



20th of August 2020

Dear parents and guardians of 5th year students,

We are aware that the last few months have been a difficult time for everyone. We have missed having students in the school and we are really looking forward to welcoming your child to PSN on Thursday the 3rd of September.

We are currently doing our best to ensure that our school will be a safe learning space for your child and are following the guidance provided by the Department of Education and Skills. The safety of the entire school community is our priority. We need to minimise the risk of Covid-19 in the school and if it is introduced (in spite of all our efforts), manage the risk of it spreading. Students will be expected to strictly adhere to the new arrangements in place and any behaviour that risks the health and safety of any member of our community will be treated very seriously.

We know that we face many challenges ahead but with your help and support and with the cooperation of your child, we will navigate our way through this crisis. Remember that your safety at home depends on our school being safe.

In this pack you will find the schedule for returning to school, a list of Frequently Asked Questions, our appendix to the Code of Behaviour and a checklist for how you can help prepare your child for their return to school. We would ask that you would go through the relevant parts with your child before they return to school.

Thank you in advance for your co-operation,

Pat McKenna



Frequently Asked Questions

What is the start date for my child?

Date	Times	Classes	Location	Requirements
Thursday the 3rd of September	09:00am start 10:10am finish	5E & 51	PE Hall Congregate at the outdoor basketball court outside the PE hall	€20 in envelope A reusable face mask Hand sanitiser Tissues A pen
	10:20am start 11:30am finish	5N & 50	PE Hall Congregate at the outdoor basketball court outside the PE hall	€20 in envelope A reusable face mask Hand sanitiser Tissues A pen
	11:40am start 12:50pm finish	5S & LCA1	PE Hall Congregate at the outdoor basketball court outside the PE hall	€20 in envelope A reusable face mask Hand sanitiser Tissues A pen
No classes on Friday the 4th of September				

What will happen on the first day?

All students will receive Covid-19 training from the Senior Management Team. They will receive their timetables and journals.

What will my child need on their first day?

They will need to have **€20 in an envelope with the name and class on it** to cover the cost of their insurance and journal. They will need a pencil case as the sharing of materials is not advised. They will need a re-useable mask in sealable bag, hand sanitiser and some tissues. They will **not** need to bring any books.



Will my child be expected to wear their uniform?

Yes, we expect all students to be in full uniform.

Will I need to wash their uniform every day?

No, but we would ask that you wash it frequently to ensure it is clean.

Where will I drop off and collect my child?

Due to the building works in the school and general traffic congestion in Moyclare, we would ask that you drop your child off on the Baldoye Road or on Meadowbrook Avenue. We strongly encourage students to walk or cycle to school.

What about the school bus?

The school bus is still running, and you must contact them directly should you wish to avail of its service. [Click here](#) for further information or contact Keith on 087 661 1536. The number of places on bus is limited to 86 individuals.

Can I call into the school?

Our school is limited to essential visitors only. You can arrange to meet with specific teachers or members of our management team but **strictly by appointment only**. Please use email to communicate with office or your child's year head.

Will there be lockers?

No, there will be no access to lockers to ensure social distancing.

How will my child manage all their books?

Students will not need to bring in all their books to every class. Teachers are aware that there are no lockers and with therefore limit the necessity of students carrying large numbers of books around with them.



Does my child have to wear a mask?

In most circumstances in the school, masks must be worn unless the distance of 2-metres is possible. This is to protect your child and the wider school community. If there is a medical reason that your child cannot wear a mask, you must contact the principal and provide the relevant documentation: principal@psn.ie

What will happen at lunch time?

Students must bring a healthy packed lunch as there will be no canteen facilities available. They will eat their lunch in the classrooms. Fizzy drinks, energy drinks, crisps, popcorn and chewing gums are strictly prohibited.

Will the classrooms be cleaned after every class?

Yes, students will disinfect the chairs and desks after each use. We have increased class time from 40 minutes to 1 hour (9 classes a day down to 6 classes) to reduce the amount of traffic on the corridors and limit the number of groups using any classroom in a day. There will also be enhanced cleaning procedures throughout the day for frequently touched surfaces.

How will movement around the school be managed?

There is a two-way student management system in place with floor markings indicating directions, social distancing and entry and exit points.

Will the entry and exit times be staggered?

Yes, to reduce congestion we have staggered entry and exit times as follows:

	Start time	Finish time
6 th , 5 th and 4 th years	08:25am - 08:35am	15:20pm
3 rd , 2 nd and 1 st years	08:35am -08:45am	15:15pm

What are the new school times?

Please note that classes finish at **15:20** on Monday, Tuesday, Thursday, and Friday and **12:50** on Wednesday. Lunch time will be 30 minutes long.

Times	Period	Monday	Tuesday	Wednesday	Thursday	Friday
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08:50-09:50	1	✓	✓	✓	✓	✓
09:50-10:50	2	✓	✓	✓	✓	✓
10:50-11:50	3	✓	✓	✓	✓	✓
11:50-12:50	4	✓	✓	✓	✓	✓
12:50-13:20	Lunch	✓	✓	X	✓	✓
13:20-14:20	5	✓	✓	X	✓	✓
14:20-15:20	6	✓	✓	X	✓	✓

What if my child shows symptoms of Covid-19 in school?

In the event of any student showing any symptoms, the student will be removed from class and brought to our newly designated isolation space. Parents will be contacted immediately and expected to make arrangements for their child to go home. You are advised to make immediate contact with your GP. Your child should not return to school unless it is certain that they are Covid-free.

What if somebody in the family shows symptoms of Covid-19 or has been diagnosed with Covid-19?

In the case of a member of the family showing symptoms or being diagnosed with Covid-19, please follow HSE advice.

What if I have just returned from a red-list country?

Students who have travelled from a non-green list country must isolate for 14 days on their return and must not attend school until the 14 days are up.

What can I do to prepare my child for their return to school?

Here is a helpful checklist that you should go through with your child before their return. These should be points of conversation between you and your child so that there are no surprises when they arrive in school and they are well prepared for first few days back.

Students should know:

- ✓ how to wash their hands correctly. Please see the link and watch it with your child

<https://www.youtube.com/watch?v=3PmVJQUCm4E>

- ✓ how to cough and sneeze safely, [click here for details](#)



- ✓ that they will be wearing an appropriate re-usable mask for long periods of time and when the masks are not in use, they should be kept in a zip-lock bag. They should know how to use this mask safely. Click [here](#) for details
- ✓ that they cannot share materials with other students and must have their own
- ✓ that they must always carry hand sanitiser and be prepared to use it regularly
- ✓ that there are hand sanitizers at the entry and exit of classrooms and these must be used
- ✓ that they need to wash their hands after eating, going to the bathroom or when they are physically dirty
- ✓ that they will be seated in assigned seats in the classroom
- ✓ that they will be responsible for cleaning their own workspace at the end of each class
- ✓ that they will be in their classroom at little break and lunch time and must bring a healthy packed lunch everyday in their own lunchbox
- ✓ that they are not permitted to leave the school building
- ✓ that there are new school times; classes will be 1 hour long, school will finish at **12:50** on Wednesday and **15:20** on all other days
- ✓ that there will be no lockers and they will need to manage their books and materials
- ✓ that they must adhere to social distancing



COVID-19 Code of Behaviour Appendix

This addendum to Pobalscoil Neasáin's Code of Behaviour is in response to the current Covid-19 emergency and outlines the measures we are taking in accordance with the DES and HSE guidelines on the safe reopening of schools.

Our main priority is to protect our school community and their families from any exposure to the virus, while maintaining a safe and effective learning environment for our students. To ensure that we can do this we need the full support of our parents and students. We will be very clear in our expectations of students and they will be required to take a high level of personal responsibility to keep themselves and others around them safe.

- Students who display any Covid-like symptoms must NOT be sent to school until it is certain they do not have the infection.
- Students who have travelled from a non-green list country must isolate for 14 days on their return and must not attend school until the 14 days are up.
- Students who display Covid-like symptoms during school will be immediately isolated and a parent/guardian must be available to collect them.

Measures put in place to prevent infection and to protect the school community.

Hygiene:

1. All students must bring their own mask, small ziplock plastic bag, hand sanitiser and tissues to school. Masks must be appropriate and reusable and must be placed in the ziplock bag when not in use. They must be washed overnight before being worn again.
2. Masks must be worn appropriately by students when moving around the building and during class when directed by staff. (In any case where a student is for a genuine reason unable to wear a mask a parent must contact the Principal before the reopening of school.)
3. Hand sanitisers will be placed at entry and exit points to the school and classrooms. Students are required to use these entering and exiting the school and classrooms.
4. Desks, chairs & equipment must be cleaned, as directed by the teacher, before students leave classrooms. Cleaning sprays and cleaning tissue will be provided.
5. Students must follow strict protocols regarding respiratory hygiene. They must sneeze or cough into their elbow and use and dispose safely of their tissues. Any deliberate coughing or spitting at others will be treated as a serious breach of discipline.
6. Numbers in toilets will be strictly limited, and this will be clearly displayed on the doors. Students may not enter the toilets if doing so exceeds the permitted number.
7. Water fountains in the school will not be in operation.



8. Chewing gum is strictly prohibited at all times in the building.
9. Students must have all their own materials. Sharing will not be allowed.

Movement around the school:

1. Students must observe social distance when in the building.
2. Students must enter and exit the school through the doors assigned. These doors will be assigned according to where their first/last class takes place, to minimise movement around the building.
3. When moving between classes students must move in single file, following directional arrows, on the left-hand side of the corridor.
4. There will be no access to lockers so students must carry the books required and move directly from one class to the next.
5. Students must follow staff instruction regarding any movement around the school.

School and class times:

1. Senior students will enter the building through their assigned doors between 8:25 and 8:35 and will go directly to their first classroom.
2. Junior students will enter the building through their assigned doors between 8:35 and 8:45 and will go directly to their first classroom.
3. All classes will begin at 8:50.
4. Classes will be of one-hour duration – a 10 minute break will be incorporated into Period 3. There will be six one-hour classes on Monday, Tuesday, Thursday and Friday, and school will finish at 3:20. On Wednesday there will be four one-hour classes and school will finish at 12:50.

Lunchtime:

1. To protect students, they will not be permitted to leave the school grounds at lunchtime. Therefore, lunchtime has been shortened to 30 minutes.
2. There will be no canteen facilities in the school so students must bring a packed lunch with them to school.
3. Students will remain in the area directed – e.g. their classroom – during lunchtime.

August 2020

To be reviewed in line with Government Guidance