

# COLÁISTE NANO NAGLE



## Returning to School IMPORTANT INFORMATION FOR PARENTS/GUARDIANS AND STUDENTS 2020-2021

Dear parents/guardians,

We are looking forward to welcoming back all our returning students and welcoming our new first year students to our school. In preparation for this return the BOM and the school staff have been busy working to ensure a safe return for all.

We appreciate and rely on your support as we endeavour to safely reopen the school. Our COVID-19 response plan and policy statement are available to view on our school website and our risk assessment will be available to view shortly. Attached to this letter is an important document for you and your daughter(s) outlining all the important information you need to know.

The school environment has been adapted and the routines that students and staff are to follow changed in order to comply with government guidelines. All changes have been made with the best intentions of keeping students, parents/guardians, staff and the wider community as safe as possible and will be kept under regular review. In order to allow students an opportunity to fully familiarise themselves with the new environment and routines and undertake safety protocol induction training we have staggered return dates for each year group as follows:

Tues. 1 <sup>st</sup> Sept. 2020	Sixth Year & 6LCA Third Year	10.00 am – 12.00 pm 1.00 pm – 3.00 pm	Gym Gym	COVID-19 Induction
Wed. 2 <sup>nd</sup> Sept. 2020	First Year Transition Year	10.00 am – 12.00 pm 1.00 pm – 3.00 pm	Gym Gym	COVID-19 Induction
Thurs. 3 <sup>rd</sup> Sept. 2020	Second Year Fifth Year & 5LCA	10.00 am – 12.00 pm 1.00 pm – 3.00 pm	Gym Gym	COVID-19 Induction
Fri. 4 <sup>th</sup> Sept. 2020	Sixth Year and 6LCA Third Year  First Year	9.00 am – 3.00 pm 9.00 am – 3.00 pm  9.00 am – 3.00 pm	Follow Timetable Follow Timetable Follow Timetable	Classes Commence  Classes Commence  Induction Programme
Monday 7 <sup>th</sup> Sept. 2020	All Year Groups	9.00 am – 3.40 pm	Follow Timetable	Full day of Classes

Students are requested to attend school on their return date in their full school uniform and go directly to their destination. There should be no congregating of students. In line with government guidelines students are required to wear face masks. Please see the attached document for further information on face masks. Students are to enter through the main school entrance and follow the routine in place. Staff will be available to meet students and assist them.

All students must follow social distancing recommendations.

# COLÁISTE NANO NAGLE



## Returning to School

### IMPORTANT INFORMATION FOR PARENTS/GUARDIANS AND STUDENTS 2020-2021

Students will be given their timetable and will have the opportunity to collect or purchase the school Journal on the first day, if it has not been paid for in advance of the first day. The cost of the school journal is €10.

Unfortunately, at the moment it is not possible to allow parents/guardians to come to the school without an appointment. Parents/guardians are asked to phone or email the school with any queries or to arrange a meeting. Contact details are presented in the attached document.

Working together we hope to be able to progress the reopening in as safe a manner as possible for all. This is an evolving situation and we may need to adapt, modify or change our approach if necessary as the situation develops. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year.

Kind regards,

Sinéad Moloney  
Principal

Triona Murray  
Deputy Principal



Returning to School  
IMPORTANT INFORMATION FOR PARENTS/GUARDIANS AND STUDENTS  
2020-2021

## **SECTION A: TEACHING AND LEARNING**

### **Your Daughters' Learning and Wellbeing**

As a staff we are very aware that students have been away from school since March 12th. We appreciate the time and effort that went into remote learning, and we recognise the challenges that remote learning presented for all families. Each student will be in a different place in relation to her learning and as a staff we will take that into consideration when planning for teaching and learning during the 20/21 school year. The DES has provided curriculum guidelines for us and we ask parents/guardians to trust our experience and professional expertise as we work with all the students during the return to school. Staff will re-orientate their work with the curriculum, especially during the initial weeks of the first term as they give greater time and attention to student wellbeing and online learning. All teachers will start from where the students are at.

### **Homework**

Students will be assigned oral and written work which will be corrected by teachers. Procedures for submitting work physically and electronically will be addressed by teachers with students.

### **Microsoft 365**

Students will be given additional training and support on our online learning platform, Microsoft 365, and the use Microsoft Apps such as Teams.

### **Ear Phones**

Students are requested to have small earphones (not headsets) to be used in instances where live streaming of classes is being used for students on the school premise.

### **Remote Learning**

If a student is ill and cannot come to school for an extended period of time the student will be supported and work will be provided to aid the student's learning at home. Live streaming of classes to students off site is not permitted.



Returning to School

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS AND STUDENTS  
2020-2021

### Work Experience

Further advice will be issued, in due course, in relation to any work experience programmes for TY, LCA and LCVP 20/21 students. These off site placements are too high risk currently. This will be kept under review and where necessary, alternatives explored.

## SECTION B: CONTROL MEASURES

### Physical Distancing

Physical distancing will be applied in school allowing for some flexibility when needed. Classroom spaces have been reconfigured to maximise physical distancing. All available space in the school is being used to maximise physical distancing.

### School Arrival

We have surveyed parents/guardians on your daughters' travel arrangements to school and based on this information we have devised the following plan in order to stagger the students entering the school each morning and support social distancing. We request that students arrive as follows:

- Students arriving by early bus from Southill/Galvone, Garryowen, Moyross/Thomondgate - 8.15am (go to Halla on TSolais and directly to your classroom at 8.45 am)
- Students arriving by later bus from Castletroy, Kings Island and those by car - 8.35am (go to Halla on TSolais and directly to your classroom at 8.45 am)
- Students with Surnames A-L - 8.45am (go directly to your classroom)
- Students with Surnames M-Z - 8.50am (go directly to your classroom)

A plan for the staggered exiting of students will also be in place.

## COLÁISTE NANO NAGLE



### Returning to School IMPORTANT INFORMATION FOR PARENTS/GUARDIANS AND STUDENTS 2020-2021

#### School Dispersal

	Monday	Tuesday	Wednesday	Thursday	Friday
5 Mins Early	TY 5LCA 6LCA Fifth Year	TY 5LCA 6LCA Saoirse Marissa	TY 5LCA 6LCA Saoirse	TY 5LCA 6LCA First Year	TY 5LCA 6LCA Second Year
Usual Time	First Year Second Year Third Year Sixth Year	First Year Second Year Joanne Fifth Year Sixth Year	First Year Second Year Joanne and Marissa Fifth Year Sixth Year	Second Year Third Year Fifth Year Sixth Year	First Year Third Year Fifth Year Sixth Year

#### Face Masks

In line with government guidelines students are required to wear cloth face coverings (masks). Cloth masks should be washed after every day of use and/or before being used again, or if visibly soiled. Students should therefore have at least five cloth masks (one for each school day). The design of the face mask should be appropriate for school.

If you have been medically advised that a cloth face mask is not suitable for your daughter please email the Deputy Principal, Triona Murray on [murrayc@cnnlimerick.ie](mailto:murrayc@cnnlimerick.ie)

Please see the following website on the proper use, removal, and washing of cloth face coverings <https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

#### Waist Bag

The school is providing a waist bag for all students which students are required to wear each day for school. It has one compartment specifically for the student's face mask to place in when the student is eating.

It has another compartment which can be used to store small valuables.



**Returning to School**  
**IMPORTANT INFORMATION FOR PARENTS/GUARDIANS AND STUDENTS**  
**2020-2021**

The waist bag will be given out free of charge on return to school.

### **Corridors**

According to health advice briefly passing someone in a hall is unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions. We will observe the practice of keeping to the right when on stairwells and corridors and will go through a plan with students on their return in relation to how to move safely around the school. Signage will be provided on the corridors to ensure the safe movement of students. Students must go straight to their classrooms and must not congregate in the corridors or hallways.

### **Lockers**

Regrettably, students will not have a locker at the beginning of the school year. We will monitor this decision as the term progresses and as our students become more accustomed to the new routines.

We understand that this may be a cause for concern in relation to the weight of school bags. Staff will be working with students to manage this and we will have further information for students on the day they return. Other than a single refill pad please do not buy any additional stationery until further advice is given.

### **Morning Break and Lunches**

Students will have staggered breaks and lunches to help maintain social distancing at all times. The break and lunch time for each year group will be explained when students are given their timetable.

Students should bring a healthy snack for small break. The canteen shop will not be available during small break.

School lunches will be available from Monday, 7<sup>th</sup> August with new routines on their distribution. Students will be given further information on their return to school.

Water fountains will not be in operation.

Students are asked to bring their own bottles of water in a clear, reusable water bottle which must be labelled with their name.

No sharing of lunches/drinks among students.

# COLÁISTE NANO NAGLE



## Returning to School IMPORTANT INFORMATION FOR PARENTS/GUARDIANS AND STUDENTS 2020-2021

Parents/guardians must ensure their daughter comes with her lunch, lunch money etc. to prevent adults coming to school during the day. If something **essential** is forgotten, a parent must ring the school and make an arrangement to bring in the item. We wish to avoid any unnecessary visits to the school.

### Toilets

There will be a limit on the number of students permitted to use a bathroom at one time.

### Hand Hygiene

Touch free sanitiser dispensers will be installed at all entrances, in every classroom and outside toilets.

Students and staff should perform hand hygiene:

- on arrival at school
- before eating or drinking
- after using the toilet (use hand sanitiser going in to the toilet area)
- after playing outdoors
- when their hands are physically dirty
- when they cough or sneeze

We would encourage students to bring in their own small bottle of hand sanitiser which they can carry in their waist bag.

### Respiratory Hygiene

All members of the school community will practise respiratory hygiene.

This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

We kindly request that parents discuss the importance of hand and respiratory hygiene with their daughter(s) before coming back to school.

### Personal Hygiene

## COLÁISTE NANO NAGLE



### Returning to School IMPORTANT INFORMATION FOR PARENTS/GUARDIANS AND STUDENTS 2020-2021

To promote good personal hygiene and personal responsibility, students will be asked to bring in their own small pack of tissues and, as stated above, their own small bottle of hand sanitiser.

#### Soap Dispensers and Disposable Towels

All soap dispensers in toilets will have the recommended emulsifying soap. Students will also access to disposable towels from dispensers.

#### Child Illness

**YOU SHOULD NOT, UNDER ANY CIRCUMSTANCES, SEND YOUR CHILD TO SCHOOL IF THEY HAVE A TEMPERATURE, A COUGH OF ANY KIND, LOSS OF SMELL/TASTE OR HAVE ANY KIND OF SHORTNESS OF BREATH.**

If your daughter displays symptoms at school, parents/guardians will be asked to collect her. It is essential that the school has accurate contact details.

Any student who displays COVID-19 symptoms will be brought to our designated isolation area.

It will be sanitised by cleaning staff after the student leaves.

Please see section 8 of our response plan for further information.

#### Students who have been on holidays outside of Ireland

Please adhere to the HSE Guidelines and self-isolate for 14 days before returning to school. Please contact the school if this affects you.

Please go to: <https://www.gov.ie/en/campaigns/75d92-COVID-19-travel-advice/>

#### School Uniform



## COLÁISTE NANO NAGLE



### Returning to School IMPORTANT INFORMATION FOR PARENTS/GUARDIANS AND STUDENTS 2020-2021

We will follow our usual practice in relation to uniforms. There has been no advice from the Department of Education and Skills or the health authorities to say that students should not wear a school uniform. We advise that students go directly home and take off the uniform straight away.

On the day the student has P.E. the P.E. uniform is to be worn for the full school day. This is to avoid congregating in changing rooms. Please ensure the correct PE uniform is worn.

- Navy Tracksuit pants
- Lemon School Polo T-Shirt (with school crest)
- Half Zip Top (with school crest)
- TY Hoodies can be worn by TY students and former TY students

Fennessys stock a plain navy, non-crested tracksuit pants which we would recommend.

Fennessys stock the crested lemon school polo t-shirt and half zip top.

### **School Supplies**

Students must have their own pencil cases and stationery. Students are not permitted to borrow from other students. If a teacher has to lend a school item to a student, the teacher will be wipe it with disinfectant wipes before and after.

## COLÁISTE NANO NAGLE



### Returning to School IMPORTANT INFORMATION FOR PARENTS/GUARDIANS AND STUDENTS 2020-2021

#### **After School Activities, Homework Club and After School Study**

We will not be facilitating after school activities, homework club or after school study for the moment. This will be reviewed in September.

#### **Early Collection**

If a student is being collected early, in line with the Code of Behaviour, the student must bring in a note in advance and present it to the Deputy Principal in the morning. If it is an emergency situation and a note has not been provided please notify the school in advance by phone before presenting in reception. The school phone number is 061 410390. Margaret will record it instead of the parent/guardian signing the sign out book.

#### **Signage**

Signage, as made available by the DES, will be displayed reminding the school community about COVID-19 prevention etiquette. Standard feet markings and other student friendly markings will be used around the school.

#### **COVID-19 High Risk Students**

If a parent believes their daughter is at high risk please contact the school for further information.

#### **Code of Behaviour**

All the staff are looking forward to welcoming students back to school however this must be done safely. If any student behaves in a wreckless manner they will be suspended from the school for a defined period of time. Wreckless behaviour would include, for example, the intention to cause harm or injury through behaviour such as coughing, spitting or sneezing towards another student, member of staff or public while in school uniform or leaving the school grounds without permission.

#### **Communication with the school**

No adults should enter the building or come beyond our schools gates other than school staff. Those parents/guardians with children in the pre-school and/or primary school should follow the guidance given by the primary and pre-school in relation to dropping and picking up of children. All meetings must be by appointment, be essential meetings only and have the prior approval of the principal. The contact tracing log will only be filled out for those entering into the building. There will be a marked area inside our reception for scheduled visitors to stand while waiting for Margaret. Sometimes, professional visitors

## COLÁISTE NANO NAGLE



### Returning to School IMPORTANT INFORMATION FOR PARENTS/GUARDIANS AND STUDENTS 2020-2021

such as the school psychologist or I.T. maintenance are necessary and they will be asked to fill out the contact tracing log and follow the school protocol for social distancing for visitors.

#### **School Office**

Email: office@cnnlimerick.ie

Phone: 061-410390

#### **Home School Community Liaison**

Email: kinanen@cnnlimerick.ie

Phone: 085 1573302 (is manned from 31<sup>st</sup> August 2020)

#### **Parent/Guardian Details**

Please ensure that the school has your most up to date contact details.

If you have any questions on the reopening of the school please phone 061 410390 or email office@cnnlimerick.ie

For further information from the Department of Education and Skills on the reopening of post primary schools please see:

<https://www.gov.ie/en/publication/7acad-reopening-our-post-primary-schools/>