



Mulroy College

Coláiste Na Maoile Ruaidhe

Milford, Letterkenny, Co. Donegal

Baile Na nGallóglach, Leitir Ceannainn, Co. Dhún na nGall



Bord Oideachais agus Oiliúna Dhún na nGall
Donegal Education and Training Board

13th August 2020

Dear Parent/Guardian,

I hope this letter finds you all well.

Thank you all for the responses to our survey, it has been great to get your viewpoint and to hear what your initial concerns are about your child returning to Mulroy College.

All first and 5th yr students are requested to come into the school on Monday 24th August to collect their books from 9:30am - 3:30pm. If students are not available to attend themselves they can make arrangements for someone to collect the books on their behalf. Please bring a pen and queue at the main front door, ensuring social distancing at all times. Please wear a face mask/covering as social distancing may not be possible at the entry and exit areas. Only one person may attend so if a student is collecting their own books, parents must wait outside.

I wanted to update you further on some of the procedures and changes that are happening in the school this year as this may alleviate some of your worries and concerns.

Classrooms

All classrooms will be measured and desks positioned to allow for 1-metre social distancing.

All teachers will have a seating plan for each class to ensure members of each base class group are positioned together to limit the amount of contact between each class group.

All teacher desks will be positioned 2 metres from student desks.

Where class groupings are small and allow for 2 metre social distancing, students will not be required to wear a face mask/covering.

Where class groupings are larger students **will be** required to wear a face mask/covering during class

A protective screen will be placed at each teacher's desk.

All staff will be wearing a face mask or face shields where a 2-meter social distancing cannot be maintained.

Sharing of pens, copies, books between students is no longer permitted, all students will **need** to have **all equipment** for each class on their person.

Fiona Temple
Principal

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As each student enters a classroom they must take a sanitising wipe provided to them and sanitise their own chair and table, this will happen each time they enter a different classroom.

Each practical department will set out their own list of guidelines and sanitising processes to allow for practical classes.

Corridors

Face masks/coverings will be worn at all times on the corridor.

All corridors will be marked with arrows to allow for everyone to walk safely and quickly to their next class

Changes to the timetable reduce movement in the corridor e.g. double and triple lessons, staggered break and lunch, base classrooms etc.

Canteen

The canteen can sit 70 people only at any given time to allow for social distancing.

Students will wear face masks/coverings when queuing for the canteen, queueing areas will be marked on the floor.

The canteen will provide food items that require less time to serve so that students will have less time to wait in queues for food.

Students are not permitted to take any hot liquids from the canteen into the corridor including soups, tea, coffee or hot dinners.

We aim to have a cashless system in operation and will work with our catering supplier to issue all students with cards that can be topped up online and parents can manage these accounts online, this will eliminate all cash for the canteen and may take some time initially to set up.

Break will be staggered. 1st, 2nd and 3th Years will have their break from 10:20am to 10:35am. Teachers teaching at this time will have their break at this time. Students and teachers will return to class at 10:35am to complete their 3rd class of the day until 11:15am.

5th, TY and 6th Years and their teachers will have their break from 11:00am to 11:15am.

Lunch will be staggered. 1st, 2nd and 3rd Years will have their break from 12:35pm to 1:15pm. 5th, TY and 6th Years will have their break from 1:15pm to 1:55pm.

When students are on break or lunch they can access the canteen or go to their designated zone for break or lunch, this will minimize students mixing outside of their year group. Each year group will be given a designated area.

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Toilets

There will be limited numbers allowed into the toilet area at any one time.

All urinals will be cordoned off and only cubicles will be in use.

We are looking at a system to monitor access during the day for all students.

Code of Behaviour

All students, staff and parents will be encouraged to appreciate that everyone's safety is a shared responsibility among everyone in the school community and that they have an important role to play.

A new section is included in the Code of Behaviour (COB) which will discourage students from deliberately putting themselves or others in the school at risk of contracting Covid-19. As this is deemed a breach in our Code of Behaviour, sanctions may include a student being sent home or refused permission to attend.

Access to the Building

All parents and visitors to the building can **only** do so by prior appointment.

All entrance and exit doors will remain locked from the outside throughout the day, only those inside the building will have free access out.

Any parent/guardian who needs to collect a child will come to the front office and buzz into the main office. We will arrange to get the student and they will then leave the building, parents must wait outside for the child to exit.

Any pre arranged appointment must be approved by the Principal.

Anyone entering the school for a pre arranged appointment must complete a contact log/trace at the main office with admin staff. This is an online log that will remain in the school. Each visitor must also return to the office before they exit to advise time of departure and a full list of all persons they met with.

Suspected Symptoms of Covid-19

No one can attend school if they present with a symptom of Covid 19 including all staff and all students.

If staff or a student develop suspected symptoms of Covid-19 while at school they will be taken to our isolation area, the parents room.

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If a student develops a symptom or presents to school with a symptom, parents will be contacted and arrangements made for them to leave the building.

Anyone with a symptom will be supervised by a staff member until they leave.

A two metre social distancing will be required and both persons will be wearing a mask and will be required to hand sanitise.

Each case is then reported to public health and the HSE will instruct school management on further measures needed.

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- ✓ **High temperature**
- ✓ **Cough**
- ✓ **Shortness of breath or breathing difficulties**
- ✓ **Loss of smell, of taste or distortion of taste**

I appreciate this is a lot of information and indeed a lot of changes for everyone to get used to but everything we are doing to ensure everyone's safety. We must follow all guidelines given to us from the Department of Education and from the HSE. We are also aware that everything we do is subject to change as the guidelines and procedures forwarded to schools are changing frequently.

We would like the return to school to be a happy and safe time for everyone. Returning to teaching and learning in a safe way is our priority. If there are any elements of our plan you need to discuss with us, please do so in advance of our school opening. We are available in the school by phone or email.

We look forward to welcoming your son/daughter to the school this year and we look forward to working together with you to ensure our school environment remains a safe teaching and learning environment for everyone.

Yours sincerely,

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