

**Bord Oideachais agus Oiliuna Mhaigh Eo, Shligigh agus Liatroma  
MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD**



**COOLA POST PRIMARY SCHOOL**

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18<sup>th</sup> August 2020

**Information for Parents regarding School Reopening & Covid-19 Precautions**

**VERSION 2**

**Please note this is a working document – additions have been made in some instances to Version 1 sent on 13<sup>th</sup> August. Any additions and changes are indicated in red below.**

Dear Parents/Guardians,

I hope this letter finds you well as we approach the start of the new school year. As you are aware Covid-19 has presented many challenges for us all in the past few months. We have been working hard all summer to ensure that the school will be ready to create an environment that supports the welfare of our students, promotes teaching and learning, and minimises the risk of Covid-19 for staff, students, their families and the wider school community.

The school will implement the following measures, which are in keeping with the Covid-19 Response Plan for Post-Primary Schools issued by the Department of Education and Skills. Please read these measures carefully.

- 1. School Reopening:** The school has altered the dates for the return to school which were communicated in June. Please note the following revised opening schedule:

Mon 24 <sup>th</sup> August	Staff Meeting
Tues 25 <sup>th</sup>	1 <sup>st</sup> Year
Wed 26 <sup>th</sup>	1 <sup>st</sup> Year, 3 <sup>rd</sup> Year, 6 <sup>th</sup> Year, LCA 2
Thurs 27 <sup>th</sup>	1 <sup>st</sup> Year, 3 <sup>rd</sup> Year, 5 <sup>th</sup> Year, 6 <sup>th</sup> Year, LCA 2, TY
Fri 28 <sup>th</sup>	2 <sup>nd</sup> Year, 3 <sup>rd</sup> Year, 5 <sup>th</sup> Year, 6 <sup>th</sup> Year only.

The staggered reopening schedule is designed to give time to students to familiarise themselves with the new measures that are in place.

- 2. Base Classrooms:** Movement of class groups between classrooms will be minimised. Where possible, students will be based in one classroom and teachers will move between classrooms. This is to maintain as much physical distancing between students as possible. Students may need to move to a different classroom for their option subjects.

**The list of Base Classroom is as follows:**

<b>Year Group</b>	<b>Class Group</b>	<b>Classroom Numbers</b>
First Years	Enfield	Room 5
	Ennis	Room 6
	Erne	Room 9
	Errigal	Room 10
Second Years	Dartry	Room 21
	Durrow	Room 22
	Dargan	Room 23
	Dunmore	Room 25
Third Years	Clara	Room 7
	Claddagh	Room 8
	Curragh	Room 12
	Corrib	Room 13
Transition Year	TY 1	Canteen
	TY 2	Room 26
LCA 2		Room 24
Fifth Years	Barrow	Room 14
	Burren	Room 17
	Boyne	Room 18
Sixth Years	Arrow	Room 15
	Adare	Room 16
	Avoca	Room 19

On arrival in school on the first morning, Second Years, Third Years, Sixth Years and LCA 2 should go directly to their base classrooms. Students from all other year groups will be told on arrival at the school which class groups they belong to.

- 3. Assigned Seating:** On arrival in their base classroom, students will be assigned a seat. The seating plan in place remains the same for all subjects. Students are asked to sit at the same seat for each class and at the same seat each day. This is to facilitate physical distancing as much as possible.
- 4. Blended Learning:** Teachers will continue to use Microsoft Teams to facilitate teaching and learning. This will ensure that students who are unable to come to school can continue to access their work online. First Years will be provided with an email address and log-in details for Office 365 as soon as possible. All other students can continue to use their existing log-in details.
- 5. Lockers.** Access to lockers for students will be restricted for the foreseeable future. Where possible, students will be asked to leave their books at home. Teachers will incorporate the use of handouts, the interactive whiteboard, and e-book in their teaching.
- 6. Hand Hygiene & Social Distancing:** All classrooms will be equipped with sanitiser units, disinfectant wipes and tissues. In all general classrooms, students will be seated one metre apart where possible. Perspex screens will be fitted to all teachers' desks.
- 7. Face masks:** Under the guidelines, students and staff are required to wear face coverings in school; students will also be required to wear the face coverings on the school bus. All practical rooms will have goggles and face-shields provided for students.

The guidelines issued by the HPSC and the Department of Education on face masks in educational settings state: "It is recommended that teachers, staff and students attending secondary schools wear a face-covering when a physical distance of 2 meters from other staff or students cannot be maintained"

In order to protect our school community, we would ask that every student comply with this recommendation at all times. Only under the following exceptional cases, and with prior approval sought by parents/guardians from the school management, students may not wear face masks if they fall into the following categories:

- Any person with difficulty breathing
- Any person who is unconscious or incapacitated
- Any person who is unable to remove the face-covering without assistance
- Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity

As we work hard to create an environment where all our students and staff feel comfortable and safe, we would strongly advise everyone to wear face masks at all times.

- 8. Uniform:** The school position on washing of school uniforms is as follows. The school does **not** require uniforms to be washed each evening. As there is no reference in public-health guidelines to daily washing of school uniforms and due to the financial burden that daily washing entails, the school does not require uniforms to be washed each evening.
- 9. Morning Drop-Off:** Parents are requested to drop their child off at the front gate each morning by 8.45am. Assembly and Roll Call will be taken by the Year Head in the base classrooms.
- 10. Access to the School:** There will be restricted access for parents/visitors to the school during the school day. Should any parent/guardian need to make an essential visit, they should phone the school in advance to obtain prior approval from school management. A school contact tracing log is provided for all visitors in the foyer.
- 11. Canteen:** As the canteen will remain shut for the foreseeable future, students are asked to bring a packed lunch with them each day. They should also have enough bottled water for the day as the water coolers will be switched off.
- 12. Isolation Area:** An isolation area will be provided for a student or staff member who displays Covid-19 symptoms during the school day. Parents will be notified immediately.
- 13. Cleaning Regimes:** The classrooms will be thoroughly cleaned each evening by the caretaking staff.
- 14. Signage:** The school will display comprehensive signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene.
- 15. Minimising the Risk of Introduction of Covid-19 into our school:** Parents/guardians are reminded that any students that have Covid-19 symptoms (high temperature, cough, shortness of breath, loss of smell), or any signs of illness,

are not to attend school, to phone their doctor and to follow HSE guidance on self-isolation. We would ask that you discuss your child's health with them each morning before they attend school.

We are looking forward to opening our doors again and to having our students back in the school.

Best regards,

Damien McGoldrick  
Principal