Dear Parents/ Guardians,

We, at Ardscoil Rath Iomgháin, are looking forward to welcoming your son/daughter back to school. We appreciate that this is a very anxious time for us all and foremost in our Covid-19 Plan is the health and safety of the entire school community. A key element to ensuring that the school remains open is the importance of individual responsibility in helping to prevent the spread of the virus. Parents/ guardians have a significant role to play in helping us to get the message out to students, in particular in respect to physical distancing, the application of respiratory hygiene and cough etiquette, correct hand hygiene and the wearing of face masks.

**It is critical that students stay at home if unwell or any members of their household are unwell with symptoms consistent with Covid-19.**

School will open to receive students at 8 am. We request that where possible students would not be left to school before 8.30 in order to comply with physical distancing. We ask that parents set a good example to their child by engaging in physical distancing at the school gates. Unfortunately, no parent/ guardian will be allowed to accompany their child into the school any morning. This is in the best interests of students, families and teachers as their safety is paramount as we reopen our school.

Breakfast club will be available from 8-8.30 am where cereal, toast and juice will be available. There will be no seating available at this time and we will be encouraging all students to stay outside in the fresh air until it is time to go to their base class.

At the beginning of the year Mr. Murphy will welcome back each year group and go through the school’s Covid-19 Plan. On this day students only need their school bag with a copy, pencil case and their lunch.

Students will be put into their base classes.

**Rooms:**

1,2,3,5,6 1st years

33,34,35,38 3rd years

19,20,21,22 2nd years

23,24,25,26,27 5th years

12,44,45,46 TY’s

28,29,30,31,32 6th years

AEN Teacher’s workroom

Students will remain in their base classes where possible and teachers will move during the day. This will reduce movement on the corridors and help with physical distancing.

There will only be 24 students in most classrooms and the overspill will go to another classroom/ gym where they will access live streaming of the class. The  students involved will change every week. This will ensure that we are able to fully reopen with  all classes in attendance.

We will need the full cooperation of students in helping us to ensure their chair and desk surface are cleaned after they use them.

**Breaktime(s) -** staggered: 10.30 - 10.50 1st & TY’s

 10.50 - 11.10 2nd & 5th

 11.10 - 11.30 3rd & 6th

**Lunchtime(s) -** staggered: 12.30 - 13.10 1st, TY & 5th

13.10 - 13.50 2nd, 3rd & 6th

Once again this was put into place to limit the number of students on corridors at any given time which will help with physical distancing.

**Canteen:**

From Monday the canteen will be open for both break and lunch time. Over the next few days the menu will be available on the school website, and details of the new ordering system is included at the end of this correspondence.

**Communication:**

We will have a contact tracing log in place in the secretary’s office. The purpose of this is to have information ready to send to the HSE in the case of a possible cluster within the school.

Parents must not enter the school without a prior appointment.

On arrival the parent will sign the log in book with their own pen and they will be brought directly to the meeting room.

We hope that most queries will be dealt with over the phone or through email.

Unfortunately we cannot facilitate parents/ guardians dropping into the school with lunches, books, uniforms etc.

**We would like to draw your attention to the following points:**

All students must wear a mask while in the school building.

Students must follow the correct etiquette for hand and respiratory hygiene at all times.

Physical distancing must be practised throughout the day.

Each student must have a ziplock bag containing hand sanitiser, wipes and a separate bag for their face mask.

Every student must bring all their own equipment as they cannot share.

Full uniform is worn everyday except the day a student has PE. On this day a student can wear their PE uniform.

Mobile phones are not permitted in the school.

As a parent/ guardian of a child in secondary school you have a very important role to play in their education. Take an interest in what they are learning and always encourage and acknowledge their efforts. Monitor their progress by checking their journal and VSware. You will be able to access student’s attendance, behaviour and academic progress on Vsware. If there is ever a problem please feel free to contact us by phone call or email.

Together we can help your son/ daughter not only achieve their full potential but build life skills and develop a strong sense of belonging in our school community.

**Online Payments**

Thank you to all the parents who have made their payments online. We would appreciate it if all payments can be made online before the students return to school. If you are unable to pay online students can bring the money in with them on their first day of school.

**Information on the school canteen:**

This year we are introducing a pre-order system by text. The number is ***087 1021868***.

For  the 10.30/10.50/11.10am breaks parents must order no later than 9.30am.

For the 12.30/13.10 breaks orders must be in no later than 11.30am.

Parents/ guardians, or students (outside of school time), can text in the orders. Don’t worry if you forget to order there will be a member of the canteen staff available to take your order at the morning breaks but it's advisable that orders are by text to eliminate having to queue. The canteen itself will not be in use for the break times, instead canteen staff will distribute the orders at various collection points for the breaks.

When texting in your order please include your **full name and class.** This is needed so we know which staggered break you are on. If you wish to purchase a bar or drink with your order please include this with your order as this will eliminate your time in the queue.

Methods of payment:

1: Contactless or payment can be made by phone.

2: Revolut ( @emmanu1tr).

3: Parents/ guardians can send in cash in an envelope for the day/ week with the student's name and class clearly marked on it. The students account will be debited each day, if there are any monies left on their account at the end of the week the student can collect the balance or the credit can be carried over to their account for the following week.

4: We are available to take cash payments at the breaks but we would advise the use one of the above methods of payments to eliminate the handling of cash.

The safety of students and staff is paramount. We are taking every precaution necessary. The canteen is fully HACCP compliant and all staff members will have taken a Covid-19 safe return to work course. All staff will be wearing PPE equipment and serving areas will have perspex screens erected. Any questions regarding the new ordering system feel free to contact us on the above phone number. We look forward to welcoming you back.

As one of our students has a nut allergy we would ask all parents/ guardians to ensure that they do not include nuts or nut products in lunches brought into the school.

Finally, we would ask that all students bring in their own set of earphones from next Monday on as we will be engaging in live streaming of classes within the school.

We look forward to welcoming you son/ daughter back into our school community.  Take care.

Kind regards,

Mr. Murphy