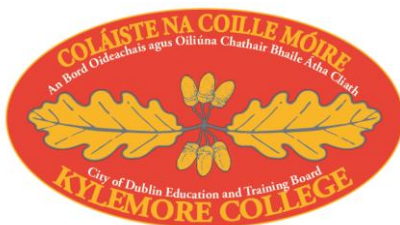


COLÁISTE NA COILLE MÓIRE

Bóthar na Coille Móire
Baile Thormaid, Baile Átha Cliath 10.
Fón: 626 5901
E-post: info@kylemore.cdetb.ie
Facs: 623 4780
Príomhoide: Deirdre Ní Nualláin



KYLEMORE COLLEGE

Kylemore Road,
Ballyfermot, Dublin 10.
Telephone: 626 5901
E-mail: info@kylemore.cdetb.ie
Fax: 623 4780
Principal: Deirdre Nolan

Dear parents,

I hope this letter finds you well. We understand fully that the last few months have been very challenging for everybody. We are working very hard to ensure our school will be safe for all students and staff when we re-open next week.

The new school year will commence on Monday 31st August 2020. The teaching team will have two days Covid -19 Induction. A schedule of student induction is provided below:

Wednesday 2nd September

9.30-10.30 1st Year
11.00- 12.00 6th year

Thursday 3rd September

9.30-10.30 3rd Year
11.00-12.00 5th year

Friday 4th September

9.30-10.30 2nd Year
11.00-12.00 4th Year

Please see details of the actions and measures we are taking to minimize the risk of infection and ensure the safe reopening of Kylemore College for all.

- ❖ The COVID-19 Response Plan for Kylemore College is available on the school website.

Classrooms/ Workshops

- ❖ Classrooms are being cleared of all unnecessary clutter, presses, bookcases, computer desks, lockers and excess storage to provide maximum space for physical distancing.
- ❖ Classroom furniture- student desks and chairs are arranged to provide maximum space for physical distancing.
- ❖ In line with DES Guidelines all students must remain 1M apart when in class, while wearing a face covering.
- ❖ Each students will sit at a single desk.
- ❖ Pedal bins have been provided for PPE waste only.
- ❖ Hand sanitizing stations will be installed at all entrances/ exits / classrooms/ workshops, offices & toilets.
- ❖ Signage outlining the symptoms of COVID-19 will be placed on all entry/ exit points, toilets and corridors. Additional posters encouraging physical distancing, good hand hygiene and good respiratory etiquette will be displayed in prominent areas in the school.

A revised school timetable will operate for 2020-21

- ❖ Form tutors will meet their form class during the mid- morning.
- ❖ Three entry/ exit points will be used across the day:
 - Entrance 1- Prefab area- 1st & 5th Years
 - Entrance 2- Front door- 2nd & 3rd Years
 - Entrance 3- School yard- 4th & 6th Years
- ❖ At 8.45am or 8.55am, students will enter the school building and head directly to their designated learning space after sanitizing their hands.
- ❖ A one-way system will operate on stairwells. Students will ascend using stairwell 1 and descend using stairwell 2.
- ❖ Class groups will be based in home rooms and teachers will move from class to class.
- ❖ Movement of students between classes will only happen for option/ practical subjects.
- ❖ School will begin at 8.45am and finish at 3.35pm for 1st, 5th & 6th years.
- ❖ School will begin at 8.55am and finish at 3.45pm for 2nd, 3rd & 4th years.
- ❖ Students should arrive 2 minutes before their scheduled start time.
- ❖ Students are encouraged to walk/ cycle to school as much as possible.
- ❖ Staggered breaks will be scheduled to facilitate access to toilets and movement breaks:
- ❖ **Lunch 1- 12.00- 12.45-** 2nd / 5th & 6th Years
- ❖ **Lunch 2- 13.00-13.45-** 1st / 3rd & 4th Years
- ❖ No lunchroom facilities will be available to students. Students are encouraged to go home at lunchtime, taking a break from wearing a face mask and getting some fresh air. Students will have an opportunity to change their face mask before returning to school. Limited provision to remain in the school building at lunchtime will be provided. Priority will be given to 1st year students.

Visitors to the school

- ❖ Access to the school building for necessary visitors such as parents and contractors will be restricted to essential purposes and limited to those who have obtained prior approval.
- ❖ A detailed log of those entering the building will be recorded.
- ❖ Staff and students logs will be recorded using VSware.
- ❖ Parents may email or phone the school to arrange an appointment.
- ❖ Parents are requested to pay book rental money online or over the phone using a debit/ credit card.

Equipment for students

- ❖ All students will wear full school uniform, including school shoes, face mask and bring a schoolbag/ copies & pens/pencils.
- ❖ Please label pens/pencils/ rulers as no sharing of equipment is allowed.

- ❖ Students are encouraged to bring their own water bottle to school each day.
- ❖ Due to space restraints and to avoid mass gathering of students we are not in a position to provide access to lockers to students.
- ❖ We encourage students to carry the following items in their schoolbag for their own personal use- tissues, wipes, face masks and hand sanitizer/ gel. We suggest students use a small toilet bag/ make-up bag to carry these items in their own school bag.

Cleaning

- ❖ An enhanced cleaning regime is planned for all classrooms/ workshops.
- ❖ Cleaning products to sanitise surfaces will be available in all classrooms.
- ❖ Training has been provided to all staff on the enhanced cleaning regime.
- ❖ Regular and safe emptying of PPE waste bins is scheduled.
- ❖ Frequently touched surfaces will be cleaned & sanitized regularly- door handles, hand rails, communal areas, sinks, toilets etc.
- ❖ Checklists for cleaning and disinfecting have been provided to staff.
- ❖ Students will be required to wipe down their desk, chair, and surfaces touched before they leave a classroom/workshop.

Student Health:

- ❖ Students are reminded that they have a responsibility to maintain good respiratory hygiene and regular hand washing.
- ❖ If a student has any symptoms of COVID-19, they must not attend school
- ❖ If a student develops symptoms while in school, we have made arrangements for isolation and we will contact parents/ guardians immediately.
- ❖ Any confirmed cases of COVID- 19 must be notified to the school without delay.
- ❖ If your child has a medical condition and you are concerned about their return to school, please email Ms Looney, SEN coordinator at grainnelooney@kylemorecollege.ie . Please refer to section 5.5 of our school Response Plan for up to date information on use of PPE in schools.

All of the above arrangements have been implemented to ensure our school reopens safely for all members of the school community. However, all arrangements are subject to change pending advice from the Department of Education and Skills, Health Protection Surveillance Centre and the National Public Health Emergency Team.

We would like to take this opportunity to thank you for your continued support. We are looking forward to welcoming your child back to the school and working with you again this school year.

Yours sincerely,

Deirdre Nolan
Principal
24th August 2020.