



Guidelines for the safe return to Bush Post Primary School

In advance of returning to school we would ask all parents/guardians to read the following guidelines with their son/daughter to ensure they are familiar with the necessary changes we have introduced to ensure the safety of everyone within the school and the wider community. This document is a summary of our *COVID-19 Response Plan for the Safe and Sustainable reopening of BUSH Post Primary School*.

All associated COVID-19 documents will be uploaded on our school website under the **2020/21** drop down menu and this information will be updated in accordance with the DoES and the acting Chief Medical Officer's guidelines.

We are relying on your full support as always to combat the control and spread of COVID-19 within our school and our efforts will be totally ineffective if we do not have the full support from you the parents/guardians at home.

Return dates for Students 2020/2021

Monday 31st August – 1st Year Students 9.00 – 12.15pm

Tuesday 1st September – 1st & 5th Year Students 9.00 – 12.15pm

Wednesday 2nd September – All year groups return 9.00 – 3.45pm

Foreign Travel

It is expected that any family who travelled abroad even to one of the countries on the green list has restricted their movements for 14 days in advance of returning to school and we would request that you do not attend school until after the 14 day period has expired. The current Government advice is not to travel abroad unless essential and this information may change over the next couple of weeks and will be updated accordingly.

Timetable Changes

Due to Covid-19 we have designed a new weekly timetable which results in a reduction of the number of periods each day and week. This will also reduce the number of times students will change rooms and all classes are 58 minutes long. Classes will start at 9.00am and finish at

3.45pm Monday –Thursday (6 periods) and start at 9.00am and finish at 2.45 on Friday. (5 periods).

Access to the School

In order to ensure the social distancing is adhered to, students **will not be allowed to enter the school campus before 8.50am each morning** and buses will adjust their timetable to arrive at the school for 8.50am. Staff will coordinate, supervise and direct students to their specific entrance doors which will be clearly and go directly to their classrooms for their first 9.00 am class. Given the current guidelines it will not be possible to hold assemblies but year heads will supervise their cluster of classrooms each morning to check in with the students in their care. **Each year group will enter and exit the building through specific doors as shown in the map below.**

Face Masks

The wearing of cloth face masks helps prevent respiratory droplets from being transmitted into the air and help protect other students and staff from catching the virus. **It is therefore mandatory for all students and staff to wear a face covering when a physical distance of 2m cannot be maintained.**

Cloth face coverings should not be worn for any of the following reasons:

- If you have difficulty breathing
- If you have any special medical conditions
- If you have intellectual or developmental difficulties or any other health related conditions such as sensory or tactile sensitives

Information posters on the proper use of face coverings will be communicated to students during induction on the first day back to school and further information is available using the following link:

<https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

Cloth face coverings should be washed after every day or use and it is advisable that your son/daughter should have a number face coverings. A limited emergency supply of disposable face coverings will be available in the school but will only be for single use.

If your child is deemed vulnerable due the health conditions or personal circumstances, we will organise to contact you in advance in order to plan specifically around their needs. We already

have a Bush Post Primary Health Register but in light of Covid-19, we ask that all Parents/Guardians of students that may be in this category to email the respective year head school (details below) and we will follow up with you individually

Please contact your respective year head in advance and forward any supporting medical notes before the start of the academic year. Where possible alternatives should be examined and agreed to ensure that all students and staff are protected.

1 st year	Year head Mr Paul Malone pmalone.bpp@lmetb.ie
2 nd year	Year head Mr Joseph Corcoran JCorcoran.bpp@lmetb.ie
3 rd year	Year head Ms Jessica McCartney JMcCartney.bpp@lmetb.ie
Transition year/LCA6	Year head Ms Sheena Gartland SGartland.bpp@lmetb.ie
5 th year	Year head Mrs Sheila McDonald SMcDonald.bpp@lmetb.ie
6 th year	Year head Mr Shane Brennan SBrennan.bpp@lmetb.ie

Hand Sanitizing

Sanitizing dispensers will be located at every entrance to the school and at the entrance to every classroom. Students must sanitize as they enter the building and each student and staff member will be provided with a pocket size solution of sanitizer which can use throughout the day or after the school day.

Classrooms

All classrooms have been arranged to provide the optimum 1m distance between students and teachers and all available spaces throughout the school have been used in order to ensure that safe distances and ratios are maintained where possible. This will result in a reduction in the number of students to 24 in general classrooms and where numbers exceed 24, classes will take place in larger spaces within the cluster of rooms assigned to the year group. It may also be necessary to divide up class groups between existing teachers if suitable sized rooms are in use at that time.

Class Base Rooms

All year groups will be separated into different separate areas or pods throughout the school and all classes will have a base class room. Students will only move between their cluster of class rooms for their option subjects and core subject levels and teachers will therefore travel to each group of students.

Routines as students enter classrooms

At the beginning of every class, students must sanitize as they enter the class room using the dispenser at the entrance door. Seating plans will be designed by each subject teacher for each room and students must wear a face mask for all classes. All desktops and chairs will be cleaned at the change of every class using anti-bacterial spray and wipes. All internal classroom doors will be open for the duration of each lesson to reduce contact with doors and door handles and all rooms will be ventilated during each period of the day. At the end of each day, each room will be thoroughly cleaned at the end of each school day.

Practical Subjects

All practical classes will take place in general classrooms for the first 3-4 week except for PE and we will monitor our new procedures to ensure we protect everyone. Priority will be given to examination classes and as soon as it is practicable we will undertake a risk assessment and reintroduce students to the practical components of these subjects.

Corridors and Toilets: All corridors, external paths and open spaces will have floor markings to remind students of the guidelines with respect to social distancing. Additional toilet facilities have been provided throughout the campus and access will be monitored to ensure social distancing guidelines are maintained.

Movement between classes

All corridors have social distancing marking but when students have to move between classes in their cluster, they should walk in single file keeping a 2m distance and walk on the left hand side of the corridor. This will be discussed at the COVID-19 induction on their first day.

Student Supports & Wellbeing

Our team of Guidance Counsellors, year heads and pastoral care team are available throughout the week to help support a successful return to school as we continue to manage the impact of the COVID-19 pandemic. All our students and staff are looking forward to going back and reconnecting with school, reconnecting with friends and colleagues and settling back into school work. This is a

time of change with new rules and routines to establish and learn, in order to keep everyone safe. This year all Junior Cycle classes will receive one period each week to support their wellbeing and help promote a sense of safety and a sense of calm and connectedness while in school.

Canteen

The canteen will not be open before the first class and the breakfast club will be offered to all students at the 15minute short break. All food will be brought to a designated distribution point for each year group and students will eat their food in their assigned cluster of rooms.

Lunch & Break Times

Students will have a 15 minute break at 10.56 am and they will be able to circulate within their spaces while maintaining physical distancing. At lunchtime they will receive a 40 minute break at 1.07 pm and there will be designated areas throughout the campus where students can circulate and exercise while maintaining physical distancing.

Uniform & Tracksuit

Students are required to wear their full school uniform as normal except for the day that they are scheduled to have Physical Education when they can wear the school tracksuit. The schools' dress code must be followed and full details are on the school's website under the Policies section. The PE uniform is currently on sale from DEFY Sports from 24th-29th August at 82 Park Street, Dundalk, Co Louth.

Equipment

All students need to have all necessary equipment, pens, copies, calculators, devices as it is not advisable to share any equipment between students. Lockers will not be available to students and it is important that students carry their books with them each day as class sets will not be available. Teachers will be conscious of the weight of school bags and will aim to minimize the volume to be carried each day.

End of the Day Routines

At the end of the day, students will make their way to their designated collection point to get their bus or lift. We would ask parents/guardians to delay arriving at the school as parking at the front will be prioritized for buses.

Visitors to the School

Visitors will be restricted to essential workers only and limited to those who have received prior approval from the School Principal. It will therefore not be possible for parents to access the school building for any reason without the prior approval from the school Principal. Students who need to leave the school during the day with parental permission will only do so through the main front entrance once notes have been verified. The parent can telephone the main office once they arrive at the school and should wait outside until the student is signed out.

A contact tracing form for those entering the building must be completed and left at reception on departure.

Suspected COVID-19 Case

- **Our advice is that no student, teacher or parent should attend the school if unwell or if any members of their family are unwell with symptoms of COVID-19.**
- A designated isolation room has been prepared within the campus which is ventilated and away from the main student/staff body.
- Any student/staff member presenting with symptoms will be brought to the isolation room by a member of the senior management team.
- Contact will be made with the parent/guardian immediately.
- Students who during the day present as unwell will have their temperature checked electronically to reassure or confirm if there is a concern and parents/guardians will be contacted either way.
- The isolation room will be thoroughly cleaned and disinfected after every use
- The HSE will inform any parents/staff who have come into close contact with a confirmed case of COVID-19 using the contact tracing process. All information will be treated in the strictest confidence to protect the individual.

Work Experience

Work experience is an integral part of TY and the LCA programmes and we would hope that students would be able to participate in work experience either in a block or one day per week providing they can comply with public health advice and social distancing requirements.

Every student will be reminded daily of the 3 basic ways to combat COVID-19 Hand Hygiene, Respiratory Etiquette and Physical Distancing but it is vital that these good habits are maintained throughout the day, seven days per week, in order to protect our students, staff and the wider community.

Hand Hygiene

Posters will be displayed throughout the school and in all toilets showing the correct way to perform hand washing. Hands should be washed on arrival to school, before eating or drinking, after using the toilet, after playing outside, when they cough or sneeze or when their hands are physically dirty.

Students should avoid physical contact and not shake hands but rather offer their elbow as a form of greeting.

Respiratory Etiquette

Students should always follow the correct guidance when coughing or sneezing. You should cover your mouth and nose with a tissue and dispose of it immediately or cough or sneeze into a bent elbow.

Physical Distancing

Where possible students and staff should maintain a minimum of 1metre distance and if possible 2 metres. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside or crouching down. We will endeavor to ensure that students have appropriate spaces to practice social distancing and will configure out campus to help maintain this.

Routines at night

Please ensure that you keep a copy of your son/daughters timetable to hand and ensure that they have all their own equipment as equipment should not be shared between students.

Check that the following are packed each night before they go to bed

- Correct school books for the following days classes
- Correct copies
- Pens, coloring pencils if needed
- Calculators
- Charged Microsoft Device.

Please contact the school if you have any concerns or which to clarify any of the about information and we look forward to your support in returning to school safely.