**Kilcommon N.S. Back to School Plan**

Dear parents,

We look forward to welcoming back our Incoming Junior Infants on Friday 28th as well as all our pupils on Monday 31st August. As you know, school will be a bit different this year, especially at the beginning, but the children will get used to new procedures very quickly and we will reassure them of procedures in class. Please explain to your child that things will be a bit different but try not to let them know that you are overly worried. Children pick up on stress. We share the following procedures to reassure families that Department of Education guidelines have been followed and that we will make every effort to ensure that Kilcommon School is a happy and safe learning environment for all our pupils. The well-being of our pupils is our number one priority. Keep an eye on the school website and your child’s class seesaw app this term as there may be possible updates to this letter.

We aim to prevent the risk of infection coming into school and we cannot do this without your help! Please read the following procedures carefully. If you have any questions, please email the school on [info@kilcommon.net](mailto:info@kilcommon.net).

Kind Regards,

Melanie Hadden

**NB: YOU SHOULD NOT, UNDER ANY CIRCUMSTANCES, SEND YOUR CHILD TO SCHOOL IF THEY, OR ANOTHER MEMBER OF THE HOUSEHOLD, HAVE ANY COVID 19 SYMPTOMS (TEMPERATURE, A COUGH OF ANY KIND, LOSS OF SMELL/TASTE OR HAVE ANY KIND OF SHORTNESS OF BREATH).**

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

**Arrival time procedures**

* Pupils arriving on buses only 8.45 -8.50 am

Families with children from 3rd – 6th

(including those with younger siblings) 8.50 - 9am.

Families with children only in Infants – 2nd 9 - 9.10am.

**Please try to adhere to these times**. Pupils will proceed directly to their classes. There will be a member of staff at the school gate up to 9.10am to greet your child and to help Infant pupils.

Pupils should not enter school grounds before their allotted time.

NB Unfortunately, following guidelines, parents / minders may not enter school grounds.

* Children will independently enter and exit the school via the big front gate, which will be open at these times, and they must always use this gate. The 2 side gates will not be used this term.
* Please be on time**,** but if you arrive after 9.10am and staff members have left the gate, or if your child is arriving late because of a morning appointment, you must come to the front door of the school and ring the bell for your child to access the school building. Late arrivals are recorded on our roll system.

**End of school day procedures**

* At the end of the school day, pupils on buses will be collected from classrooms and led to buses, in their class bubble groups, between 2.30 and 2.40pm. Once they have left, other pupils will then be led by their class teacher to the gate where they will line up in their class bubble groups. New playground markings will be in place to help with this.
* Following guidelines, parents are asked not to congregate at the gate. Please remain in your car until you see your child’s class come out. If you have children in other classes, we ask you to return to your car until you see their class come out.

**Access to school grounds and the school building**

* Following guidelines, access to the school grounds and building is by appointment only. Under no circumstances should a parent / guardian or visitor enter school grounds or building without a prior engagement. Pre-arranged visits should be for essential purposes and a contact tracing log is filled out for each visit.

**During school**

* Throughout the school there will be hand sanitisers provided which children will be required to use and they will be asked to regularly wash their hands and sanitise while in school.
* Within each classroom teachers have devised procedures to follow Dept guidelines including seating arrangements, sanitising, equipment etc. Pupils will be placed in ‘bubbles’ and ‘pods’ during class-time. However, they will mix with their full class group during break-times, which have staggered times this term. No whole school activities such as assemblies are allowed to take place.
* Staff will maintain a regular cleaning routine of all resources and materials that will be used by different pods or classes. Where necessary items of school equipment will be isolated for 72 hours prior to being used by a different pod/class.

**Cleaning**

* The school will be cleaned by our school cleaner, following all government guidelines, advise and using checklists, every day.

**What if your child falls ill in school?**

* If your child becomes ill in school with any of the symptoms of covid-19, Department of Education guidelines will be followed. Initially, they will be immediately cared for in an isolation room where they will remain, supervised, until they are collected. They may be given a mask and they must be collected as soon as possible. The HSE will inform any parents of children who have come into close contact with a diagnosed case.

**Carpark**

* Carpark work is currently taking place. Surfaces will be finished, however, markings will not be completed until mid- September, so please park carefully around the perimeter. Please reverse into spaces for safety. Do not park in front of the gate.
* Remember – If the carpark is full please drive into the church grounds to park and then exit by the filling station gate. Please drive slowly on both school lane and church lane. No-one is to enter the church carpark via the filling station gate, morning or evening.

**New Junior Infants**

* Unfortunately, parents will not be permitted to enter the school with their child. Mrs Workman, our Infant teacher, has already shared a welcome video with new Junior Infants. Rest assured, Mrs Workman and other school staff will do their best to make sure that everyone feels happy and safe at school. We will take some individual photos of pupils on their first day and during the first week to share with you. The number one priority for the first few weeks will be the children’s well-being.

**3rd / 4th classes**

* Your teacher for this school year will be Ms Emma Pearson. She will cover Mrs Pardy’s maternity leave and she is looking forward to greeting you all on the first day of term.

**After school care**

* After school care is available this term with ‘Ray of Sunshine’ childcare service. Ray of Sunshine operate independently of the school and rent the school hall. Care is provided for Infants from 1.40pm and other classes from 2.40pm for anything from 1 hr care and up to 7pm if required. They will follow Covid-19 safety guidelines and they will group children following the same group ‘bubbles’ etc as the school, keeping 2m from other bubbles as recommended. Please contact them on 0872724881 for further details on how to book in on a fortnightly basis.

**Have you been on holidays?**

* The Department of Education asks schools to remind staff, parents and pupils that if they are returning to Ireland from countries not on the Governments green list they should quarantine for 14 days.

**How can you help?**

1. Please print out and familiarise yourself with the information above, especially the school arrival and collection procedures, and ensure that all family members who drop-off and collect are also familiar with them.
2. Take your child’s temperature before coming to school and ensure their hands are clean.
3. Do not enter the school grounds unless prior permission to do so has been granted by the principal.
4. Although you are not permitted to enter school grounds, communication with your child’s teacher is highly encouraged via the school phone, homework diary, email or seesaw app.

Use of teachers’ personal phones is not encouraged.

1. Please ensure that the school has your up-to-date contact numbers, emergency contact numbers, email address etc. You should contact the school office by email or phone to check your details.
2. Make payments to the school via the online payment system.
3. Your child should not bring any personal items, which are not necessary for school, into school.
4. Please purchase some clear contact covering and keep at home as this may be needed at the start of term. Clear contact is required so books can be wiped down.
5. As pupils are asked not to share personal items, please ensure that all children have a pencil-case (wipeable if possible) containing several pencils, colouring pencils, rubbers and sharpeners.

3rd – 6th pupils should also have their own long ruler, a pritt-stick and small scissors. These will be kept in school. Please name as many items as possible.

Pupils should have an extra set for home use.

1. Homework will be different this term and a note will be issued by each class teacher at the start of term explaining new procedures for that class. Please make sure you have the seesaw app on your devices at home. Details on this app will be circulated to the families of all new pupils.
2. Pupils must have their own drink bottles in school every day. These will stay in school bags and should be washed and refilled for the next day. Please ensure bottles are clearly named. Use of school cups is not allowed.