



Returning to School 2020- 2021

Information for Parents/Guardians & Students

Our Ladys College, Greenhills, Drogheda, Co.
Louth.

Dates for returning to school

The school will be opening on a phased basis for students from Monday 31st August.

<u>Date</u>	<u>Year</u>
Monday 31 st August	1 st Years (9:00am – 12:30pm).
Tuesday 1 st September	1 st Years (9:00 – 12:30pm)
Wednesday 2 nd September	1 st & 6 th Years (9:00 – 12:30pm)
Thursday 3 rd September	1 st /3 rd & 6 th Years (9:00 – 12:30pm)
Friday 4 th September	1 st /2 nd /3 rd /5 th /6 th (9:00am – 12:24pm)
Monday 7 th September	All Students in for full school day.

Note: Monday 31st August – Friday 4th September: (Students in until **LUNCH Time ONLY**)

<http://ourladys.ie/school-calender/> (Calendar on the website is updated daily and details all the important dates for your daughter throughout the school year)

What to bring on the 1st Day

- Schoolbag.
- 1 A4 pad & Stationery.
- Drink and Small Lunch.
- Pocket Hand Sanitiser & Face Mask.

Structure of the School Day

- The structure of the school day has changed. Classes will now run for 58 minutes. This will reduce movement around the school.

1st/2nd/3rd Years

Monday - Thursday

<u>Period</u>	<u>Time</u>
1	9:00 – 9:58
2	9:58 – 10:56
Break	10:56 – 11:11
3	11:11 – 12:09
4	12:09 – 13:07
Lunch	13:07 -13:37
5	13:37 – 14:35
6	14:35 – 15:33

Friday

<u>Period</u>	<u>Time</u>
1	9:00 – 9:58
2	9:58 – 10:56
3	10:56 – 11:54
Lunch	11:54 – 12:24
4	12:24 – 13:22
5	13:32 – 14:20

4th/5th 6th Years

Monday - Thursday

Period	Time
1	9:00 – 9:58
Break	9:58-10:13
2	10:13 – 11:11
3	11:11 – 12:09
Lunch	12:09 – 12:39
4	12:39-13:37
5	13:37 – 14:35
6	14:35 – 15:33

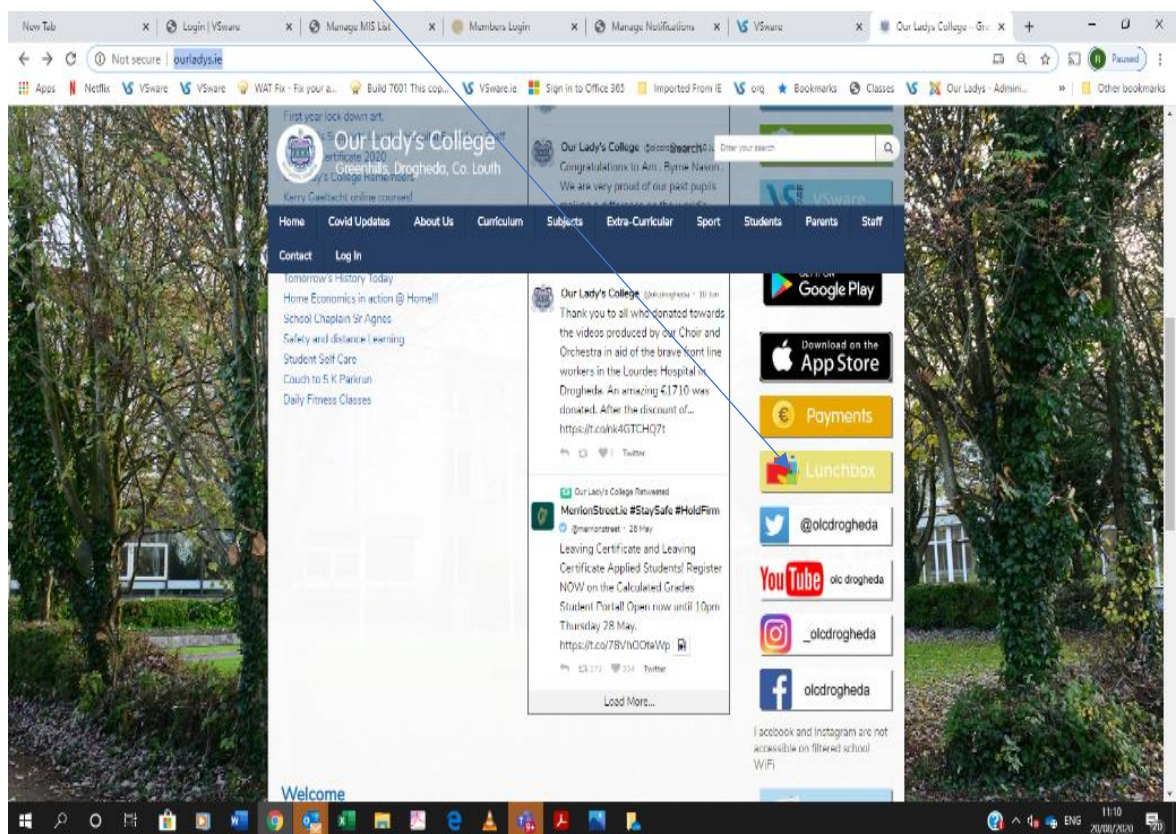
Friday

Period	Time
1	9:00 – 9:58
2	9:58 – 10:56
Lunch	10:56 – 11:26
4	11:26 – 12:24
5	12:24 – 13:22
6	13:32 – 14:20

Staggered Lunches

- Staggered lunches have been introduced to facilitate social distancing.
- Students are not permitted to leave the school grounds at lunchtime. Students are only permitted to go to their own home at lunch (If they live close to the school). "Permission to leave early form" must be filled out on the app if a student wishes to leave for lunch. If a student wishes to go home for every lunch every day, then they must fill out a form on the school app. Mr. Conway will then issue a card which will allow that student daily permission to leave the school for lunch.
- All students are encouraged to bring their own lunch to school and to eat it outside if possible.
- Hygiene & cleanliness in the classroom will be promoted, thus students will be encouraged to clean up after themselves **immediately** after they have eaten.
- Current Guidance "everyone should physically distance 2metres when not wearing a mask".
- Cafeteria will open on Monday 7th September. **Details to follow.**
- From early September, the facility to prepay and order food will be available. This will be the only method that students will have to avail of food from the cafeteria.
- All parents/guardians must register their details with ipayimpact. Students will not be able to lodge money into their account in school. Money can only be lodged into a student's lunchbox account via their ipayimpact account. This can be accessed through the website or by clicking on the link below.
- Details of your daughters account will be in their school journal. Information on how to register is on the website "Returning to School 2020-2021" and in the school journal. Any difficulties registering or lodging money please email ronan@ourladys.ie

- <https://www.ipayimpact.co.uk/IPI>



Uniform

- Uniform can be purchased in Rock House Designs in Greenhills Industrial Estate.
- Students participating in PE are to **wear their PE uniform to school for the duration of the school day.**
- Letter was sent out on the app on our Uniform Policy and can be seen on our website under the tab "Return to School Information 2020-2021"
- Uniforms: There is no public health advice that requires students to have a fresh uniform each day.
- Students are advised to change out of their uniform when they are home at the end of each school day.

Communication from the School

- Communication to you from the school will be mainly from the school app.
- All parents/guardians & students are expected to download the school app.
- Parental guide on how to download the app and how to use the app is on the website under the tab "Return to School Information 2020 2021". It is important that all students are familiar with this document. All the functionalities about the app are explained in this document.
- If you are having difficulties registering for the app please email support@uniqueschools.ie & office@ourladyis.ie
- Occasionally, texts will be sent from our administrative system "VSWare". All parents are advised to have their correct contact details on the system. If you change your phone number, please inform the school

- Important information will also be posted on the school's website "Return to School Information 2020 2021". Please check the website daily for updates.

School App

What do I need the app for?

- Alerted news and notifications
- Calendar
- School payments
- Purchasing schoolbooks.
- School Group Communications (Example, G.A.A. Teams).

Parental Student Functions

- **Absentee Reporting**
Parents/Guardians must use the Absentee Form in the App to report their daughter's absence. This must be done on the date(s) of the absence. Student's form teacher & year head will receive the absentee form.
- **Permission to leave Early**
Parents/Guardians must use the Permission to Leave Early Form in the App to notify the school that their daughter's needs to leave (and return to) the school early. This must be done on the day in question. Student's form teacher & year head will receive the permission to leave early form. Student must check in with their form teacher **and sign out before they leave the school at reception. Students cannot leave the school without checking in with their form teacher & signing out at the main reception. Students must also record this in their school journal.**
- **Permission Forms**
Parents/Guardians will receive a form in the App when the school needs permission for their daughter's to attend a trip or event.
- **Access to VSware**
You will be able to log into our school administration system seamlessly through the App.

Mobile Phones

- Mobile phones, smart watches or tablets **are not to be powered on or visible from 8am until the finish of the school day.**
- Infringements of this rule on mobile devices will result in the device being taken up for one week.
- Mobile phones/personal devices maybe used by students at the request of teachers during class time.
- More information on the use of mobile phones is in our Code of Behaviour.

Lockers

- Lockers will not be available to students for this academic year. Students will receive advise from their teachers on how to plan for the school day without lockers.

Contents of Students Schoolbag

- Schoolbooks
- Lunchbox & School Journal.
- 1 A4 pad/Copies/Stationary (Teachers may request different items). Students must have all their own equipment. **It will not be possible to share any items with their classmates.**
- Please ensure your daughter has all items needed for the following day the night before. We will not be in a position to have items dropped into school.

Learning & Teaching (Possible Approaches)

- All Students will have access to Teams (Microsoft). Teams will facilitate students to access notes and submit homework.
- All students & teachers will have access to e – books for each subject. Guidelines on how to download e – books are on the inside of the cover. All students are expected to download the e- book onto a laptop or other I.T. device.
- Students will take notes on an A4 pad. Students are requested to file their notes in a folder (Ring Binder) before they start homework.

Resources required at home to facilitate Learning & Teaching

- Schoolbooks
- Folders (File notes from the days lessons)
- Laptop/I.T. Device. Students maybe requested to submit homework electronically.

Extra-Curricular.

- Extra-Curricular activities may not take place for the month of September. The situation will be reviewed for October.

COVID Protocols

- **“If the infection is not introduced, it cannot be spread”.** Do not send your daughter to school if she has any symptoms. The symptoms of Covid 19 are:
 - ✓ High Temperature
 - ✓ Cough
 - ✓ Shortness of breath
 - ✓ Loss of smell or taste.
 - **Information from the Department of Education**

Government policy, which is based on official public health advice, continues to advise against non-essential travel overseas for everyone. It is a requirement for anyone coming into Ireland, from locations other than those with a rating of ‘normal precautions’ (“green”), to restrict their movements for 14 days, and this includes school staff, parents and children or other students coming from abroad to attend school in Ireland. Restricting your movements means staying indoors in one location and avoiding contact with other people and social situations as much as possible.
 - All students will be taught about the Covid 19 protocols for our school. These protocols are in accordance with “COVID 19 Response Plan for the safe and sustainable reopening of Post Primary Schools”. There will be many changes which are summarised below.
 - **Preventing spread of Covid 19:** All students will be expected to practice respiratory hygiene, hand hygiene & physical distancing.
 - **One-way system.** All students will be shown this on their return and will be expected to cooperate with this system.
 - **Face Coverings:** Response Plan recommend students wear face coverings in a secondary school setting. Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact. It is therefore a requirement that teachers, staff and students attending post primary schools wear a face covering when a physical distance of 2m from other staff or students cannot be maintained. In certain situations, the use of clear visors should be considered, for example staff interacting with students with hearing difficulties or learning difficulties.
 - The school will be following this public health guidance strictly. We are requesting that all students have their own supply of plain coloured face masks, which can be disposable or washable. We request that students refrain from wearing face masks that depict any imagery on them so as not to cause offence to others. Face coverings will not need to be worn where 2 metres distance from others can be kept.
 - Cloth face coverings should not be worn by any of the following groups:
 - ✓ Any person with difficulty breathing.
 - ✓ Any person who is unconscious or incapacitated.
 - ✓ Any person who is unable to remove the face-covering without assistance.
 - ✓ Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns, or tactile sensitivity.
- Note:** A **medical note** will be required for any student not to wear a face covering.

- **Covid Protocols for classrooms**

- ✓ Sanitise hand before entering every classroom.
- ✓ Assigned seats and desks.
- ✓ Physical Distance
- ✓ Face masks to be worn when 2metres physical distancing cannot be observed.



COVID PROTOCOL FOR CLASSROOMS



1

SANITISE

Before entering every classroom, sanitise your hands.

2

ASSIGNED SEATS & DESKS

You must sit in the seat designated by your teacher.
Desks need to be inline with floor markings during class time, lunch time and before you leave.

3

PHYSICAL DISTANCE

Students must be 2m away from the teacher and 1m away from each other at all times.

4

MASKS

Face-masks must be worn in the school building at all times.

- **Hygiene and Cleaning:** There will be cleaning procedures in place throughout the school day. A Covid cleaner will be on duty from 9:00am – 4:00pm. A thorough cleaning regime at the end of the school day will also occur. All students must adhere to staff instruction regarding cleaning.
- **Suspected cases of COVID-19:** There will be protocols in place for the isolation of students/staff with any COVID-19 symptoms, parents contacted and advice to visit the GP for further consultation and advice. All health advice will be adhered to in these cases. All suspected and confirmed cases will be confidential. Students must communicate through the school with home & **they must not use mobiles** to contact home but instead inform teachers and use the school system to contact home when they need to.
- **Classrooms:** There will be some movement of students between classes. Students will sanitise their hands before entry into the classroom.
- **Toilets:** There will be limits on the number of pupils that can enter the toilets at any one time. Students are asked to wash their hand thoroughly with soap and water before they leave the bathroom.
- **Videos/online courses:** All parents/guardians and students are asked to watch the online videos provided by the Department of Education when available.

Dropping & Collecting

- School will be open at 8:10am. Students must maintain social distance both inside and outside the school in the mornings.
- Parents/Guardians are encouraged to drop their daughter to school as close as possible to 8:50am.
- Gatherings inside or outside the gate will not be permitted.
- Parents/Guardians are encouraged to pick their daughter up away from the school if possible. This will avoid congestion and speed up the flow of traffic in and outside the school.
- **Social distancing from others when coming to school and returning home is expected.**

COVID-19 and School Transport (Guidelines from Bus Eireann)

- Maintain physical distancing while waiting for transport.
- Always sit in pre-assigned seating and next to a sibling or child from your class group (this should always be the same child)
- Use hand sanitiser on boarding the bus.
- Observe respiratory etiquette at all times while waiting for and on-board transport services
- Disembark the bus one by one in an orderly fashion.
- All post-primary students must wear a face masks while waiting for and on-board transport services with the exception of children who for medical or special educational needs cannot wear a face mask guardians and students.

Access to School (Visitors) and Contact Log

- Access to the school building will be in line with agreed school procedures. Arrangement for necessary visitors such as parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the principal/deputy principals.
- Parents/Guardians do not visit the school without a prior appointment. Should you wish to speak/meet with a member of staff please make an appointment by calling the school office at 041 9831786 or email office@ourladys.ie
- Parents/Guardians should only visit school in exceptional circumstances.

- Please do not arrive unannounced at the school reception.
- Parents & Guardians are asked to arrange appointments for their child outside the school timetable if possible. If your child has an appointment, a form must be filled out on the school app. The student can then be collected at reception.
- Parents/Guardians are asked not to drop items into the school for their child. If your child forgets their lunch, they can go to one of the Deputy Principals where something will be arranged for them.
- In exceptional circumstances where you must visit the school, we ask that you follow these procedures
 - ✓ When an in-person meeting has been agreed, please report to the school office on arrival and adhere to social distancing of 2m.
 - ✓ Use the sanitiser station in the reception area.
 - ✓ Always wear a face mask/covering.
 - ✓ The office staff will take your details and record these in the school contact tracing logbook.
 - ✓ A no hand shaking policy is currently in place.
 - ✓ Please conduct your business in the school in a timely manner.
- A detailed sign in/sign out log of those (visitors) entering the school facilities will be maintained.

Preparing for all Eventualities

We need to be prepared for another school closure. In the event of a closure, procedures will be implemented to ensure continuity of teaching and learning.

- The school timetable and schedule of lessons will continue as normal online.
- Where a student does not have access to ICT at home, we ask that you contact the school office so we may be able to support you.
- Monitor your daughters online work and ensure assignments are completed and submitted.
- Further guidelines will be issued if school closures become necessary

Checklist for your Daughter Returning to School

Please ensure all the following have been completed before your daughter returns to school.

Thank You

1. School Uniform
2. PE Uniform (Hoddie not Permitted)
3. Black/Navy Shoes (Runners of any type will not be permitted)
4. School App Downloaded (Parents/Guardians & Student(s))
5. Registration and School Bill paid on the App
6. Book loan paid on the App (1st-3rd Years Only)
7. Access to VSWare
8. Registered on the ipayimpact A/C for the Cafeteria
9. School Books
10. Stationary
11. Face Masks
12. Hand Sanitiser
13. Access to an IT Device in the eventuality of a school closure.

Useful Contacts

Name	Title	Contact
Ms. Geraldine Mulvihill	Principal	geraldine@ourladys.ie
Mr. Cecil Conway	Deputy Principal	cecil@ourladys.ie
Mr. Ronan Coone	Deputy Principal	ronan@ourladys.ie
Ms. Teresa Brennan	Deputy Principal	tbrennan@ourladys.ie
Ms. Ann Kerrisk	1 st Year Head	akerrisk@ourladys.ie
Mr. Paul Fennelly	2 nd Year Head	pfennelly@ourladys.ie
Ms. Elaine Mills	3 rd Year Head	Emills@ourladys.ie
Ms. Una McGorry	TY Coordinator	UMcGorry@ourladys.ie
Ms. Paula Smith	5 th Year Head	psmith@ourladys.ie
Ms. Bernie Sweeney	6 th Year Head	bsweeney@ourladys.ie
Ms. Kathryn Gardiner	SEN Coordinator	kgardiner@ourladys.ie
Ms. Noeleen Bogue	Guidance Counsellor	Nbogue@ourladys.ie
Ms. Caroline Connell	Guidance Counsellor	Cconnell@ourladys.ie
Ms. Bonnie McPhillips/Ms. Mary Loughran	Office	office@ourladys.ie

If you have any queries or concerns, please contact the school.

Contact Us

Phone:

(041) 9831219

(041) 9831786

Fax:

(041) 9832809

Email:

office@ourladys.ie