



Covid19 Response Plan 4.0

The Board of Management of St Vincent's Castleknock College is committed to providing a safe, healthy school environment for students, staff and visitors. This Response Plan is an expansion of the principles contained in the [College's Covid19 Policy statement](#) and is informed by the national Response Plan guidelines available at gov.ie. The SVCC Response Plan is a living document, designed to respond when needed to changing advice and information. A required part of the Response Plan is to undertake a Risk Assessment. This is available as a separate document on the College website, <https://www.castleknockcollege.ie/coronavirus/roadmap/>

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Key Points at a glance

- Enter the College through Reception door. Follow signage or / Walk on left.
- Hand sanitisers to be used before entering every room.
- Fixed seating arrangements in all classes.
- Windows should be kept open at all times and where possible doors left open to allow for good ventilation.
- Year groups have been designated areas for break and lunch time outside.
- New layout in both refectories. Students will have no access to microwaves
- Break times for Junior classes have changed.
- PE uniform can be worn on PE days.
- **Mask breaks: First Years, start of period 5; Second Year end of pd 5, Third Year start of pd 6.**
- Lockers will not be available until further notice.
- Each year has been assigned specific toilets.
- Cloth masks are required. Spare cloth masks are available at Reception. ALL personal items including bags to be labelled.
- There will be no sharing of equipment. Boys should carry earphones, tissues and a small bottle of hand sanitizer in their bag.

1. Visitors and External Users

Visitors are always welcome at Castleknock College. If you need to come to the school, please consider the following elements of our Response Plan.

- Visitors should notify the College Reception in advance in order to prepare for your visit.
- Visitors who book an appointment will be advised to download the Contact Tracing Form from the College Website. A completed form will be presented at Reception on arrival and countersigned on leaving. The [COVID-19 contact log](#) is in place to support HSE tracing efforts if required.
- Please read all notices regarding the entering of the building.
- Parents wishing to speak to a Year Head will be required to make contact first by phone or email. A face-to-face meeting will be arranged if necessary.
- Outside groups using the premises, please note that showers are not available.
- Sports groups will be required to bring their own equipment and will have their own cleaning and sanitising arrangements in place.

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2. Classrooms

“Physical distancing can be usefully applied in a post primary school setting allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at time”

DES Response Plan guidelines August 2021

- Every teaching space has been measured to establish capacity in line with the [templates provided by the Department of Education which show](#) options for revised layout of school rooms to meet physical distancing requirements.
- Students will be at least 1 metre (and where possible 2 metres) away from each other.
- The Alton Library, Lecture Hall in Dowley House, Refectories 1 and 2, and Concert Hall are available to accommodate large groups or smaller groups at 2m apart.
- All rooms have been de-cluttered and undergone a deep clean.
- To allow for more space in a classroom for desks, teachers’ storage has been removed and relocated.
- Each room has been re-arranged so that the teacher’s desk is at least 1 metre (and where possible 2 metres) away from student desks.
- Classes will stay together wherever possible.
- Common seating plans will be used by teachers. Students will maintain the same position on the numbered seating plan. This seating plan will be closely adhered to for contact tracing purposes. A copy should be available inside every classroom and given to the Deputy

Principal assigned to that year group and entered onto VSware. When splitting for option subjects, boys will sit together in base-class groupings.

- Evening Study will be available under the same arrangements as in previous years.

Protocols for the Classroom (Student)

- Students to use sanitiser upon entering the Classroom. Students to wipe their desks and chairs before use with the wipes provided in the classroom.
- Students to ensure that they have been registered for class.
- Students will sit at their allocated desks in every class.
- In option classes students from base classes will sit beside each other.
- Doors and windows are to be left open to ventilate the classroom. Students need the value of jackets for break-time outside. Jackets should therefore not be worn in the classroom.
- Students are not allowed to share equipment.
- Students are to wear cloth face masks, unless they have been medically certified to wear a visor instead.
- Only one student is permitted to go to their designated toilet at a time. In an urgent case, a student may use the closest toilet to him. Upon returning from the toilet students must sanitise their hands once again.
- If a class is brought outside for a break, masks may not be removed until the class is outside the building.
- Students may bring their bags to the refectory at lunchtime.

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3. Student Equipment

- Boys are asked to bring the following: one mask (worn) and a second spare (to be stored in a zip-lock plastic bag); small bottle of hand sanitiser for personal use; small packet of disinfectant wipes as a standby; set of earphones suitable for a laptop, bottle of water. (see also Section 4 below on face-coverings)
- Lockers will not be in use until further notice. (see also Section 7 below on corridors)
- Boys should bring essential items only with them on a daily basis.
- A school bag should have capacity for storing a lunchbox and jumper. No items of clothing will be stored anywhere other than a boy's own school bag.
- NAMING OF ALL ITEMS OF CLOTHING AND BAGS IS EVEN MORE IMPORTANT DURING THIS PERIOD
- Parents are asked to encourage their son to download the e- version of their textbooks in advance of return to the College. The instructions on how to do this and the relevant code can be found on the inside cover of the textbook.
- A small Bluetooth keyboard (average cost 15 euros), is a useful extension to a smart-phone or tablet, should a laptop not be available at home.
https://www.amazon.co.uk/dp/B07V3HG2YD/ref=cm_sw_r_wa_ap_a_i_muxnFb1X6BBST?th=1

4. Health and Hygiene

“One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student - student, teacher - teacher and teacher- student, and must be managed in all settings”

DES Response Plan guidelines August 2021, p11

We expect parents follow Public Health advice in relation to responding to illness. Parents are required to keep their son away from school if any symptoms are present and to follow advice from their GP. Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a new cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.
- loss or change in 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
- Fatigue
- Aches and Pains

Other uncommon symptoms of coronavirus include:

- sore throat
- headaches
- runny or stuffy noses
- feeling sick or vomiting
- diarrhoea

The following outlines how our school will deal with a suspected case that may arise.

- The pupil displaying symptoms will be isolated and the teacher will contact a Deputy Principal who will accompany the student to the Isolation Room.
- Parents/guardians will be contacted immediately.
- Assess whether the individual who is displaying symptoms can immediately be brought home by parents.
- Parents should then call their doctor and continue self-isolation at home.
- 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.
- 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 should not be used.
- 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.
- Record the incident which will form part of determining follow-up actions and recovery.

- Arrange for appropriate cleaning of the isolation area and work areas involved.
- Any student who goes through the isolation procedure and returns home, will require a note from his doctor to the effect that he is fit to return to school.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed.

The designated isolation room has been set up in room G-13, opposite Reception.

Student confidentiality will be respected at all times.

Other measures taken by the College.

- A plain, cloth mask is required, to be stored in a zip-lock plastic bag when not in use (eg. lunchtime). We ask that everyone has at least one spare mask in their bag at all times. Bandanas and scarves are not permitted. Boys will be allowed to wear a visor if supported by a medical certificate.
- Ideally, face coverings should be plain in design and colour. All face coverings should be appropriate to our standards of uniform, not offensive and must be worn in a manner that provides sufficient protection to the user and those in his vicinity. A mask with the College crest is available from Reception.
- Ventilation systems in toilets are regularly checked and cleaned. All classroom window opening-devices have been checked to ensure good ventilation. All classroom doors have been fitted with door-stops to allow for doors to be propped open if required.
- CO2 monitors are available for classrooms or areas which are considered to be poorly ventilated.
- Wall-mounted sanitising stations (60% ethanol or 70% isopropanol) are located outside every classroom and at strategic points. A number of mobile sanitising stations are available. Students are encouraged to carry their own hand sanitiser as well.
- All toilets have signage, warm water, soap and electric hand-dryers. Waste paper bins are located outside toilet doors for disposal of tissue used to cover the handle when leaving.
- Our cleaning regime includes two full-time cleaners on site during the school day. This is in addition to the team of cleaners who work in the evening. Teachers may refill their own classroom dispensers from a central supply when needed. Disinfectant spray and paper towels will be supplied to every classroom. Ozone generators are installed in Computer Rooms and rooms with technical equipment.
- Extra hand-washing facilities have been installed.
- Staff and students have been shown [how to wash their hands](#) (with soap and water for at least 20 seconds) and dry them correctly through the use of the [HSE video resource](#)
- Posters are on display in all toilet areas and around the school. These posters reinforce the importance of hand-washing or sanitising:
 - before and after eating and preparing food
 - after coughing or sneezing
 - after using the toilet
 - where hands are dirty
 - before and after wearing gloves

- before and after being on public transport
- before leaving home
- when arriving/leaving the school /other sites
- after each class
- after touching potentially contaminated surfaces
- if in contact with someone displaying any COVID-19 symptoms
- Posters are on display to reinforce the importance of good respiratory measures to limit the spread of the virus, including
 - avoid touching the face, eyes, nose and mouth
 - cover coughs and sneezes with an elbow or a tissue
 - dispose of tissues in a covered bin

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5. Wellbeing

The Wellbeing of our students and staff is paramount. We have effective measures in place to support all personnel at the College. Year Heads should be informed if any special concerns are raised. The Student Support Team will meet at least once a week in their capacity to intervene where required.

6. Practical Subjects

Guidelines for Music, Science, Technical Graphics, DCG, Art, and PE are provided in a separate document which can be access here. <https://www.castleknockcollege.ie/coronavirus/latest-updates/>

PE will continue under strict protocols. On days that PE is scheduled, boys may wear their PE uniform for the whole day.

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7. Corridors and Toilets

- Boys should walk on the left when moving throughout the College.
- Entry and Exit at the Main doors is clearly delineated for the start and end of the day. This also applies to visitors.
- Boys returning from Dowley House will re-enter through the Main doors.
- Boys going to Dowley House during the day will not use the Main doors. They will leave through the nearest alternative, either Cregan glass doors, Reception fire exit (along the corridor behind reception) or Gym corridor exit.
- Entry to Dowley House is through the door closest to the crease, with exit through the far door.

- A general guideline for stairs is that, where practical, the central stairs at Reception are for descending, while the two other sets of stairs at either end are for ascending. Common sense will dictate that there will be exceptions to this.
- Toilets should have no more than two boys present at a time. If someone is already using the toilet, wait outside distanced from other students. Follow hand-washing etiquette and dispose of all tissues on bins provided.

Different year groups have been assigned specific toilets to use.

• First Year	G-02	• Fourth Year	2-19
• Second Year	2-02	• Fifth Year	1-19
• Third Year	1-02	• Sixth Year	Visitor Toilets G27a

No items of clothing will be stored anywhere other than a boy's own school bag. NAMING OF ALL ITEMS OF CLOTHING AND BAGS IS EVEN MORE IMPORTANT DURING THIS PERIOD

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8. Refectory

A new doorway has been introduced to the Day Ref to allow for a one-way system. Junior school may enter Ref 4 from changing room corridor and exit through new door. Senior school enter through internal serverly door, eat their snack in the Ref, and exit through top door of the Ref.

Microwave ovens are not available until further notice. This will be closely monitored and reintroduced on a phased basis.

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9. Transport and Travel

Parents please consider an alternative to driving to school. Boys are to be encouraged to walk or cycle. Extra bike racks have been installed. Reminder: boys should always wear a helmet.

Field trips and activities requiring travel will be dealt with on a case-by-case basis and will be directed by DES guidelines.

Parents will receive regular updates regarding fixtures requiring travel.

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10. Communications

Advice will continue to be delivered through existing methods: email to staff, parents and students when required; SMS text message through VSware or Knock Alert to parents; College website for key documents and updates.

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11. Blended Learning / IT

There is no change to the College policy of phone usage or Acceptable Usage of the Internet either within the College setting or when using a College account. In the event of a period of on-line learning, students will be excluded from taking part if involved in any activity designed to interfere with the delivery of an on-line lesson. Such an exclusion may be regarded as a disciplinary suspension. More details can be found here:

<https://www.castleknockcollege.ie/coronavirus/distance-learning-policy/>

A dedicated section of our website deals with many issues around the use of technology both within school and from home. <https://www.castleknockcollege.ie/coronavirus/user-guides/>

The following guidelines supplement this information.

- Staff will set up MS Teams at the outset. Homework will be assigned and returned using MS Office accounts, Teams, etc wherever possible. This is to prepare for a period of distance learning should it be introduced.
- Guidelines for on-line learning are under constant review. The College will continue to monitor recommendations and update our policy when required.
- Until updated, Circular 74 remains valid for on-line learning, outlining arrangements schools are required to have in place in the event that a period of closure is required. This circular is available here: <https://www.education.ie/en/Circulars-and-Forms/Circulars-and-Forms/>
- In general, for a period of school closure, the normal timetable continues with lessons shortened from 1 hour to 40 minutes.

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12. Supervision

Students should arrive at school as close to 0835 as possible. Access to the building will be allowed from 0825. Boys will be required to go directly to their 1st class of the day and wait for the teacher. Physical distancing is required in corridors at all times.

Break times for Junior Years are 0940-0955, and 1155-1235

0840	0940	0955	1055	1155	1235	1335	1435
1	Break	2	3	Lunch	4	5	6

Break times for Senior Years are 1040-1055, and 1255-1335

Separate areas for break times.

First Years: outside Reception, Cregan side.
Second Years: outside Reception, Chapel side
Third Year: outside Gym

Fourth Year: outside Reception
Fifth Year: outside Gym
Sixth Year: other areas

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13. Sports

Rugby training will continue, following the successful summer programme which followed HSE guidelines and IRFU protocols. Additional changing room space is provided.

General advice for other sports is available at <https://www.gov.ie/en/collection/eb365-return-to-sport-protocols-phase-three-29th-june-2020/>

- **Badminton:** The regulations permit individual training that is physically distanced, non-contact activity, completed in a pre-defined area, within a controlled environment and without the sharing of equipment.
- **Basketball:** No indoor training or team activities can take place. Only individual training is permitted indoors. Outdoor individual team training is permitted in pods of no more than 15 people. No indoor matches are permitted. Social distancing to be followed where possible. All equipment to be sanitised before and after each session.
- **Table Tennis:** No indoor individual or team training is permitted.
- **Tennis:** Will return as per previous years. Players will need to have their own racquet; sharing will not be allowed. Balls that will be supplied will be disinfected before each session. Tournaments and Competitions are permitted.
- **Volleyball:** No indoor team or individual training is permitted. Outdoor team training is permitted in pods of no more than 15 people. All equipment to be sanitised before and after each session.
- **Cross Country Running:** will resume as normal. Runners will be adhering to social distance regulations while running.
- **Cricket:** Outdoor training and games are permitted. Social distancing must be always maintained. All equipment to be sanitised before and after each session.
- All sports to follow their respective return to play protocols.
- All other sports and activities not listed above will be introduced on a phased basis in line with Government guidelines.

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14. Activities and Clubs

Chess club takes place on Tuesday evening in the Top Ref. Players are required to wear a face covering, disinfect the board and pieces before and after each game. There should be 2 metres between each playing board.

Junior and Senior Band rehearsals take place in the Concert Hall with 2m distancing in place.

Junior and Senior Debating takes place at various times, with debates taking place on-line using Zoom or Teams.

Guidelines for other activities will be advised when available.

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15. Covid Training

Staff provide a “Return to Work” form before the start of term. Staff, including SNAs, Admin and Ancillary staff, are required to view the training videos provided by the HSE and PDST. Students will return to school on a staggered basis to allow for in-depth explanation of measures put in place. All guidelines will be posted on the College website and updated when necessary.

<https://www.gov.ie/en/publication/a04fc-advice-for-students-and-their-families/#returning-to-school>

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16. Teaching and Learning

Assessment Arrangements for Junior Cycle and Leaving Cert Examinations 2022. Full document can be viewed [here](https://www.gov.ie/en/publication/9c82d-leaving-certificate-2022/) (<https://www.gov.ie/en/publication/9c82d-leaving-certificate-2022/>). The document gives the details of the adjusted assessment arrangements for every subject/ module descriptor in the Leaving Certificate and Junior Cycle programmes.

Key points:

- Assessment arrangements have been adjusted due to disrupted learning.
- Arrangements evolved from discussions between the (DES), the State Examinations Commission (SEC) and the National Council for Curriculum and Assessment (NCCA) and key stakeholders.
- The overall structure of the examinations remains the same whilst incorporating additional choice.
- In some cases, the adjustment measures will provide more time for tuition by, for example, reducing preparatory work for practical examinations.
- Briefs for coursework will be issued at least a month earlier in the school year to provide certainty for students.

Leaving Certificate

- No change to the length of the written examinations.
- Project briefs to be issued at least 4 weeks earlier than normal this year.
- Subjects with course work completion dates late in the school year, will be asked to submit this Coursework two weeks earlier than normal.
- Teachers are encouraged to plan and undertake projects as early as possible.

Junior Cycle

- The NCCA has published the revised arrangements for CBAs for students entering 3rd year in 2021, and these are available here: <https://ncca.ie/en/junior-cycle/assessment-and-reporting/revised-arrangements-for-the-completion-of-classroom-based-assessments-cbas-for-students-in-20202021/>
- The number of CBAs to be completed by students going into 3rd year has been reduced. Each student must complete only one CBA in each subject and short course.
- Completion dates for CBA1 have been extended into the new school year.
- Circular 76 outlines the arrangements in place for the implementation of the Framework for Junior Cycle. This circular can be accessed here: <https://www.education.ie/en/Circulars-and-Forms/Circulars-and-Forms/>

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