

Core Theme: Infrastructure

Infrastructure Committee (Chair/Secretary): David Daly; Imelda Colleran

Committee Members: Enda Garvey; Cora O'Grady; Sally Anne Hayes; Suzanne Scanlan; Rachel Akers; Elaine Ahern; Pdraig Behan; Laura Frost; Pauline Gallery; Jane Kelleher; William/Eamon; Grainne Murray; Paige Franklin

Priority Area: Facilities – general

Domains:

- Learner Outcomes (T&L)
- Learner experiences (T&L)
- Teacher's Individual Practice(T&L)
- Teachers' collective/collaborative practice (T&L)
- Leading Teaching & Learning(L&M)
- Managing the organisation(L&M)
- Leading School Development(L&M)

Target:

- To provide the best education facilities possible for our students and staff.
- To ensure that our facilities supports and enhances Teaching & Learning and effective communication & collaboration.

Action:

→ Appointment AP II postholder with responsibility for facilities oversight.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none">• Appointed Jan 2019	<ul style="list-style-type: none">• Quality facilities will promote and facilitate quality teaching and learning.

→ Create a Caretakers email account for efficient and effective communication.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none">• In operation	<ul style="list-style-type: none">• Classroom issues can be resolved promptly.

→ Create a Facilities Group on SharePoint for staff to log any difficulties or facility requests.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Established 	<ul style="list-style-type: none"> Classroom issues can be resolved promptly. Facilitates the prioritization process – limited funds can be assigned for targeted action.

→ Staffroom – refurbishment of staffroom.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Refurbished summer 2019 Enhanced further in December 2020 	<ul style="list-style-type: none"> Improved staff wellbeing; improved shared work area.

→ Office of Principal to be moved to R28 – centre of the school.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Relocated summer 2019 	<ul style="list-style-type: none"> Management team centrally located – student support teams centrally located – facilitates better communication and enhanced student & staff support. Greater accessibility for students and staff to Principal.

→ Career's Office to be converted to a Boardroom.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Converted summer 2019 	Facilitates meetings with <ul style="list-style-type: none"> Student Support Teams Parents External Agencies Bealach Committee Meetings Subject Planning Meetings Year Head & Pastoral Care Meetings.

→ Former Tuck Shop to be converted to Career's Office with secure storage adjacent.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Converted summer 2019 	<ul style="list-style-type: none"> More efficient and secure operation for all school partners.

→ Front Office: complete refurbishment of front office to ensure confidentiality and an efficient work space.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Partial Progress – confidential and sensitive materials now processed in former principal's office. Ongoing work needed in refurb of front office Work completed in Summer 2020 	<ul style="list-style-type: none"> Ensures confidentiality and efficiency. Sensitive and confidential material dealt with in private.

→ Photocopier to be moved into new front office.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Moved January 2020 	<ul style="list-style-type: none"> Ensures confidentiality and efficiency. Sensitive and confidential material dealt with in private.

→ Principal's former office to become the back office for secure storage, finance and confidential activity.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> In use since August 2019 	<ul style="list-style-type: none"> Ensures confidentiality and efficiency. Sensitive and confidential material dealt with in private.

→ Foinse: student support centre to be established in unused office space – front office to be a meeting room, back office for secure storage of student files and office space.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> In operation September 2019 	<ul style="list-style-type: none"> Sensitive student information stored securely- facilitates accessing student supports. Staff can access important information in relation to students and differentiate accordingly.

→ Student Toilets: Complete refurbishment and upgrade of student toilet facilities.

Action to 5/4/22	Impact on T&L?
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<ul style="list-style-type: none"> January 2019 – committee established from staff and student action group – design plans and fundraising opportunities being explored. COVID Action: August 2020 – all student toilets painted fully, additional soap dispensers, hand dryers repaired, electrical ventilation in 5th year gents toilet; replacement of toilet seats; splash boards installed in boys toilets. 	<ul style="list-style-type: none"> Student wellbeing & Student Voice.
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- General Classrooms: audit of condition of general classrooms.

<ul style="list-style-type: none"> Action to 5/4/22 	<ul style="list-style-type: none"> Impact on T&L?
<ul style="list-style-type: none"> Initial audit April 2019. Audit in progress Jan/Feb 2020 	<ul style="list-style-type: none"> Classroom issues can be resolved promptly.

→ Priority list for refurbishment of classrooms – painting, flooring and hardware.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Will be established following audit April 2020 Rebuild of 1977 section will limit spending in these areas and prioritize spending in other areas. 	<ul style="list-style-type: none"> Prioritize the action which will have the greatest impact for T&L

→ Summer Works – Electrics; that the stalled electrical upgrade work be completed.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> BoM continuing to consult with DES – Jan 2019-Jan 2020 Additional Accommodation granted in December 2020 will include the completion of the outstanding electrical works. 	<ul style="list-style-type: none"> Can't progress the expansion of WiFi to the whole school without the Electrics being completed.

→ Summer Works – roof; application to be submitted for complete upgrade of school roof.

Action to 2/3/21	Impact on T&L?
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<ul style="list-style-type: none"> • Application submitted June 2019 – results pending for strand 2. • Granted approval in February 2022. 	
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→ Emergency Works – foundations & walls; remedial and refurbishment work to be completed.

Action to 2/3/21	Impact on T&L?
<ul style="list-style-type: none"> • BoM continuing to consult with DES – Jan 2019-Jan 2020. Emergency Works application to be submitted Feb 2020. • Approval granted early in 2020 however subsequently included in Additional Accommodation Grant approval in December 2020 	<ul style="list-style-type: none"> • Specialist classroom will be available for a full timetable; students and teachers will not be moving between two classrooms.

→ School Bills – audit of school bills and active sourcing of more cost-effective alternatives.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • SEAI energy use completed 2019,2020 & 2021. • Changed phone supplier. Changed electricity supplier. Gas supplier being reviewed. Audit of printing and photocopying - however tied into contracts. • 2022 full review of photocopying & printing 	<ul style="list-style-type: none"> • Savings can be diverted in to improving facilities and the purchase of T&L resources.

→ Local business with inhouse resources might be able to give a fresh prospective and advice on reducing costs and on Health & Safety concerns.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • Local fire officer provided expertise and guidance in designing fire notices, assembly points, spoke with staff and observed fire drill 	<ul style="list-style-type: none"> • Secure and safe learning environment.

→ Audit of classroom temperatures to correct inconsistencies in extreme temperatures in classrooms and positively impact large oil bill.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Energy assessment will be carried out Jan/Feb 2020. Also explored reflective paneling for top floor classrooms; researched possibility of enhanced ventilation for upper floor classrooms – cost prohibitive. COVID action: purchased new blackout blinds for classrooms on upper floor – designed to facilitate opening windows. 	<ul style="list-style-type: none"> Students and teachers will be able to learn and work better in a safe and comfortable environment.

→ Emergency Works – accessibility toilet – Summer 2020

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Application Submitted, approved and work completed from May 2020 – December 2020. 	<ul style="list-style-type: none"> Ensures equality of access to school for all students and staff.

→ **COVID Action:** Facilities

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Library: Converted to 3 large classrooms including complete reflooring, installation of electrical ventilation system, frosting on windows onto corridors. R22 & R23: new flooring. Movement Room: designated space for mainstream SEN students – new flooring, painted and purchase of equipment. Re purposing of R2 into a new Music room – carpeting, painting, carpentry and IT/electric. Installation of Perspex screens in computer rooms, student support offices and staffroom. Shredding Truck – shredding of materials stored in CDU area following Data Retention guidelines. Repurposing of CDU for reopening of school library. 	<ul style="list-style-type: none"> Enhanced Wifi provision in school will positively impact on T&L. Larger classrooms ensure social distance and safe T&L. Enhanced student facilities improve student wellbeing. Enhanced staff facilities improve staff wellbeing. 5 additional classrooms Reopening of library facility supports literacy and wellbeing. Movement room – supports needs of SEN students and will impact positively on attainment.

<ul style="list-style-type: none"> • Repurposing of CDU Boardroom as an SEN classroom. • Extension of WiFi down CDU corridor for library, SEN classroom and offices. • Establishment of an Exams Office and PE office. • Extension of Wifi along ground floor corridor from R18 to R5. • R5 – caretaker room: converted back to a classroom – flooring, painting, IT. • Relocation of engineering equipment from R5 to engineering rooms. • Storage: rental of two large containers from Titan. • Marking up of classrooms, corridors and canteens to ensure social distancing. • Purchased new blackout blinds for classrooms on upper floor – designed to facilitate opening windows. • August 2020 – all student toilets painted fully, additional soap dispensers, hand dryers repaired, electrical ventilation in 5th year gents toilet; replacement of toilet seats; splash boards installed in boys toilets. • Purchase of outdoor benches for staff. • Repurposing of ‘COVID redundant classrooms’ as teacher work-spaces. • Ventilation Assessment conducted to establish if Hepa filters required – deemed unnecessary with levels of ventilation in the school. • Ventilation Grant to be used to enhance outdoor learning spaces: Slí - walking track; Solas – outdoor classroom; Bláth - sensory garden; Fás - polytunnel 	
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Priority Area: IT

Domains:

- Learner Outcomes (T&L)
- Learner experiences (T&L)
- Teacher's Individual Practice(T&L)
- Teachers' collective/collaborative practice(T&L)
- Leading Teaching & Learning(L&M)
- Managing the organisation(L&M)
- Leading School Development(L&M)

Target:

- To enhance the provision of IT facilities in the school to support Teaching & Learning and equip our students for working/studying in a modern technologically advanced world.

Action:

→ Complete audit of IT facilities in the school.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • Completed Jan – June 2019 	<ul style="list-style-type: none"> • Ensures quality T&L resources

→ Issue invitation to tender for Wifi provision in the school.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • Issued and tender appointed June 2019 • Full onsite assessment of internet provision in the school. • Doubled broadband speed of school internet. • Upgrading of all teacher desktop computers using SSD cards. • Upgrading of IT classrooms with SSD cards. • Upgrade of DCG computers with SSD cards and purchase of 4 additional DCG computers. 	<ul style="list-style-type: none"> • Students & teachers have access to all their subject resources while also allowing wiFi enabled classrooms to become computer rooms. • Supports the principle of ICT use in the Junior Cycle and supports students in CBAs.

→ Review and audit of IT Support to the school and appoint and IT Maintenance Service Provider.

Action to 5/4/22	Impact on T&L?
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<ul style="list-style-type: none"> Reviewed and contract awarded June 2019 	<ul style="list-style-type: none"> IT issues can be resolved promptly.
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→ Introduce Wifi to compatible areas in the school and formulate a plan for Wifi expansion throughout the school.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Introduced for gym, room1, top floors and new building. Lower section of school has electrical issues to be resolved first. Wifi extended between R18 & R5 Wifi enhanced in Library Wifi available in Principal's new office; staffroom, R22 & 23; Foinse & R26 	<ul style="list-style-type: none"> Students & teachers have access to all their subject resources while also allowing wiFi enabled classrooms to become computer rooms. Supports the principle of ICT use in the Junior Cycle and supports students in CBAs.

→ Ensure Wifi is available in school gym ad PE room as a curriculum requirement of LCPE.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> In place Sept 2019 	<ul style="list-style-type: none"> Supports the provision of LCPE curriculum.

→ Upgrade of current Desktop computers and reassignment to most efficient use.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> All existing hardware updated. 	<ul style="list-style-type: none"> Processing speeds and data security have been enhanced.

→ Purchase of trolley and mobile devices for Wifi areas.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> 2 trolleys with 28 laptops each in operation Sept/Nov 2019 Additional half trolley and devices purchased Summer 2020. 	<ul style="list-style-type: none"> Any WiFi enabled classroom can become a computer room.

→ Booking of static computer rooms and trolley to be done through VSware with the Deputy Principal. Staff cannot block book for long periods; planned IT usage should be documented in Subject Plans and Schemes of Work.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Facility to book available on VSware. Ongoing difficulties with block booking of IT facilities. 	<ul style="list-style-type: none"> Promotes subject planning and ensures staff & students have required equipment when needed.

→ *Challenge for students accessing printers*

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Students to email a PDF version to the library for printing – supervising teacher to alert Jackie. 	<ul style="list-style-type: none"> Staff will not have the burden of printing and students will only print what's needed.

→ Appoint IT coordinator.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Dominic Haugh - Appointed Jan 2019 	<ul style="list-style-type: none"> IT issues can be resolved promptly.

→ School Administration access to IT systems.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> In place June 2019 	<ul style="list-style-type: none"> IT issues can be resolved promptly.

→ Ensure students can change their password to their school account in compliance with GDPR.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Operational Sept 2019 	<ul style="list-style-type: none"> Students' work is secure.

→ Conduct a GDPR audit and implement recommendations including two factor authentications.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> GDPR audit conducted May 2019 – implementation of recommendations in progress. 	<ul style="list-style-type: none"> Data security – especially coursework.

→ Appoint AP I post holder with responsibility for GDPR.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Anne Howard - Appointed April 2019 	<ul style="list-style-type: none"> Data security

<ul style="list-style-type: none"> • Appointment suspended November 2020 due to secondment. 	
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→ Provide training for students in accessing their school accounts and email.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • IT instruction given to 1st years Sept 2019. • Wellbeing timetable revision introduced computer classes at JC for 2020/21. 	<ul style="list-style-type: none"> • Encourages student engagement with ICT facilities.

→ **COVID Action:** Support remote & onsite Teaching & Learning

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • SNA led individual tutorials for students to ensure they can engage with teams. • Continuing to use teams when providing onsite teaching and learning to facilitate any move to remote teaching & learning. • Internally developed CPD on use of Teams – production of video tutorials. • Staff Mentoring – Staff Team established to share resources and Teams top tips. • Availability of online form from September to facilitate the distribution of school devices for students in the event of school closure. • Provision of virtual p/t meetings through Teams. • Purchase of visualizers & XP-Pens. • Full onsite assessment of internet provision in the school. • Doubled broadband speed of school internet. • Upgrading of all teacher desktop computers using SSD cards. • Upgrading of IT classrooms with SSD cards. 	<ul style="list-style-type: none"> • More efficient internet in school. • Upgraded hardware – more effective & efficient. • Facilitates a variety of teaching methodologies. • Facilitates equality of access to remote T&L for students. • Context led CPD – relevant and focused. • Enhanced collegiality amongst staff – immediate feedback and support available. • Enhanced communication between school & home & within school

<ul style="list-style-type: none"> • Upgrade of DCG computers with SSD cards and purchase of 4 additional DCG computers. • Purchase of additional half trolley & devices. • Purchase of devices for Inbhear. • Purchase of additional Microsoft licenses. 	
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→ **Additional Action:** Activate 2 Factor Authentication

Action as of 5/4/22	Impact on T&L
Staff Office 365 accounts enabled and enforced with 2 Factor Authentication Staff VSware access enabled with 2 Factor Authentication.	Security of data Facilitates staff changing their own password.

Priority Area: Facilities - speciality

Domains:

- Learner Outcomes (T&L)
- Learner experiences (T&L)
- Teacher's Individual Practice(T&L)
- Teachers' collective/collaborative practice(T&L)
- Leading Teaching & Learning (L&M)
- Managing the organisation(L&M)
- Leading School Development(L&M)

Target:

- To develop and improve facilities for specialty subjects so our students will benefit from facilities that are equipped to the highest standard.

Action:

→ Explore possible sponsorship of AstroTurf through the school plan.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • Copy of plan being distributed from Jan 2020 • Proposal drafted in August 2020 and partnership with members of Parent's 	<ul style="list-style-type: none"> • Necessary facility for provision of PE curriculum. • Student and staff wellbeing.

<p>Association to identify links with local businesses.</p> <ul style="list-style-type: none"> • Registration of school for Sports Capital Funding with a view to submitting an application for Sports Capital Funding. • Potential links with emerging Shannon Development Plan to be explored in future. • Astro turf fully refurbished with sponsorship from Ei Electronics 2022 	
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→ Science labs - conduct a complete audit of current labs.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • Detailed information of challenges in R46 available in Health & Safety and classroom audit. • Rebuild of 1977 includes 2 new Science labs 	<ul style="list-style-type: none"> • Full provision of curriculum is hindered because of utilities, hardware, layout, Wifi etc.

→ Design a lab template for refurbishment of labs and cost.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • Draft planning in progress for R46 – Jan 2020 • R46 plan may provide a template – Jan 2020 • Explored further Sept- Dec 2020 • Explore possibility of Emergency works Application for R46 	<ul style="list-style-type: none"> • Necessary facility for provision of Science/Biology curriculum.

→ **COVID Action:** Creation of a designated movement space for mainstream SEN students

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • Movement Room: designated space for mainstream SEN students – new flooring, painted and purchase of equipment. 	<ul style="list-style-type: none"> • Movement room – supports needs of SEN students and will impact positively on attainment.

Priority Area: Use of facilities

Domains:

- Managing the organisation (L&M)
- Leading School Development(L&M)

Target:

- To ensure best practice is followed in the use of school facilities.
- To encourage greater connection between the school and local community groups.
- As a potential source of income for the school and for the benefit of students

Action:

→ Review of Use of Facilities agreement to encourage and accommodate local clubs and groups accessing school facilities

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • ACCS Use of Facilities template in use Sept 2020. • M Costello participation in CLDC funded Shannon Development Plan to: <ul style="list-style-type: none"> ★ inform wider community of principles & philosophy of Community & Comprehensive schools. ★ develop further links between school and wider community for enhancement and provision of facilities both for benefit of school & wider community. 	<ul style="list-style-type: none"> • Potential source of revenue which would be invested in school facilities. • Opportunities to further embed the school in our local community in the provision of extracurricular provision for our students – which will contribute to their wholistic education. • Links with community groups may create development & funding opportunities for the enhancement of school facilities which will benefit school community and by extension the wider community.

→ Board of Management to determine charge for use if any, of facilities as potential source of income for the school.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • BoM reviewed and approved a standard charge June 2019 	<ul style="list-style-type: none"> • Encourages connections within the community and extra-curricular opportunities for our students.

→ Standard agreement for Use of Facilities to be used in all instances.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • In use from Sept 2019 	<ul style="list-style-type: none"> • Protects school facilities.

Priority Area: Health & Safety

Domains:

- Managing the organisation (L&M)
- Leading School Development(L&M)

Target:

- To ensure Health & Safety best practice and procedures are followed.
- To ensure students and staff are working in a safe environment.

Action:

→ Appoint AP II post holder with responsibility for Health & Safety.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none">• Enda Garvey Appointed Jan 2019	<ul style="list-style-type: none">• Health and Safety issues can be resolved promptly.

→ Complete a Health & Safety Audit.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none">• Completed Jan- May 2019	<ul style="list-style-type: none">• Ensures quality and safe T&L environment.

→ Develop a Fire Evacuation Plan.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none">• Developed and reviewed May – Dec 2019• Fire Drill – Spring 2020 – detailed presentations for staff & students.• Fire Drill presentation for students Autumn 2021	<ul style="list-style-type: none">• Supports the safe evacuation of students and staff.

→ Incorporate Health & Safety recommendations in any refurbishment or upgrading work.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none">• Relocation of Music room to R2 – allowing ground floor access for all subjects.	<ul style="list-style-type: none">• Ensures that all students with mobility issues will have access to ground floor classroom for all subjects.

<ul style="list-style-type: none"> Review fire and intruder alarm systems – December 2020 meeting with a potential service provider. 	<ul style="list-style-type: none"> Integrated system should be more efficient & effective. Monitored system with caretaker text alerts should reduce call out charges.
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→ Complete audit and service of fire safety equipment and signage.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Audit and service completed summer 2019. Scheduled servicing of Fire Safety equipment Autumn 2020, 2021 	<ul style="list-style-type: none"> Ensures quality and safe T&L environment.

→ Liaise with local fire officer for advice and support.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Local fire officer provided expertise and guidance in designing fire notices, assembly points, spoke with staff and observed fire drill. 	<ul style="list-style-type: none"> Supports the safe evacuation of students and staff.

→ Health & Safety audit of all technical classrooms.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Completed May 2019 and reviewed in May 2020 	<ul style="list-style-type: none"> Necessary audit for provision of technical curriculum.

→ Online Health & safety courses for staff.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Practical teachers completed online CPD. 	<ul style="list-style-type: none"> Ensures quality and safe T&L environment.

→ Source upskilling and training for caretaking and cleaning staff.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Chemical training completed by cleaning staff. 	<ul style="list-style-type: none"> Protects staff.

→ Safety clothes and shoes for caretaking staff.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Purchased Dec 2018, Dec 2020 	<ul style="list-style-type: none"> Protects staff.

→ Accident report form to be available in the front office or through Share Point.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Available and in Teacher Handbook 	<ul style="list-style-type: none"> Ensures standard procedure is adhered to by all staff.

→ Accident Report forms to be stored in back office.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Will be relocated on completion of refurbishment works. Relocated September 2020 	<ul style="list-style-type: none"> Data security.

→ AP II postholder with responsibility for H& S together with Principal to report to State Claims via online platform.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> In place – Enda Garvey 	<ul style="list-style-type: none"> Health and Safety issues can be resolved promptly.

→ **COVID Action:** Risk Assessment

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> COVID Risk assessment completed August 2020 & reviewed February 2021 	<ul style="list-style-type: none"> Ensures safe and sustainable reopening of school.

→ **COVID Action:** Appointment of Lead Worker Representatives

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Cathy Keane & Diane Downes appointed August 2020 	<ul style="list-style-type: none"> Ensures safe and sustainable reopening of school.

→ **COVID Action:** Development & Publication of COVID response Plan – Ar Ais

Action to 5/4/22	Impact on T&L?
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<ul style="list-style-type: none"> • Available on school website – regularly updated. 	<ul style="list-style-type: none"> • Ensures safe and sustainable reopening of school.
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Priority Area: Canteen

Domains:

- Managing the organisation(L&M)
- Leading School Development(L&M)

Target:

- To provide a canteen facility that is responsive to the needs of students and staff.
- To provide a viable economical alternative to students and parents.
- To cater for the wellbeing of students with the provision of a Breakfast Club.
- To generate much needed funds for the school for investment in school facilities and student needs.

Action:

→ Review of current canteen facilities and service provider.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • Reviewed May/June 2019 	<ul style="list-style-type: none"> • Improved student and staff dietary requirements leading to improved wellbeing.

→ School to operate and run school canteen going forward.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • School run from Sept 2019 • Canteen currently breaking even – important that move to school operation of canteen has not resulted in a cost implication for the canteen. 	<ul style="list-style-type: none"> • Potential source of revenue which would be invested in school facilities.

→ Appoint staff member responsible for running canteen.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • Appointed Sept 2019. • Assistant appointed October 2019. 	<ul style="list-style-type: none"> • Ensures efficiency and effective communication.

→ Issue invitations to tender for suppliers.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Issued and reviewed August 2019 	<ul style="list-style-type: none"> Cost effective means of appropriating goods and services.

→ Refurbishment of canteen.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Completed August 2019 – ongoing works Jan- May 2020. Installation of ventilation for canteen kitchen. Additional ovens and freezers purchased. 	<ul style="list-style-type: none"> Improved student & staff wellbeing. meets HSE requirements.

→ Canteen to open from 8:30 am for Breakfast Club – complimentary tea/coffee and toast sponsored by the Parents Association.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Operating from Nov 2019 Had to be suspended Sept 2020 due to COVID restrictions. 	<ul style="list-style-type: none"> Provision of a service to ensure that students start their day in a positive manner.

→ Canteen to open for 15 mins prior to evening study.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> In place Suspended – After school Study not operating – COVID restrictions & no longer cost effective. 	<ul style="list-style-type: none"> Ensure students have access to a nutritious snack before study.

→ Explore possibility of student job opportunities in the canteen.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> Student assistant for breakfast club. 	<ul style="list-style-type: none"> Instill sense of responsibility.

→ Canteen vouchers to be used for reward and celebrating achievement.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> In use 	<ul style="list-style-type: none"> Incentivizes good behaviour.

<ul style="list-style-type: none"> • Halloween 2020 & Christmas 2020 – appreciation days – canteen gifts for all students • Halloween Christmas & Easter appreciation days 2021/22 	<ul style="list-style-type: none"> • Appreciation & rewarding students for cooperation and partnership.
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→ Regular reminder to students and parents of choosing to purchase lunch in school canteen as opposed to downtown.

Action to 5/4/22	Impact on T&L?
<ul style="list-style-type: none"> • Buíochas 2019 • COVID-19 – had to limit lunchtime access to canteen due to social distancing requirements. • Canteen currently breaking even – important that move to school operation of canteen has not resulted in a cost implication for the canteen. 	<ul style="list-style-type: none"> • Potential source of revenue which would be invested in school facilities.