

St. Clare's Comprehensive School  
Manorhamilton  
Co. Leitrim



Telephone: 071-9855087  
Fax: 071-9855725  
e-mail: office@stclarescomprehensive.ie

Principal: Mr John Irwin

Deputy Principal: Ms. Ceola McGowan

Dear Parents and Guardians

I hope that you are all safe and well. We look forward to welcoming all our new and present students back to school at the end of the month and we wish them all the very best of luck in their new school year.

Our school will adhere to the Department of Education and Skills "Covid-19 Response plan for the safe and sustainable reopening of post-primary schools" in order to restrict the spread of the Covid-19 virus. It is everyone's responsibility to follow the school instructions and protocols. All students, parents/guardians and teachers are expected to adhere to the measures.

In accordance with the DES guidelines the following protocols have been put on place for the safe and sustainable reopening of our school. The school has a designated Covid-19 Response Team that is working on all that needs to be done for the school to reopen.

All of our rooms have been laid out to ensure social distancing of **1m** at a minimum.

Cleaning schedules have been increased and common touch points will be cleaned multiple times per day.

We will be operating a **high trust model** which means that all of us will take responsibility and work together.

### **Code of Behaviour Amendment**

The following amendment to the Code of Behaviour will be formally ratified by the Board of Management:

"All members of the school community, teachers, students, staff, SNAs, parents and guardians will fully comply with Covid-19 measures and protocols that are implemented for the health and safety of all staff and students"

Any Covid aggressive behaviour shall be dealt with through our Code of Behaviour.

We would ask that you speak to your child about good respiratory etiquette (covering their mouth/nose with a tissue or bent elbow when they sneeze or cough).

### **Stay at Home if Unwell.**

- All students, parents and guardians have a responsibility to ensure that students who may display any Covid-19 symptoms are not to attend school under any circumstances.
- If you are contacted by the school due to your son/daughter being sent from class due to illness or suspected symptoms, it is imperative that arrangements are made for the quick and safe removal of the student from the school.
- All parents and guardians are advised to have alternative arrangements in place in such an event if you are unable to organise for the student to go home safely.

- We will not allow students who are evidently ill to stay on the school premises.
- If you are asked to take your child home, you must contact your GP. You must then contact the school to let us know of the GP's advice. Only then, following the GP's advice, may your child return to school.
- If you have travelled from a country not on the current Green List, your child must self-isolate for a period of 2 weeks and must not come to school.

### **Contact Details**

All student contact details must be accurate and up to date.

- In the event of a medical concern we must be able to contact parents and guardians immediately.
- Please check your VS Ware account to ensure all details are correct. This includes email addresses.

### **Hand Hygiene and Cleaning Protocols**

Hand hygiene is compulsory when entering and exiting the school and on entering and exiting every room. Sanitising dispensers have been placed at each classroom, on the corridors and at other key points throughout the school. Students will have their own designated seats. Students will be allocated specific toilets to use and will only be allowed into the toilets in small groups to ensure social distancing.

- Every student and member of staff must clean their hands before they enter and exit the classroom. There can be no exceptions or excuses, we will need to ensure that all students follow this and it will form part of our hygiene campaign when we return.
- All students should bring their own hand sanitisers to school every day and this can be used in addition to the school sanitising stations.
- All students will have to clean their desk, chair and any equipment that they have used at the end of every class. Disinfectant wipes will be provided in every classroom and each student must dispose of the wipe in the bins provided.
- Students will be advised of any other classroom cleaning arrangements on their return to school.

Wherever possible doors and windows will be kept open, to minimise the need for people to repeatedly touch door handles and to maintain air flow.

### **Face coverings**

All students must have their own face coverings. We would ask that a different one be used before and after lunch.

- This must be a proper face mask – students may not use bandanas, snoods or scarves of other such material coverings. (no inappropriate patterns/diagrams/logos).
- Please ensure your son/daughter knows how to wear, clean and store their mask correctly.
- Students will leave classrooms via side doors to get fresh air.
- Students will not be allowed enter the school buildings without a face covering.
- We ask students to wear the reusable / washable masks and to have 2 clean masks for every day of the week (morning and afternoon)
- Students who may not be able to wear masks for medical reasons will be considered on a case by case basis.

### **Timetables and One Way System**

Timetables have been completed in order to minimise the movement of students and staff as much as is feasibly possible. This will be under review.

All students will have to maintain a 1 metre distance, shoulder to shoulder, between each other and will have to maintain a 1-2 metre exclusion zone around all staff members. Students will be shown how to adapt their behaviour in all areas of the school and staff will enforce this by asking students to step back if they are too close.

There will be a one way system in operation around most of the school and where it is not possible to have a one way system, during lesson changes everyone must stay to the left on corridors, in single file and wear a face mask.

In line with the department guidelines all classrooms will be rearranged so that all seats are facing forward and a gap of 1-2 metres between the teacher and the students is in place.

Students will be assigned a designated seat in each classroom and must remain in that seat unless otherwise instructed by the teacher for the duration of that class.

### **Lockers, Books and Equipment**

In line with the DES guidelines students will not be assigned a locker. (Lockers have been removed)

- Students will limit the number of books and equipment they will bring to school. Teachers will advise students of this upon our return.
- Students are asked to bring an A4 pad, pens, and lunchboxes on their first day back to school.
- Sharing books, stationery and equipment will not be allowed.
- An A4 pad can be used for a number of different subjects as an option for students instead of multiple copies/hardbacks. We advise the use of subject labelled polypockets.
- Students are not allowed to leave any belongings in the school overnight.
- Any belongings left overnight will be binned - no exceptions.

### **Breaks/Lunchtime**

- There will be a canteen. The menu has been altered. Cashless payment systems are being introduced. Ordering and collections systems are being considered. (Flyer enclosed with letter)
- If students bring their own lunch, lunch boxes must be used – Leftovers/rubbish will be taken home. Students are not allowed to leave their rubbish in the school – bins will be used for the safe disposal of wipes and cleaning materials.
- Staggered small and big lunch breaks will be in place for staff and students. Details will be given on day 1.
- Students will be in their own designated zones at both small and big break.
- Years 4, 5 and 6 are permitted to go up town at lunchtime provided they maintain public health advice on social distancing and that written parental permission is received. This privilege will be kept under review and may be withdrawn at any time.
- Nuts and nut products are not permitted in the school. This is for the protection of all students and staff who have or may have nut allergies. High Caffeine energy drinks are not permitted.

### **School Uniform**

- Bag racks (removed) and coat racks will not be in use- Students will carry their jackets.
- School uniforms are to be worn by all students every day except on the day (One day only) they are timetabled for PE.
- On PE day they are permitted to wear the school PE uniform for the entire day. Changing rooms are closed.

Hoodies, football jerseys and shorts/football shorts are not permitted to be worn. It is not an excuse to infringe on the school uniform policy.

Please familiarise yourself with your son/daughters timetable and be aware of what day is their PE day.

### **Covid-19 Isolation Room**

We have a designated Isolation area. Protocols will be followed.

### **Appointment only access to School Premises**

- Access to the school is now Strictly by Appointment Only
- Parents and Guardians are no longer allowed into any part of the school building without prior appointment.
- We will no longer allow parents and guardians drop in ingredients, locker keys, lunches, books, equipment etc. If your son/daughter has forgotten something you will not be allowed into the school to leave this into the reception. In reality, this only applies to a small number of students who regularly 'forget' items - so all parents and students are advised of this and no offence is meant by any refusals we will have to make. Your son/daughter is in secondary school now and must take responsibility for ensuring he/she is ready for school.

### **Water Dispensers**

- These will be disconnected therefore students must bring in their own water in a **labelled** water bottle to school. There will be no sharing of water bottles.

### **Car Parking / Collecting Students**

Parents and guardians are requested not to park the area around the school entrance, drop off area, double yellow lines or drive onto the school grounds. This area must be kept free for the health and safety of all concerned. We request that where at all possible, students walk or cycle to and from school.

There will be over 550 people entering and exiting the school campus in the morning and evenings therefore your cooperation with this is essential.

Students are prohibited from parking in the school grounds – no exceptions

**School Books:** We are proud of our school books system and how we manage to keep costs to Parents/ Guardians low. This time is a financial challenge for many so we are cutting our books costs by 50% for this year only. **Please contact me if there are ever any financial issues.** We do not wish for any child to be inconvenienced because of money.

**We would be very grateful if you would encourage your son/daughter to download the HSE covid-19 contact tracing app. For those of you whose son/daughter is under 16 will require your consent to download this app.**

### **Return to school dates**

The following dates will now apply.

Thursday 27th & Friday, 28 August 2020 Covid-19 Staff Training

Monday, 31 August 2020 New First Years.

Tuesday, 1 September 2020 First Year students & 6th yrs.

Wednesday, 2 September 2020 First Year students & 3rd yrs.

Thursday, 3 September 2020 First Year students & 5th yrs.

Friday 4, September 2020 Transition Year & 2nd Yr Students

There is no doubt that in relation to Covid-19 we will face many challenges in the weeks and months ahead but we are very confident in our ability to overcome these challenges with your help and continued support. **We will all play our part to keep our community safe.**

We are excited about the return to school and look forward to welcoming our students new and old in a couple of weeks.

We would ask that all of you review the Student Return to School Safely form and the Department of Education and Skills guidelines.

Enjoy the rest of the break