



Hansfield

Educate Together National School
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Document assisting HSE Contact Tracing in HETNS

Section 1.

Brief description of the school.

Section 2.

List of staff in Excel format with contact numbers.

Section 3.

List of pupils in pods, each with 3 contact numbers.

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Section 1.

Brief description of our school.

Hansfield ETNS is a 3-stream, Co-Ed, fully vertical primary school.

The 3 storey building is 6 years old and in perfect working order.

Classrooms are external facing and offices/SET rooms/toilets/stores/staff room/PE hall/support rooms are all internal.

The building does not have a mechanical ventilation or air conditioning system.

Radiators heat the building using 2 gas boilers.

A separate gas-fired water boiler provides hot water to all classrooms/toilets/staff room.

We use 5 playgrounds - J.Inf/S.Inf, 1st /2nd Class, 3rd /4th Class, 5th /6th Class, ASD.

We have 630 pupils currently, in 24 mainstream classes and 2 outreach classes for ASD (Réalt Áras).

There are 26 pupils in each mainstream class on average and 6 pupils in each of the 2 outreach classes.

We have 24 mainstream teachers, 2 ASD teachers, 12 support teachers (6 EAL & 6 SEN teachers), an administrative Deputy Principal and a Principal - 40 in total.

We have 9 SNA's. Four of these are based in the 2 ASD outreach classes and 5 are based in the mainstream classes.

We have a receptionist and a secretary, both based in the administrative office.

We have 2 cleaners, 1 cleaner/bus escort, 1 cleaner/caretaker and a traffic warden.

686 users of the building daily

Each of the support teachers are associated with 2 of the mainstream classes and one with the 2 ASD outreach classes.

Pupil **Bubbles** are organised into socially distant **Pods** of 4 children in each of the mainstream classes.

Bubbles work independently of other Bubbles throughout the day - ie no Bubble interacts with another at any point during the school day.

The max number of Bubbles that SNA's are part of, is 2.

The pupils are organised into pods of 6 in the ASD outreach classes.

There are 5 external "Pick Up"/ "Drop Off" points. Parents do not enter the building.

Section 2.

List of staff in Excel format with contact numbers.

Section 3.

MS Excel list of pupils, Pods, Bubbles & contact numbers.

Section 4.

Description of Classrooms.

The 24 mainstream classes

DES standard design - 80 square metre floor area, suspended tiled ceiling, rough block on edge infill between reinforced concrete columns with brick external outer leaf.

One internal entry/exit door, glazed external wall with 2 rads underneath, 2 internal WC/WHB, slide robe storage, recessed cloak area, double sink/cupboard unit and an ICT bench at the back of the room. Classrooms are configured in twos to facilitate confluence of services.

Marmoleum floor covering on a concrete floor throughout with a gripped section around the double sink “wet area”.

Ventilation is achieved by opening restricted hinged windows and a wall-mounted Draper remotely controlled fan.

Fluorescent lighting.

Réalt Áras

2 classrooms each with an annexed Safe Space.

Shared storage and toilets between the two rooms, accessible from both.

An administrative room, Sensory room and an OT room adjoin a communal, open multi-activity space. An external communal space with a canopy leads from this space through an electric security door.

A staff toilet block and a Sluice Room complete the facility.

The UNIT is accessed from a fob-operated electric security main door.

Each class has a manual internal and fob-operated electric exterior security door which leads to an external communal playground.

Construction, floor coverings, lighting, heating, windows and ceiling are consistent with the mainstream classrooms.

Section 5.

People movements in the facility during the school day.

Staff enter the facility through an electric fob-operated security door at the rear of the building beside the staff car park. They sign in, sanitise and proceed to their classrooms. They remain with their Bubble throughout the day except during break time when they visit the staff room and are seated socially distant from one another. As soon as preparation for the following day has been completed at the end of each day, teachers leave the building. Curricular class group planning is essential and these sessions take place twice every month either remotely or in a classroom adhering to social distancing protocol.

Support teachers join one Bubble only each day. They only undertake “withdrawal sessions” from the same Bubble. They wear face coverings and/or visors as appropriate. Sessions are no more than 20 minutes and include no more than 4 pupils.

Principals, Receptionist and Secretary do not enter classrooms/Bubbles. The PA system is utilised to relay messages to class teachers. A dedicated mobile phone is used for SOS messages from class teachers. Handling of physical resources between office staff and staff/pupils has been reduced to essential needs only. Electronic communication (Aladdin/email/WhatsApp) has replaced paper-based communication when possible.

Parents do not enter the building or interact with any Bubble. Parents drop their children to one of the 5 assembly points outside the building every morning, observing social distancing. Markers have been painted on the ground to assist in achieving this.

Parents have downloaded the “Aladdin Connect” App to their mobile devices from which they can make payments and receive heretofore paper-based communication by electronic means. They observe the social distance protocol if communicating with teachers urgently at “Home Time” but encouraged to do so electronically. Each teacher has a work email address to facilitate this. Fence panels have been removed and highlighted with a luminous colour to form new pathways to class assembly lines, ensuring that crossover with other pupils/parents is avoided.

Cleaners/caretaker/bus escort/traffic warden are not in the building while children are in the building.

Delivery drivers leave their goods in the reception foyer, sign on behalf of staff and depart promptly.

Visitors (by prior appointment) sign in, sanitise, wear face covering if possible and observe social distancing during their visit. Visits are no more than 20 mins and arrange further meetings/phone call if 20 mins proves insufficient.

The pupils have been divided into 3 groups each with 8 classes - one junior infant class, one Senior Infant class, one 1st Class etc.

Each group follows the same timetable but with a 20 minute staggered start time.

This results in only one of every class entering the building, using the playground and leaving the building at any one time.

During the day, Bubbles move as a group and do not interact with other Bubbles at any point during the day. The playground is marked into “One-Bubble-Only” zones using brightly-coloured cones and chain links ensuring that Bubbles remain intact.

Bubbles move on the left side of corridors and stairwells throughout the day ensuring social distance.

Luminous sticky discs placed on the upper edge of skirting boards assist pupils to measure reasonable social distancing while lining up in corridors.

Pods of 6 pupils remain as pods inside the classroom and do not interact with other pods. The children remain seated throughout the day in the classroom (apart from toilet visits, playground time and PE in the hall)

Each child has their own tray for their personal belongings which they use exclusively throughout the day. These items remain in the school building at “Home time”. Coats and bags hang from the back of their own chairs. Homework will not be assigned for Term 1 apart from one remote assignment per week in preparation for possible restricted movement directions from the HSE.

Children with care needs are assisted by SNA’s in the classrooms. SNA’s wear face coverings and locate themselves as close as possible to the child to provide care needs but far enough away when possible to ensure social distancing. SNA’s keep a social distance from their charges when possible during movement breaks inside the building. SNA’s are the only staff members who are members of more than one Bubble.