**St. Peter’s N.S. Return to School Logistics Plan July 2023**

**Underlying Principles**

* The school has a responsibility to make effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
* As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

**Please note that Junior Infant classes will be issued with a different staggered break timetable for the first few days (see timetable below) as they start later than the rest of the school for the first week and a half of the new school year (under normal circumstances).**

* The day will include **one 10 minute break and one 30 minute break.**
* Hand sanitiser will be available at all entry points and in all class and support rooms.

**Timetables**

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| --- |
| **Timetable for all classes (Senior Infants-6th classes). School restarts on the Wednesday, 30th of August**  **For incoming junior infants, please see timetable on page 2** |
| **Arrive between 8:40-8:50 but not before 8:40 as children will not be supervised prior to 8:40a.m.**  **8.50 – School starts**  **10.20 – Break time**  **10.30 – Class resumes**  **12.00 – Lunch time**  **12.30 – Class resumes**  **1.30 – Junior and Senior Infant classes finish**  **2.30 – 1st – 6th Classes finish** |

**Parents please note that the junior infants will have different staggered arrival times/departure. See staggered/arrivals and departures listed below.**

**These are the most up to date times.**

Junior Infant class teachers will come to the gate to collect your child in the mornings until further notice.

**Please do not enter the main gates (entrance 1 or entrance 2).**

**Junior Infant- staggered day times- 30th of August 2023 until the 8th of September 2023. Full days from the 11th of September 2023.**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | **Mr. McConigley (Rm. 1)**  **Please arrive 10 minutes in advance of starting time** | **Ms. Kirrane (Rm. 2)**  **Please arrive 10 minutes in advance of starting time** | **Ms. O’ Driscoll (Rm. 3)**  **Please arrive 10 minutes in advance of starting time** |
| 30th August | 10:00-11:30 | 10:15-11:45 | 10:30-12:00 |
| 31st August | 10:00-11:30 | 10:15-11:45 | 10:30-12:00 |
| 1st September | 10:00-11:30 | 10:15-11:45 | 10:30-12:00 |
| 4th September | 9:30-12:00 | 9:40-12:10 | 9:50-12:20 |
| 5th Sept. | 9:30-12:00 | 9:40-12:10 | 9:50-12:20 |
| 6th Sept. | 9:30-1:30 | 9:30-1:30 | 9:30-1:30 |
| 7th Sept. | 9:30-1:30 | 9:30-1:30 | 9:30-1:30 |
| 8th Sept. | 9:30-1:30 | 9:30-1:30 | 9:30-1:30 |
|  | **Full Days as per Logistics Plan from 11th Sept.** | **Full Day as per Logistics Plan from 11th Sept.** | **Full Day as per Logistics Plan from 11th Sept.** |
| 11th Sept. | 8:50-1:30 | 8:50-1:30 | 8:50-1:30 |
| 12th Sept. | 8:50-1:30 | 8:50-1:30 | 8:50-1:30 |
| 13th Sept. | 8:50-1:30 | 8:50-1:30 | 8:50-1:30 |
| 14th Sept. | 8:50-1:30 | 8:50-1:30 | 8:50-1:30 |

**Key to Entrances & Exits**

|  |  |
| --- | --- |
| **Entrance and Exit Points** | **Number** |
| **Main Entrance to school** | **1** |
| **Entrance door (blue door) opposite Cabra Park** | **2** |

**Junior Infants- 6th class teachers for the coming year (2023-2024)**

We were very busy recruiting new staff over the summer holidays as a number of staff have taken a career break for the coming year or extended their career break so there will be some unfamiliar names (initially).

Junior Infants- Mr. McConigley, Ms. Kirrane and Ms. O’ Driscoll

(All junior infant classes enter and exit the school via the main entrance (Entrance 1)

**St. Peter’s N.S. Class teacher allocation list for 2023/2024**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class 2023/2024** | **Class teacher 2023/2024** | **Previous class teacher (if applicable) 2022/2023** | **Entrance** | **Exit** |
| Junior Infants | Mr. McConigley |  | 1 | 1 |
| Junior Infants | Ms. Kirrane |  | 1 | 1 |
| Junior Infants | Ms. O’ Driscoll (newly appointed to the school) |  | 1 | 1 |
| Senior Infants | Ms. Concannon | Ms. Manning’s Junior Infants 2022/23 | 1 | 2 |
| Senior Infants | Ms. Tierney (newly appointed to the school) | Mr. McConigley’ Junior Infants 2022/23 | 1 | 2 |
| Senior Infants | Ms McCabe (newly appointed to the school) | Ms. Danaher’s Junior Infants 2022/2023 | 1 | 2 |
| 1st class | Ms. Doran | Ms. Gilmartin’s Senior Infants 2022/2023 and half of Ms. Griffin’s Senior Infants 2022/2023 (names of pupils in class will be communicated in mid- August) | 1 | 2 |
| 1st class | Ms. Dignam | Ms. Flanagan’s Senior Infants 2022/2023 and half of Ms. Griffin’s Senior Infants 2022/2023 (names of pupils in class will be communicated in mid- August) | 1 | 2 |
| 2nd class | Ms. Oliver | Ms. Doran’s 1st class 2022/23 | 1 | 2 |
| 2nd class | Ms. Beirne | Ms. Brosnan’s 1st class 2022/23 | 1 | 1 |
| 3rd class | Ms. Brosnan | Ms. Concannon’s 2nd class 2022/23 | 1 | 1 |
| 3rd class | Ms. O’ Connor | Ms. Kirrane’s 2nd class 2022/23 | 1 | 1 |
| 4th class | Ms. Carley (newly appointed to the school) | Ms. Beirne’s 3rd class 2022/23 | 1 | 2 |
| 4th class | Ms. McGrath | Ms. O’ Connor’s 3rd class 2022/23 | 1 | 1 |
| 5th class | Ms. Horan | Ms. McGrath’s 4th class 2022/23 | 1 | 1 |
| 5th class | To be Confirmed | Ms. Horan’s 4th class 2022/23 | 1 | 1 |
| 6th class | Ms. Hughes | Ms. McKenna’s 5th class 2022/23 | 1 | 1 |
| 6th class | Ms. Carroll | Ms. Hughes’ 5th class 2022/23 | 1 | 2 |
| SET (Special Education Teacher) Team (2023/2024) | Ms. O’ Brien/Ms. Walsh (job-share), Ms. Mitchell, Ms. McCann, Ms. McCreanor, Ms. Clarke, Ms. Mulcahy, Ms. White (newly appointed to the school) | Full SET team to be finalized |  |  |

**All pupils will enter via Entrance 1 each morning. The exit points at the end of the day are listed in the table above.**

**Arrival at school**

* Pupils should aim to arrive at the school and wait to proceed to the main yard no earlier than the start times stated below

**8.40 – 8.50 Please do not arrive before 8:40a.m. School starts at 8:50a.m.**

* The class teacher will invite the children to enter the classrooms via their designated waiting points in the yard at the appropriate time.
* **No adults, other than staff members, should enter the building (please refer to official office hours if you wish to speak to Collette (secretary)).**
* **We are requesting that parents, under no circumstances, should stand inside the railings of the school.**
* **Adults/ Pupils may stand on the footpaths opposite/close to the school.**
* We are delighted to announce the installation of a new extra-large bicycle parking rack just outside Entrance no. 2 (blue door facing Cabra Park). We would encourage as many pupils to cycle to school as possible and make use of this new facility. Pupils please ensure you dismount before entering via Entrance 2, you lock your bicycle securely to the bicycle rack and wear a helmet if cycling/scooting to school. We are also encouraging as many students to scoot to school as possible and make use of our chain at the front of the building for locking scooters to. Please refer to the school’s recently published cycle and scoot to school policy for staff and students on the school website. See link to policy below:

[BicycleScooterParkingPolicyforPupilsandStaffofSt.PetersN.SratifiedbyBOMonthe25thofApril2023.pdf (stpetersns.net)](https://www.stpetersns.net/cmsfiles/items/securedocs/BicycleScooterParkingPolicyforPupilsandStaffofSt.PetersN.SratifiedbyBOMonthe25thofApril2023.pdf)

**I am including some extracts from the policy below:**

* We strongly recommend that all children who cycle/scoot to school are accompanied by an adult, until such time as the parent is confident the child has the knowledge and skills to be allowed to cycle/scoot unsupervised.
* The decision as to whether a child is competent to cycle/scoot to and from school safely rests with the parents/guardian and the school has no liability for any consequences of that decision.
* Responsibility for children while they are on their way to or from school rests with parents. The school can take no responsibility for the safety of children outside school.
* Staff and parents are advised to take out appropriate insurance cover as the school’s insurance does not cover loss or damage to bicycles/scooters. We recommend naming/labelling bicycles/ scooters, helmets etc.
* Messages for teachers can be sent by email (for those teachers who wish to correspond by email they will provide you with their school email address) or by phoning the school office (01) 8680501. In the meantime, please contact the office ([office@stpeterns.net](mailto:office@stpeterns.net)) if you have any queries.

**End of School Day**

* Adults, who are collecting their children from school at the end of the day, should wait where the child’s class entered the school in the morning (some children will be exiting via Entrance 2- see timetable on pages 3 and 4).
* When the school day for that class is over the following arrangements will apply –
  + Jun Inf – 2nd Class - the class teacher will bring the children to their designated entrance/exit point and will release the children into the care of the adult who is there to collect them
  + 3rd – 6th Class – the class teacher will bring each class to their designated exit point and allow each pupil to leave the line in an orderly fashion.

**Collection of Children during the School Day**

If a parent/guardian/other designated 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 intercom 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 (relates to the junior end of the school)
* The parent/guardian/designated adult who is collecting will be asked to sign the child out. We will be using a separate sign out template sheet for parents to complete each time they collect their child. Pens will be sanitized after use.
* **No adult should enter the school building, unless invited to do so.**

**Any pupil not returning for the 2023 2024 school year**

We would like to once again inform all of our parents to email the office ([office@stpetersns.net](mailto:office@stpetersns.net)) if your child is not returning for the start of the new school year (on August 30th 2023). We are a number of pupils on waiting lists for all classes.

**Covid-19 guidance for the 2023/2024 school year**

As of the first week of July 2023, we have not been issued with any updated Covid-19 related guidelines by the Department of Education. If there are any changes, we will keep you informed.

**Personal Equipment and school uniform**

* As per the Free School Book scheme commencing in September 2023, it is requested that children from 1st to 6th Class will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment.
* Please see the attached list (attached to this correspondence in PDF form) of stationery from 1st-6th classes that will be required in advance of the end of August.
* For children in Junior and Senior Infants, the school will provide a pouch or container which will hold each child’s pencils, crayons, etc., and which will be labelled with their name.
* It is further requested that **all items (including their school uniform/tracksuit) have the child’s name on them** (in black marker/pen if possible) for ease of identification.

**School Uniform**

We are proud of our school uniform and we expect pupils to wear it well. The P.E. tracksuit is worn 1-2 days each week for P.E.

Girls:

* grey skirt/pinafore/ trousers
* maroon jumper with school crest *(crest available to purchase in school office)*
* grey/white blouse or polo-shirt
* black tights/ white socks
* black shoes (velcro straps are best for infants)

Boys:

* grey trousers
* maroon jumper with school crest *(crest available to purchase in school office)*
* grey/white shirt or polo-shirt
* black shoes (velcro straps are best for infants)

PE Uniform:

* Navy and red school tracksuit with school crest
* Red/white polo-shirt
* Runners (not canvas runners)

Our uniform is available from 'Grants' drapers on Manor Street, Dublin 7 and via their online store. Alternatively, parents can purchase the school tracksuit (see above) in Grants of Manor Street and the school uniform in Grants or Penneys/Dunnes Stores etc.

* **School shorts in the warmer months** – we will be reviewing our policy on the wearing of school shorts and will be in contact with all of our parents in due course.

**Shared Equipment**

By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities and play in Infant classrooms. Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals for hygiene purposes.

**Yards and break times**

All classes will be present on the yard at the same time for small break and big break.

**Supervision to be arranged/organised by staff of St. Peter’s**

Yards will be supervised by class teachers, learning support teachers and SNAs working within particular classes.

**Learning Support**

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will now revert back to pre-COVID-19 times where pupils from different classes can access support within the same classroom (withdrawal support).

**PPE**

Staff will have the option of wearing a mask if they wish to do so. Face coverings will be provided for any staff who wish to use them.

**Teacher Absence and Substitution**

In the event that teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, pupils from that class will be divided into groups and accommodated in other classes.

**PE**

PE will take place in the hall/and outside. There will be a hand sanitization station outside the hall.

**Curricular Activities**

As per curriculum guidance during the 2021 2022 and 2022 2023 school years, we were advised to focus on Languages, Numeracy, SPHE (wellbeing and wellness as well as the Stay Safe/RSE programmes) and PE in the initial stages of school-reopening. The DES and NCCA have developed a new primary curriculum framework which the staff of St. Peter’s are currently exploring. We are awaiting further guidance and broad/extensive training in relation to the implementation of the new framework. Essentially, the new areas of the framework will include: Languages (English and Irish with the additional of a modern foreign language from 3rd-6th classes- we are availing of a modern foreign language programme in term 2 of the coming year (4 classes)), STEM (Science, Technology, Engineering and Maths), SEE (Social and Environmental Education- History and Geography), Arts Education (Music, Art and Drama), Wellbeing (SPHE- Social Personal and Health Education and PE) and the patron’s programme (Religious Education). More details in relation to the new curriculum framework will be communicated to all of our parents in due course.

**Extra-curricular Activities 2023 2024**

We aim to restart as many of the extra-curricular activities completed during the 2022/2023 school year (**staffing and resources dependent**) as well as some additional extra- curricular activities from the beginning of the new school year. We are in the process of reviewing our before and after school activities policy.

We hope that these guidelines provide some clarity on the return to school for your child. With your help, support and perseverance, we will do our utmost to ensure we create a safe, calm, happy and welcoming school environment for you son/daughter.

If you have any queries, please contact the office at [office@stpetersns.net](mailto:office@stpetersns.net) or call the school on 018680501 and we will try our best to answer any queries you might have.

We once again sincerely thank you for your patience, understanding and support as we move towards the beginning of the school year.

Enjoy the next 6 weeks and we will see you all in bright and enthusiastic moods on Wednesday, 30th of August 2023.

Kind regards,

R. Ryan and the staff of St. Peter’s N.S.

July 2023