

Lucan Community National School



Returning Safely to school - What parents need to know Reviewed and Updated August 2021

This information pack has been updated to contain all the latest advice and guidelines. Please review carefully.

Lucan Community National School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed a Return to School Safely Response Plan adhering to latest Department of Educations & Skills (DES) specifications.

Our main aim is to minimise the risk of infection coming into the school and we cannot do this without your help.

YOU SHOULD NOT, UNDER ANY CIRCUMSTANCES, SEND YOUR CHILD TO SCHOOL IF THEY HAVE:

A temperature of 38 degrees Celsius or more, a new cough, loss or changed sense of taste or smell, shortness of breath or an existing breathing condition that has become worse, other uncommon symptoms of Covid-19, such as sore throat, headaches or diarrhoea.

If you are in any doubt about whether you should send your child to school or not, please err on the side of caution.

In line with DES direction, we have introduced new on-campus traffic management plans and staggered drop-off and collection times to minimise congregation of cars/people at the school.

Traffic Management Plan

(All arrangements for drop off and collection remain the same as 2021/21 school year)

- Walking/cycling to/from school strongly encouraged.
- Arrangements for locking bicycles in the bike shed – [Click here.](#)

DRIVING TO THE SCHOOL

- **Parents with children in Junior Infants, Senior Infants, First Class, CSE ONLY to drive beyond main gate** (parking on main road or in other nearby parking areas preferable if possible).
- Parents of Second, Third, Fourth, Fifth and Sixth Class pupils driving to school to park on main road or other nearby parking areas and walk in through main gate (or other entrance onto the school campus).
- Parking **strictly in set down areas**. Drop-and-go system in place inside main gates (Junior Infants, Senior Infants, 1st Class, CSE). Parents drop children to assigned gates and leave immediately to allow for next arrivals. Strictly no U-turns on the road inside main gates. Cars facing the roundabout direction must turn at roundabout. Please [Click here](#) for video.
- Pupils (as age appropriate) encouraged to make own way from car/main gate to assigned entrance gate.

Starting Times

In an effort to limit the number of people waiting in the school grounds in the morning, we are bringing the children into school in alphabetical order.

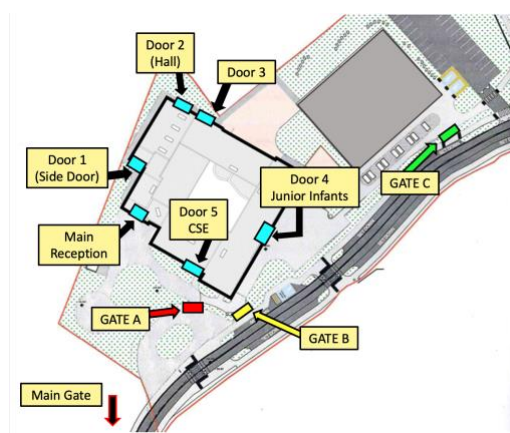
8.15-8.20am: If your child's surname begins with **A-F**

8.20-8.25am: If your child's surname begins with **G-M**

8.25-8.30am: If your child's surname begins with **N-Z**

Allocated Gates - Pupil Entry – Morning Time

Pupils will be dropped by parent or walk independently to their class allocated gate. Pupils will make their way from the gate into the school and to their classroom assisted by staff. No parents/guardians (Senior Infants to Sixth Class) may proceed beyond gates.



CSE classes (M. Jacinta Murphy & M. Cora Howe)

Pupil entry arrangements – Parent and pupil enter through Gate B to Door 5 for drop-off.

Junior Infants A (M. Siobhan Buckley) & Junior Infants B (M. Sarah McLoughlin)

Pupil entry arrangements – Parent and pupil enter through Gate B to Door 4 for drop-off.



Senior Infants A (M. Evelyn Paul), Senior Infants B (M. Áine McGinn), First Class A (M. Eoin Quirke) & First Class B (M. Michaela Kearney)

Pupil entry arrangements – Parent drops pupil to Gate C. Pupils will be directed through yard by staff to Door 2

Second Class A (M. Riona Delaney) & Second Class B (M. Ailbhe McGauran)

Pupil entry arrangements – Parent drops pupil to Gate C. Pupils will be directed through yard by staff to Door 3

Third Class (M. Laura Duff), Fourth Class (M. Emma Ramsay), Fifth Class (M. Laura Harrison) & Sixth Class (M. Aisling O’Sullivan)

Pupil entry arrangements – Parent drops pupil to Gate A. Pupils will be directed by staff to Door 1.

Pupils who arrive late after 8.30am must enter through Gate A and enter through the main reception door where they will be met by staff and brought to their classroom.

Please note:

- Parents/Guardians **must wear facemasks** beyond the main gate.
- We ask that one parent/guardian per family drop children to school
- Parents/Guardians are required not to congregate in groups or stand around chatting at drop off times. Please adhere to social distancing. Please leave promptly once your child is dropped off in the morning.
- We ask for your co-operation on being punctual for start times to minimise congregation at entry points. This will ensure that our entrances are not overcrowded at any time and that there is a constant stream of children entering the school building, being able to maintain social distance. There will be teachers supervising the pupils to ensure they know where they are going. Instruction will not start until 8:30am, but teachers will be in classrooms to supervise pupils from 8.15am.
- Please be aware that the same procedures will be in place for rainy/wet days.

Home Time – Collection Times

Similarly for home time, in an effort to limit the number of people waiting in one area outside the school, and to allow for increased social distancing at collection points, we have staggered dispersal times and collection gates.

CSE classes (M. Jacinta Murphy & M. Cora Howe)

Junior Day Collection (1.10pm) & Senior Day Collection (2.00pm) (Note: for new Junior Infants in CSE, the collection times for the first two weeks are as below).

Junior Infants A (M. Siobhan Buckley) & Junior Infants B (M. Sarah McLoughlin), Senior Infants A (M. Evelyn Paul) & Senior Infants B (M. Áine McGinn):

Senior Infants: Collection time: 1.10pm

For Junior Infants only: Collection time Monday 30th August to Friday 4th September: 10.30am

For Junior Infants only: Collection time Monday 6th September to Friday 10th September: 11.30am

For Junior Infants only: Normal collection time (from Monday 13th September): **1.10pm**

First Class A (M. Eoin Quirke), First Class B (M. Michaela Kearney), Second Class A (M. Ríona Delaney) & Second Class B (M. Ailbhe McGauran):

Collection time: **2pm**

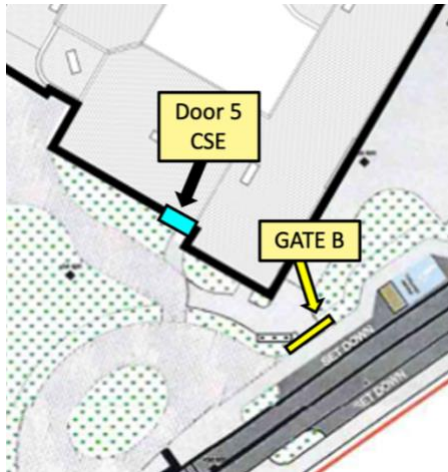
Third Class (M. Laura Duff), Fourth Class (M. Emma Ramsay), Fifth Class (M. Laura Harrison) & Sixth Class (M. Aisling O’Sullivan):

Collection time: **2.10pm**

Home Time – Collection Arrangements

CSE classes (M. Jacinta Murphy & M. Cora Howe)

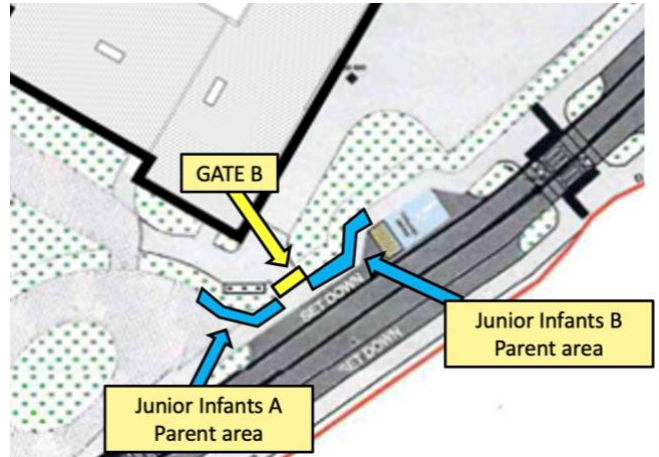
Same arrangements as morning time arrival.
Parent enters through Gate B to CSE door for collection.



Junior Infants A (M. Siobhan Buckley) & Junior Infants B (M. Sarah McLoughlin)

****GATE B****

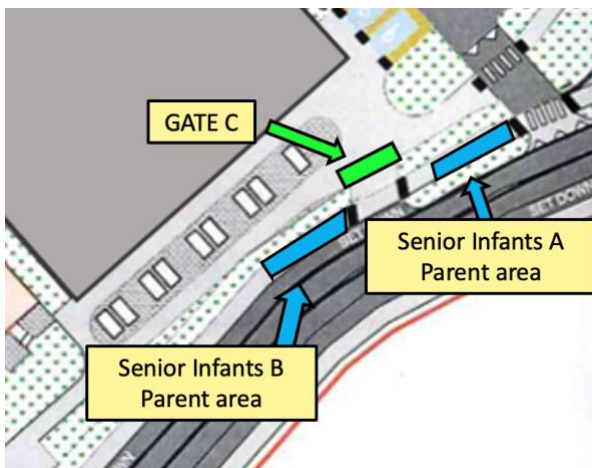
For video – [Click here](#)



Senior Infants A (M. Evelyn Paul) & Senior Infants B (M. Áine McGinn)

****GATE C****

For video – [Click here](#)



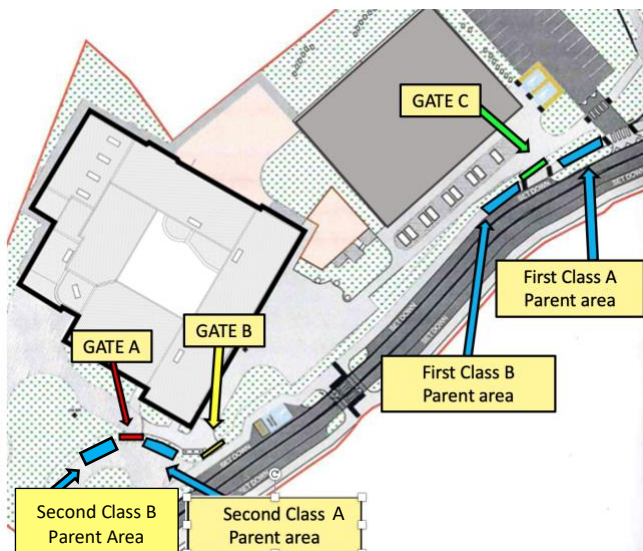
First Class A (M. Eoin Quirke) & First Class B (M. Michaela Kearney)

****GATE C****

Second Class A (M. Ríona Delaney) & Second Class B (M. Ailbhe McGauran)

****GATE A****

For video – [Click here](#)



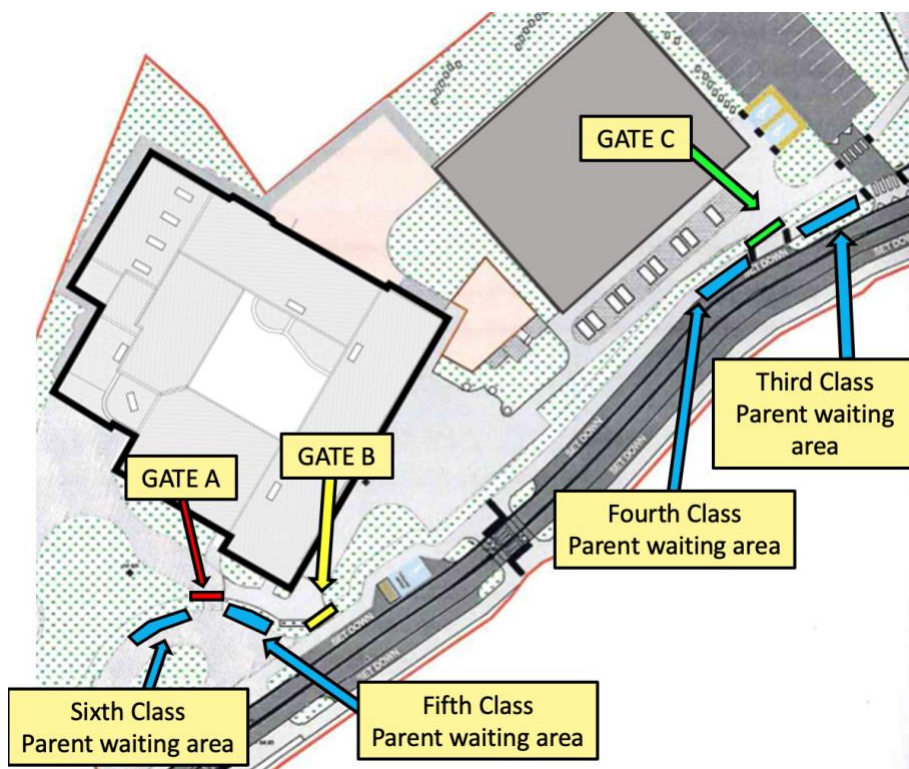
Third Class (M. Laura Duff) & Fourth Class (M. Emma Ramsay)

****GATE C****

Fifth Class (M. Laura Harrison) & Sixth Class (M. Aisling O'Sullivan)

****GATE A****

For video – [Click here](#)



Please Note:

- Parents/Guardians **must wear facemasks** beyond the main gate.
- We ask that one parent/guardian per family collect child(ren) from school.
- Teachers are aware that some parents/guardians will be collecting children from more than one gate. Teachers will wait with pupils at/near designated class gate until all children are collected.
- Parents/Guardians are requested not to congregate in groups or stand around chatting at collection times. Please adhere to social distancing in parent/guardian waiting area. Please leave promptly you have collected your child(ren).

Your child's learning

As we start back in a new term, staff will re-orientate their work with the curriculum, especially during the initial weeks back as they give greater time and attention to areas such as Language, Mathematics, SPHE and PE. Aistear will continue in the Junior classes. All teachers will start from where the children are at.



Pupil wellbeing/homework



Promoting the wellbeing of our school pupils and community is a fundamental element of a successful return to school. We are living through exceptional times and this impacts on the wellbeing of everyone. It is important that teachers do not rush into a focus on formal teaching and learning before first considering readiness and focusing on wellbeing. To that end homework will not be given until the start of October. Homework (as applicable to individual classes) will be set and completed through the Seesaw platform.

Communication with the school

No adults should enter the building other than school staff.

Class teachers will communicate with parents using ClassDojo/Seesaw/email/phone (outside of instruction hours). Please note that teachers may not be in a position to check correspondence when teaching the class. If urgent (e.g. early collection), please phone (01 4570432) or email the office (info@lucancns.ie) so that we can bring information to the teacher's attention.

All meetings, other than in essential circumstances, will take place by phone. The contact tracing log must be filled out for anybody entering into the building.

Sometimes, professional visitors like I.T. maintenance are necessary and they will be asked to fill out the Covid-19 Questionnaire/contract tracing log, and follow the school protocol for social distancing for visitors.

Break Times & Playground

There will be split breaks this school year.

Junior breaks (Junior Infants to First Class):
9.45-10.05, and 11.40-12.00

Senior breaks (2nd Class to 6th Class):
10.20-10.40, and 12.15-12.35

CSE pupils will be aligned with the break times of their mainstream classes.

Each class will have a defined playground space which will be cordoned off using cones.

School Uniform

We have compiled the following timetable to allow parents to wash the uniforms as frequently as possible. Children in our CSE can align with their class level.

Junior Infants, Senior Infants & First Class:

Monday: School Uniform

Tuesday: School Tracksuit

Wednesday: School Uniform

Thursday: School Tracksuit

Friday: School Uniform

2nd, 3rd, 4th, 5th & 6th Class:

Monday: School Tracksuit

Tuesday: School Uniform

Wednesday: School Tracksuit

Thursday: School Uniform

Friday: School Tracksuit

Physical distancing in classrooms

The DES Guidelines recognise that a common sense approach is needed in our primary schools.

The public health advice states that: “.. the principle of distancing can be usefully applied in the school setting, allowing for some flexibility when needed whilst noting that it must be applied in a practical way, recognising that the learning environment cannot be dominated by a potentially counterproductive focus on this issue”.

To that end, every effort will be made to limit interaction within classrooms (bubbles), to limit contact between class groups (pods) and to limit the sharing of common facilities.

Within Junior Infants to 2nd Class, each class acts as a bubble. The children will be grouped into pods which will be 1m distanced from each other.

Children from 3rd-6th will be required to stay in their pods and keep physically distanced from other class pods while indoors.

CSE: The CSE acts as one bubble. Integration with aligned mainstream classes can continue.

School Cleaning Schedule

The school will be cleaned by contract cleaners, following all government guidelines, advice and checklists, daily. The level of cleaning this year has been significantly increased from last year.

Signage

Signage will be displayed reminding the school community about Covid-19 prevention etiquette.

After-School Clubs

At present, we cannot facilitate after school activities. This will be reviewed periodically throughout the year.

Electronic devices

Pupils from 2nd to 6th Class have personal iPads which will not be shared with other pupils.

Pupils from Junior Infants to 1st Class: iPads will be sanitised after each class use.



Pupil Supplies

Lunches

Each pupils will bring their schoolbag to school which will contain their lunch box and drink bottle.

Parents must ensure children come with lunches etc. to prevent adults coming to school during the day. No sharing of lunches/ drinks among children. It will not be possible for parents to drop lunchboxes during the day.

Pencil cases

Request for each pupil to bring their own pencil case to avoid sharing of stationery.

CSE, Junior Infants -2nd Class: 2 tripod pencils, rubber, pencil sharpener/parer, crayons/twistables

3rd-6th Class: 2 Pencils, 2 red pens, 2 blue pens, ruler, rubber, pencil sharpener/parer, twistables/colouring pencils

Please label all items.

Hand Sanitising and Hygiene

Wall hung sanitisers are hung in each classroom and school entry point.

Pupils may bring their own sanitisers in their school bags if pupils wish.



Pupils and staff will perform hand hygiene:

- on arrival at school
- before eating or drinking
- after using the toilet
- after playing outdoors
- when their hands are physically dirty
- when they cough or sneeze

Respiratory Hygiene

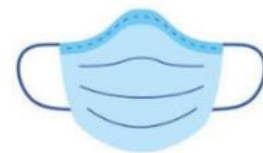
All members of the school community will practise respiratory hygiene.

This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

Please discuss the importance of hand and respiratory hygiene with your child before coming back to school.



Visors and Masks



All staff will wear masks.

Parents/guardians are required to wear masks on entering the school campus past the main gate as 2m physical distance may be difficult at arrival and collection times.

Guidelines recommend primary school children should not wear face coverings. If parents wish for their children to wear masks, that is fine. School staff are not responsible for ensuring that pupils who choose to wear masks are wearing them correctly at all times during the school day.

Scenarios whereby a child should not attend school:

Please see Government Guidelines:

<https://www.gov.ie/en/publication/a04fc-advice-for-students-and-their-families/>

Please see that latest isolation guide for children under 13 years of age: [Isolation Guide](#)

- Children displaying symptoms of Covid-19 as outlined above.
- Children who are generally unwell – please err on the side of caution
- Note: As per current guidelines, siblings of close contacts do not have to restrict their movements unless the close contact develops Covid symptoms (See isolation guide above) and also the following document: [A parent's guide to close contacts](#).

Very High Risk Children (Extremely Vulnerable)

Some children fall into the Extremely Vulnerable Category:

<https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk>

Some children have underlying health conditions who have been directed by a medical professional not to attend school.

We ask that you contact the school if your child has been medically advised to cocoon.

Pupils who have been abroad/on holidays outside of Ireland

Please see the following Government advice on international travel:

<https://www.gov.ie/en/publication/77952-government-advice-on-international-travel/>

Child Illness

If your child displays symptoms of Covid-19 (A temperature of 38 degrees Celsius or more, a new cough, loss or changed sense of taste or smell, shortness of breath or an existing breathing condition that has become worse, other uncommon symptoms of Covid-19, such as sore throat, headaches or diarrhoea), they will be immediately cared for in an 'isolation room' where they will remain until they are collected. They must be collected as soon as possible.

If a parent/guardian cannot be contacted after 30minutes, the pupil's GP or a local GP/HSE will be contacted for advice.

The isolation room will be sanitised after the child leaves.

Children must be sent home from school if they display any symptoms of Covid-19.

Returning to School after Illness

Please [Click here](#) for *Schools Pathway for Covid-19, the Public Health approach*

If your child is sent home with symptoms of Covid-19, before returning to school, you must provide a [written declaration](#) that your child is well enough to return to school. This should be supplied to the office or to the following email: info@lucancns.ie with Child's name and 'Parent Declaration Form' in the subject line.

The school has a responsibility to make every effort to ensure the safety, health and well-being of all members of our school community – pupil, parents and staff. A robust school plan has been put in place to achieve this, but it cannot work without the full co-operation and endeavours of the whole school community. We need your support in adhering to the school's ongoing safety routines and procedures, and in following the HSE health guidelines.

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 the school and the consequent risk of its spread. As well as your co-operation, which is essential, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

Teachers will make children aware of the proper hygiene procedures regarding hand washing and etiquette related to sneezing, coughing or spitting. We would be grateful if you could also continue to emphasise safe hygiene practices to your children at home as part of the preparation for returning to school.

Our aim remains to re-open the school in a safe and orderly manner, while reassuring the children and making them feel comfortable, safe, and relaxed with their friends in the school environment. This will be achieved by all of us working toward this common goal. We are really looking forward to welcoming our children back to school again and will be doing all that we can to ensure that the return to school is a safe and enjoyable experience for the children.

Checklist for Parents:

- I am fully aware of the guidelines issued by the Department of Education and HSE (as contained above) about when I should/shouldn't send my child to school.
- I have prepared my child for the return to school and revised the school safety routines (as above) with him/her. It is advisable to mention these changes in a positive way. Examples of language used could be as follows:

‘Your teachers and SNAs are looking forward to having you back. There will be the same rules as before the Winter break to keep everyone safe and well in school. You must follow these rules. Your teachers and SNAs will always be there to help you and if you have any questions, do ask them.’
- I am aware of the days my child should wear their uniform or tracksuit.
- I have a pencil case for my child with appropriate materials for their learning.
- I have joined Class Dojo/Seesaw and connected with the class teacher (by end September)
- I have provided updated contact details for the school on my family GP and/or changes in contact details if necessary. I have informed the school via info@lucancns.ie about a change of address.
- I have informed the school if my child has been medically advised to cocoon.