



18th August 2020

Dear Parents & Guardians,

We are looking forward to getting back to school in August and seeing all our staff and pupils again. Although the last few months have been a challenging and confusing time, we hope that this email can help to clarify any concerns you may have.

Clonturk Community College will adhere to the Department of Education and Skills 'COVID-19 Response plan for the safe and sustainable reopening of post - primary schools'

It is everyone's responsibility, pupils, staff, parents & guardians, to follow the school's instructions and new protocols. We are all in this together and we want to make sure we can all get back to school and stay in school safely.

In accordance with the Department of Education and Skills guidelines, the CDETb and the Board of management, the following protocols have been put in place for reopening in August 2020.

COVID - 19 Response team

- The school has a designated COVID response team who are working on all that needs to be done in our school and the new building. They have been working hard over the summer to ensure we can reopen safely. This team will be in place for the full school year.

Behaviour policy amendment

- Please check the website shortly to see the updated version of the behaviour policy. We will go through this with each pupil when they return, and we would ask that every pupil and parent or guardian sign this and return it to their tutor.

Stay at home if unwell

- All students, parents and guardians have a responsibility to ensure that any student showing symptoms of COVID-19 must not attend school.

- If you are contacted by the school due to your child being ill or having suspected symptoms, we would ask that arrangements are made for the quick and safe collection of the child from school.

- We have two isolation rooms set up in our school, where a pupil will wait to be collected by a parent or guardian.



- Please ensure you have alternative arrangements in place if such an event occurs to ensure your child is collected quickly.
- We will not be in a position to allow pupils to stay on the premises if they are unwell or showing any symptoms of COVID – 19.

Contact details

- All students contact details must be up to date on our system. If anything has changed i.e phone number, address please let us know immediately by sending an email or contacting the office by telephone. If there is only one contact number on our system, a second can be added.
- All parents and guardians need to be easily contactable in the event your child is unwell.
- You can check all your details are correct by logging into VShare.

Hand sanitizers - PPE (Personal Protective Equipment)

- We would ask that your child bring their own hand sanitizer to school every day and keep it in their bag. We will have sanitizing stations placed around the school buildings also.
- Face masks/visors must be worn by pupils in situations when it is difficult to maintain social distancing. We will discuss this with pupils when they return. Please be advised bandanas and scarves will not be allowed.
- If your child is unable to wear a face mask or visor this can be discussed with the tutor and an arrangement can be made.

Entry and Exit of buildings.

- Different year groups will have their own entry and exit points. They will also have their own specific base classrooms in our separate buildings.
 - o 1st year – Block A
 - o 2nd years – Block B
 - o 3rd year prefabs - Block C (Prefabs 1,2,3,4)
 - o 4th years prefabs – Block D (Prefabs 7,8,9)
 - o 5th years – Block B
- Students will be advised of this on their first day back.



Lunch boxes

- Students must bring their own lunch boxes with their lunches. We don't not have a canteen that serves food. No rubbish must be left behind in the school building.
- We also have a strict no nut/nut products policy.

No lockers - books & equipment

- In line with the DES guidelines, students will not be assigned a locker.
- Students will limit the amount of copies and equipment they will bring in their bags. All workbooks will be stored safely in the school.
- Students will need to purchase a lab coat and goggles for science and an apron if they are doing Home Economics. Lab coats and goggles can be purchased from the school in the coming weeks. We will not be able to share equipment in practical subjects e.g musical instruments, lab equipment, cooking utensils, art supplies.
- No sharing of books our equipment is allowed in class.
- Students will not be allowed to leave any belongings in school.
- When a pupil has PE that they, they must come to school in PE gear (in line with the DES guidelines) as the changing facilities will be no longer available. Students must stay in these clothes for the remainder of the day.

How to wash hands safely

Please go through this with your children to ensure they understand how to wash hands properly before returning to school.

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Water fountain

There will be no access to the water fountain in school so pupils are asked to bring their own water bottle with a sufficient amount of water for the school day.

Student based classrooms

- Students will now stay in their own designated base classrooms and assigned lunch area.
- Students will stay in these classrooms and teachers will move around the school - except for practical classes, science labs and options.



- Students who do resource lessons will be advised of their arrangements when they return to school.

Meetings

- Only one student and one parent can attend a meeting if required. Should more people need to attend a meeting please allow time for the school to arrange a safe space for the meeting to be held where social distancing can be maintained.
- All attendees must wear a face covering -mask/visor and follow the directions from staff and students with regard to entering and leaving the building.
- Parents must make an appointment to speak with a specific teacher/staff member in the school, there will be no access to the building during the school year.
- You must telephone the office to arrange an appointment or send an email.
- All visitors must sign in when they arrive for their arranged appointment.
- The student journal is an efficient method of communication between staff and parents/guardians.

Student support team (SST)

An email will be sent to all students with additional needs with more detailed information which will explain the new protocols. Our SNA's and student support team will work closely with all pupils to ensure a smooth re engagement into school life.

Bike racks

The 1st year and TY bike rack will now be outside the new changing facilities.

The 2nd year and 5th year bike rack will be outside Block B (new building)

The 3rd year bike rack will be outside Block A (main building)

Travel to school

- We would encourage our pupils to walk or cycle to school where possible. We will have extra spaces for bicycles this year.
- Please be advised that we have very limited parking for parents/guardians dropping off and collecting pupils.

Items dropped into school



- Parents/guardians will not be allowed to enter the school building unless they have a pre-arranged meeting.
- When dropping an item into the school this must be left at the drop off zone. Items should not be dropped to the front office.

Guidance

Guidance with our guidance counsellor will be made by appointment only. The tutor is the first person you should speak to if there are any issues you would like to discuss.

1st year and 5th year books

- All 1st year and 5th year books must be purchased from a book shop. The book list is on our website. These books will contain an ecode in which the eBooks can be set up on the iPad. The teachers and SNA's will help pupils with this when we return.
- The purpose of having hard copies and iPad books is to ensure that learning can continue at home and parents can be involved. The current TY's took a survey last year and it was decided that they would benefit from having hard copies of books a Senior Cycle.

Schedule for students for return to school

Date and time Year group

31st August 9.00am – 12.55pm 1st year

1st September 9.00am – 12.55pm 1st and 2nd year

2nd September 9.00am – 12.55pm 1st, 2nd and 3rd year

3rd September 9.00am – 12.55pm 1st, 2nd, 3rd and 4th year

4th September 9.00am – 12.55pm All years (half day)

7th September 8.30am – 3.25pm All years (full day)

We would like to thank you for taking the time to read this email and we hope that this will clarify any concerns you may have had. If you are unclear or have any questions about the return to school please contact info@clonturkcc.cdetb.ie.

We hope that you understand that although some of these new protocols may not be desirable, they will ensure the safe and sustainable return to school.

We hope that you enjoy the rest of the summer holidays and we look forward to seeing you all again.



Clonturk

Community College

Achieving Excellence Together

Kind regards,

Wesleigh O'Hagan

(Principal)

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