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| ‘Return to School 2020’ STAKEHOLDER INFORMATION BULLETIN -PRESENTATION COLLEGE HEADFORD  **AUGUST 2020** | A Guide to COVID 19 Protocols for our School Community and Stakeholders  PLEASE BE ADVISED THAT THIS DOCUMENT IS SUBJECT TO CHANGE |

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**1.0: Introduction**

*To our PCH community,*

*We hope all is well with you and your family. These are exceptional and unprecedented times for us all. It is vitally important that we all approach this return to school with a united, positive and consistent approach. A sense of calm, of safety, of hope, belonging and connectedness to our school community and above all, a collective sense of pragmatism and common sense will ensure an efficient return to class for all.*

*Out of an abdundance of caution the Board of Management of Presentation College Headford set forth new measures designed to minismise the rise of COVID 19 to the school. Our COVID 19 Respose Plan is available to all stakeholders via our school website* [*www.presheadford.ie*](http://www.presheadford.ie) *and has been developed to address the risk of COVID 19. It outlines the measures applicable in addressing these risks*

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*It is acknowledged that there is no “risk-free” re-opening of schools and indeed, the acting chief medical officer admits that it is “virtually inevitable” that Covid-19 clusters will occur in schools when they re-open. However, guidance has been provided to all schools so that each school can work to ensure the safest possible return to school for all students, staff and the wider school community.*

*The Government recently released a roadmap for a full return to school. We are using these guidelines to prepare for the new term.* ***We will continue to keep you informed via text, emails, our website and our social media platforms. Please check in frequently****.*

*We have been working tirelessly all summer to ensure a safe return for both students and staff alike. We are working on procedures and protocols that must be in place for students to return. A COVID–19 aide has been appointed to assist with preparatory work, the aforementioned Lead Worker Representatives are liaising with senior management regarding the ongoing checking of safety procedures for all. Preparation work is continuing, and we will continue to ensure we do everything that is possible to minimise the risk posed by COVID -19.*

*To date we can inform you of the following:*

1. *We have done our utmost to ensure students are in classes where the 1m distancing protocol is being upheld.*
2. *An industrial deep clean has been carried out in PCH*
3. *The timetable and curriculum have been refined to ensure that all classes will have a comfortable and safe student capacity, and we have additional larger classrooms at our disposal, along with an overflow facility, should the need arise.*
4. *We have changed to student-based classrooms, thus minimising the need for students to interact with others outside their form.*
5. *We will continue to use our effective one-way system for the safe transition of students, while also adapting it for maximum benefit and minimum exposure.*
6. *We will have an enhanced cleaning regime including daily cleaning of all touch surfaces.*
7. *All classrooms are laid out following the physical distancing guidelines issued by the Government.*
8. *All classroom doors will remain open at all times. Windows will also be opened to ensure maximum ventilation. Students will be permitted to wear their school approved jacket in class as the weather becomes colder.*
9. *New hand sanitiser stations have been delivered to the school. All classrooms have hand sanitiser stations at the entrance, but students are also encouraged to have a bottle for their own personal use, particularly if they have skin conditions or allergies.*
10. *All bathrooms have hot water, soap and paper towels.*
11. *All staff will have completed* *training provided by the Department of Education and Skills.*
12. *New break and lunchtime routines will facilitate physical distancing.*
13. *We are fortunate to have more teaching/supervision staff for the 2020/2021 school year per Circular 0054/2020.*

*All students will receive a full and detailed briefing on the measures to follow to minimise the COVID 19 risk on their phased return to school. We now ask parents and students to get fully prepared for their return to school. Please prepare uniforms, copybooks, school bags and all other necessary stationery.*

*We look forward to hearing the halls of PCH ring out with chat and laughter once again,*

*Yours in education,*

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| **Principal Deputy Principal Deputy Principal** |

# 2.0: Health and Safety Measures

### *2.1: Knowing the Symptoms of COVID-19*

In order to prevent the spread of COVID-19, it is important to know and recognise the symptoms. Those symptoms are as follows:

* high temperature
* cough
* shortness of breath or breathing difficulties
* loss of smell, of taste or distortion of taste

If your child/children complain of any of these symptoms**, please keep your child/children at home and call your GP without delay**. In the event that you have more than one child attending PCH; if any of your children display symptoms, we are requesting that all siblings remain at home pending the outcome of consultation with your GP and/or COVID-19 testing.

* If a **student or staff member** has been abroad prior to returning to school (i.e. within 14 days), we are asking that they ensure they remain in isolation for 14 consecutive days prior to returning to school. If your child/children have been abroad prior to school resuming, we would appreciate an email from you about this. Please email one of our deputy principals; [orlajackson.dp@presheadford.ie](mailto:orlajackson.dp@presheadford.ie)
* Students will be encouraged and expected to follow the health advice regarding hand sanitation, respiratory etiquette, etc. Requirements in this regard will be clearly communicated to all upon their return to school.
* An Isolation Room will be available in the school should a member of the school community become ill. It is vital that all Parents/Guardians have registered the correct contact details with the school. If in doubt, contact the school office immediately on 093 35408 or email office@presheadford.ie
* Hand sanitiser dispensers will be prominent in every teaching space, assembly area and entry point of the school campus. All students will be required to use hand sanitiser when entering the campus in the morning and when entering every teaching space throughout the school day, they will also be expected to use their personal sanitiser, where necessary.
* We have updated our handwashing facilities throughout the school. Wash hand basins, hot running water, liquid soap and hand drying facilities are provided in all toilets.

# 3.0: Coming to and from school

## 3.1: Morning

Bus companies will be communicated in advance of re-opening on the following: Buses will be required to park in an unloading bay in the mornings – On arrival to the school, students will be required to remain on the bus until students in front of them have safely entered the school building.

## 3.1: Cars

There will be **no parking available to parents in the PCH car park. Please do not use the avenue up to PCH.** This is solely for school buses and staff parking. Please drop your child in Headford and allow them to walk down to school.

## 3.2 Walking or Cycling

All schools are encouraging students to walk or cycle to school if they can do so. Parents/guardians are required to observe and respect all social distancing protocols in relation to any contact with the school. This includes maintaining a two-metre distance to other families when dropping off or collecting their children from the school and any contact with the school.

## 3.3: Arriving at School

When students arrive at school, they should proceed directly to their base room. Students should avoid congregating, particularly with other year groups.

## 3.4: School Transport advice from Bus Eireann

The following advice has been issued by Bus Éireann:

* A student is not to use school transport if they are displaying symptoms
* Students are to maintain physical distancing while waiting for transport

Students are asked to sit in pre-assigned seating and next to a sibling or child from their class group (this should be the same child at all times)

* Students are requested to use hand sanitiser onboard the bus
* Students should observe respiratory etiquette at all times while waiting for and on-board transport services
* To disembark the bus one by one in an orderly fashion
* With the exception of those children who for medical or special educational needs reasons are not in a position to wear a face mask or face covering, all other students travelling on the post-primary scheme are required to wear face coverings while waiting for and on-board transport services.

# 4.0: Visiting the School / Appointments

* Only authorised personnel will be allowed in the building. Anyone visiting the building will be required to complete a COVID 19 self-declaration form and will need to complete the contact tracing log. Any visitors to the school will be required to wear face coverings
* School personnel will not be in a position to meet parents on a one to one basis during this Academic year (As per Department Guidelines, July 2020) unless it is essential and by prior appointment. All such requests and appointments must be made through the school office 093 35408 or [office@presheadford.ie](mailto:office@presheadford.ie)
* A **drop off box** will be installed outside the entrance to the school. If you need to drop off an item of clothing, lunchbox, forgotten equipment etc, please ring the office and inform them you will be leaving the item in the drop off box.
* If you need to collect a student from the school, **please do not enter the building**. Please phone the school office and indicate that you are in the car park.

# 5.0: Face Covers/Mask

Further clarification, as issued by The Minister for Education on Friday, August 7th, stipulates that all students and teachers will be required to wear face coverings\* where a physical distance of 2m cannot be maintained. In this regard, students will be required to wear masks in all circumstances where a distance of 2m cannot be maintained. Students will provide their own facemasks. We would suggest that spare face masks be kept in the student’s bag at all times in a Ziploc bag. We ask that masks are plain in design and should not display any inappropriate images or slogans.

\*link to hspc document:

<https://www.gov.ie/en/publication/532b6-health-advice-provided-by-the-health-protection-surveillance-centre-hpsc-for-the-safe-reopening-of-schools-and-educational-facilities/>

# 6.0: Lockers

In the interest of health and safety and in our attempts to adhere to public health social distancing guidelines, lockers will not be in use for the academic year. Students will take their bags to their base classroom, storing them safely underneath their desks. Each student will be assigned a book storage crate, which will be included in their student services fee this year.

The introduction of student-based classes will greatly reduce the need for students to carry an excessive number of books during the school day. A reduction has been made in the Student Service fund to reflect same

**6.1 Guidance on Minimising Bag Weight**.

**Staff were surveyed, a consultation group met, and the following guidelines were drawn up:**

**School bags:**

1. **One** folder is required containing approx. ten subject dividers with a section for each subjects classwork and homework for that week.
2. **One** refill pad only at a time for the above folder.
3. Time should be allocated to keeping this folder organised. Parental support may be required to assist students in keeping their folder organised and in removing work to be left at home once the work is completed/checked.
4. Wipeable pencil case (labelled with student’s name) with 1 red pen, 1 blue/black pen, 1 pencil, 1 highlighter, 1 eraser, 1 pencil topper, small pack of colouring pencils - remove and replace items as required. **This pencil case to be left at school.** Stationery for home use to be left at home.
5. Students are required to have an **A3 mesh storage folder/wallet** which can be used for taking books from their base classroom to the practical rooms /other classrooms during option subject times.
6. **Labelled** ziplock bag to contain extra face masks, small pack of tissues, small bottle of suitable hand sanitiser (being cognisant of child’s needs e.g.eczema/allergies etc.)
7. Wipeable lunch box and drinks bottle (reuseable) - washed thoroughly each evening.
8. Students are asked to only take in to school the required textbooks/school items for any given day - **as instructed by your class teacher.** All other textbooks/school items to be left at home.
9. Students to avail of Studyclix instead of purchasing exam papers (Studyclix detail is highlighted on booklist- money payable to school). If exam papers are already purchased these can be left at home and studyclix used in school.

**Maximising the use of e-books and digital technology:**

1. Where possible, and under the supervision of the class teacher, students will use their ebooks on their mobile phone device. Students will be provided with the school’s Wifi code. To ensure digital safety, students should access the internet through the **school network only**
2. Text books are to be left at home on the days that ebooks will be required in class. Teachers will inform students if/when textbooks are required in class.
3. Time will be spent at the start of the academic school year to ensure that all students have access to their ebooks, google classroom, student email etc
4. Students to avail of Studyclix (details on booklists) instead of purchasing exam papers. If exam papers are already purchased these should be left at home and studyclix used in school.
5. Google Classroom will be used by students to submit their work/assignments to teachers (in PDF format)
6. Teacher to project the ebook onto the whiteboard/screen when reading from ebook in class.

**Rationale for the above recommendations:**

Ebooks used in school and text books at home (where possible) -

1. Reduces weight of school bag
2. Reduces risk of cross contamination between school and home
3. Reduces quantity of books in classrooms which will help when cleaning & ventilating rooms
4. Mitigates for a situation where schools are closed overnight/over weekend, thus students will have the majority of their books left at home allowing for a continuation of learning and teaching
5. Upgraded high speed Wifi in PCH allows for the use of ebooks and digital technology which may prove more difficult at home.

**Please note:**

Students & staff will be afforded the opportunity to have short ‘movement breaks’. These breaks will be on a rota system and will be staggered ensuring that social distancing will be adhered to at all times. These breaks will allow time for students and staff to have a few minutes to remove their masks, take a small drink (from their reusable drinks bottle) and allow for room ventilation. Further details to follow

# 7.0:Student Services Fee

PCH is no longer able to accept payments in cash. All parents will be actively encouraged to use the *Easy Payments Plus* online payment platform to facilitate payments and collection of monies, Details will be issued shortly[.](https://pay.easypaymentsplus.com/feepay1v2.aspx?id=523) If you need assistance in this regard, please contact the office 093 35408 or email [office@presheadford.ie](mailto:office@presheadford.ie)

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| **1 Student** | **€120** |
| **2 + Students** | **€170 (max cost per family)** |

**8.0: Uniform**

Full school uniform will be worn to school each day (updated uniform list on website). While uniforms do not need to be washed every evening, more frequent washing may be advisable. Please ensure that your child has their uniform clearly marked with their name.

**8.1: PE Uniform**

It will not be possible to maintain safe physical distancing in changing rooms this year. To mitigate this, and to provide a full curriculum we are temporarily introducing a PE uniform. On the day a student has PE they may wear; **a plain unbranded navy tracksuit pants**, **runners**, their school polo shirt and their school jumper. It would be hygienic to bring a spare school polo shirt to change into. We would remind you that this is **only** on the day a student has PE. Uniform breaches will be dealt with using our Code of Behaviour

* Plain unbranded navy tracksuit pants
* Runners
* Blue Polo Shirt (Spare polo shirt to change into after PE)
* School Jumper

# 9.0: Personal Hygiene

* Our School Community will be encouraged and expected to follow the health advice regarding hand sanitation, respiratory etiquette, etc. Requirements in this regard will be clearly communicated to all students from the beginning of the year.
* Students and staff are requested not to share any equipment, materials, utensils etc
* Hand sanitiser dispensers will be deployed in every teaching space, assembly areas and entry points of the school campus. Everyone will be required to use hand sanitiser when entering the campus in the morning and when entering every teaching space throughout the school day. It is also advisable to have your own hand sanitiser on your person and to use it regularly
* Wash hand basins, hot running water, liquid soap and hand drying facilities are provided in all toilets.
* It would be advisable for all to shower on return from school to support the minimisation of risk to your family unit.

# 10.0: Canteen

A limited canteen **Lunch Only** service will be available catering prepacked food (sandwiches/Rolls/fruit etc). Orders will be taken by canteen staff from the base classroom in the morning and delivered to the base classroom. A cashless payment system is being organised by the vendors. Further details of this will be made available in the coming weeks. Junior students will need to bring their own lunch with them if not purchasing from the canteen. **All students** will need to bring a mid-morning snack as there will be no services available. Senior students will be permitted downtown during their allotted lunch period. We trust our students to adhere to school rules, to uphold their own good name in their behaviour while up the town, and also the reputation of the grey and navy! Due to hygiene restrictions, there will be no access to water fountains in the school. it is advisable for students to keep a personal water beaker in their bag. We kindly request that no plastic bottles be used.

# 11.0 Cleaning Routines

All surfaces will be extensively sanitised weekly with a product which utilises innovative technology to provide continuous **protection**  This microscopic barrier remains active for **7 days** on **surfaces**

## 11.1: Cleaning Checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Checklist of quality assurance** | **Yes** | **No** |
| 1 | Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your cleaning procedures in line with that advice? | Yes |  |
| 2 | Have you reviewed the HPSC health advice for the safe reopening of schools, in particular Section 5.6 Environmental Hygiene? | Yes |  |
| 3 | Have you explained the need for the enhanced cleaning regime to staff and students? | Yes |  |
| 4 | Are you aware that cleaning is best achieved using a general-purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying? | Yes |  |
| 5 | Have you sufficient cleaning materials in place to support the enhanced cleaning regime? | Yes |  |
| 6 | Have you provided training for cleaning staff on the enhanced cleaning regime? (DES intends to provide online training for cleaning staff) | Yes |  |
| 7 | Have you made arrangements for the regular and safe emptying of bins? | Yes |  |
| 8 | Are you familiar with the cleaning options for school settings set out in the HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management? | Yes |  |

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| 9 | Are you aware that each school setting should be cleaned once per day? | Yes |  |
| 10 | Have you in place a system for regular cleaning of the following frequently touched surfaces?   * Door handles, * Hand rails * Chairs/arm rests * Communal eating areas * Sinks * Toilets facilities | Yes |  |
| 11 | Have you provided cleaning materials to staff and students so that they can clean their own desk or immediate workspace? | Yes |  |
| 12 | Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks? E.g. mobile phone, laptop, and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed. | Yes |  |
| 13 | Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens etc.? | Yes |  |
| 14 | Have you put in place a written cleaning schedule to be made available to cleaning staff including:   * Items and areas to be cleaned * Frequency of cleaning * Cleaning materials to be used * Equipment to be used and method of operation | Yes |  |
| 15 | Are you aware of the details of how to clean following a suspected case of COVID-19 as outlined in the guidelines? | Yes |  |
| 16 | If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning? | Yes |  |
| 17 | If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves? | Yes |  |
| 18 | Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 | Yes |  |
|  | should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection. |  |  |
| 19 | Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use? | Yes |  |
| 20 | Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use? | Yes |  |

# 12.0 Physical Distancing

1. Students will adhere to all traffic flow signs by always following our one -way system.
2. Every effort has been made to ensure 1m Physical distancing between students in classroom layouts (in line with the Department of Education Roadmap ,July 2020).
3. Queuing systems have been implemented in specific areas throughout the campus. Students are asked to comply with queuing systems that have been put in place. These will be communicated in detail to students on their return.
4. To ensure safety for all, visors and masks have been provided to all staff. An emergency supply of masks are available for students
5. Areas of the school will be zoned at break times for specific groups. These areas are marked out and colour coded Students are asked to comply with zone systems that have been put in place. These will be communicated in detail to students upon their return.

**12.1 Base Classroom**

In an effort to adhere to physical & social distancing students will be zoned in base classrooms. They will remain in their base classroom unless they are required to move for option/specialist subjects. The students’ base classrooms will be zoned together and colour coded. A map will be made available to each member of the community, upon their return.

**12.2 Satellite Rooms**

In an effort to adhere to physical & social distancing guidelines students may from time to time need to be relocated to an overflow satellite room. They will be placed within a pod from their own year group. This will happen on a rotational and equitable basis. They will be assigned a remote task to complete.

# 13.0: Students Personal PPE equipment

• In addition to our PPE stocks, it is advisable for students to carry their own personal hand sanitiser and face coverings which are available in most shops and pharmacies.

# 14.0: Standardised Operating Procedures for Classroom Management

A standard operating procedure is a written instruction describing how a routine task is to be carried out; when, where and by whom.

## 14.1: Classroom

* Leave all doors and windows open to ventilate the rooms sufficiently
* Ensure all attendance rolls taken are accurate.
* The teacher will endeavour to keep 1 metre from students
* Teachers will encourage students to share their completed assignments on G Suite to minimise viral spread.
* When students need to leave the classroom, the teacher will invite students to leave row by row in a controlled manner.
* All class seating plans will be uploaded to VSWARE to support contact tracing.
* In our satellite rooms, students will be assigned work via Google Classroom which will complement and augment the learning in the base classroom

# 15.0 School Day

**School Start & Finish Times** 

**Staggered Break & Lunch**



# \*TY, 5th year & Leaving Certificates students will be allowed to go downtown for lunch

# 16:0 Return to School Dates

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| **Date** |  |
| Thursday, August 27th | Essential **Staff** Inservice- Return to School (no students) |
| Friday, August 28th | Essential **Staff** Inservice- Return to School (no students) |
| Monday, August 31st | First Years **only**  9am-4pm |
| Tuesday, September1st | Leaving Certificates (LCA included) **only**  9am-4pm |
| Wednesday, September 2nd | Third Years **only**  9am-4pm |
| Thursday, September 3rd | TY & Fifth Years **only**  9am-4pm |
| Friday, September 4th | Second Years **only**  9am-4pm |
| Monday, September 7th | Leaving Cert results issued  **1st Years only in school 9.00-4.00pm**  On-line learning for 2nd, 3rd, TY, 5th and LC students |
| Tuesday, September 8th | Essential Staff in-service  On-line learning for 2nd, 3rd, TY ,5th and LC students. (**All students at home)** |
| Wednesday, September 9th | **All students return** |

# 17.0: School Calendar

Our school calendar will be updated regularly on the school website www.presheadford.ie

# 18:0 Contact Details

Please ensure that we have up to date contact details on file for you (including emergency contact numbers). Now more than ever, this is of paramount importance.

# 19.0: Code of Behaviour

All parents and students must sign the Code of Positive Behaviour (COB) upon enrolment in PCH. These are exceptional times, and on occasion, they require extraordinary measures. Our COB will be amended to reflect the changes outlined above and/or other public health advice issued in the coming weeks and months. Any breach of the health and safety systems will be dealt with in a robust manner to protect all stakeholders, and the communities the school serves.

# 20.0: Student Journal

The Student Journal has proven to be an invaluable communication tool between home and school. The Journal is intended as an aid to students to support them in their studies. Pages are also set aside for communication between parents and teachers. Please check your child’s nightly in junior cycle and weekly at senior cycle

# 21.0: Parent-Teacher Meetings

Further advice is due from the Department of Education and Skills in relation to Parent-Teacher Meetings. We will update parents once we receive this guidance.

# 22.0: State Examinations

Assessment arrangements for the Leaving Certificate and Junior Certificate Examinations  **2021** can be found using the following link:

<https://www.education.ie/en/Schools-Colleges/Information/Curriculum-and-Syllabus/assessment-arrangements-junior-cycle-and-leaving-certificate-examinations-2021.pdf>

# 23.0: Water Fountains

In the interest of health & safety students will not have access to water fountains. We strongly recommend that students bring their own water beaker with them and stored in their school-bag.

# 24.0: High Risk Category

Any parent who has concerns for their child and feels they may fall into a high-risk category and believe that a return to school may be challenging, please contact orlajackson.dp@presheadford.ie so we can start to plan for supporting their safe return to school.

If any member of staff has concerns regarding their health and if they are in the high-risk category, please contact the Principal.

**25.0: Sudden School Closure or Remote Learning**

In the unforeseen event, that the school cannot provide for the safe supervision of students, the Principal may be forced in certain circumstances to ask certain year groups to remain at home. It is important that you are aware that if this sudden announcement occurs, it does not necessarily mean that the school has a COVID-19 related issue.

**26.0: Procedures if a staff member or student develops COVID 19 symptoms**

* The person will be provided with PPE, they will be required to wear it until they leave the premises
* A member of Senior Management Team will be notified and will accompany the person to the primary isolation room (the waiting room), Ms Jackson’s office is the secondary Isolation room
* 2 metre physical distance will be maintained at all times
* Parents/next of kin will be notified immediately and transport will be arranged to home/GP. Public transport is not permitted to be used.
* If parents/next of kin cannot arrive immediately, the person will be accommodated to remain in the isolation room
* The person with the suspected case will avoid touching people, surfaces , objects as far as is reasonable possible
* Once the person with the suspected case has left the premises, appropriate cleaning of the isolation area and other areas will take place
* PCH will provide assistance if contacted by the HSE and will follow all guidance issued by them.
* **Closure of the school is not recommended unless directed to do so. The school will be contacted by the HSE if a positive case is confirmed. A risk assessment will be carried out by the HSE and they will advise the school as to how to proceed.**

**27.0: Students with Additional Needs**

The school is developing a range of procedures for our Special Needs Assistants and Special Education Teachers; we will communicate those measures in due course, once these safety protocols are established. In the interim, if you have any concerns, please contact our SENCO; Ms Sandra Schalks sandra.schalks@presheadford.ie

**MORE DETAILED INFORMATION IS AVAILABLE IN OUR PCH COVID RESPONSE PLAN (A copy is available on the PCH website: www.presheadford.ie)**