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**Return to School Information Document for Parents, Guardians and Pupils**

Please read the followingdocumentthoroughly before completing the Return to School Health Questionnaire.

**Key facts:** COVID – 19 is a new illness that can affect the lungs and airways.

To infect you, the Coronavirus has to get from an infected person's nose or mouth into your eyes, nose or mouth and can be transferred directly or indirectly (on hands, objects or surfaces).

The most common symptoms are:

* Cough - this can be any kind of cough, usually dry but not always
* Fever - high temperature over 38 degrees Celsius
* Shortness of Breath
* Breathing Difficulties

**Protocols for return to school in August 2021**

Before accessing the school building, parents / guardians of each pupil must complete a Return to School Health Questionnaire online https://forms.office.com/r/sGUc59LdSQ

Outlined in this information document is some necessary information regarding arrangements for return to school. Can you please take the time to sit down with your child and explain the relevant guidelines below with them.

**Whilst in school, the following protocols must be adhered:**

* Parents must adhere to HSE social distancing guidelines.
* After entering the school, every pupil must use the hand sanitiser placed at the door.
* Each classroom to be treated as a bubble with limited to no interaction with other class groups.
* **Arrival:** Teachers in class by 9:10, no children on school grounds until 9:15. Each class to have a designated entrance route with separate entry point.
* Entrance Via Main gate: Junior room enter via main door, 5th/6th to follow green line and enter via fire exit door
* Entrance via old front gate – 1st/2nd/3rd to enter by door on right side of school.
* Children to arrive, enter their classroom and go to their seat. 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.
* **Yard:** Yard to be divided into three sections so each bubble has its own area. No sharing of materials outside. Yard areas to be rotated.
* **Departure:** Teacher to walk class group to exit point. Provide markings on ground outside main door to ensure social distancing for junior room parents awaiting collection
* Adults, who are collecting their children from school at the end of the day should wait in cars
* When the school day for that class is over the following arrangements will apply –
* Jun Inf/Sen Inf - the class teacher will bring the children to outside the main door and hand child over to parent. Social distancing markings to be placed on ground for waiting parents.
* 1st – 6th Class – the class teacher will walk each class to their designated entrance point
* **Collection of Children during the School Day**
* If an adult has to collect a child during the course of the school day, the following arrangements will apply
* When the adult arrives at the school, they should either phone the office or use the doorbell (to be installed) at the front door of the school to alert the office that they have arrived
* The child will be brought from their class to the adult by a member of staff
* The adult who is collecting will be asked to sign the child out
* Visitors to the school – Door bell to be installed and a drop off point for lunches etc. Once the door is open parents should remain at the door. Sign in sign out sheet for all visitors
* No masks need to be worn by pupils, though they can be worn if desired.
* Movement throughout the school is to be kept to a minimum.
* All lunch boxes and drink bottles must be clearly labelled with the pupil’s name. These should not be shared with other pupils.
* If a pupil becomes unwell, shows symptoms of Covid-19 or displays a temperature above the agreed maximum, they must be sent home. They will be placed in an isolated location within the school to minimise risk of infection whilst next of kin are contacted. Pupil will be given a mask to wear as recommended by the HSE guidelines. Said pupil must be picked up by a family member immediately.
* When picking up a child that is displaying symptoms, parents will wait outside the school door until instructed to enter by a member of staff. Parent must wear a mask when entering the school and follow the member of staff along the agreed isolation route. Parent must not visit other parts of the school.

Any pupil who feels unwell or develops symptoms should not enter the school, parent should ensure pupil self-isolates, phone their GP and follow HSE guidelines.

**Visitation to the school**

* Parents cannot enter the school with their children in the morning.
* Parents or guardians requesting information or meetings with staff or management of the school will be facilitated via telephone or video conferencing where possible
* All parents / visitors must make a prior appointment if they wish to see a member of staff. Appointments must be made by e-mailing or telephoning the school.
* Parents of 1st – 6th Class pupils must wait outside the school gate (off the school premises) when picking up their children at the end of the day whilst also maintaining social distancing guidelines.
* Parents of Junior and Senior Class pupils must wait outside the school doors (on the school premises) when picking up their children at the end of the day whilst also maintaining social distancing guidelines.
* If by prior appointment parent / guardian does enter the school, a sign in sign out sheet and a contact tracing log must be filled in.

***\*It should be noted that the attached details are not exhaustive and are also subject to change.***

***\*New protocols may be added or existing protocols amended to align with HSE guidelines which are in place.***

**Best practice**

In order to prevent the spread of the virus all pupils must:

* Be familiar with and follow hand hygiene guidance and advice. Please show your children the correct way to wash their hands.
* All pupils will be given the opportunity to wash hands on a staggered basis after lunch breaks.
* Safety, health and welfare and hand washing policy posters are prominently displayed throughout the school to help pupils follow the correct guidelines.

**Pupils must also wash their hands:**

* After coughing or sneezing
* Before and after eating
* If in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
* After toilet use
* Practice good respiratory hygiene - when coughing and sneezing, pupils must try to cover their mouth and nose with flexed elbow or tissue – tissue must be discarded immediately into a closed bin and hands cleaned with alcohol-based hand rub or soap and water.