



SALESIAN COLLEGE

Celebrating 40 Years of Education in Celbridge

20th August 2020 - School Reopening

Important letter for all parents, guardians, and students – please read carefully

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Masks/Visors

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Dear Parents & Guardians,

I ask you all to read the following document with important information about our school arrangements for reopening from 28th August 2020.

Lunchboxes/Lunch Bag

In accordance with the Covid-19 response plan the only bins we will have in classrooms will be specifically for cleaning materials - i.e. wipes / paper cloths used for cleaning desks.

There will be no general waste bins.

This means that all students must bring home their own rubbish i.e. banana skins, fruit peelings, packaging, paper wrapping, empty bottles, cartons, yoghurt cartons, crusts, unwanted food and so on.

I cannot be clearer than this – students are not to leave any rubbish behind them – so they must have a lunchbox or lunch bag to take this home with them.

I expect full cooperation from all students, parents & guardians about this.

Masks/Visors

All students must have a visor or mask every day for every class.

I ask all students to invest in a proper mask – not a disposable mask.

The mask should not be hanging or loose or have any unacceptable design on them.

Quarantine following Travelling Abroad

Students who have just returned from a foreign country which is not on the government green list of countries are not to attend school unless they have completed two weeks quarantine.

Covid-19 Response Plan

The school has a Covid-19 Response Team who are working on the preparations and protocols for the school reopening.

The school has nominated Lead Worker Representatives – Mr. Eoin O’Sullivan and Ms. Lisa Loughrey

Covid-19 Response Plan for the Sustainable Reopening of Post-Primary Schools

This document is the official school plan with full details on the required guidelines and recommendations. This will be formally ratified by the Board of Management.

This will be posted on the school website.

Safety Statement

The Board of Management will formally ratify the school Covid-19 Response Plan, the Risk Assessment report & the Formal Safety Statement

Board of Management Checklist

There is a checklist for Board's to review and refer to in advance of the school re-opening.

Covid-19 Illness Record

The Principal & Deputy Principals will complete an illness record for all students & staff who are reported to them for illness.

Contact Tracing Record

All visitors to the school will complete the contact tracing log in the reception area.

Return to Work Form

All staff must complete a return to work form.

On-line Training

All staff will complete on-line training provided by the DES in advance of returning to school.

Personal Protection Equipment (PPE)

All rooms will have a PPE box.

Teachers are asked to wear a mask / shield / face covering.

Students will wear a face covering as well.

Gloves and masks are only to be given to students for cleaning and in the event of a suspected Covid-19 case.

Preparation of School Building

Hand sanitizers will be installed all around the school building.

Covid-19 signage will be placed all around the school.

Lockers, presses, cupboards have been removed from classrooms to allow for maximum number of students in each room. Barriers / Dividers have been ordered for certain designated areas

Teaching & Learning - Student Based Classrooms

All students will now be their own designated classrooms in specific designated areas.

There will be a limited number of available places in each classroom in line with the HSE recommendations of 1 meter distancing.

Students will only have access to a limited number of books as students will not be allocated a locker. All teachers will use MS Teams for live teaching.

All subject departments, teachers & SNAs must have a contingency plan ready for another possible shutdown and working from home.

Overflow Hall & Supervision

In the event of insufficient space in a classroom for students – these students will be sent to the assembly hall where they will log on to one of the stationed laptops and access lessons remotely.

There will be a designated supervision timetable for the area.

Cleaning

There will be extra cleaning of the school during school hours.

The school will have extra cleaning materials and resources for the different classrooms and practical rooms.

All students and staff are responsible for cleaning their own work area / classroom at the beginning and end of all classes

Student Zones

Students will remain in their own zones and will have their own specific entrance & exit doors. Students will have their own designated areas outside for breaks.

Staggered Breaks

We are looking at the feasibility of staggered morning breaks for certain year groups – this will be explained to all staff and students during Week 1

Staggered Leaving of Rooms

At the end of the day students will leave their classrooms in a staggered way – this will be explained to all staff during Week 1

Supervision & Substitution

Extra supervision sessions will be available for mornings and afternoons and during the school day.

Year Group Assemblies

All year groups on their return to school will be advised of:

- The signs of Covid-19
- What to do if they show signs of Covid-19?
- New school arrangements
- How to wash & clean their hands
- Amendment to the Code of Behaviour

Resource Department

Students will be in set classes and classrooms.

Students who have exemptions in Irish & Modern Languages will be advised of their new rooms. Access will be limited to only the staff in the Resource department and students in designated special classes & groups. A letter to the students involved has been sent to parents & guardians

Covid-19 Isolation Area

There will be a specific designated area for isolating a student / staff member with a suspected case of Covid-19.

All school personnel will be given clear instructions on the protocol for managing a suspected case of Covid -19.

No Visitors to School Without Appointment

No dropping lunches / schoolbooks / equipment etc. or calling up to collect a student unannounced.

Fire Drill / Evacuation

All staff members and students are asked to familiarise themselves again with the school evacuation procedures. These will be updated to take in to account the new arrangements.

Water Dispensers

These will be disconnected - staff and students are asked to provide their own water / drinks.

Cleaning Protocols for all School Activities

All staff and students will be given clear directions on regular cleaning and sanitizing routines. The school has bought sanitizing spray machines and sanitizing “fog” machines for specific subjects and general use.

Parent Teacher Meetings

These may be postponed until Term 2. All teachers will be asked to keep a record of their students' progress and assessments.

Books & Equipment

No sharing of books or equipment is allowed in classrooms.

Journals

All Form Teachers will be given a “Journal Checked” stamp to avoid overhandling of books / student materials.

SNA's

Specific guidelines and instructions for SNA's will be given when working with students with additional educational needs.

Well- Being

As a school we are very conscious of the impact of the school closure and now the reopening of the school in very different circumstances. Support for students will be available with designated special lessons – these will be organised by Ms. Harris.

We are making good progress with all the preparations and look forward to welcoming all our students back.

Go n-éirí linn.

**Ms. Kearns,
Principal.**