

29<sup>th</sup> August 2020.

Dear Parent/Guardian,

Please find further updates following our recent Board of Management meeting in relation to school reopening for students next week.

Our school staff returned to school on Friday August 28<sup>th</sup> and all are looking forward to welcoming our students over the coming days.

**Website Updates:** We will be using the school website to give you updates in relation to Covid-19. Please follow this link to the Covid-19 Information Page – [Click Here](#). Some updates were added over recent days.

The Department of Education has advice for Parents at the following link: [Click Here](#).

**School Uniform:** I mentioned previously that school uniform will have to be worn as normal except on the day that students have Physical Education classes. On the first day returning to school students must wear their full school uniform. PE class will not be taking place on the first day back at school.

**Face coverings:** Cloth Face coverings must be worn by all students in a Post Primary School when Physical Distancing of 2 metres is not possible. While in classrooms and on corridors Face Coverings will have to be worn. This is extremely important, and all students and parents are expected to follow this. As detailed in the Department of Education guidance the following are the only exceptions in relation to Face Coverings. If any of these apply to your son/daughter, you will need to contact the school and where necessary provide evidence.

Cloth face coverings should not be worn by any of the following groups:

- 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.

This link will give you further guidance on Face Coverings:

<https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

It is recommended that students have a number of Face Masks with them at school, if they wish to change the Face Mask during the day and separate bags for clean and used mask should be available.

Students will be encouraged to go outdoors at break and Social Distance by 2 metres so that they will get a break from wearing the mask. Failure to comply with the wearing of Face Coverings is a major offence.

Students who do not following this procedure will be sent home and cannot attend school.

**First day back at School:** The following are the dates for returning to school:

Tuesday Sept 1<sup>st</sup> – First Year Induction from 9am to 3.40pm

Wednesday September 2<sup>nd</sup>: 5<sup>th</sup> and 6<sup>th</sup> year students only (including Leaving Certificate Applied classes).

Thursday September 3<sup>rd</sup> - 2<sup>nd</sup> and 3<sup>rd</sup> year students only.

Friday Sept 4<sup>th</sup> – 1<sup>st</sup> year and Transition Year students only.

Monday September 7<sup>th</sup> – 1<sup>st</sup> year, 3<sup>rd</sup> year and 6<sup>th</sup> year students only.

Tuesday September 8<sup>th</sup> – All students.

On the first day students should bring their school bag with some copy books, pencil case, iPad, Face Mask, full school uniform and other personal items. No PE classes will take place on the first day. All students must have their own books/copies and equipment as sharing of items is not allowed. All class groups will attend an Induction session with their Year Head and Mentors outlining the changes implemented to protect the school community. Students will receive their school journal and a copy of their timetable which will be explained to students. The Year Group timetables are now available on the school website on the Downloads tab – [Click Here](#).

#### **Base Rooms:**

Junior Cycle and Transition Year Students will have Base Classrooms for most of their classes to reduce movement in the school. The following is a list of Classes and their Base Rooms:

<b>First Year</b>	<b>Base Room</b>	<b>Second Year</b>	<b>Base Room</b>	<b>Third Year</b>	<b>Base Room</b>	<b>Transition Year</b>	<b>Base Room</b>
1A	508	2A	214	3A	108	4A	205
1B	509	2B	215	3B	121	4B	206
1C	510	2C	219	3C	125	4C	207
1D	601	2D	220	3D	139	4D	208
1E	604	2E	226				

On arrival at school for students' first day the Induction Session will take place in the Base Classrooms. First Year Students will be met at the front of the school and shown to the canteen or a classroom. The school canteen will be open each morning before school for any students who wish to use it.

Students can remain outside on the school grounds in the morning practicing Social Distancing or go to the canteen if they wish to use the services or go to their Base Classroom.

Fifth and Sixth year students will attend classrooms as shown on their timetable.

**Break and Lunch times:** We are operating staggered breaks where two-year groups will be together as follows:

	<b>Break – Mon - Thursday</b>	<b>Lunch – Mon - Thurs</b>	<b>Lunch Friday</b>
First Year and Transition Year	09:58 – 10:18	12:14 – 12:44	10:41 - 11:10
2 <sup>nd</sup> year and 3 <sup>rd</sup> year	10:30 – 10:50	12:44 – 13:14	11:10 – 11:39
5 <sup>th</sup> year and 6 <sup>th</sup> year	10:56 – 11:16	13:12 – 13:44	11:39 – 12:09

Monday to Thursday the school day commences at 9:00am and ends at 3:40pm.

On Friday the school day commences at 8:45am and ends at 2:05pm.

**Visitors to School:** All visitors to the school must have an appointment approved by the Principal before arrival.

**Contacting the School:** We are encouraging communication to the school by email and telephone. The following is a list of Year Heads and their contact email address:

<b>Year</b>	<b>Year Head</b>	<b>Email Address</b>
1	Tomas Maher	<a href="mailto:tomas.maher@borrisokanecce.ie">tomas.maher@borrisokanecce.ie</a>
2	Noel Cronin	<a href="mailto:noel.cronin@borrisokanecce.ie">noel.cronin@borrisokanecce.ie</a>
3	Marianne Bergin	<a href="mailto:marianne.bergin@borrisokanecce.ie">marianne.bergin@borrisokanecce.ie</a>
Transition Year	Eimear Lyons	<a href="mailto:eimear.lyons@borrisokanecce.ie">eimear.lyons@borrisokanecce.ie</a>
5	Louise Ryan	<a href="mailto:louise.ryan1@borrisokanecce.ie">louise.ryan1@borrisokanecce.ie</a>
6	Caitriona Maher	<a href="mailto:catriona.maher@borrisokanecce.ie">catriona.maher@borrisokanecce.ie</a>

If you have a query in relation to your child, you can contact the relevant year head using the email address above. If your child is absent from school, please send an email to the relevant year head. Once the note explaining absence is emailed to the Year Head you do not need to put a note in the school journal.

#### **Other Contacts**

School Office	Evanna Morrissey	<a href="mailto:info@borrisokanecce.ie">info@borrisokanecce.ie</a>
Principal	Matthew Carr	<a href="mailto:matthew.carr@borrisokanecce.ie">matthew.carr@borrisokanecce.ie</a>
Deputy Principal	Paula Molloy	<a href="mailto:paula.molloy@borrisokanecce.ie">paula.molloy@borrisokanecce.ie</a>
Transition Year Coordinator	Orla Cunningham	<a href="mailto:orla.cunningham@borrisokanecce.ie">orla.cunningham@borrisokanecce.ie</a>
Special Education Needs Coordinator	Ramona Morgan	<a href="mailto:ramona.morgan@borrisokanecce.ie">ramona.morgan@borrisokanecce.ie</a>

**Appointments:** If possible, please arrange appointments for your child outside of school hours. If you have to collect your child for an appointment during the school day, please email the year head with details. You will then need to contact the school office by phone (067 27268) or email [info@borrisokanecc.ie](mailto:info@borrisokanecc.ie) giving details of the time you will be collecting your child. When you arrive at the school call at reception and your child should be ready to leave. Reception is the only point of contact at the school. Please do not enter by any other door. If you need to discuss any matter with a teacher, please contact the school office by phone or email and the teacher will contact you.

If your child becomes ill during the school day, we will need to contact you. Please ensure that we have correct contact details for you and also please give us the contact details of a family friend or relation to contact if we are unable to make contact with you.

**Student Behaviour:** Please ensure that your child complies with all Health and Safety procedures. Failure to comply with Health & Safety procedures will put your child, other children, and staff at risk. Any such behaviour will be a Major Offence and will be dealt with in line with the school Code of Behaviour. The Board of Management at its meeting on Wednesday August 26<sup>th</sup> asked me to advice all parents and students of the importance of protecting the health of the school community and students who refuse to follow school procedures will not be allowed attend school.

**Lockers:** As Junior Cycle and Transition Year students will not require textbooks in school and will not have gear bags etc., we will hold on assigning lockers to these year groups for a while. Lockers will be assigned to 5<sup>th</sup> and 6<sup>th</sup> year students if required.

**Travelling to school by Car:** If you use a car to bring your child to school please drop off at Bus Shelter end of school to reduce congestion at the school car park. Do not park on double yellow lines or at entrance to school carpark. We encourage parents to follow a one way system on the school road from the town end to the Birr end. When collecting students in the evening please use the Car Park next to the Bus Park and again do not park on Double Yellow Lines.

**School Transport:** Bus Eireann and School Transport Companies have procedures to be followed on school buses. Information from Bus Eireann is available on their website at this link – [Click Here](#).

**A few summary points to remember:**

- Do not send your child to school if they have symptoms of Covid-19 – Contact your GP for advice. – [Click Here](#) for Covid-19 advice for Parents. Health Advice for Parents – [Click Here](#).
- Face Coverings MUST be worn when less than 2 metres apart.
- Observe Physical Distancing in classrooms of at least 1 metre.
- Practice Cough Etiquette – Cover Coughs or Sneezes with tissue or elbow. Avoid touching face, eyes, nose, and mouth.
- Follow Hand Hygiene – Wash/Sanitise Hands regularly.
- Students are encouraged to walk or cycle to school.

- Follow one-way system on corridors and stairs
- No Physical Contact between students – no hugs or handshakes.
- Visitors to the school must have an appointment and visitors must report to school reception.
- Have all your own materials and equipment – no sharing.
- Follow Code of Behaviour.
- Protect yourself and others by following all advice and procedures.
- Any questions please ask the school or contact your GP.

Looking forward to your support as we welcome your son/daughter back to school over the next week where we aim to keep Borrisokane Community College Covid-19 free.

If you have any queries, please contact me.

Regards,

Matthew Carr.

Principal

Borrisokane Community College.