26thAugust 2020

Dear Parents/Guardians,

I hope you and your families are keeping well. I would like to take this opportunity to thank you for your support in the lead up to school **reopening next Monday 31st August.**

We would like to bring your attention to some key information as part of our plan for the reopening of Mary Queen of Angels 2:

1. In order to minimise the numbers congregating on school grounds at any one time, we have decided to **stagger the start times** for the junior and senior end.**Each group should aim to arrive at the school in the 10 minutes immediately preceding their start time.**

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| --- | --- |
| **Classes in Group A** | **Classes in Group B** |
| **JI – Ms. Brogan (Room 2)****The Nest – Ms. Ray** **SI/1st- Ms. O’Brien (Room 3)****2nd/3rd – Ms. O’Hare (Room 1)** | **3rd/4th – Ms. McGarry (Room 9)****5th – Mr. Shannon (Room 4)****6th – Mr. Brennan (Room 6)** |
| **Timetable for Group A** | **Timetable for Group B** |
| **8.45-8.55 – Arrive to school****8.55 – School start****10.50 – Break time****11.00 – Class resumes****12.15 – Lunch time****12.45 – Class resumes****1.40 – Infant classes finish****2.35 – 1st – 3rd Classes finish** | **8.55-9.05 – Arrive to school****9.05 – School start****11.00 – Break time****11.10 – Class resumes****12.45 – Lunch time****1.15 – Class resumes****2.45 – 4th – 6th Classes finish** |

1. The school will need **updated contact numbers for parents** and an emergency contact number where parents are not contactable. Please send these numbers in with your child on **the first day of school.**
2. In order for the safe reopening of our school, **we ask you to drop your child to the school gates**. We appreciate that dropping off the **Junior and Senior infants to the front door of the school** is essential; however, parents must not come into the school building without appointment.
3. We encourage children to walk, cycle and use scooters to come to school. **Bicycles and scooters cannot be brought into the school under any circumstance.**Pupils must use the parking facilities provided.
4. If you wish to speak with your son’s teacher, **you can arrange an appointment through Nessa**, our Home School Community Liaison Teacher, by calling or messaging her at **0860308574.**
5. While all children will be welcome back to school, we would remind parents that, **where children are displaying colds, coughs or flu like symptoms, they should not be sent to school.**Children who display such symptoms in school will be isolated and parents asked to collect them from the school.**If your child displays such symptoms in school, we ask you to contact your GP and wait 48hours before your son returns to school.**

Further information on COVID-19 symptoms in children is available at: -

<https://www2.hse.ie/conditions/coronavirus/if-your-child-has-symptoms.html>

1. Overleaf, please find attached the protocols in place for:
* Collection of Children during the School Day.
* Dealing with a suspected case of Covid-19.
* Children who should not attend school.

Working together we hope to be able to progress the reopening in as safe a manner as possible for all. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year.

We are looking forward to welcoming all our pupils and parents / guardians back to school for the 2020/2021 school year on **Monday, 31st August.**

 It will take some time for all of us to get used to the “new circumstances” as we become familiar with the new routines and procedures designed to keep everyone safe and to prevent the spread of the virus. There will, undoubtedly, be some unforeseen challenges and we will deal with these as they arise.

We would like to thank you for your co-operation in making preparations to date and look forward to working with you as we assist the children in adapting to the necessary changes. We are really looking forward to welcoming our children back to school and will be doing all that we can to ensure that the return to school is a safe and enjoyable experience for the children.

Kind Regards,

Mr. Seán O’Shea
Principal

**Collection of Children during the School Day**

If an adult has to collect a child during the course of the school day, the following arrangements will apply:

When the adult arrives at the school, they should either phone the office or use the intercom at the front door of the school to alert the office that they have arrived

The child will be brought from their class to the adult by a member of staff

The adult who is collecting will be asked to sign the child out

No adult should enter the school building, unless invited to do so

**Dealing with a suspected case of Covid-19**

Pupils should not attend school if displaying any symptoms of Covid-19. If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures will be implemented:

* Parents/guardians will be contacted immediately
* The childwill be accompanied to the designated isolation area via the isolation route by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times
* A mask will be provided for the child presenting with symptoms, if one is available. He should wear the mask if in a common area with other people or while exiting the premises
* An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home
* The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home, and will assist them by calling their GP.
* The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided
* If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used
* If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
* Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed.

**Children who should not attend school**

If your child is in one of the following categories, they should not attend school –

* Children who have been diagnosed with Covid-19
* Children who have been in close contact with a person who has been diagnosed with Covid-19
* Children who have a suspected case of Covid-19 and the outcome of the test is pending
* Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
* Children with underlying health conditions who have been directed by a medical professional not to attend school
* Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
* Children who are generally unwell