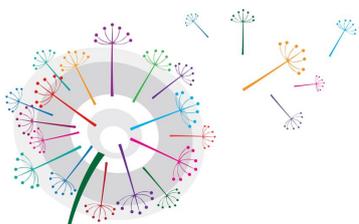


AUGUST 2020

# BACK TO SCHOOL



## A Guide for families and pupils in Kildare Town Educate Together National School



Kildare Town  
Educate Together  
National School

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## A message from Gerry

Dear Parents & Guardians

The Board of Management & Staff at KTETNS have been working very hard over the last number of weeks, to safely re-open on 26th August 2020.

As you know, the Department of Education recently published a number of documents outlining required actions to facilitate the safe re-opening of KTETNS, in light of the Covid-19 Pandemic.

All provisions in these documents are being implemented in our school, and we must follow them. This document gives you the key changes we need to make you aware of at this time.

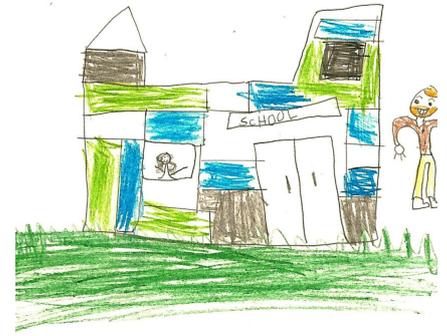
Your support of these changes is essential to ensure we do our best, to protect the KTETNS community.

We understand that many of the arrangements detailed above may be challenging for both you and your child.

However, we all have a personal responsibility to minimise the risk of an outbreak/cluster of Covid-19 cases in our school.

By working together and supporting each other we can ensure a happy, safe & fun learning environment.

Above all else, we want to reassure you that now, as ever, your child's happiness, wellbeing & safety is our primary concern.



We're aware that all members of our school community, children, parents & staff alike are possibly going to feel quite nervous or apprehensive about returning to school.

Please get in touch ([covid19@ktet.ie](mailto:covid19@ktet.ie)) if you would like any further clarification.

With kindness, patience & understanding, we will help the children through this. We are really looking forward to reuniting with you all again,

Take care,

A handwritten signature in black ink that reads 'Gerry'. The signature is written in a cursive style with a large, looped 'y'.

### Please note:

- Ensure we have your up to date contact details, and those of your emergency contacts.
- New email address if you have serious Covid 19 Concerns: [covid19@ktet.ie](mailto:covid19@ktet.ie)
- The Board of Management of KTETNS will ratify our Covid-19 Policy Statement this week. This will be available on our school website, [www.ktet.ie](http://www.ktet.ie)



This is a vitally important school document.

All Parents & Guardians must read this before children come back to school, and be familiar with the contents.

We rely on everyone's cooperation to keep our school community safe – our children, their families, and our staff.

## 1 Preparing your child for school

We strongly encourage you to teach your child a good hand-washing technique, and good coughing/sneezing etiquette.

Helpful videos & information can be found at these links:

<https://youtu.be/V2914KsEug>

<https://www2.hse.ie/conditions/coronavirus/protecting-your-child.html>

If your child is deemed “high risk”, or if your child is overly anxious about returning to school, please email [covid19@ktet.ie](mailto:covid19@ktet.ie) and a member of staff will contact you.



## 2 Arriving & leaving school

Arrival in the school yard from 8:20 – 8:30am for children only. Please avoid gathering in large crowds. We have two entrances for the children to use:

<p>Junior Infants Senior Infants 1<sup>st</sup> Class 2<sup>nd</sup> Class 3<sup>rd</sup> Classes</p>	<p>Enter through the Main Yard gate. Children will be directed towards their class areas by staff on arrival.</p>
<p>4<sup>th</sup> Class 5<sup>th</sup> Class 6<sup>th</sup> Class</p>	<p>Enter through the side gate at the back of the Halla. Children will be directed towards their class area by staff on the new tarmacadam area close to the geodome.</p>

Children should not arrive to school before 8:20 am to avoid congestion at the gates. They will still have ten minutes to line up in their class bubble on the yard before their teacher comes to bring them into the building at 8:30 am.

On a rainy day, children will be directed towards their allocated entrance door and be brought straight to class.

The school grounds must be used for drop-off only. We will have enough staff on the ground to escort your child to their assembly point and to supervise them safely.

Parents & guardians are not permitted to access assembly areas and are asked not to gather at the yard gates.

**REMEMBER:**



Junior Infant Parents - please refer to the latest email sent to you about arriving on the mornings of 26th, 27th & 28th August from the class teachers.

Teaching commences at the normal time, 8:30 am, - again Junior Infant parents need to check their email for their start times, which are shorter for the first three weeks.

The regular school day is 8:30 – 1:10 for infants, and 8:30 – 2:10 for all older classes.

All children, especially 3rd – 6th class pupils are strongly encouraged to walk, cycle or scoot to school.



Children from 3rd to 6th class will be released by their class teacher at their allocated door and encouraged to walk/cycle/scoot home or meet a parent at an agreed collection point.

This collection point is agreed between **you and your child**. Parents & guardians are not permitted to gather at entrance/exit doors. If special arrangements need to be made for your child, please inform the class teacher via email.

Children from Junior Infant up to 2nd class must be released to a known adult, or to their older siblings – please make these arrangements with the teacher by email.

Please see the diagram on next page for drop off & collections.



Staff Car Park

New Tarmac Yard

Monasterevin School bus Parking area

Morning entry point for:

Collect Senior Infants here at 1:10 pm. 1<sup>st</sup> Class at 2:10

4<sup>th</sup> Class

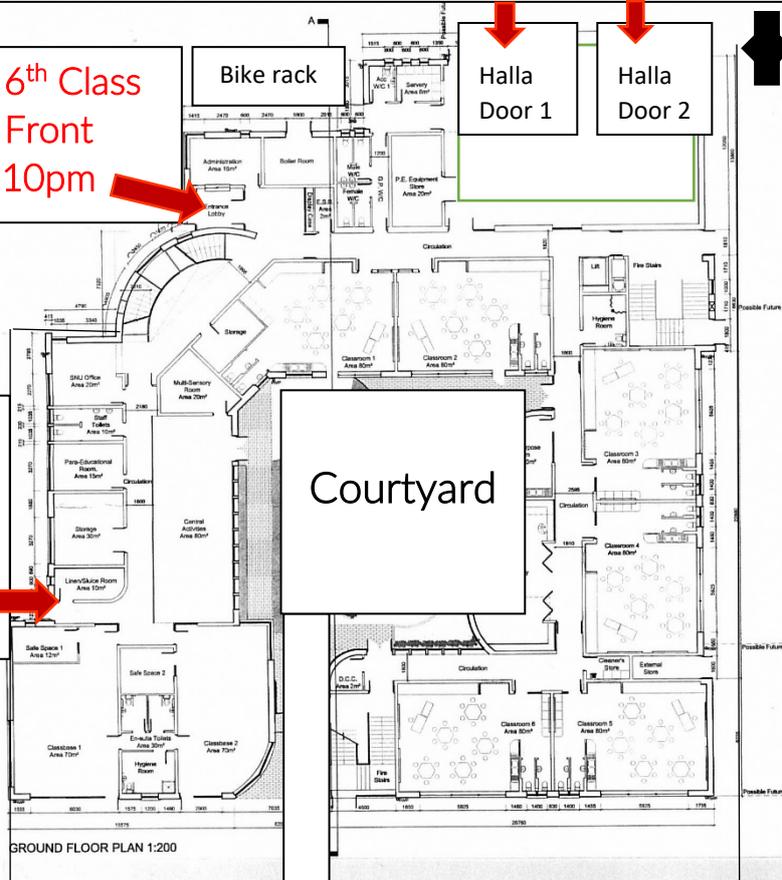
5<sup>th</sup> Class

6<sup>th</sup> Class

SIDE GATE

3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup> Class  
Leave via Front door at 2:10pm

Collect 2<sup>nd</sup> Class here  
2:10pm



Grass

Junior Yard

MAIN YARD GATE

Collect Junior Infants here at 1:10 pm

Morning entry for:

Junior Infants

Senior Infants

1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Classes

Basketball Court

Chids Play  
Breakfast &  
Afterschool Club

Junior Yard

### Morning Drop-offs:

In the mornings, Junior infants, Senior Infants, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> classes will enter through the main yard gate.

4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Classes will access the new tarmac yard through the side gate at the back of the halla.

### Afternoon Collections:

Junior infant classes will be brought out by the teachers to the main yard gate at 1:10 for collection.

Senior infants A will be brought to Halla door 1 at 1:10 p.m. Senior infants B will be brought to Halla door 2 at 1:10 p.m.

1<sup>st</sup> Class A will be brought to Halla door 1 at 2:10 p.m. 1<sup>st</sup> Class B will be brought to Halla door 2 at 2:10 p.m.

2<sup>nd</sup> Class A & 2<sup>nd</sup> Class B will be brought to the Stars side door for collection at 2:10 p.m.

3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Classes will exit through the front door at 2:10 p.m.

We are mindful that teachers will no longer be able to meet you in the yard at the end of the day for a quick chat, which we know is very useful for us all. For now, we ask you to communicate with teachers by email for day-to-day queries.

We will send you details of your teachers & their email addresses in the next couple of days. If you need to have a meeting with your child's teacher, please email [office@ktet.ie](mailto:office@ktet.ie) to arrange an appointment.



### Children arriving late to school or departing early

Children arriving to school after 8:30 am must be brought to the front office door. We are using an online sign-in system to replace the book at reception. We will send you a QR code & url for an online form. This code will also be at our front door for you to scan with the camera on your phone.

If you cannot leave your car to bring your child to the door, you must still register their arrival & reason on your mobile using the online form. Your child cannot enter the building until this has been completed.

If your child has an appointment during the school day, please do not bring them to school. We ask that children are only collected early in case of emergency.

If you have an emergency, you will also use the online form to register the details before your child can be called from their class. You will need to wait outside the door for your child.



### 3 Bags, books, clothing & belongings

#### Bags & stationery

Your child won't need large bags this term. They won't be bringing books or copies home for hygiene reasons & won't have homework that will require them.

Each child will have a large plastic box to store all they need for the school day. They must keep their stationery & all belongings either in their bag or their plastic box.



**Please explain to your children that they must not share crayons/pencils/markers etc.**

For the first few weeks of school, children will not be receiving any homework. At this time, the children's wellbeing is our primary concern. We are acutely aware that the past few months will have impacted each of the children in our school in a variety of ways.

Children will be working hard in school each day and for now, that is enough. It is important that we limit the risk of items moving from home to school environments so from October, we will be exploring the possibilities of homework taking the form of online tasks.

They won't need their pencil case for homework, so they can leave it in their box in class if they like. We ask that they only use a small bag for their lunch & pencil case, and the bags will need to be hung on the back of their chairs along with their coats for hygiene reasons.

A large bag can cause the children's chairs to fall over and are not recommended – the smaller the better please.

For the time being, 6th class cannot use their lockers for storing their books.



## Wear weather appropriate clothes for well-ventilated rooms and the outdoors

All classrooms will have windows open regularly to ensure rooms are well ventilated. We will need to maximise the use of our outdoor facilities, so it is important your child wears clothes appropriate for the weather.

Please remember to write your child's name somewhere on the inside of their coats, hoodies, jackets etc. Our lost & found box is often full of clothes nobody can identify!



## Use of shared library books

Unfortunately, for the first term, we will be unable to use our beautiful school library due to the risks of contamination and the challenges of disinfecting each book between children/classes.

We will revise this as soon as we are given further guidelines.



Children will have access to a range of reading materials in their classroom and will be provided with books on Monday.

Books will be collected on Thursday, sanitised and left untouched for 72 hours until they are redistributed following the weekend.

## Personal items

Unfortunately, due to cleaning regimes in the school personal items are not to be brought into school. Sadly, this means it's not possible to have toy day on Fridays for the foreseeable future.

If your child has Additional Needs and personal equipment/comforter is required, please email [covid19@ktet.ie](mailto:covid19@ktet.ie) so the school can try and make arrangements.



## 4 Hygiene, Illness & Quarantine

Hand sanitizing & hand washing in school.



We have hand sanitising stations at every entrance door to the school. There is a hand sanitising station in every classroom.

All toilets (two in each classroom) have hand wash facilities with hot water and soap. All classrooms also have hand basins with hot water and soap. Regular handwashing will be timetabled into the school day for pupils.

Staff will be wearing facemasks

In line with Dept of Education Guidelines, staff, will wear face coverings (facemasks and visors) when necessary.



The government advise against children under 13 wearing a face covering.

Pupils may wear a visor/face covering in school if parent or the child wishes. It is not however the responsibility of school staff to enforce pupil wearing of face covering.

## If your child is unwell during the school day

Any child, who staff feel may be ill, will be promptly brought to the isolation area.

Parents or guardians will be contacted & asked to collect their child immediately.



It is vital that you cooperate fully with school staff so that we can protect all children.

Again, please ensure we have your correct phone number & numbers for your emergency contacts.

If necessary, the HSE may provide further guidance to the school. The school's decision in any such cases is final.

If a child needs to be brought to the isolation area, their desk will be cleaned immediately and full sanitation will take place as soon as is practicably possible, as per the DES directive.

This isolation area will be fully sanitised when the child has been collected.

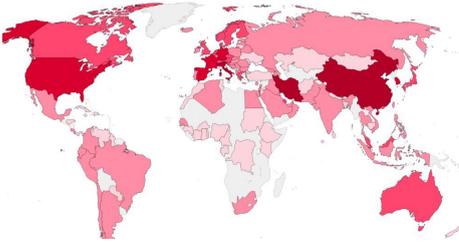
### **Please do not enter the school grounds if:**

- You are feeling unwell: For the safety of the entire school community, if your child is feeling ill, in any way they may not come into school.
- You have been diagnosed with Covid 19.
- You are a close contact of someone diagnosed with Covid 19, or suspected Covid 19 or awaiting results of Covid 19 test
- You have been referred for a Covid 19 test or are awaiting results of a Covid 19 test.



## Quarantine

If your child is currently out of the country has not returned from abroad prior to the 12th August, you must email the school at covid19@ktet.ie and be prepared to self-isolate for 14 days in line with government policy.



You'll find the most recent government guidelines here:

<https://www.gov.ie/en/campaigns/75d92-covid-19-travel-advice/>

### 5 “Bubbles”, “Pods” & Breaktimes

#### Bubbles & Pods = Classes & class groups

We are very fortunate to have relatively small class sizes and large classrooms, so implementation of Social Distancing guidelines is not problematic in KTET.



We have mentioned Bubbles and Pods before; Bubbles are classes and Pods refer to groups within the classes.



γ.

All children will be allocated to a pod. In classes from 3rd – 6th class, desks will be arranged to facilitate social distancing as required.

The pods, as arranged by the teacher, will remain in place until a review takes place in line with DES guidelines.

Due to the large overall number of pupils we have in the school and the needs of each individual class, it is impossible to arrange pods by friends, neighbours, crèche users, childminders etc.

## Break times



We will continue our staggered break times introduced last year (to increase yard space available to each class).

Children will play with children in their class grouping, e.g. 3rd class pupils may play together but will be separated from pupils in 4th class.

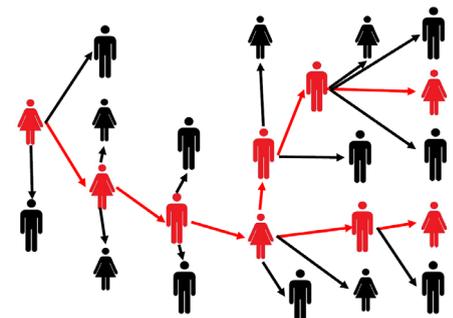
## 6 Appointment system for parents & guardians

All Parents, Guardians & Visitors must make an appointment to enter the school building

All parents & guardians must make an appointment with the office – email [office@ktet.ie](mailto:office@ktet.ie) or call 045 530530 to enter the school building. For example, if you need to meet your child's teacher, you must book through the office.

### Contact tracing & QR Codes

If you have an appointment, you must scan the QR code found on the notice at the front door to complete your contact tracing details before entering.



Alternative arrangements can be made for those without a phone.

When entering the building by appointment all visitors must wear a face covering and sanitise their hands at reception. You will find a dispenser to your left as you enter through the front door.

## 7 Afterschool clubs & Swimming

To avoid the crossover of pods and class bubbles, all after school activities are suspended until further notice. This includes communion & confirmation classes. We await guidance from the Department of Education on if & when these activities will be possible.

Unfortunately, Swimming as part of our PE curriculum has also been postponed for this year.

## 8 Childs Play Breakfast & Afterschool Clubs



Childs Play will start their Breakfast & Afterschool club on Wednesday 26th August.

Their ECCE preschool service will start the following week. You must contact Childs Play directly with any queries on 045 448400.

If your child is attending their Afterschool Club, you must notify their teacher by email of the days, and if there are any changes in their schedule.

## 9 Curriculum meetings week of 7th – 11th September

These meetings are scheduled for the second week in September however it will not be possible to accommodate parents & guardians as normal on site.

We will arrange to hold these using Zoom in the evenings during that week and will give you further details closer to that time.

We can't wait to see you all very soon!

