

Sancta Maria College Louisburgh

Bulletin 1

August 2021

Back to School Roadmap

Dear parents/guardians

Welcome to the first bulletin for the new school year 2021/2022. We hope through our bulletins to keep you informed on key information and the latest happenings throughout the year. Should you have any questions please email info@sanctamaria.ie and we will try to answer them in the following issue. We also advise you to check our website and Facebook pages as they are updated regularly with all our latest news.

Bulletin 1 outlines the roadmap for our return to school with a few key points and reminders as we start the new school year

Please note that all information is current and subject to change at any time on the advice of the National Public Health Emergency Team (NPHE).

The Board of Management has announced the appointment of Ms. Áine Moran as the new principal of Sancta Maria College. She will commence her new role on October 4th. We look forward to welcoming her to the Sancta Maria College Community.



Dates for your Diary

Return dates	As below
September 13th	Study skills talks for students
September 21 st	JC training day (school closed)
October 4 th	School closed

RETURN TO SCHOOL DATES

Thursday August 26 th	Staff day
Friday August 27 th	First year Induction day 1
Monday August 30 th	First year Induction day 2
Tuesday August 31 st	Leaving Certs Induction
Wednesday September 1 st	Third years Induction
Thursday September 2 nd	Fifth years Induction
Friday September 3 rd	Second years Induction
Monday September 6 th	Transition years Induction—all students

Each Year group will have an induction session on their first day back where protocols/procedures etc. will be explained. Following their induction day they are back full time and following their normal timetable.

WHAT TO EXPECT ON RETURN TO SCHOOL. All prevention/control measures put in place last year remain in place in adherence with all guidelines. These will be reviewed with all students and staff on return. First years will take part in a covid19 induction programme on day one.

On arrival at the school each year group will be met by their tutor/year head and directed to their entrance door. (We have a number of entrances operating to enable social distancing— once assigned students will use the same entrance point each day.)

On entry each student will be required to use the hand sanitizer stations set up at every entrance. Sanitizers are also set up outside every classroom. Face coverings must be worn by students and staff. Students are advised to engage in regular hand washing. We also recommend that students carry their own supply of sanitizer with them in a ziplock bag with 2 face masks.

Students then proceed directly to their assigned classroom. Students are not permitted to leave their designated area of the school. Tutors/Year heads will assign set seats for students in their classroom which must be used at all times. All classrooms have been set up to ensure a minimum 1m physical distancing. In specialist rooms you will also be assigned a set seat with your own class group.

	First break	Second break
Junior Breaks (First, Second and Third years)	10.55-11.10	12.30 - 1.05
Senior Breaks (Ty, Fifth and Sixth years)	11.35 -11.50	1.10 - 1.45

UNIFORM All students must attend in full school uniform. On the day students have PE class they can replace the uniform with grey tracksuit bottoms, polo tee shirt and black runners. They will still be required to wear the school jumper for classes other than PE on that day. As per guidelines for post primary schools, students and staff are required to wear face coverings. Appropriate face coverings are recommended that are reusable and washed once every day as is consistent with the recommendation to wear face coverings in other contexts such as on public transport, in shops and indoors where a 2m physical distance cannot be maintained. **Students are required to bring two face masks, hand sanitizer and a zip lock bag for storage each day.**

Changing rooms/Shower facilities shall not be available for use by staff or students due to the increased risk associated with communal facilities and areas. This shall be reviewed in line with government guidance.

BREAK TIMES We advise students to bring a packed lunch and water. Water refilling facilities are not available at the present time. Students can remain in their classrooms or avail of outdoor seating areas in the school if staying on the premises during break times.

CLEANING Extra cleaning staff are employed to ensure best cleaning practice. Enhanced cleaning regimes will be implemented to manage the risk of introduction and spread of COVID-19. The current advice is that each school setting should be cleaned at least once per day. Additional cleaning will be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

If students are moving between classrooms consideration will be given to appropriate cleaning products being provided to enable them to wipe down their desk, chair and surface before leaving the room/entering a room.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

Students must not share items with each other under any circumstances e.g. biros, textbooks, clothing, etc.

There will be regular collection of used waste disposal bags from offices/classrooms and other areas within the school facility.

VISITORS TO THE SCHOOL Visits to schools during the day must be minimised as much as is possible and **by prior appointment only** at this time.

Visitors **must sign a contact tracing log and a self declaration form in advance** of any appointment—these can be emailed to you in advance of an agreed appointment.

Visitors admitted to schools are subject to all controls as apply to staff entering the school, proper hygiene procedures and 2m distancing at the designated contact point.

There is a responsibility on all members of the school community to cooperate and comply with health, safety and wellbeing protocols which reflect advice given by the Department of Education and Skills, the Health Protection Surveillance Centre and the Health and Safety Authority. Non-compliance with the protocols will be treated as a serious breach of the Code of Behaviour and may result in sanctions as appropriate. If necessary, a student may be sent home immediately to protect the health and wellbeing of all.

Where do we go day one?

Each year group will be assigned entrance and exit points, toilet facilities and classrooms. Movement out of these zones is only permitted when necessary (classes in specialist rooms etc.)

Class	Entrance door	Classrooms	Exit door Toilets
Leaving Certs	West Wing main entrance door	F3 Room 7W F2 Room 5W F1 Room 6W	West Wing main entrance door Toilets inside and outside
Fifth years	Door at back of West Wing	E1 Room 1W E2 Room 2W	Door at back of West Wing Toilets inside and outside west wing
Transition Years	Main Entrance TY1 TY2 TY3 own entrance to room beside west wing	T1 Room 24 G TY2 Room 23G TY3 Room 21G	Main Entrance TY1 TY2 TY3 own exit from room beside west wing Toilets in main reception
Third years	Main entrance C3 and C4 Door at gym C1 and C2	C1 Room 10G C2 Room 11G C3 Room 2G C4 Room 1G	Main entrance C3 and C4 Door at gym C1 and C2 Toilets beside gym
Second years	Door at Home Economics room	B1 Room 29G B2 Room 28G B3 Room 27G B4 Room 25G	Door at Home Economics room Toilets in Reception area
First years	Door underneath first stairs (beside 2G)	A4 Room 2H A3 Room 4H A2 Room 10 H	Door underneath second stairs near Technical graphics room Toilets—upstairs

First years will meet their tutors at the school entrance, assigned a class group and will be brought to their entrance door.

Supervisors will be on hand to direct students to their classrooms.

Student with symptoms of Covid-19

Any member of the school community who becomes unwell/shows symptoms of Covid-19 will immediately be taken to the designated isolation room. The protocols in the Sancta Maria College Response Plan will then be followed.

Parents will be contacted immediately if a student feels unwell.

Students must be collected from school at the earliest possible opportunity and contact must be made with your GP.

It is vital that you do not send your child to school if they are feeling unwell in the morning or complaining of/showing any of the following signs:

Fever

A Cough

Shortness of breath

Loss or change of smell/taste

It is also imperative that we have a current phone number and email address for all parents/guardians and contact details of a nominated emergency contact person.

For more information The Department has prepared guidance for parents on issues relating to a return to school. Please check out all information and advice on:

<https://www.gov.ie/en/publication/a04fc-advice-for-students-and-their-families/#returning-to-school>

The information includes:

1. Video advice for parents and students at different levels
2. Posters/graphics advice for parents
3. Multilingual advice for parents
4. Communications to Parents regarding School Transport – SEN and Post Primary

<https://www.gov.ie/en/publication/64a88-school-transport>

5. Frequently asked questions

Returning to school after travel abroad

Please refer to and comply with all current guidelines on gov.ie.