Dear Parent/Guardian,

We are very much looking forward to welcoming our students back to St. Anne’s for the new school year. We are delighted with the energy upgrade works which took place over the summer in our older buildings. These works included a whole new roof, insulation of roof and walls, new energy efficient lights, new boiler, solar panels and ancillary works. This huge undertaking has understandably delayed the reconfiguration of the classrooms in line with social distancing guidelines in the old building and hence the amended schedule below for return of students.

This year will undoubtedly bring many challenges. School, for all of us, will be a little different now and we will approach the reopening of our school as a community where we all play our part to ensure our school environment is a safe and secure place for students and staff. We all have increased responsibilities- including students. It is important that everyone on the school grounds follows all of the protocols and guidance given and that we do so in a positive and proactive way. We will need to work together to minimise the risk of COVID 19. In St. Anne’s we are committed to working collectively to deal with this. This is an evolving situation and some procedures will need to be reviewed and modified as the need arises.

We are particularly cognisant of our incoming first years and look forward to helping them settle into post primary education and become part of the community of St. Anne’s.

Outlined below you will find the measures and procedures we need you to please read and discuss with your child(ren).

To help make St. Anne’s a safe environment for all we have many new procedures in place to assist with the challenges of having large numbers of people in our buildings. Therefore we have designed an induction morning for each year group. This change to our normal schedule will allow time to focus on practical day to day considerations for students such as hand and respiratory hygiene, new rules for using toilets, one way systems and in class hygiene procedures. Students will also have classes to familiarise themselves with their Office 365 account to allow them to access the full Microsoft suite. This will allow students to submit work online to teachers which will help minimise risk. Teachers will further explain specific procedures to their own students in class.

**Amended Return to school schedule**

Day/Date Cohort Time

Mon 31st Staff

Tuesday 1st 6th Year students only 9:00-12:30

Wednesday 2nd 3rd Year students only 9:00-12:30

Thursday 3rd 5th Year students only 9:00-12:30

Friday 4th 1st Year students only\*\* 9:00-12:30

Monday 7th TY students only 9:00-12:30

Tuesday 8th 2nd Year students only 9:00-12:30

Wednesday 9th All students Full day

**\*\* Please note unfortunately we cannot host 1st year parents for tea/coffee this year**

* **Parents- if dropping off students please use the set down area at the front of the school or drop further away from the school grounds.**
* **Please do not drive around the back of the school**
* **NOTE-No admittance to buildings for parents.**
* **All students on the first day should walk outside and enter by the NEW PE entrance (Yellow wall) and they will be directed further from there.**
* **Students will need pen, paper and lunch with them on the first day. Books will not be required.**

**Physical Distancing** Physical distancing will be applied in so far as is possible and in a practical way to facilitate the learning environment. We have made all efforts to achieve this by increasing separation, using and reconfiguring all available space in the school in line with government guidelines. Other measures that have been taken include, reviewing timetables, reconfiguring classes and decreasing interaction. Students are expected to take responsible for maintaining appropriate social distance from each other.

**Face Coverings** As you are aware students are expected to wear an appropriate face covering in the classroom. Reusable face coverings are recommended and should be changed and washed daily. We are asking that all students have an adequate supply of their own suitable face coverings. Students must supply their own mask and wear while in class, moving on corridors and in any situation where 2m social distancing is not possible. Students should carry a spare mask to school preferably kept clean in a Ziploc type bag. We know it can be difficult to wear masks all day. Students do not have to wear masks while eating and drinking, when outside during break or when moving OUTSIDE between classes whilst maintaining social distancing. If you have any queries about this please contact either the Deputy Principal, Fiona Daly or Principal, Aideen Walsh.

**Holidays/Isolation** Current public health advice is if you or your child travel outside of Ireland to countries not on the green list you are expected to isolate for 14 days on return. The green list of countries is updated regularly so please keep abreast of any changes. If your child/children travel abroad at any time please contact us.

**Lockers and Books** In order to maintain social distancing lockers will not be in use. We will review this as time goes on. Students may use one refill pad (instead of multiple copies/hardbacks) to begin with for most subjects to help cut down on weight in school bags. Students will not be allowed share pens, books etc. with other students so please ensure your child has everything they need. Students will be given further direction on submitting work during induction.

**PE and practical subjects** We are awaiting further guidance on these subjects. In the meantime students will be allowed wear appropriate PE gear instead of uniform for the full day that they have PE.

**Transition Year** We are seeking clarification on various aspects of the Transition Year programme. TY Coordinator Ms. Beverley Hartigan will be in touch in due course.

**After School Study** and **Extra-Curricular Activities**. At present we are prioritising returning to class and the normal school day. We are waiting on further guidance on extra-curricular activities. We will review progress and make a decision on these later in line with public health advice. We will communicate with you regarding this.

**Procedures**-

**Arrival at School:** If you drop your child to school please do not drop any earlier than 8:40a.m. Parents are required to observe and respect social distancing protocols in relation to any contact with the school. This includes maintaining a two metre distance from other families when dropping off or collecting children from school. Students arriving on buses or walking to school must social distance on coming into the building. Students travelling on buses should adhere to guidance provided by the DES and Bus Eireann.

Students must go straight to their timetabled classrooms on arrival at school. If timetabled for a specialist room e.g. woodwork, science, home economics, art etc. during induction students will be advised of the waiting area for these rooms. On arrival at either the waiting area or classroom students must practice social distancing.

Students must use hand sanitiser on entry at all times. Correct procedures for handwashing and use of sanitiser will be taught to students during induction

**In Class**: Students must hand sanitise prior to entering any room in the building. Students must sit in assigned seat. Movement from seats during class will be limited and with the express permission of the teacher.

**Between Classes:** When students move to a different room, they are responsible for cleaning their own table and chair before class begins. Materials will be provided in the classroom for this purpose.

**After Break and Lunch** Students must go straight to classrooms or waiting areas as appropriate. Students are asked to be responsible about socially distancing during these periods.

**Leaving School:** We need students to be responsible in the way they leave the school building in the evening and at lunchtime. Students must practice social distancing. We will utilise all exits to maximise distancing and one way systems where they help reduce risk.

**Lunch and Break**

Morning break will be staggered as all students are on site for this break. 1st, 2nd and TY students will have break before the remainder of the school. To begin with lunchtime (1:15 – 1:50) will not be staggered. We will still allow students to leave the school premises at lunch time to go home or go up town to purchase lunch. We would appreciate if you could discuss with your children the importance of behaving in accordance with public health measures whilst uptown. We will review this arrangement over time. Wet days are going to be particularly challenging. We may require students to eat in classrooms. Again we will monitor how things are going, adjust and communicate accordingly.

**Knowing the Symptoms of COVID-19**

In order to prevent the spread of COVID-19 it is important to [know and recognise the symptoms.](https://www2.hse.ie/conditions/coronavirus/symptoms.html)

They are:

* high temperature
* cough
* shortness of breath or breathing difficulties
* loss of smell, of taste or distortion of taste

**If your child complains of any of these symptoms, please keep your child at home and call your GP without delay. If your child becomes unwell while at school we will need you or a nominated person to be available to come and collect your child. Please ensure we hold up to date contact details for you.**

**We will follow all public health advice in the event of a suspected case of Covid 19 including the use of an isolation room and correct procedures.**

**Policy**An amendment to the Code of Behaviour Policy is being developed so that students will be aware of additional specific rules on their return to school. Our guiding principle when making any changes or adjustments to this policy is to be able to keep all of our students, families and staff safe. The amendments will be communicated to students, parents and staff.

Our school Covid-19 Response Plan and statement are near completion and will be available on our school website shortly. The response plan is a live document that will be amended as circumstances change.

**Uniform**: All students will wear uniform (including school jacket) as usual this year. Please ensure students change out of their uniform immediately on return home. We advise that uniform is laundered as frequently as is possible.

**Toilets and Cleaning** We have assessed the maximum appropriate number of students for each toilet block and will remove some facilities from use to allow for appropriate social distancing. This maximum number permitted in each facility will be communicated by signage on the door. Students should check if there is sufficient space prior to using facilities. A socially distanced queueing system will be marked on the floor near each toilet facility. Water, soap and drying facilities along with hand sanitiser will be available. Students will be briefed on these procedures during induction. School cleaning procedures will be increased and enhanced.

**Parents- Public health advice is that access to our school buildings is only for students and staff.** Your first point of contact is to phone/email the school. We welcome contact with parents but most of our conversations with you will either be on the phone or online if at all possible. Should we absolutely have to meet with you it will be on an appointment only basis. **Under no circumstances can forgotten items (with the exception of medical items) be dropped in for students this year as distribution will not be possible. Please do not place our admin staff in a difficult position by making this request.**

**Wellbeing and preparation for return** We acknowledge it has been a difficult year so far. We will work on supporting students wellbeing through targeted classes in appropriate subjects and with our usual excellent school supports of our care team, Chaplain and Guidance Counsellors as well as our Year Head and tutor system.

**Additional Information**

There is a comprehensive range of documentation available at [gov.ie/backtoschool](https://www.gov.ie/backtoschool) . Our school website killaloecc.ie will be updated regularly to keep parents/guardians, students and staff briefed on returning to school. We may also send text messages and use our twitter, Facebook and Instagram to keep you up to date.

We are really looking forward to welcoming our students back to school and would like to thank you for your support.

Aideen Walsh Fiona Daly

Principal Deputy Principal