

Coláiste Bríde,
Enniscorthy,
Co. Wexford.

Reopening our School - August 2020





Coláiste Bríde

Templeshannon, Enniscorthy, Co. Wexford.

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COVID-19 RETURN TO SCHOOL MEASURES AND PROCEDURES - STUDENTS

Introduction

The health and safety of the entire school community depends on the cooperation of all its members and families. We are very aware that there is no substitute for being in school and we aim to recreate the happy atmosphere and positive learning environment that we have all missed since March.

We appreciate that our daily lives have changed dramatically over the past months and there is a high level of uncertainty around the return to school. The wellbeing of all our school community is paramount in the reopening of the school and the return to teaching and learning. Working together we can build a safe and supportive school environment to safeguard each other in a caring and responsive way.

The following information will outline the wide variety of measures and procedures we have implemented in our school to reduce the risk of introduction and spread of the COVID-19 virus.

Some of the changes we have had to make are significant and although difficult they are in the best interests of the health and safety of all school members. It is important that everyone is familiar with these key changes and adheres to them to protect against COVID-19.

Please refer to our COVID-19 Response Plan available at www.colaistebride.ie

NB: While safety measures have been put in place, we must remember at all times that nothing works better than ensuring each person take personal responsibility to help prevent the spread of COVID-19.

This means:

- ensuring you maintain a safe distance from other people
- restrict your movements
- practice good respiratory and hand hygiene
- cough/sneeze into your elbow or a tissue, which is disposed of safely
- wear a face-covering when social distancing is not possible
- wash your hands with water and soap and continue to sanitise your hands regularly.



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Return to School Dates

Reopening Schedule for the 2020/2021 school year:

Dates	Year Group	Description	Times
Thursday August 27 th	No students	Staff Covid Health & Safety Training	
Friday August 28 th	1 st Years only	Welcome & Covid Safety Induction & Procedures	1.5 hours in total, parents will be informed of the time slot by text.
Monday August 31 st	5 th & 6 th Years only	Covid Safety Induction & Procedures	1 hour in total, parents will be informed of the time slot by text.
Tuesday September 1 st	4 th Years only	Covid Safety Induction & Procedures	2 hours in total, parents will be informed of the time slot by text.
Wednesday September 2 nd	No students required to attend	Staff Planning Day	
Thursday September 3 rd	2 nd & 3 rd Years only	Covid Safety Induction & Procedures	1 hour in total, parents will be informed of the time slot by text.
Friday September 4 th	1 st Years only	First Year Induction	8:45am – 1:00pm
Monday September 7 th	1 st Years only	First Year Induction	8:45am – 3:45pm
Tuesday September 8 th	3 rd & 6 th Years only	Class	8:45am – 3:45pm
Wednesday September 9 th	3 rd , 5 th & 6 th Years only	Class	8:45am – 3:45pm
Thursday September 10 th	2 nd , 3 rd , 5 th & 6 th Years only	Class	8:45am – 3:05pm
Friday September 11 th	All year groups	Class	8:45am – 3:05pm



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Before and After School Hours

- Our school day will start at 08.45am. Students are asked to enter through the assigned door for their year group and make their way to their base classroom, to avoid unnecessary congregation in other areas of the school.
- Parents and bus drivers are asked to park a safe distance from the school for collection and drop off to maintain social distancing measures and to avoid congestion.
- We strongly encourage all students to be in the school building only during the official school hours (8.30am until 4.00pm). If a student needs to arrive early or remain in the building after school hours, please contact the school office.
- We will not be offering evening study or extra-curricular activities at this time.
- Students from different year groups will be allocated the same door to enter and exit the school each day.

1 st Year	Upper right side of building (beside rear car park) for rooms 37 - 42
2 nd Year	Courtyard entrance at upper right side of building for rooms 5,6,7,8
3 rd Year	Lower right side of building (previous student entrance) for rooms 33 - 36
TY	Go directly to prefabs following the path by the rear car park
5 th Year	Entrance steps at lower right side of building (previous student entrance)
6 th Year	Lunch hall entrance

When not to come to school?

- Our school will operate a 'stay at home if you feel unwell' policy. A student should **NOT** come to school if they display any of the COVID-19 symptoms (cough, temperature, loss of smell/taste, shortness of breath).
- A student should not attend school if they have been identified by the HSE as a contact for a person with COVID-19. Please follow HSE guidance on the restriction of movement.
- If a student is in the 'Very High-Risk Category' as identified by the HSE, they should not return to school. Parents should contact the school if clarity is required in this situation.
- It is a requirement for anyone coming into Ireland, from abroad, from locations not on the 'green list' to restrict their movements for 14 days. Restricting your movements means staying indoors in one location and avoiding contact with other people and social situations as much as possible.



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Control Measures for Covid -19

- Each student should **wear a face covering** (a fresh, clean face mask each day) and use it when a distance of 2m cannot be maintained.
- The majority of our classrooms will not facilitate a **2m** distance. A distance of **1m** will separate students from each other in most rooms, therefore students will need to wear their masks in classrooms and on corridors moving between classes.
- Scarves and bandanas are not permitted. Masks should not contain offensive slogans. Masks should securely cover both nose and mouth. Students are responsible providing for their own mask.
- Students are recommended to have their own hand sanitiser with them at all times. Hand sanitising stations have been placed widely throughout the school, at all entrance doors, toilet areas and classrooms. Students should sanitise their hands regularly.
- Any face mask that is considered inappropriate will not be allowed and another (disposable) mask will be provided to wear for that day. Gloves are generally not required for students but are available in the school if required.
- Students who are unable to wear a face mask for medical reasons (**medical certificate required**) may wear a visor instead.
- Disposable face masks are for single use only and should be disposed of carefully in the general waste bin.
- If a student becomes unwell at school and displays COVID-19 symptoms, they should stay at least 2m away from other people, avoid touching surfaces and follow the instructions of the person supervising them.
- We have created a COVID-19 isolation space, an unused space in the building, in the event that anyone displays symptoms while in school. In such cases, an unwell student will be brought to this space where they can safely isolate until they can be collected. Parents will be contacted immediately to arrange collection.
- Parents & Guardians are no longer permitted to enter into any part of the school building without an appointment. Parents and visitors must schedule a visit ahead of time with the office. A parcel drop-off area will be located outside the main entrance. Parents should telephone the main office to arrange drop off / pick up of students who may need to sign in or out during school hours. Parcels should be wrapped in plastic and clearly labelled.
- Teachers will no longer take up student journals for notes etc. All notes will be sent in through our electronic system (VS Ware) which parents have will have access to. Parents can also email the school office at office@colaistebride.ie or telephone – 0539234245.
- The reception area and corridor outside the main office will not be accessible to any student unless you have been called to the office **or** in an emergency. Signs have been set up in all areas that encourage social distancing.



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Classroom Routines

- Students will be based in the same classroom more frequently than they are used to. On most occasions, teachers will be moving to the students' classroom. Students are to remain at their assigned seat between lessons unless to gather books or use the toilet.
- Students may need to move for option/ practical subjects (Art, Home Economics, Science, Music, P.E etc...) and some students may need to change classrooms for Maths, Irish and English. However, the movement for students will be kept to a minimum, with students being allocated a seat beside someone from their base class and always within the same small section (zone) of the school building.
- Students will move to their classroom and their assigned seat as quickly as possible to reduce congestion and lessen the need to congregate on the corridors.
- Our rooms have been laid out to ensure social distancing of 1m at a minimum. Depending on certain subjects and the numbers of the students in the class, students may be able to sit further apart from each other. The subject teacher will advise on this.
- Excess furniture and lockers have been removed from all classrooms to allow maximum spacing. Student desks are placed to be socially distant, with floor marking at each desk, and must not be moved about.
- All classrooms will have fresh air sources and windows will remain open for ventilation.
- All students will have the same allocated seat in all classrooms, and will be asked to sanitise their **seat, desk/ computer/ workstation** and any other surface they have been in contact with, using disinfectant spray and disposable cloth (provided) before leaving that space. Classroom desks and chairs will also be thoroughly cleaned by our cleaning staff at least once every day.
- All Classrooms will have access to hand sanitiser (generally located at each classroom entrance) as well as a supply of disinfectant spray and disposable cloth, under teacher supervision. Hand sanitiser will also be positioned throughout the school at all major touchpoints, door handles, entrances and on walls of corridors.
- There will be no sharing of any equipment or mobile phones. Books, paper, pens etc must all be student's own. Students must only use their own personal earphones/ headsets to connect to school devices.

Student Toilets

- Each year group will be allocated a specific toilet area to use and will be only allowed to enter the bathroom in small groups (to a maximum capacity) to ensure social distancing. **There can be no group gathering in toilet areas.**
- Toilets will be cleaned regularly and checked throughout the day.
- Every other wash basin will be closed to socially distance the area.
- Posters and signs are positioned in the toilet areas to encourage hand hygiene.
- It is essential that students practice good hygiene and wash their hands thoroughly for the recommended 20 seconds with soap and water.



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- Hot air dryers have been installed in all toilet areas. Hand sanitiser stations are located both inside and outside each toilet area – please sanitise upon entering and again when leaving the toilet area.

Break Times

- Students from different year groups will be split for their staggered morning break and lunch times* (see timetable below for details) in order to reduce the numbers of students mingling with each other.
- Students are encouraged to take their breaks outside as much as possible. If having lunch indoors students will have their lunch in the same area of the classroom every day and will be allocated an area outside to get fresh air. Weather permitting, breaks will take place outside and social distancing (1m) applies. These areas may also need to be wiped down after use. The regular classroom Clean Up rota will not be used this term; therefore, it is essential that students keep their own seating area and the common classroom space clean and tidy at all times.
- There will be no canteen facility this term and students are required to bring their own lunch to school. Please do not share food, snacks or drinks with others.
- Each student should have their own labelled water bottle and have it fully filled coming from home. We will not be able to fill water bottles or give out drinks from kitchens. It is not recommended to share water facilities.
- We will offer wellbeing breaks and breathing breaks throughout the day. Teachers will check-in constantly regularly with students to ensure that they are doing well and feeling safe.

*Students will be allocated a base classroom as per the table below and will have break/lunches at the times shown in the table below:

	1 st Year	2 nd Year	3 rd Year	TY	5 th Year	6 th Year
Base Rooms	37 - 42	5 -10	33 – 36 11,12	Prefabs 2-5	1,2,3,4,31	Lunchhall, Music/ Geog/ History Rms
Break 1	10.05am	10.05am	10.05am			
Break 2				10.45am	10.45am	10.45am
Lunch 1	12.05pm	12.05pm	12.05pm			
Lunch 2				1.05pm	1.05pm	1.05pm

Uniform

- All students should wear a full school uniform to school each day.
- Students will be asked to wear their PE uniform (tracksuit bottoms and T-shirt with appropriate runners) to school on the day they are timetabled to have PE. Please note that these days are NOT non-uniform days and non-PE clothing is unacceptable. It is not an excuse to wear excessive jewellery, piercings or infringing the uniform code in any way. Students should **not** leave any of their personal belongings, jackets, P.E gear etc... in school overnight.



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Corridor Routines

- Everybody should follow the corridor system in operation in the school which is **single file** **'Walk on the left-hand side'**. Clearly labelled floor signs are in place to direct traffic and ensure everybody keeps a safe distance.
- If a traffic jam or congestion on the corridor builds ahead, please wait in single file until it eases before moving on.
- Students (1st to 4th year) will not have access to lockers. Teachers will do their best to minimise the number of books that students will need to bring to/from school each day and teachers will advise their students on this in the first 2 weeks of teaching. It is recommended that students download the eBook version of textbooks. Details are inside the front cover of the textbook.
- 1st to 3rd year students will be provided with their own lidded storage boxes in their base classrooms.
- (5th and 6th Year students only) Although these year groups will have the use of a locker on the school corridor, it is extremely important that students practice physical distancing while at their locker. This means we cannot have big groups accessing lockers at the same time. Students from these year groups will have the use of a locker on the school corridor at an allocated time. If congregating/ congestion or accessing the locker at an unallocated time happens we may have to withdraw the lockers.

Wellbeing

- The wellbeing of our school community is of utmost importance. We are deeply aware of the discomfort through mask wearing. We will explore ways of facilitating safe wellbeing breaks for our school members, particularly those who are in base classrooms all day.
- Students will participate in back-to-school induction modules to support student wellbeing through their /SPHE/ Wellbeing classes this term.
- Year Heads, subject teachers and class tutors will also focus on this area. Our usual pastoral and guidance support will remain available to our students and parents/ guardians following strict public health guidance on meetings.

We realise that many of these measures sound daunting, but we will do everything we can to help you through this process. If we continue to work together we can make this challenging time that bit easier. Please communicate with us as often as you need – email is the most effective way of parents getting in touch with us. We will do our best to keep our school community informed and updated at all times through our website/ email and other communication systems.

Ms. Kiera O'Sullivan kosullivan@colaistebride.ie
Mr. Niall Moynihan niall.moynihan@colaistebride.ie
Ms. Rose McConville rose.mcconville@colaistebride.ie
Main Office office@colaistebride.ie

Principal: Ms. K. O'Sullivan

Web: www.colaistebride.ie

Deputy Principal: Ms. R. McConville

Email: office@colaistebride.ie

Deputy Principal: Mr. N. Moynihan

Telephone: (053) 9234245



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Summary Information

STEPS TO KEEPING OUR SCHOOL SAFE



Recognise Symptoms

- Cough
- Temperature
- Loss of taste/ smell
- Shortness of breath



Interactions

- Limit where possible
- Social Distance
- No sharing of equipment



Navigating the school

- Walk on the left
- Use the correct entrance
- Keep 1m apart/ 2m if possible
- Windows and doors open



Hygiene

- Wash hands
- Wear face coverings
- Sanitisers at every room
- Wipe touched areas.



Organisation

- Follow timetable
- Digital learning
- Bring own materials
- Keep workspace clean
- Staggered breaktimes



What's needed?

- Cooperation
- Kindness
- Respect
- Positive attitude



Let's all work together!

Visit us at
www.colaistebride.ie

Principal: Ms. K. O'Sullivan

Web: www.colaistebride.ie

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HSE Advice / Posters for when at school

COVER YOUR COUGH AND SNEEZE
STOP THE SPREAD OF GERMS THAT MAKE PEOPLE SICK

When you cough or sneeze cover your nose and mouth with a tissue
DO NOT Cough or sneeze into your elbow, not your hands.

Throw away your tissue!

Clean your hands after coughing or sneezing.

THANKS!

HSE Building a Safer, Healthier, Stronger Ireland. hpsc RESIST

How to use Face Coverings

ALWAYS CLEAN YOUR HANDS BEFORE AND AFTER WEARING A FACE COVERING

Correct Covering
Medical masks should be reserved for health workers or patients in treatment. If you have been advised to wear a medical mask, always have the coloured side showing and the metal band at the top of your nose.

Check Your Fit
Check that the face covering is made from a fabric that you are comfortable wearing.
Check that it is easy to fit and completely covers your nose and mouth, all the way down under your chin.
Tighten the loops or ties so it's snug around your face, without gaps. If there are straps, tie them high on top of the head to get a good fit. Do not touch or fidget with the face covering when it is on.

DO NOT: Wear the face covering below your nose. Leave your chin exposed. Wear it loosely with gaps on the sides. Wear it so it covers just the tip of your nose. Push it under your chin.

FOLLOW THESE TIPS TO STAY SAFE:
ALWAYS wash your hands before and after handling your face covering. ALWAYS change your face covering if it is dirty, wet or damaged. Carry unused face coverings in a sealable clean waterproof bag, for example, a ziplock. Carry a second similar type bag to put used face coverings in. CHILDREN UNDER 13 should not wear face coverings. ALWAYS wash cloth face coverings on the highest temperature for cloth.

Safe Removal
Use the ties or ear loops to take the face covering off. Do not touch the front when you take it off.

Disposing Of Single-Use Mask
Always dispose of single-use masks properly in a bin. Don't forget to clean your hands and keep social distance.

2M

Coronavirus COVID-19 Public Health Advice

Protect yourself and others from getting sick

Wash your hands

- after coughing or sneezing
- when caring for the sick
- before and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after touching cuts, blisters or any open sores
- you can use alcohol hand rub, if hands are not visibly dirty

RESIST www.hse.ie/handhygiene

HSE hpsc

Coronavirus COVID-19

Coronavirus COVID-19 Public Health Advice

If you have fever and/or cough you should stay at home regardless of your travel or contact history.

If you have returned from an area that is subject to travel restrictions due to COVID-19 you should restrict your movement for 14 days. Check the list of affected areas on www.dfa.ie

All people are advised to:

- > Reduce social interactions
- > Keep a distance of 2m between you and other people
- > Do not shake hands or make close contact where possible

If you have symptoms visit hse.ie QR, phone HSE Live 1850 24 1850

How to Prevent

- Stop** shaking hands or hugging when saying hello or greeting other people.
- Distance** yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell.
- Wash** your hands well and often to avoid contamination.
- Cover** your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue.
- Avoid** touching eyes, nose, or mouth with unwashed hands.
- Clean** and disinfect frequently touched objects and surfaces.

Symptoms

- > Fever (High Temperature)
- > A Cough
- > Shortness of Breath
- > Breathing Difficulties

For Daily Updates Visit
www.gov.ie/health-covid-19
www.hsc.ie

In Ireland is operating a 'circuit breaker' to live with COVID-19 and R2020 - advice

HSE Rialtas na hÉireann Government of Ireland

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