August 17th, 2020

Dear Parents & Guardians,

I hope that you are all safe and well following this most difficult time for us all. Thank you for your patience as you wait for information around the reopening of school. We have most of the plans in place and believe that with the co-operation of the entire school community, we will be able to have all students return fulltime for the year. There will however be several necessary changes to ensure every effort is made for the safety of all our school community. I will outline some of the key items here with the remainder being explained upon return to school.

* All classes begin at 9-am as normal.
* First, second, third & Transition Years will have base classrooms with most teachers moving. Specialist subjects will be the exception.
* Touch surfaces in all areas will be cleaned at regular intervals.
* All year groups will have staggered breaks between 10-30 and 11-15 as follows;
* 10-30 to 10-45 First & Transition Year with third class finishing at 11-15.
* 10-45 to 11-00 Second & Leaving 1 with third class finishing at 11-15.
* 11-00 to 11-15 Third Years & Leaving 11.
* Lunch time will be staggered as follows;
* 12-35 to 1-15 for First, Third & Leaving 1 groups with period 6 beginning at 1-10.
* 1-15 to 1-50 for Second, TY & Leaving 11 groups with period 7 beginning at 1-50.
* Period 7 on Tuesday & Thursday to begin at 1-50 for the time being. School will finish at 3-50 on Monday and Wednesday with a 3-10 finish on Tuesday, Thursday and Friday. **These are temporary measures to be reviewed during the year**.
* **Students will not have access to lockers**. We hope that students will be able to leave some books beside their desk in the base rooms as other year groups will not be in the room.
* There will be a limited service available in the ref. I am working out the arrangements with the School Food Company. While we hope to be ready for service from day one, it would be advisable to send your son to school with a packed lunch for the first few days.
* Anyone wishing to visit the school must follow the agreed protocols to help ensure we keep risks for all to a minimum. This means that anyone seeking a meeting with any member of staff will require an appointment with specific forms to be completed upon arrival to school. **All visitors must sign in at the office before moving forward to their appointment**. I apologise for any inconvenience that this may cause and ask you to understand that it is being done in the best interest of the entire school community.
* **Car pooling should not be done** until further notice as recommended in the guidelines.
* School Uniform is always to be worn unless otherwise directed.
* All students will be expected to follow the Government recommendations in relation to wearing masks while indoors and remain socially distant while outdoors. Each student must supply their own face mask or visor. Reusable face masks are the most practical option as these can be washed after use. Best practice is to have two for rotation daily.
* Hand washing and sanitising will be of great importance if we are to minimise the risk of an outbreak.
* We hope to make after school study available. It will be limited to ensure appropriate distancing occurs. The service will be limited initially to exam classes and Leaving 1 students with priority being given to Leaving 11.

All students will participate in a specially designed Safety Induction on the first morning they return to school. We have also posted several documents from the Government around returning to school on our website under the ‘News’ tab on the home page. If you have any questions, please do not hesitate to contact us by email or phone.

Books will be distributed to incoming first Year Students on Tuesday August 25th as per the letter sent out in June. Students with a surname beginning with a letter between A and k from 10-00 to 12-00 and Those from L to Z between 2-00 and 4-00pm. Please be patient on the day as we try to deal with all visitors as carefully and safely as possible.

Those who ordered items of uniform from Uniforms Direct for collection will be able to collect at the same time. Other students may come to school if the wish to be fitted for uniform on jackets at these times also.

**Return to school for students is as follows;**

Monday, August 31st at 9-00.

**First Year**

Tuesday, September 1st.

First Year & **Leaving 11**

Wednesday, September 2nd.

First Year, Leaving 11 & **Third Year**

Thursday, September 3rd.

First Year, Leaving 11, Third Year & **Leaving 1**

Friday, September 4th.

First Year, Leaving 11, Third Year,Leaving 1 & **Second Year**

Tuesday, September 8th.

All students including **Transition Year**

Transition Year work experience may cause some difficulties. Alternative arrangements will be made for those who cannot manage to secure a place of employment for Monday’s

**Important procedures for all in our school community**.

Anyone who has been out of the country recently must follow the agreed self-isolation arrangements before attending school.

Anyone who has been in close contact with a confirmed case of Covid-19 or someone who has the HSE advertised symptoms must remain at home and follow the HSE guidelines.

Anyone exhibiting symptoms associated with the spread of Covid-19 must remain at home, follow the approved self-isolating guidelines and seek appropriate medical advice.

More detailed information will be provided for all on the first day back. We are asking that all students go directly to the gym on their first day of school and follow all instructions from staff. Timetables will be available via e-portal later this week and any important information will be made available on the school website as it becomes available.

Parents, Guardians and students are reminded that their place in the school is offered and maintained based on their acceptance and Compliance with our COVID plan, our school code of behaviour, our school acceptable usage policy and all other school policies.

For the duration of the COVID 19 pandemic, all parents, guardians and students are cautioned that any behaviour which places the health and safety of others within the school community at risk will be dealt with as a serious offence and will be subject to serious sanctions. Please note also that any behaviours deemed to place the health and safety of others at risk may also be subject to referral to other state agencies (such as the HSE, the HSA, an Garda Síochána etc)

We look forward to working together with you to provide a safe learning environment for your son throughout the School Year.

Yours sincerely

Michael Carew (Principal)