



Covid 19 School Procedures – September 2020

Due to the unprecedented situation we are now facing, our school will be a very different place this year. Below we have tried to outline how the school will run on a day-to-day basis. Our primary consideration in all of this is to ensure that students are kept safe, and that we run our school in line with the directives issued by the Department of Education (DES) and National Public Health Emergency Team (NPHET).

The school's response to the challenges that the pandemic presents are included in our schools Covid 19 Response Plan. This is available on the school's website, along with the school's Covid 19 Policy.

Access to Building

- The school will operate a one-way system, with students accessing the building via the side door beside the football court. Once inside the building students will follow the directional arrows to their classrooms. All students will exit the school via the main entrance.
- There will be no congregation areas in the school. Once inside the school, students will proceed to their designated classroom. The canteen seating area will not be open to 2nd Level students, and students will not be allowed to congregate on the corridors due to the requirement for social distancing.
- Parents and other members of the public will not be allowed to enter the school except by appointment. If you wish to make an appointment please contact the school office.

Sanitisation & Cleaning

- All students must use the hand sanitisers provided upon entering the school and each individual classroom.
- Students will be provided with sanitising wipes to clean their chair and table prior to each new class they enter.
- The school will be regularly cleaned throughout the day, and all classrooms will be cleaned and disinfected each evening.

School Opening

- School grounds will be open to students from 8.30 a.m each morning. Students will not be allowed onto school grounds prior to this time. This is to prevent student congregation.
- The school building will be open from 8.45 a.m each morning. Once entering the school, students must proceed directly to their home rooms. They will not be allowed to remain on the corridor.

School Closing

▪ Class finishing times will be slightly staggered in the evening to prevent students from leaving in large groups:

- 1st Year classes will finish at 3.40 p.m;
- 2nd & 5th Year classes will finish at 3.50 p.m
- Exam and LCA classes will finish as usual at 4.00 p.m

Students will leave the building directly at these times under teacher supervision and should make their way home directly or be collected. Students will not be allowed to congregate at the entrance to school.

Lockers

▪ There will be no lockers available to students this academic year. This is due to issues with cleaning and also social distancing. Students should bring all necessary equipment and materials with them each day and return home with same.

Break & Lunch Times

▪ Students will have break and lunch times in their home rooms or in the designated areas outside the school building. Students will not have access to any other social seating within the building. All areas will be supervised during these breaks.

Canteen

▪ For the start of the school, there will be no canteen in place. This is due to supplier and contract issues due to Covid 19. All students should bring a packed lunch to school each day. No food will be provided in the school.

▪ We hope to be in a position to start our Breakfast Club at some stage in late September. More details as we have them.

Signing In and Out

▪ Where students arrive late they should sign in at the office. Students will not be allowed to enter the office but can sign in at the office window / hatch.

▪ Where students need to sign out for an appointment, parents must provide student with a note in school journal as per school policy. Parents should collect students at the school gate at the time specified on the note. They will not be allowed to enter the building to collect the student (*parents should also consider holding student off school until the appointment and allowing student to return after the appointment*).

Classroom

- Students will have assigned home rooms to minimise the contact between different classes in the school and to minimise movement and cleaning requirements.
- Classroom furniture has been arranged to ensure that all students are seated a minimum of 1 metre apart, in line with DES/NPHET guidelines.
- All students will be required to wear a face mask / covering at all times in the school where they are less than 2 metres from others. This means students will have to wear face masks during all classes, and upon entering the school building.
- The school will provide each student with a reusable face mask at the beginning of the school year. However, we advise that students have more than one mask for hygiene purposes. *The school will not provide disposable masks to students.* Scarves and bandanas will not be permitted to be used instead of masks.
- All students must use the hand sanitisers provided upon entering the school and each individual classroom.
- Students will be provided with sanitising wipes to clean their chair and table prior to each new class they enter. They will then dispose of used wipes in the bins provided.

School Trips

- School trips will be considered based on curricular need. All such trips will only proceed if appropriate requirements and social distancing and students safety can be met.

Code of Behaviour

- The school's Code of Behaviour continues to be as published for the upcoming year. However, where students fail to adhere to the Covid 19 procedures within the school or behave in a manner that compromises the safety of the school community, they will be removed from class and sent home immediately. In such circumstances, they will not be allowed to return to school until such a time as parents have met with school management.

David McGuinness

17th August, 2020