

Wednesday, 09 September 2020

Dear Parents/Guardians,

I am delighted that your son(s)/daughter(s) have returned to school and I am happy to report that students are adopting well to the systems in place to ensure the safety of the school community at this time. Compliance levels with the implementation of control measures to prevent the spread of Covid 19 are very high. We are grateful for the support of parents/guardians in implementing the control measures and ask you to continue to remind your son(s)/daughter(s) of the following key messages:

- 1) Hand Hygiene
- 2) Respiratory Hygiene
- 3) Know the symptoms (stay at home if you have a cough, fever, shortness of breath, loss of taste/smell)
- 4) PPE (wear a face covering in areas where a distance of 2 metres cannot be maintained)
- 5) Social distancing (stay 2 metres apart)

In the event of your son/daughter or any member of your household experiencing Covid symptoms please follow the HSE advice in relation to contacting the GP, restricting movements or self-isolation.

Access to the school building

The school building is open for students from 8:35am onwards. Students are reminded to enter the school via the designated entrance and to proceed to their designated classrooms. Students are not permitted to congregate in groups in communal spaces due to social distancing and yeargroup segregation regulations. Please ask students not to present to school before 8.35am as supervision is only available from this time onwards. Senior cycle students should go directly to their assigned rooms. Junior cycle students should proceed to the canteen/social area to order their lunch and move to their classrooms thereafter.

Access to the school for parents/guardians is by appointment only. Please do not present to the school during the school day. Remind students to bring their lunch and required items with them each morning. We cannot accept drop offs of items left at home by students.

If your son/daughter presents to a member of staff with Covid symptoms he/she will be brought directly to the isolation room (G29). A parent/guardian will be contacted and invited to collect the student at the G29 exit. To access this door please drive into the school yard at the canteen entrance on Church Avenue. Continue along the driveway with the school building on your left and the convent wall on your right. The door at G 29 is on your left.



Canteen entrance



Driveway



Door at G29

School Journal & School Attendance

Students are reminded to enter all homework assignments in the school journal. Please review the journal regularly and assist your son/daughter in organising books and equipment required for the next day. We are unable to accept notes in the school journal this year but the legal obligation on parents/guardians to explain absences remains in place. Further details on school attendance can be accessed on page six of the student journal. If your son/daughter is absent from school please send an email to the following address clearly outlining the reason for the absence:

First Year students:	sa1@ourladystemplemore.ie
Second Year students:	sa2@ourladystemplemore.ie
Third Year students:	sa3@ourladystemplemore.ie
Transition Year students:	saty@ourladystemplemore.ie
Fifth Year students:	sa5@ourladystemplemore.ie
Sixth Year students	sa6@ourladystemplemore.ie
Leaving Cert Applied Students	salca@ourladystemplemore.ie

We encourage attendance at school for the full school day. Routine dental and medical appointments should be arranged outside school hours. If your son/daughter needs to leave school during the school day, please provide a note in the blue section of the journal. The note will be photographed by the deputy principal/principal and a record will be entered on VS Ware (student administration system).

School Canteen

The canteen continues to operate this year. Students should order and pay for their lunch in the morning before school. All students purchasing food in the canteen will eat the food in the canteen or social area. Students bringing a lunch from home will eat their lunch in their designated classroom.

Face coverings

Face coverings should be worn during the school day as it is not possible to maintain a physical distance of 2 metres indoors. The wearing of face coverings is difficult and students are doing their best to comply with this restriction. Please remind your son(s)/daughter(s) not to touch the face covering and to wash or sanitise their hands prior to putting on and after taking off the face coverings. Students need a supply of cloth face masks with them in school as the mask should be changed regularly. Remember to wash the masks daily.

Communication with parents/guardians

We will continue to communicate with parents/guardians using the school text messaging system. Letters will be available on the school website in the "Information for parents/guardians" tab and will be sent on a text message with a link. The preferred method of communication with individual parents/guardians is by telephone or by Zoom meeting when required. Please contact the school secretary to arrange telephone calls or Zoom meetings with teachers, yearheads, guidance counsellor or deputy principal/principal. Face to face meetings will occur in exceptional circumstances only.

Ball Wall

I am delighted to inform you that the ball wall has been installed and is ready for us. Students will have access to this facility at lunchtime and during PE classes at different times throughout the year.

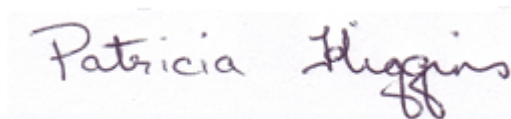
Teaching and Learning

All students have a school email address and access to MS Teams. A Team/Class Notebook has been set up for all subjects. Students are reminded to log on to MS Teams regularly to access homework assignments and resources. Parents/guardians should familiarise themselves with this platform and support students where possible.

We understand that students may be absent from school when they are not ill due to HSE recommendations on restricted movement and isolation. If a student is absent, he/she should continue to study course work and complete homework assignments where possible. Parents/guardians of students who do not have an iPad are reminded of the importance of the student having access to a device (computer, laptop or tablet) in order to facilitate the continuation of learning and completion of schoolwork.

I take this opportunity to congratulate students on making the transition back to school and I wish our students and their families a safe, healthy, and successful year ahead.

Yours sincerely,

A handwritten signature in blue ink that reads "Patricia Higgins". The signature is written in a cursive style.