

St Andrew's College

Secondary School - Practices & Procedures

Guide to Return-to-Learning for 2020-2021
A Response Plan to the COVID-19 Pandemic

Please note that this is a live document which is subject to change on a daily basis and is subject to Government advice

September 2020

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1) A Message from the Headmistress

This document represents St Andrew's College Secondary School's anticipated return-to-learning schedule as of Wednesday, 26 August 2020.

The College's approach is based on the information supplied and its capacity, given current resources, to meet the recommendations of the HSPC and Department of Education's 'Roadmap for a return to school.'

The Department's 'Roadmap' sets out how schools will re-open for all staff & students from the end of August and what the sustainable operation of our school will look like in the context of COVID-19. It has been developed in line with public health advice issued by the Health Protection Surveillance Centre (HPSC), the 'Roadmap for Society and Business' and follows comprehensive and intensive engagement with education stakeholders, including the school management bodies and staff representatives.

Most specifically, the College's Plan is based on DES recommendations, that a return to school takes place within key priorities: that the school environment be a SAFE working environment for all staff and students, within the context of increasing separation and decreasing interaction.

We know, and have experienced, that community-wide circumstances surrounding the COVID-19 pandemic are dynamic; therefore new information or directives from either the HPSC or DES may materialize at any time and dictate a rapid shift in the College's approach to learning which require substantial modification to our current Plan. If this happens, we will communicate all changes as soon as we are aware of them. Parents are encouraged to develop contingency plans well in advance, for any changes that may be needed to support a shift to full remote learning.

To be as safe and effective as possible, the College's return-to-learning plan will require a measure of patience, flexibility, understanding, and the full cooperation of parents, students, teachers, SNA's, support staff and the Board of Management. We thank each of you in advance for working with us as we navigate the challenges ahead.

Yours faithfully

Joan Kirby
Headmistress

Louise Marshall
Headmistress Designate

2. Planning and Preparing for Return to School

2.1 Induction Training

a. There is a **Staff Covid Training Day** planned for Wednesday 26th August 2020. There will be a SAC Covid Response Presentation, the DES Training video and time for subject departments to review the distance learning plan.

This training will take place on Teams

- 9.00am – 9.45am Department of Education Induction training
- 10.00am – 10.15am Welcome
- 10.15am – 10.45am SAC Covid 19 Training
- 10.45am – 11.30am Q&A
- 11.30pm–11.50am BREAK
- 11.50pm – 1.15pm Distance Learning discussion – (in Subject Departments)

b. Online Information & induction Meetings for Parents ...

Parents/Students Information Evenings delivered online

Monday, 24 August 202 at 7.30pm	5IB Parents and Students 3 rd Year Parents only
Tuesday, 25 August 2020 at 7.30pm	2 nd Year Parents only
Wednesday, 26 August 2020 at 7.30pm	6 th year Parents and Students (LC & IB)
Thursday, 27 August 2020 at 7.30pm	1 st Year Parents and Students
Monday, 31 August 2020 at 7.30pm	5 th Year Parents and Students (LC & IB)
Tuesday, 1 September 2020 at 7.30pm	TY Year Parents only
Thursday, 3 September 2020 at 7.30pm	TY Parents only (Trips Information)

c. Student staggered return to school & induction

DAY/DATE	YEAR
Friday, 28 August 2020	1 st Year Induction New Students Induction (2 nd to 6 th Year) 5IB Induction (All)
Monday, 31 August 2020	6 th Year Induction (LC & IB) 3 rd Year Induction 5IB Induction (All)
Tuesday, 1 September 2020	5 th Year Induction (LC & IB) 2 nd Year Induction
Wednesday, 2 September 2020	TY Induction 1 st Year Assessment
Thursday, 3 September 2020	Normal Classes resume at 8.45am for: 3 rd Year TY Year 6 th Year
Friday, 4 September 2020	Normal Classes resume at 8.45am for: 1 st year 2 nd Year 5 th Year
Monday, 7 September 2020	Normal Classes resume for all years at 8.45am (TY on Outward Bound Trip)

2.2 Lead Worker Representative (LWR)

Mr William Hehir is the senior school lead worker representative.

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Keep up to date with the latest COVID-19 public health advice;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;
- Promote good hygiene practices, in conjunction with school management, such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
- Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

2.3 Display signage

- The College will display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene.
- The signage will be displayed within the main body of the school, at all the main exit / entry points, upon entering the sports pitches / hall.
- In addition signage will indicate the one-way system around the College

2.4 Making changes to school layout

a. Year Groups 'Bubbles'

- To increase separation and reduce interaction each of the year groups has been allocated a number of classrooms within a 'bubble' area.
- The students 1-3rd Year will have an adapted timetable whereby the majority of classes occur within a base-room within the bubble. The exception is option classes, MFL, Mathematic & Irish.
- The students 4-6 will have all classes within a bubble, but not in base-rooms
- Students will continue to attend;
 - The Annexe
 - Support For Learning
 - EAL

- Practical classes for Science / Visual Art / Home Economics / Graphics & Music will occur with students accessing the rooms via the one-way system.

6		5		5		6		4		5		5		3		8		9		10		5	
101	20	201	18	301	24	401	18	501	20	601	24	718	24	DIH	24	902	24	F02	16	G01	14	S01	18
102	18	203	20	303	24	402	12	503	18	602	24	801	20	DIH	24	905	24	F03	22	G02	24	S02	24
104	14	204	24	306	24	404	24	504	22	603	24	802	20	804	20	906	24	F04	20	G03	24	S03	24
105	20	206	20	307	24	405	16	505	12	604	24	803	20	805	20	907	24	F05	22	G04	24	S04	24
107	18	208	18	309	24	407	24	506	20	MaH	24			806	20	914	24	F06	22	G05	20	S05	24
109	18	701	24			716	22	Jnr Music	18	Stage	24					916	12	F07	22	G06	22		
		JnrH	Stu			717	22									917	12	F08	24	P 01	24		
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																920	24	P 07	24	P 04	24		

A video produced by our Student Officer, which explains the bubble areas and the one way system, will be sent to all

	Largest no. classes ¹	Bubble 'Area'	Breakout Space	Entry / Exit
1	9 (10)	601-604 Main Hall Stage 801-803	Astro Pitch 2	In and out House Area 6 Doors Use 6.03 and 6.04 to flow through 80s Senior Hall and stage both in and out thorough stage.
2	10 (10)	G01-06 P01-04	Astro Pitch 1	Into & out of P01-04 from the walkway between the pitches In & out through the classroom doors.
3	9 (13)	Area 9 Dining Hall 804-806	Astro Pitch 3	In main reception, access 90s through normal stairs, exit 90s through stairs into House Area 6
4	9 (10)	F02-08 P05-07	Astro Pitch 4	In Collen building and up first stairs. Out Collen building second stairs and middle Collen building door.
5/5IB	10 (10)	Area 4 Area 5 716/717	Area outside house areas 4 & 5	In back student entrance Out area 5 (fire door) and out area 4.
6/6IB	12 (13)	Area 1 Area 2 701 Junior Hall	Student social spaces in house areas 1 & 2 The areas outside area 1 & area 2	Walk around the back of the school, past the 5 th year breakout space into the new 6 th Year Centre. Access areas 1 & 2 from area 2 doors.

students.

b. Classrooms

- Non-essential classroom fixtures and furniture have been removed to allow for the greatest physical distancing possible.
- Tables in secondary classrooms have been replaced with individual desks to allow for distancing. Students to face in the same direction.
- Office areas & classrooms have been equipped with Plexiglass shields to help protect staff, parents, and students.
- All classrooms will be provided with hand sanitizer outside the room, and sanitizing wipes for cleaning down the students desk spaces between classes.
- The use of shared equipment will be limited as much as possible.
- To facilitate social distancing within classrooms a number of extra spaces have been utilized as teaching spaces. These include:

The Junior / Senior Hall, the stage areas, the canteen area plus 7 additional temporary classrooms.

c. Toilets

- Each bubble area has toilets allocated for the year group. Students must only use the bathrooms within the bubble area.
- Teachers should discourage students from using the bathroom during lesson time.
- If a student does need to go to the toilet, the staff member texts the supervisor with their room number, the supervisor comes to 'take the students to the bathroom' and manages the toilet.

d. Break out areas

- Each year group has a designated breakout area which must be accessed via the one-way system

1 st Year	Pitch 2
2 nd Year	Pitch 1
3 rd Year	Pitch 3
4 th Year	Pitch 4
5 th Year	Area outside house areas 4 & 5
6 th Year	Student social spaces in house areas 1 & 2 The areas outside area 1 & area 2

e. The staffroom area

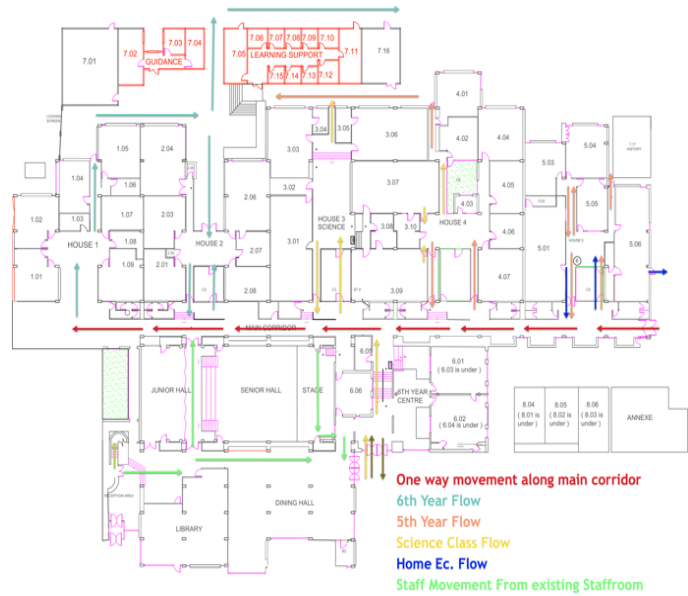
- To facilitate the requirement for social distancing between adults, the staff canteen and library have been converted into staff social and storage places. The staff areas will be laid out with tables adhering to the need for social distancing. The outside spaces will also be adapted to ensure staff have covered outside areas to sit.

f. The one-way system around the College

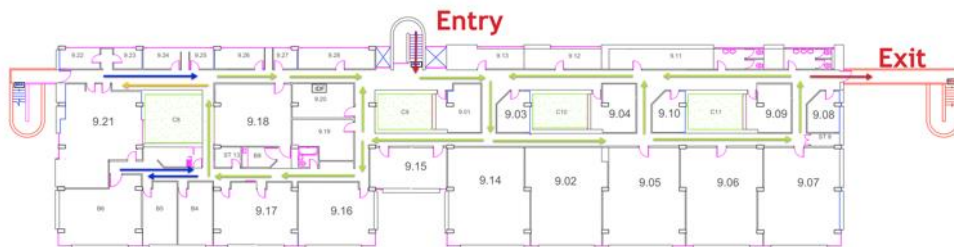
- The school will utilize a one-way system around the College to increase distancing during transitions.
- There will be supervising staff on hand at the transition times to manage the movement of students from one class to the next.
- Each year group will have a specific entry / exit point to their bubble. When the students are moving between classes, to practical classes, SFL / EAL / Annexe they should follow the one-way system.

g. Year Group Entry / Exit Points:

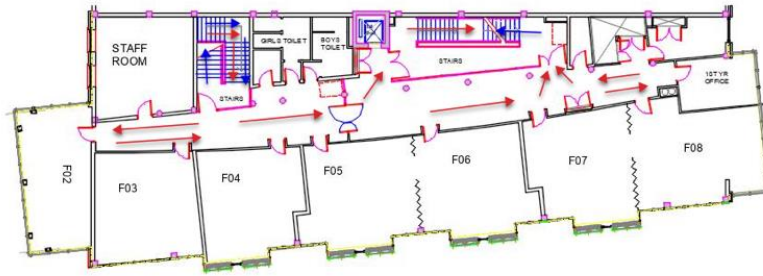
- 1st year: In and out through House Area 6 and use 6.03 and 6.04 to flow through 80s (see below). Senior Hall and stage both in and out thorough stage.
- 2nd year: In main door of Collen building, out the classroom doors. Into the temporary classrooms form the side pitch entrance.
- 3rd years: In main reception, access 90s through normal stairs, exit 90s through stairs to House Area 6.
- 4th years: In Collen building and up first stairs. Out Collen building second stairs and middle Collen building door. Those in prefabs will have to walk around to front door of Collen building.
- 5th years: In student entrance and out area 4.
- 6th years: In area 2 and out area 1.



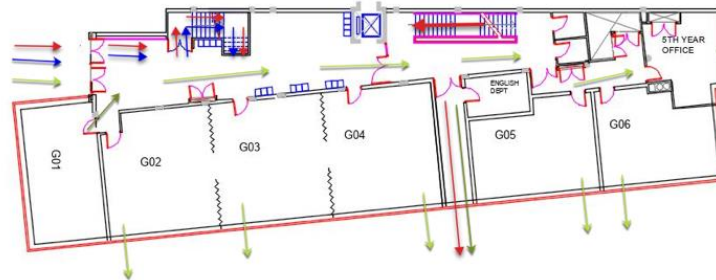
3rd Year Flow
Music Room access and exit
Entering and exiting Floor
Staff access to offices



TY Students
Option Subjects



4th Year Flow
Option Subjects



h. Changes to Staff Spaces

- The existing staffroom & outdoor area to remain as a social space for staff with some storage lockers
- The kitchen area will have a limited number of staff allowed at any one time so it is suggested that Sodexo will provide tea/coffee at break and lunch in the canteen area
- The photocopiers are to be located in the existing staffroom and possibly the library
 - When using the photocopiers, staff should ensure that they spray & wipe the touch pad before they use it.
- Staff workroom upstairs has been reassigned for classroom space
- The library has been reassigned for staff working/social space
 - It has been cleared and tables arranged for social distancing
 - During class time the tables are a working area, the space reverts to a social space during break and lunch.
 - Shelving units have been placed between tables to allow staff to store work during break/lunch
 - There are no computers in the staff working area at present as it is envisaged that staff will have their own device.
 - A link door has been placed between the library and the staff canteen area which remains as a social area but could be used as an overflow working area also.
 - The areas outside the canteen and library are to be further developed to give staff a covered seating area
- Other staff working areas are being looked at around the school e.g. 3rd house area
- The positioning of additional lockers that can be used by staff is still being looked at – possibilities are the alcoves in the dining room and possibly some in the library

2.5 Update Safety and Risk Assessment

Protocols and procedures will be put in place to ensure the safety of all staff and students.

a. General information

- The most important protective practice schools and parents can take is to require students and staff to stay home when they are ill.
- Guidance from HSPC / DES recommends screening for all students and staff before entering school buildings as the best approach to ensure the lowest risk of virus transmission.
 - Self-screening by parents with a home temperature and symptoms check has been identified as the most effective strategy to achieve this objective.
 - Parents must be diligent in self-screening each of their children daily to assess whether the following symptoms are present:
- Common symptoms of coronavirus include:
 - **a fever** (high temperature - 38 degrees Celsius or above)
 - **a cough** - this can be any kind of cough, not just dry
 - **shortness of breath or breathing difficulties**
 - **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- If you have any common symptoms of coronavirus (COVID-19), you should self-isolate and phone your GP straight away to get a coronavirus test.
- If the above symptoms are present, students should remain at home and parents are encouraged to consult with their doctor regarding the next steps.
- Children who present with symptoms at school will be isolated from faculty and students in the isolation room or other designated safe space and parents will be contacted immediately to take their child home.

b. Shared items

What to bring to school:

- Students must bring three clean masks to school in a plastic bag. They must have a second plastic bag to keep their used masks in.
- If a student arrives to school with no masks they will be required to buy a set from the school. This will be billed to the parents.
- Students are not to share any personal items.
- Students should bring their own ...
 - Pens / pencils
 - Art Equipment
 - A4 Pad
 - Hand sanitiser
- No large sports bags, bring the bare minimum of equipment to be carried within your school bag.

c. Canteen

- There is no canteen service. Students are able to pre-order a packed lunch. This will be delivered to the student in their bubble area by the service provider.

d. School Uniform

- There are no showering or changing facilities at the College the students will be permitted to wear their sports uniform into school on the days that they have their PE class and on days that they have extracurricular sport after school.
- Students are not permitted to travel into school in shorts / skorts. The school tracksuit must be worn.
- Students must not mix & match their day uniform and sports uniform.

e. Students in classrooms;

- Take sanitising spray and wipe down your desk and chair
- Dispose of paper towel in the bin provided
- Take out books etc.
- Listen to the teacher's instructions
- Ask the class teacher's permission if you need to go the toilet. The teacher will call a supervisor to take you to your bubble toilet and manage the numbers using the bathrooms.
- If going to the toilet, sanitise your hands and proceed to your Year bubble area
- After using the toilet wash your hands thoroughly using soap & water
- Proceed back to class
- Sanitise your hands when entering the classroom
- If you feel unwell during class, tell your class teacher, they will advise you what to do
- At the end of class, pack up your bag and wait for instructions from your class teacher on when to leave
- Proceed to your next class observing the one-way system or if break/lunch proceed to your base classroom or outside

f. Staff in classrooms

8.45 Registration in base classrooms

- Students will be in the base classroom before you arrive
- Upon entering class, sanitise your hands and spray/wipe down your working area
- Ask students have they all used hand sanitiser/wiped down their area
- No bags on desks!
- Organise and record a seating plan (for contact tracing purposes)
- To avoid backing up the exits, form teachers & subject teachers should look in the house area before letting students go (supervisors will help with this)

8.55 Proceed to first class

- Refer to the new school map to locate the route to your classroom
- Students will already be in the classroom
- Upon entering class, sanitise your hands and spray/wipe down your working area
- Ask students have they all used hand sanitiser/wiped down their working area
- No bags on desks!
- Organise and record a seating plan (for contact tracing purposes)
- Remain at the front of the room throughout the class
- If a student asks to go to the toilet – remind them to check in with the supervisor in their year group bubble area
- If a student is feeling unwell either contact the Covid Officer (Ms Costigan) on 087*****
- For any non-Covid complaint, text the supervisor number with your room number. They will deal with the student.
- Group work is not allowed at present
- Workbooks should be retained by students unless being collected (plastic bin?-see below) by teacher
- At the end of class look in the house area before letting students go to avoid backing up the exits

2.6 Access to the School and Contact Log

For contact tracing purposes..

- all visitors to the college must be by appointment only
- Where possible, parent meetings will be held online or a phone call may suffice.
- all staff must take a roll of students in every class
- all staff should have a seating plan for every class, the students should be grouped in form groups where possible.
- a log should be taken of students leaving the classroom to use the bathroom.
- a log must be taken of all students visiting; student health centre, guidance, Year Heads, Deputy Principals, Headmistress. This should include the date and time of the visit.

3. Control Measures – To prevent the Introduction and Spread of COVID-19 in Schools

3.1 Know the Symptoms of COVID-19

- Students and staff will know the symptoms as a results of;
 - Induction
 - Signage around the College

3.2 Respiratory & Hand Hygiene

All staff & students are required to practise good respiratory & hand hygiene techniques. These will be covered in both the staff & student induction presentations.

3.3 Physical Distancing

- **Between Staff and Students**

Where possible staff should maintain a minimum of 1 m distance and where possible 2m when with students. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

- **Between Staff**

A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.

- **Between Students**

A distance of 1m is recommended for physical distancing by students.

3.3 Use of PPE in Schools

a. Coverings / Masks

Students and staff

- All staff & students will be required to wear a face covering in classrooms and during transition periods between classes and when entering and exiting school. Face coverings must be worn whenever the two metre distancing is not possible.
- Students should carry a plastic bag and **face coverings** with them at all times. When the masks are not in use they should be carried in the plastic bag.
- Face coverings **MUST NOT** be shared.
- Students and staff will not be required to wear masks during the school day while outdoors during break / lunch time break / lunchtime or participating in exercise activities.
- Student populations who are unable to wear masks for medical or documented educational reasons will need to provide appropriate documentation and work with school staff to employ an alternate form of mitigation.

Parents, Visitors, and Guests

- Adults entering all school buildings will be required to wear a face covering

3.4 Cleaning

- The need for the enhanced cleaning regime to staff and students will be included in the induction presentations
- There will be regular and safe emptying of bins by the cleaning staff.
- Are you aware that each school setting should be deep cleaned once per day.
- There will be regular cleaning of the following frequently touched surfaces?
 - Door handles,
 - Hand rails
 - Chairs/arm rests
 - Communal eating areas
 - Sinks
 - Toilets facilities
- Cleaning materials will be made available to staff and students so that they can clean their own desk or immediate workspace.
- Staff 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 phones, laptop etc. staff should avoid leaving items down on communal surfaces, if they do they will need to clean the surface after the personal item is removed.
- Staff and students should avoid sharing items such as cups, bottles, cutlery, pens

4. Impact of COVID-19 on certain school activities

4.1 Practical Classes

- No classes have been timetabled in practical rooms to enable the delivery of practical classes in Science, Graphics, Visual Art, Home Economics & Music.
- Students will have a 'practical class' induction before the actual practical classes take place.
- Students will follow the one-way system around the College to access the practical classrooms.

4.2 Physical Education

a. General Procedures

- Students should arrive ready to exercise and not require the use of a changing area prior to the activity commencement. Therefore, all students on the day they have P.E. class must come to school in their St. Andrew's College P.E. kit. We would advise students to ensure that they have warm layers (school tracksuit bottoms, school hoodie and school coat).
- There are no changing and no showering facilities.
- Ensure students enter their P.E. area via designated entry route. Ensure that this route is accessible for all.
- All students and staff to use hand sanitiser before entering pitches/working areas.
- Each student must stand on an individually marked 'X' on the ground for registration at the start of every class. These marks will be 2m back from the dugout and 2m apart.
- Each P.E teacher will have a designated dugout where their cleaning equipment and lesson equipment is to be stored during the class.
- Dugouts are out of bounds for students to sit in and gather in. Students may place inhalers etc. in the dugout.
- Dug outs assigned to P.E. teachers as follows: Bottom astro left LDY/NKG, right GWE, top astro left DJS, right ION.
- Pitch entrance and exits assigned to teachers: LDY/NKG steps bottom astro, GWE ambulance access gate bottom pitch. DJS top astro normal side gate, ION top astro ambulance access gates.
- Ensure that First Aid kits have been updated to include additional face masks, surgical gloves and sanitisers (GWE to check with matron). Keep a first aid kit in your cleaning box.
- Provide an introduction to each session to include all precautions that should be implemented throughout the session i.e. maintain social distancing
- Maintain social distancing of 1 metre between individuals where possible and when explaining drills or rules.
- Contact may be permitted but social distancing outside the field of play is essential
- Where contact will take place it should be limited to the minimum amount of time and the students involved in contact should be limited.
- Preferably organise students into small pods within your class, that remain together and work through stations/drills. P.E. classes to remain within their class teacher group and are not to mix with other P.E. class groups.

- Remind students not to spit or clear their nose in the presence of others and remind them of coughing and sneezing etiquette.
- Discourage unnecessary physical contact, such as high fives, handshakes, fist bumps, elbow taps, hugs or huddles and ensure that celebrations or greetings don't involve contact.
- Communicate any concerns you have during the session to ensure issues can be addressed quickly

b. Student unable to participate in P.E

Students must have a medical note/note in journal or email from home. Parents and students must understand that even if a student is unable to fully participate in a P.E. class, they will be outside with their class. This may mean that they are walking around the area to get some fresh air during the class. 'Not feeling well' notes are not acceptable, if a student is not feeling well they should remain at home.

c. If a student becomes unwell/injured during a P.E. class:

- Any severe injury, dial 112 for an ambulance and send a student to get the matron. Ask the rest of the class to stand on their 'X' marks.
- Remind students of the four A.E.D. locations in case they ever need to get one.
- or minor injuries, you will have your first aid kit and you can send the student to matrons office.
- If a student is displaying Covid -19 symptoms. Wear your mask, give them a mask, reassure them and call the Covid Officer (Ms Costigan). She will remove them to the Isolation area in the boys' sports changing room.

Wet/Bad Weather Plan 1st-3rd year; use of the sports hall

- Boys will stay in their bubble rooms, supervised by male P.E. teachers for the first period of P.E.
- Girls will be collected by P.E. teacher and brought to the sports hall for the first period of P.E. We will then switch over with the boys for the second period of P.E.
- GWE/DJS classes will always enter/exit via rugby pitch fire exits (left in, right out). LDY/NKE/ION will always enter via sports hall lobby main doors, using the outdoor steps and exit via the fire exit by the front of the Collen, using the outdoor steps. If a student is unable to use steps, they can be accommodated on an individual basis using the rear fire exit doors.
- Wipe mats needed at all entry points of sports hall to avoid wet feet and slip hazards. Curtain will always be pulled, one class on each side.
- Lanes will be marked on the sports hall floor to enable social distancing.
- P.E. staff to ensure that they have their cleaning basket with them.
- Students and staff to clean hands on entry and exit to the sports hall. Equipment cleaning as discussed above, remember to leave enough time for thorough cleaning and hand washing.

5th Year PE

In order to provide safe P.E. lessons, we must split the year in half.

- Period 3 all boys to stay in their bubble rooms. Supervision from non-P.E. teachers who are timetabled for P.E.
- All girls to report to meeting points period 3. There will be six activities, six groups, five weeks at each activity. Girls will be grouped by bubble classrooms as much as possible.
- Period 4, all boys to report to meeting point and girls return to bubble rooms.
- P.E. teacher should aim to have their 5th year girls back in their bubble room one minute before the bell. This will minimise students in the area while the boys move to their P.E. groups.

6th Year PE

- Year group divided in half by form class so groups are mixed gender. Six options, six teaching spaces with entry and exit points, students can decide on the day where they would to go (most usually do the same thing every week).
- If an option is very popular (too many students) we could move two P.E. staff to that option in two spaces.
- As in previous years, we would like to continue to give the 6th years freedom of choosing an activity depending on how they feel that day, this is very important for student wellbeing.
- P.E. teacher should aim to have their 6th year group back in their bubble room one minute before the bell. This will minimise students in the area while the second half of the year move to their P.E. groups.

Transition Year P.E.

- Tuesday afternoon options have been organised into five rotating activities, 5-6 weeks in duration; Judo, circuit training, touch rugby, principals of coaching A & B.
- Friday afternoon activities should be able to run as normal according to HSE guidance, this may change.

Basement P.E. Gym (Collen)

- Out of bounds for first two teaching weeks to see how things go.
- Inadequate ventilation, area too small and class sizes too big for distancing to be safe.
- After school use for S&C. Discussions of only 6 senior students at a time
- GWE & DJS to monitor and plan.
- Increased and improved cleaning to be discussed and implemented

Where do students leave their bags before coming to meet P.E.?

- All students may leave their bags in their base (form room) under their allocated desk before they come to P.E.

Mask wearing during P.E.

- For outside P.E. where students can be 2m apart, they may remove their face coverings.
- For all sports hall P.E. activities, students and staff must wear their face coverings.

4.3. Co & Extra Curricular Activities

a. Choir

- Students to participate in choir within their year groups. Music co-ordinator to create a 'rotating' timetable so as each year has a different choir session per week.
- Due to social distancing only 12 students can be accommodated in the year choir
- Students must enter / exit the music room via the one way system.

b. Extra- Curricular Activity

(Non-sporting - Lunch time/ After school activity)

This is to be confirmed

Activities to be rotated over a five week period through year groups 1-5.

Week	1	2	3	4	5
Creative Writing	1	2	3	4	5
MUN	2	3	4	5	1
Book Club	3	4	5	1	2
Chess Club	4	5	1	2	3
Debating Club	5	1	2	3	4

Others ...

Gaisce

Christian Union

Green Schools – whole school project with year groups taking, 1 part each?

- Registration takes place at the beginning of session/activity? (pen usage to be considered in this instance?)
- Retain an attendance record for 2 weeks.
- Ensure that social distancing is observed by participants (maximum capacity to be considered)
- Ensure face masks are worn
- Ensure good ventilation in the room – door open? Windows open?
- Surfaces/chairs/ door handles sanitised at the end of the activity
- Student/Participant Responsibility
- Register with group leader/teacher on arrival to activity
- Wear a face mask during activity
- Observe social distancing protocol during activity
- Help to sanitise surfaces at the end of a session if requested/needed

4.4 Extra Curricular Sport

- St Andrew’s College believes extra-curricular sport and other activities are essential in developing well rounded, healthy, and resilient students. The College will support these programs to the full extent that the IRFU / Hockey Ireland and Basketball Ireland will allow.

4.5 Assemblies

- Assemblies will occur in one of two ways;
 - The Year Head will endeavour to visit each form once over the course of the week to monitor their wellbeing, deliver notices and promote the school motto
 - Via a ‘Teams’ assembly held online and streamed into the form rooms on a weekly basis.

4.6 Trips & Excursions

- Curricular trips and excursions will be dealt with on a case by case basis.

4.7 Canteen

- Students can pre-order a packed lunch that will be delivered to their base-classroom
- Students are required to bring their lunch from home and will eat it within their designated ‘base classroom room’ or their designated ‘outside space’.
- Students are encouraged to bring a personal water bottle with their name clearly marked on the container.

4.8 Visitors

- Parents will not be allowed in school buildings during arrival and dismissal.
- Parents may drop off items or pick up or drop off a student at the main office once school is in session after calling the school office.
- Visitors, will not be allowed in classrooms, hallways, playgrounds, or other common areas during the school day.
- Parents will be asked to make appointments to meet with school staff and will be encouraged to use teleconferencing, email, and phone calls to help reduce the number of individuals in common areas.

5. Hygiene and Cleaning in School

- HPSC / DES registered disinfectants and cleaners continue to be used with increased frequency in high traffic areas and on high touch surfaces, especially in common areas and shared equipment like technology devices.

6. Staff / Student Health Care

6.1 Dealing with a suspected Covid-19 case

a. Staff / Student Health

- Staff or pupils should not attend school if displaying any symptoms of COVID-19.
- The following outlines how the school will deal with a suspected case that may arise in a school setting.
- A designated isolation area has been identified and will be down at **Number 55**. The designated isolation area is behind a closed door and away from other staff and pupils.
- If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

b. During Classtime

- a. If teacher has a student reporting symptom, they ring the Covid number.
- b. The Covid Officer will collect the students and accompany them to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- c. Class teacher moves the whole class to the study room.
- d. Covid Officer calls the nurse to make her aware of the student. If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately by the nurse.
- e. if it is not possible to maintain a distance of 2 metres a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin
- f. provide a mask for the person presenting with symptoms if one is available. He or she should wear the mask if in a common area with other people or while exiting the premises
- g. assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home
- h. facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- i. if the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- j. if they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a COVID-19 suspect
- k. The Covid Office should contact Mr Ross Sargeant who will carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- l. arrange for appropriate cleaning of the isolation area and work areas involved
- m. The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing information

c. During Break/Lunchtime

- Student contacts the member of staff on supervision
- Procedures are followed as above.

d Afterschool Sport

- If a coach has a student reporting symptom, they contact the 'sport' Covid officer follows the guidelines set out above.
- Identify equipment that has been used
- If staff member fall sick – the group is sent home.

e. A staff member

- A staff member reporting symptoms should isolate themselves and call the Covid Officer.

- If the symptoms are reported during class time the Covid Officer should inform one of the DP's that supervision is required and follow steps (b-m) above.

6.2 Dealing with a non-Covid case

- The School Nurse is acting as Covid 19 officer for the Junior School .
- Also due to social distance measures, the student health centre can only treat two students at the one time .
- Therefore we ask the teacher / year head / reception to phone first our direct line number is 01 2134034 to check the Nurse is present and that she can see you whilst maintaining social distance.
- The nurse will be wearing PPE.
- There will be a seating outside the door, where you can wait until you are invited in.
- Hand sanitiser will be provided at the door for you to use.
- We will also have face masks that we will ask you to put one on.
- We will remind you to keep social distance, if there is another student in the room
- When you leave to go back to class ,we will remind you about repeating hand sanitising your hands before you join your class.
- A phone txt will be sent to parents /guardians of all students that we treat.

7. Teaching & Learning

7.1 Equipment

Students must have their own:

- A4 pad
- Pens / Pencils
- Ruler
- Calculator
- Formula Book
- A personal bottle of hand sanitiser

7.2 Books & Worksheets

Copybooks:

All non-marked work (e.g. notes, examples) is completed in a copy book. The book is never handed into the teacher
Assessed work ... see below

Textbooks:

- Student do not bring textbooks from home that could carry contamination.
- Students carry a personal device that they wipe down when cleaning their work area. This device has their textbooks on it.
- Textbooks are covered with a wipeable cover and are wiped down before the lesson commences.

Handing in assessed work:

- students complete all work on A4 paper – it is collected in a plastic folder that can be wiped down. Folder incubated for 3 days before work is marked & returned
- students complete all assessed work online and submit via class notebook /Assignments via Teams

Worksheets:

- are emailed to the students before the lesson.
- are projected on the board.

- are bundled together and each student given a pack that they keep for themselves.
- students take a worksheet from pile, then sanitise hands.

7.3 Where a student cannot attend school:

- Under the direction of the Headmistress, the relevant Support for Learning should:
 - Liaise with the relevant subject teachers, class tutor/year head, and Special Education Team (SET) where relevant, regarding curricular content and classwork
 - Access relevant learning resources, including those produced by the subject teachers as well as other externally produced resources such as those on *Scoilnet*
 - Provide the student with individualised support for his/her learning; this may include devising of an individual support plan for the student in cooperation with the relevant subject teachers, class tutor/year head and, where relevant, the SET
 - Increase the student's autonomy, motivation, agency and wellbeing
 - Improve the student's capacity to become a self-directed learner

8. Wellbeing Programme

8.1 Students

- Regardless of whether students are engaged in in-person, or online learning, the College is committed to supporting the social and emotional wellbeing of all students.
- If you have concerns about your child's emotional wellbeing, please contact their form teacher or one of the College guidance councillors.

8.2 Staff

- As part of the services provided by SpectrumLife a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

The St Andrew's College Covid Team:

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