



Re-opening HCCS- Covid 19 Plan

Underlying Principles

- The school has a responsibility to strive to ensure the safety, health and well-being of all members of our school community – students, parents/guardians and staff. This plan has been formulated to ensure that the school 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 students to return to school for all five days of the school week and for a full school day as much as is possible. 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.

Assumptions

- All Students come to school and classes operate to a normal timetable where possible
- **All Students**, apart from specific exemptions will be required to wear **face coverings** in the classroom and on corridors.
- Face coverings are recommended that are reusable and washed once every day as is consistent with the recommendation to wear face coverings in other contexts such as on public transport, in shops and indoors where a 2m physical distance cannot be maintained. It is recommended that when not in use, masks are stored in a zip lock plastic bag.
 - The day will include 2 x breaks 1 x 15 minute break and 1 40 minute lunch break. Year Groups will be assigned to a specific area in the school. Time in the Yard/astro turf will be rotated for different year groups on designated days
 - Hand sanitiser will be available at all entry points and in all class and bathrooms

Arrival at school

- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.
- Each Year Group should aim to arrive at their allocated time only.
- Each Year Group should line up at their designated point with social distancing observed. There will be designated queuing areas
- For entering and exiting the school is split into different groups.
- Supervising staff members will invite the students to enter the building via their designated entrance point at the appropriate time.



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- No adults, other than staff members, should enter the school building unless invited to do so.
- Messages for teachers can be sent by email or by phoning the school office.
- Parents/Guardians are asked NOT to drive or park in the school grounds as students will be walking (socially distanced as per guidelines) on the driveway.
- We ask for co-operation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised.
- Any student arriving after 08:50 are required to enter via the front door and sign in at the office.

Arrival Times Juniors 8.30-

Time	Year	Enter through....	Go to Locker room	Proceed to Tutor Room
8.30 – 8.40	1 st year	Front Door	Marian Locker Room	1 Hume to Mar 4 1 Beaufort to Mar 5
8:30-8:40	2 nd Year	Back Door	Cornelian Locker room	2 Roche -Cornelian 1 2 McGrath -Cornelian 3
8:30-8:40	3 rd Year	Side Door	Columban Locker Room	3 MacAlesse -Columban 4 3 Robinson -Col 9

Arrival Times Seniors and Poppy

Time	Year	Enter through....	Meet tutor at Locker Room	Proceed to tutor room
8.42 – 8.50	TY	Back Door	Cornelian Locker Room	Cor 9
8:42-8:50	All 5th Years	Side Door	Columban Locker room	5th LC-Col 2 and Col 8 5AP-Col 1
8:42-8:50	All 6 th years	Front Door	6 th year Locker Room	6th year - Cor 4 6AP-Mar 6



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8:42- 8:50	Poppy Centre	Poppy Centre Door	Poppy Centre Classrooms	Pat 1 and 2
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Breakfast Club

- A maximum number of students 30 can attend Breakfast club in the morning from 8.00am - 8.30am
- Students will be asked to reserve a place in Breakfast Club each week.
- Social Distancing should be observed at all times in Breakfast Club
- Students sanitise their hands on entry and exit to the canteen

In the classroom

- Desks and chairs are not to be moved
- Students must have their own materials
- Students will sanitize their hands on entry and exit of each class
- Students will sanitize their own desk and chair at the end of every lesson

Class Times

Tutorial	8.42-8.50
P1	8.50-9.30
P2	9.30-10.10
P3	10.10-10.50
Break	10.50-11.00
P4	11.00-11.40
P5	11.40-12.20
P.6	12.20-1.00
Lunch	1.00-1.30
P7	1.30-2.10
P.8	2.10-2.50
P.9	2.50-3.30



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Movement from class to class

- All students will move from class to class operating under the established one way system.
- Students will make their way directly to the classroom and avoid congregating on the corridors.
- Students may only use their lockers at the designated times. Lockers have been pre -allocated to students

Break times Covid-19 Protocol

- All students will sanitize their hands before eating their lunch and again after eating.
- When eating students should bring their own water bottles, cutlery etc. They will be asked to place all waste and cutlery straight back into their lunch bags to take home.
- Students will be encouraged to clean their table and clean their hands after eating and cleaning.
- Students will not share food e.g. lunches and birthday cakes.
- A staff member will open and close all doors to minimize unnecessary contact with surfaces in public areas.

Break Times

Morning Break 10.50-11.00

Year Group	10.50-11.00
1 st year	Library
2 nd year	Tutor Rooms/outside
3 rd year	Tutor Rooms
Poppy Centre	Poppy Centre GPA
TY	Cor 9
All 5 th Years	Col 4
6 th years LC	Pat 5
6AP	Pat 4

Bathrooms 10.50-11.00

- Bathrooms will be supervised by a staff member
- All students should make their way to their assigned break rooms first
- Supervising teachers will allow students to the bathrooms
- Students should queue in the appropriate manner outside the bathrooms until told to enter by the supervising staff member.
- Maximum no. of students permitted in Colman toilets is 4



- Maximum no. of students permitted into Marian toilets is 5

Procedure for 10.50-11.00 Break

Juniors

- Students remain in the classroom with the named supervising teacher
- If the weather is nice the supervising teacher can take the students outside and remain with them.
- Students are permitted to have a snack please be mindful of the school's healthy eating policy – any sugary drinks crisps sweets should be confiscated from the student
- Students can be allowed to the toilet 2 girls 2 boys out of the classroom at any one time
- There will be a supervisor at the toilets to monitor the number of students entering the toilets
- **There is no access to lockers during this break**
- **Students should not be left unsupervised in classrooms or outside.**

Poppy Centre

- Students in Poppy Centre to access the general purpose area in poppy centre.
- Students should be encouraged to follow the school's healthy eating policy
- Supervising teacher can choose to take the students outside

TY – supervising teacher to supervise them in their classroom

- If the weather is nice the supervising teacher can take the students outside and remain with them.
- Students are permitted to have a snack please be mindful of the school's healthy eating policy – any sugary drinks crisps sweets should be confiscated from the student
- Students can be allowed to the toilet 2 girls 2 boys out of the classroom at any one time



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- There will be a supervisor at the toilets to monitor the number of students entering the toilets
- **There is no access to lockers during this break**
- **Students should not be left unsupervised in classrooms or outside.**

5th year Students

- **5th Year will be supervised in COL 4 named supervising teacher should meet the year group in COL 4**
- If the weather is nice the supervising teacher can take the students outside and remain with them.
- Students are permitted to have a snack please be mindful of the school's healthy eating policy – any sugary drinks crisps sweets should be confiscated from the student
- Students can be allowed to the toilet 2 girls 2 boys out of the classroom at any one time
- There will be a supervisor at the toilets to monitor the number of students entering the toilets
- **There is no access to lockers during this break**
 - **Students should not be left unsupervised in classrooms or outside.**

5AP

- Students remain in the classroom with the named supervising teacher
- If the weather is nice the supervising teacher can take the students outside and remain with them.
- Students are permitted to have a snack please be mindful of the school's healthy eating policy – any sugary drinks crisps sweets should be confiscated from the student
- Students can be allowed to the toilet 2 girls 2 boys out of the classroom at any one time
- There will be a supervisor at the toilets to monitor the number of students entering the toilets
- **There is no access to lockers during this break**



- **Students should not be left unsupervised in classrooms or outside.**
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6th Years

- **6th Year will be supervised in PAT 5 named supervising teacher should meet the year group in PAT 5**
- If the weather is nice the supervising teacher can take the students outside and remain with them.
- Students are permitted to have a snack please be mindful of the school's healthy eating policy – any sugary drinks crisps sweets should be confiscated from the student
- Students can be allowed to the toilet 2 girls 2 boys out of the classroom at any one time
- There will be a supervisor at the toilets to monitor the number of students entering the toilets
- **There is no access to lockers during this break**
- **Students should not be left unsupervised in classrooms or outside.**

6AP

- Students remain in the classroom with the named supervising teacher
- If the weather is nice the supervising teacher can take the students outside and remain with them.
- Students are permitted to have a snack please be mindful of the school's healthy eating policy – any sugary drinks crisps sweets should be confiscated from the student.



- Students can be allowed to the toilet 2 girls 2 boys out of the classroom at any one time
- There will be a supervisor at the toilets to monitor the number of students entering the toilets
- **There is no access to lockers during this break**
- **Students should not be left unsupervised in classrooms or outside.**
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Lunch Time: 1.00-1.30

- Each year group is assigned its own area for lunch break
- All Areas and Yard will be supervised by teachers and SNAs
- Students are expected to observe 1 metre social distancing at all times

Year Group	1.00 - 1.10	1.10-1.30	Yard/Astro Option weather permitting
1 st year	Marian Locker room	Library	Designated class group area on astro behind the sportshall
2 nd year	Cornelian Locker room	Canteen	Designated class group area on astro behind the sportshall
3 rd year	Columban Locker room	Sports Hall	Designated class group area on astro behind the sportshall

Poppy Centre	Poppy Centre GPA	Yard (weather permitting)	
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Year Group	1.00-1.20	1.20-1.30	Outdoor Option
TY	Cor 9	Locker room	Front of Sports Hall
All 5 th Years	Col 4	Locker Room	Designated area In front of the Sports hall
All 6 th years	Pat 4 & 5	Locker Room	Designated area in front of the sportshall

Procedures for Lunchtime Supervision

1st Year dry weather

- Proceed to Marian Locker room
- As students finish with their lockers send them onto Astro through the Marian door exit
- Remain on the Astro pitch until 1.30
- Encourage the school's health eating policy
- Students are allowed to go to toilets 2 boys and 2 girls at any one time. Marian and columban toilets will be supervised.

1st year – wet weather

- Proceed to Marian Locker Room
- As students finish with their lockers send them onto the Library
- Remain in the Library until 1.30
- Encourage the school's health eating policy
- Students are allowed to go to toilets 2 boys and 2 girls at any one time. Marian and columban toilets will be supervised.

2nd Year dry weather

- Proceed to Cornelian Locker room



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- **As students finish with their lockers send them onto Astro through the back door exit**
- **Remain on the Astro pitch until 1.30**
- **Encourage the school's health eating policy**
- **Students are allowed to go to toilets 2 boys and 2 girls at any one time. Marian and columban toilets will be supervised.**

2nd year – wet weather

- **Proceed to Cornelian Locker Room**
- **As students finish with their lockers send them onto tutor rooms**
2 Roche -Cornelian 1 2 McGrath -Cornelian 3
- **Remain in the tutor rooms until 1.30**
- **Encourage the school's health eating policy**
- **Students should wipe down their area before leaving**
- **Students are allowed to go to toilets 2 boys and 2 girls at any one time. Marian and columban toilets will be supervised.**

3rd Year dry weather

- **Proceed to Columban Locker room**
- **As students finish with their lockers send them onto Astro through the side door exit**
- **Remain on the Astro pitch until 1.30**
- **Encourage the school's health eating policy**
- **Students are allowed to go to toilets 2 boys and 2 girls at any one time. Marian and columban toilets will be supervised.**



3rd year – wet weather

- **Proceed to Columban Locker Room**
- **As students finish with their lockers send them onto tutor rooms**
3 Robinson -COL 9 3 McAleese -COL 8
- **Remain in the tutor rooms until 1.30**
- **Encourage the school's health eating policy**
- **Students should wipe down their area before leaving**
- **Students are allowed to go to toilets 2 boys and 2 girls at any one time. Marian and columban toilets will be supervised.**

Poppy Centre

- **Gather in GPA**
- **Encourage HCCS healthy eating policy**
- **If weather is fine take students out for a walk after they have finished their lunch.**

TY

Dry weather

- **Proceed to area directly outside Cornelian via back door**
- **Encourage HCCS healthy eating policy**
- **At 1.25 bring students to Cornelian Locker room**
- **Students are allowed to go to toilets 2 boys and 2 girls at any one time. Marian and Columban toilets will be supervised.**

TY

Wet weather

- **Proceed to Cor 9**
- **Encourage HCCS healthy eating policy**
- **At 1.25 bring students to Cornelian Locker room**
- **Students are allowed to go to toilets 2 boys and 2 girls at any one time. Marian and Columban toilets will be supervised**



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5th Year

Dry weather

- **Proceed to area directly outside Sports Hall**
- **Encourage HCCS healthy eating policy**
- **At 1.20 bring students to Columban Locker room**
- **Students are allowed to go to toilets 2 boys and 2 girls at any one time. Marian and Columban toilets will be supervised.**

5th Year

Wet weather

- **Proceed to Col 4**
- **Encourage HCCS healthy eating policy**
- **At 1.20 bring students to Columban Locker room**
- **Students are allowed to go to toilets 2 boys and 2 girls at any one time. Marian and Columban toilets will be supervised**

6th Year

Dry weather

- **Proceed to area directly outside Sports Hall**
- **Encourage HCCS healthy eating policy**
- **At 1.25 bring students to 6th Year Locker room**
- **Students are allowed to go to toilets 2 boys and 2 girls at any one time. Marian and Columban toilets will be supervised.**

5th Year

Wet weather

- **Proceed to Pat 5 & 6**
- **Encourage HCCS healthy eating policy**
- **At 1.25 bring students to 6th Year Locker room**
- **Students are allowed to go to toilets 2 boys and 2 girls at any one time. Marian and Columban toilets will be supervised**



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End of School Day Juniors 3.20-3.30

1 st years	Marian Locker Room	Proceed to front door
2 nd Years	Cornelian Locker room	Proceed to back door
3 rd Years	Columban Locker Room	Proceed to side door

End of the School Day Poppy Centre 3.30

Poppy Centre	Exit via Poppy Centre Back Door	Proceed to Buses
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End of the School Day Seniors 3.30

TY	Columban Locker Room	Proceed to Back Door
5 th Years	Cornelian Locker Room	Proceed to side door
6 th Years	6 th year Locker Room	Proceed to Front Door Door

Homework Club

- HCCS will continue to provide a space for HW club in the library
- Students should sit at least 1 metre apart
- Laptops and tables etc. will be thoroughly sanitised after use
- Prepacked food, fruit and sandwiches will be available to the students.

Collection of Students during the School Day

If a Parent/Guardian has to collect a child during the course of the school day, alert the Year Head through the homework journal or send an email to the school (office@holychildcs.ie)

The following arrangements will apply when the adult arrives at the school, they should phone the office to alert the school that they have arrived.

- The adult should wait outside the front door
- The child will be brought from their class to the parent/guardian by a member of staff.

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 are the procedures will be implemented:

- Parents/guardians will be contacted immediately



Holy Child Community School

- 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. They should wear the mask if in a common area with other people or while exiting the premises.
- 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 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/guardians 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.

Students who should not attend school

If your child is in one of the following categories, they should not attend school –

- Students who have been diagnosed with Covid-19
- Students who have been in close contact with a person who has been diagnosed with Covid-19
- Students who have a suspected case of Covid-19 and the outcome of the test is pending
- Students who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Students with underlying health conditions who have been directed by a medical professional not to attend school
- Students who have returned home after travelling abroad and must self-isolate for a period of 14 days
- Students who are generally unwell

Supporting the Learning of Students 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 learning support teacher, where relevant) will share suggested activities to support the child's learning at home with parents/guardians.

Public health advice will be sought and followed



Personal Equipment

- In so far as possible, it is requested that all Students 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.

Shared Equipment

By necessity, some classroom equipment needs to be shared including tablets, laptops and the Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection.

Learning Support

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal.

Where an additional needs teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.

- Where Students receive support in one of the resource rooms, social distancing of 1 metre will be maintained between each child in the group as far as possible.
- The tables and chairs in resource rooms will be wiped clean in between different groups attending

PPE

Staff and visitors to the school will follow department guidelines.

Teacher Absence and Substitution

In the event that a teacher is unable to attend school, every effort will be made to secure a substitute teacher. If a substitute teacher is not available. In such circumstances, it may not be possible for particular classes to attend on that day. If that is the case, as much notice as possible will be given to parents/guardians.

PE

Where possible, PE should take place outdoors and use of equipment will be cleaned between class groupings. If the PE hall is being used by class groupings, common touch points should be cleaned at intervals throughout the school day.

Uniform

Students should attend school in full uniform. On the day where a student is timetabled for P.E students may wear their PE uniform for the full school day.

Extra-curricular Activities

There will be no extra curricular activities for the month of September and possibly all of term 1. The possibility of facilitating extra-curricular activities will be explored.