asked to let school know who is collecting the child, for Child Protection purposes. All children must be collected at 2.00pm for the month of September. From the first Monday in October 1 st class will be walked to the gate by their class teacher at 3.00pm, separate from other classes.
Uniforms	Daily	Monday – formal uniform Tuesday – PE Uniform Wednesday - formal uniform Thursday – formal uniform Friday – PE uniform Parents will be asked to ensure uniforms are washed
Unannounced visitors	Regular	None will be allowed past school office. All visitors must attend office and fully complete the Contact Tracing Log. They must be instructed to make an appointment and return, if the matter is important.
Appointments	Regular	All meetings will be by appointment only and parents/visitors must ring the office before entering the school premises.
Access to toilets	Regular	Pupils use their own class toilets at all times. No access allowed during break times, unless absolutely necessary and requires soft (visual) supervision.
Physical Distancing	On-going	Public Health Advice is that pupils up to 2 nd class do not need to be distant, but pupils from 3 rd up should maintain a minimum of 1m and where possible 2m from each other. Staff advice is the same for older pupils.
Adults on the yard	Regular	Only teachers/SNAs and ancillary staff shall be allowed be on the yard. All parents

		and other adults will be asked to leave immediately.
Unauthorised Adults walking through the yard or the school.	Regular	Policed by all staff – any unauthorised person who passes through the school must be challenged and sent out of the school – on Public Health & Child Protection grounds. Maintain physical distancing while so doing.
Hand hygiene	On-going	Follow instructions of Public Health Advice Teach hand hygiene in class Use hand sanitisers in line with public health advice Ensure sufficient supplies are available in each classroom.
Class Bubble	Constant	Each class is a bubble split into groups (pods) of no more than 4 pupils that will be together throughout the day. There will be no sharing of resources, books etc. between pods. Greater use of online resources may be required – instruct pupils on where the material is sourced.
Classroom Management	Responsibility of Teacher	Follow Public Health advice and the instructions of the school Develop and maintain pods of pupils. Do not change pods. Note anyone with possible symptoms each day. Develop communication with parents. Seek direction from Principal when required.
Communication between classrooms	Where necessary	Use the internal telephone system. Notes should not be sent with children. Communication between adults should be when they meet either at the breaks, or if they are in different groups, at the end of the day.
Instance of a Sick Child	Issue of discretion, privacy and common sense apply. While treating the case as if positive, it cannot be seen to stigmatise anyone.	Assumption of infection – isolate immediately – treat as with previous sick instances Ring parents Inform Principal Principal will ring Public Health for advice. Instructions from Public Health will be followed.
Yard Access by pupils	Break times – daily Lunch times – daily PE times – couple of times a week Fresh air break – individual to each class.	Yard access will have to be staggered to lessen disruption to each other. Children play in their designated areas only. 11.00 – 11.15 1 st , 2 nd & 3 rd 11.20 – 11.35 4 th , 5 th & 6 th 12.45 – 13.15 1 st , 2 nd & 3 rd Eating time for lunch included within this time. 13.15 – 13.45 4 th , 5 th & 6 th Times adjusted to enable movement to classes without overlapping at 6 th class exit point. Considerations: Supervision/SNA allocation
Cover for Teachers on duty	Daily	6 adults in each section Junior Yard – 1 st , 2 nd , 3 rd , SET 1, SET 2, Grace Senior Yard – 4 th , 5 th , 6 th , SET 3, SET 4, Anne
Assembly on Yard	Usually at the end of breaks	Child will walk to class at the end of break using the one-way system (anti-clockwise)

	and lunch times.	around the school. There will be no class/school assembly under the current restrictions.
School Toys/Resources/Furniture		School equipment should be used by individual pupils, not shared, and cleaned after each use. Tablets/iPads etc. should be cleaned after every individual use. Supervised cleaning of tables and chairs should be built in to classroom practice. Sharing between pods should be limited as much as possible.
School Equipment		Pupils need, in the first instance, to have all their own requisites – pencils, copies, erasers, toppers, pens, rulers etc. If school equipment is taken it cannot be returned, but must be used fully. Repeated shortages must be reported to the child’s parents for replacement. Some classes may instruct pupils to have a set for school use and another set at home separate, to increase sanitisation.
Contact Tracing		The school will use the DES Sample Template to maintain a log of visitors to the school. This log will be maintained in accordance with GDPR instructions. The HSE is responsible for follow up where a suspected case occurs. Public Health Advice will be followed.
Staff Movement		Staff will follow the one-way system in the school. Enter through front door, leave through the rear door. Staff room – every effort to keep 2m distance, sit at the walls. Staggered break and lunch times, dependent on when classes are out (1 st , 2 nd & 3 rd) and (4 th , 5 th & 6 th) means fewer adults in the staffroom at any one time, to enable better physical distancing. Maintain emphasis on physical distancing, hand hygiene, respiratory etiquette. Whole staff meetings will be conducted in the current 6 th class, maintaining physical distance guidelines.
Supervision	Every break and lunch	Class teacher from 1 of the 3 classes – rotating each rota (lunch & small break) 1 SET teacher – rotating 1 SNA with senior classes, 1 SNA with junior classes.
Cover for Teachers on Duty	Daily	Supervision cover at lunchtime (see above) Aim to keep breaks in the system
Special Education	Withdrawal? Team Teaching? Resource Management?	SEN teacher allocated to support specific classes only. Meets the needs of the individual pupils within that class – both literacy & numeracy, social development needs etc. SET 1 – assigned to 1 st & 2 nd Class (CB) SET 2 – assigned to 3 rd & 4 th Class (EG) SET 3 – assigned to 5 th & 6 th Class (JK) SEN 4 – Principal – covering where necessary – specific pupils, supervision etc.
Departure from school	At 3.00pm each day	Each class should be walked to the gate of the school, led by the teacher. Staggered from 2.50 on – senior classes first due to safety issues. Each teacher ensures -one class at a time.

		All parents will be asked to exercise physical distancing outside the school gates. Informal meetings/discussions should be as brief as possible to share a message and no more. Further discussion should be made by appointment.
Extra-curricular Activities	When the situation arises	Paused for the first term – Cumann na mBunscol, Choir, Plays etc. Christmas events will only be held if public health advice supports it.
Outside school	Beyond the school gates and outside of school time.	Parents are responsible for ensuring that their children arrive to school in a healthy manner and report if the child is sick outside of school, to ensure health and safety for all.
PPE	On-going	Public Health advice in the Roadmap & Response Plan state that the use of PPE is not required but acknowledging that staff may wish to wear them, the BoM will provide gloves, masks, visors and aprons for use by all staff. It most certainly would be valid for dealing with intimate care issues. Disposal of PPE? Visors to be cleaned by the user on a daily basis Reusable masks – to be washed by the user Gloves & Aprons – immediately after use
Designated Isolation Area	On-going	Options –External Portacabin (one on the concrete yard – enables individual supervision, discretion and individual contact when parents arrive) Issues: Supervision; Infection Control; Parents Contacts; Disinfection Practices after pupil goes home – Cleaner to be informed of the need to deep clean the room the pupil was in, and the class they came from.
Communication with Parents	Initial in August/September.	Email to Parents – Week of August 17 th – 3 emails – general, procedure, equipment based. Phone Contact with all parents – by class teachers from August 24 th – 26 th to offer verbal support. Principal to ring all 1 st class parents to assist them on the first morning (week of Aug 17 th) Letter at beginning of the year – updating contact details Communication on official school starting & finishing times
SNA Allocation	On-going for 2020-21	PPE use may be more necessary as SNAs are engaged with a fewer number of pupils for longer periods during the day. Specific actions may require a higher level of PPE wear (i.e. wearing of masks and apron and the use of gloves together)
Curriculum	Always	Emphasis on the wellbeing of pupils, social development and minimising anxiety and stress levels SPHE/PE/Language & Maths are the areas highlighted in the DES Roadmap
Homework	Daily	To be discussed and considered with teachers and parents – ensuring minimal opportunity of the transmission of infection from school to home and vice-versa.
Collection of pupils for appointments	Dental/Visual/Orthopaedic appointments etc.	It would be preferable that a pupil attending an appointment not attend school on that particular day, to lessen the opportunity for transmission of infection. If

		children are collected during school time they should not return to school.
Children who present ill on a day		It will be assumed that such a pupil has viral infection, will be in the Designated Isolation Area (exterior portacabin) and parents will be called immediately to collect him. The pupil will be supervised from afar, either from the corridor or another room. Parents must collect their children. The expectation is that parents will not send sick children to school.
Photocopying	Where necessary	Teachers should ensure they have all the resources they require in their classroom when teaching any topic. Photocopies, laminating etc. should be in advance. Pupils are not to be sent for photocopying messages.