



Return to School

A New Normal

Parent/Guardian Guidelines 2020 / 2021

Introduction

Welcome back everyone. We are really looking forward to reopening Beaufort College and bringing our students back on site.

Since the school closure last March, we have worked through Junior Cycle 2020, Calculated Grades for Leaving Certificate students, 1st year induction programme and now accelerated planning to prepare for the full return of students and reopening of Beaufort College for the coming year.

This school year will be anything but normal. Our school community has an ethos of inclusiveness, collaboration and belonging. The challenges we face of working in such an environment alongside Covid-19 are very difficult. We are all concerned about friends/family members at this time and we wish to highlight to you that the primary objective when reopening our school is the safety of staff, students, parents and visitors. Adhering in every way possible to the department guidelines creates a very different school day but a safer school day for everyone. A new normal. For now.

These short guidelines are an overview and reference point for the coming year on the new procedures we all must follow to keep everyone as safe as possible. Each one of us has a responsibility to promote and maintain as safe an environment for everyone.

Welcome back

Ms Crowcock & Mr Flynn

Public Health Advice

School measures to be implemented in school to minimize the risk of the introduction of infection are:

- Regular and good hand hygiene
- Good respiratory hygiene and cough etiquette
- Enhanced cleaning regimes
- Maintaining physical distancing in the classroom and within schools

Symptoms of Covid-19

No person (student/staff member/parent) should attend school if unwell or any members of their household are unwell with symptoms consistent with Covid-19. These symptoms are:

- Fever
- Dry Cough
- Shortness of breath
- Loss or change to your sense of smell or taste

Face Masks/Coverings & Physical Distancing

Face masks/coverings are to be worn by students during class time and where social distancing is challenging outside of the classroom.

Physical distancing in school fall into 2 categories with necessary measures to be put in place;

- Increasing separation
- Decreasing interaction between students themselves, between students and staff when they are together

New Measures to be Introduced

- New start dates for each year group are required to allow for settling in time and further school preparatory works. The new start dates for each year group are outlined in the table below. Note that during the first week of term each year group will attend school for 1 day. They will return to school the following Monday 7th September. All students are expected to attend school from Monday 7th September.

Monday 31 st Aug 2020	6 th year & LCA 2 only (8:50-10:50)
Tuesday 1 st Sept 2020	1 st year only
Wednesday 2 nd Sept 2020	3 rd year only
Thursday 3 rd Sept 2020	2 nd year only
Friday 4 th Sept 2020	TY / 5 th year & LCA 1 only
Monday 7 th Sept 2020	All students Return

- If your student falls into one of the high-risk categories set out in the HSE guidelines and is unable to return to school, please contact the school office and the Education Welfare Officer.
- All Junior Cycle/LCA & TY students' classes will have their own home room where all teaching and learning will take place. The exception will be where students must move rooms for practical subjects. Students will be in a class of max 24 students as often as possible. There will be times when students will be in larger classes and in these circumstances, everyone in the room will wear PPE.
- Where students must move classroom, they will be requested to wipe down their desks and chairs at the end of the lesson.
- **STUDENTS MUST HAVE A FACE MASK WITH THEM IN SCHOOL AT ALL TIMES.** The guidelines state that all students must wear a face mask/covering in post primary schools.
- Due to social distance requirements we are unable to supply students with lockers in the coming year. Students must bring all materials to and from school each day in their bag.
- Please ensure your son/daughter has all items they need for the following day the night before. This will avoid any unnecessary item needing to be dropped into school during the day.
- On days where students have P.E, they must wear their school tracksuit/PE gear instead of the school uniform. There are no changing/shower facilities available in the school during this time.
- Senior Students are not permitted to leave the school grounds during break times.
- Staggered breaks are introduced with two year groups accessing the canteen at any time.
- Regular hand washing/sanitizing is expected throughout the day. Hand sanitizers have been installed outside classrooms and in many locations around the school.
- Warm/hot water heaters have been installed in the student toilets.
- There will be a one-way system in place for movement around the school.

- Social distancing from others particularly when coming to school, during break times and returning home is encouraged.
- Students must remain at home if feeling unwell or displaying any virus symptoms.
- Isolation rooms have been created for any student who feels unwell and is displaying Covid-19 symptoms.
- Should your student present unwell during the day the school will contact you as soon as possible. In accordance with the guidelines you must be available to come to the school and bring your child home or and to the GP. It is most important that you contact the school office in the coming weeks if you have recently changed your contact details so we may update them.

Parent / Visitor Protocol

We must work together to help reduce the risk of spreading Covid-19 in our school. If any family member has symptoms of Covid-19 or are self-isolating, you should not visit the school during this time.

Parents/Guardians should only visit school in exceptional circumstances.

Where you must visit the school, we ask that you follow these procedures:

- 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 046 9028915 or email beaufortcollege@lmetb.ie .
- Report to the school office on arrival and adhere to social distancing of 2m.
- Use the sanitizer station in the reception area.
- Always wear a face mask/covering.
- The Admin 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.
- Any parent/guardian who has travelled abroad recently are requested to follow the Department of Foreign Affairs / HSE Guidelines around self-isolation on return.
- Where possible the school will attempt to conduct online meetings with parents/guardians via Microsoft Teams.

Extra / Co-curricular Activities

All extra/co-curricular activities where class groups/students mix are paused until further notice.

Activities within class groups and on site may take place once adhering to physical distancing.

Suspected Case of Covid-19

Two student designated isolation areas have been created in school. If a student displays symptoms of Covid-19 the following procedures will be implemented:

- The Principal/Deputy Principal will be notified ASAP.
- Parents/Guardians will be contacted to discuss arrangements for collecting the student.
- The student will be brought to their nearest isolation area.
- Reminder that the virus is spread through droplets and is not airborne. Therefore, maintaining physical distance if in the same room is enough to reduce the risk of spread to others.
- Staff members caring for someone in the isolation room will wear PPE (mask/visor/apron/gloves)
- Staff will facilitate the care of the student while waiting for them to be collected.
- Advice to be given to the student not to touch any surfaces and observe good cough/respiratory etiquette.
- Advise the parent/guardian to contact their GP to seek guidance.
- Public transport must not be used to travel home.
- If there are any concerns about the health of the student, the emergency services will be contacted.
- Management will ensure the cleaning staff are informed when the student leaves the premises so cleaning of the isolation areas can be quickly managed.

The HSE will conduct contact tracing where there is a confirmed case and notify any parents/students. The instructions of the HSE must be followed and student confidentiality is essential.

Preparing for a possible School Closure

As a school community we need to be prepared should another school closure take place. In the event of a closure the following procedure will be implemented to continue with your students remote learning:

- All classes will continue through Microsoft Teams.
- The school timetable and schedule of lessons will continue at the same time but 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 students online work and ensure assignments are completed and submitted.

END.