



Loreto Secondary School Clonmel

Coleville Road, Clonmel, Co. Tipperary

Friday 14th August 2020

Dear Parents/Guardians and Students,

We would like to provide you with some updates on our work to-date to prepare the school campus for our return to school.

Government Announcements last Friday 7th August 2020

Following the government announcement last Friday, we are now confirming **that all staff and students will be required to wear face coverings at all times** (except when eating).

We all have a leadership role about using our mask and visor. This will be subject to appropriate wearing and use at all times. Both are required when moving in the corridor and moving around the classroom.

The school will be providing staff and students with one face mask and one visor, but we strongly recommend that you secure a few replacements in case of damage or loss, or due to personal preference for a different type.

High Risk or Very High Risk Category Students

The HSE has information about these two categories which you can read about [here](#). At this stage we should know about any student who is in the High Risk or Very High Risk category so that we can work with you to ensure appropriate protocols are put in place prior to the start of the school year. **Contact us today if you have not already done so.**

Team Teaching (more than one teacher in a classroom)

Following advice from the Department, where possible we are moving away from Team Teaching this year and instead reducing class sizes.

Staggered Break and Lunch Times

To reduce the numbers out of class at the same time we are staggering break and lunch times. To facilitate this, we are reducing lunch by 10 minutes. This means that the school day is 10 minutes shorter **each day**.

Class periods for 1st years, TYs and 6th years	
Period 1	8.55-9.35
Period 2	9.35-10.15
Period 3	10.15-10.55
Break (15 minutes)	10.55-11.10
Period 4	11.10-11.50
Period 5	11.50-12.30
Period 6	12.30-13.10
Lunch (40 minutes)	13.10-13.50
Period 7	13.50-14.30
Period 8	14.30-15.10
Period 9 (Monday & Tuesday Only)	15.10-15.50

Class periods for 2nd years, 3rd years and 5th years	
Period 1	8.55-9.35
Period 2	9.35-10.15
Break (15 minutes)	10.15-10.30
Period 3	10.30-11.10
Period 4	11.10-11.50
Period 5	11.50-12.30
Lunch (40 minutes)	12.30-13.10
Period 6	13.10-13.50
Period 7	13.50-14.30
Period 8	14.30-15.10
Period 9 (Monday & Tuesday Only)	15.10-15.50

Senior Cycle Students Leaving Campus at Lunch Time

At this stage we are looking for advice about letting students leave the campus at lunch time. If the advice is not to allow this, then we will let you know. We are aware that for senior cycle students this would be a disappointment, but we feel sure that if this provided additional safe keeping for the Loreto community that students and their families will support us in this matter.

Building Work

The school is undergoing a transformation at the moment as we are reconfiguring areas of the school to put in two additional classrooms and an additional general purpose area (GPA) in Tinsley Hall Upper. The new GPA is to assist circulation, give more space for break times and allow a space for students to get involved in remote learning with staff.

Also, we are removing all free-standing furniture in classrooms so that we can have additional space for social distancing within each classroom. We are so grateful to our staff - every single staff member has been in school over the last 2 weeks (many for 2 or 3 days) to empty classrooms in order to accommodate this.

Base Classrooms and Base Areas for Break Time and Lunch Time

To facilitate year group pods we have re-timetabled to accommodate student-based classrooms. Students will have a base classroom/desk for core classes. Teachers will be endeavouring to keep students at the same desk during core classes.

Room 1	1st Years	N. Aine
Room 2	1st Years	N. Caitriona
Room 24	1st Years	N. Úna
Room 9	2nd Years	N. Brid
Room 10	2nd Years	N. Clár
Room 11	2nd Years	N. Treasa
Room 12	3rd Years	N. Ailis
Room 13	3rd Years	N. Eithne
Room 14	3rd Years	N. Íde
Room 20	TYS	N. Colm
Room 21	TYS	N. Daragh
Room 22	TYS	N. Michael
Room 6	5th Years	N. Pádraig
Room 7	5th Years	N. Caoimhin
Room 8	5th Years	N. Brendan
Room 15	6th Years	N. Coran
Room 16	6th Years	N. Eoin
Room 17	6th Years	N. Deglán

It is intended that students when arriving to school will go straight to their base classrooms/desks. Students will also eat their break and lunch there. We have also identified indoor and outdoor areas for each year group to use when finished eating. Again, this is to keep year groups in their pods as much as possible. The exact configuration noted below is likely to be adapted as we see how this works.

1st years	Entry/Exit: Main Front Door <i>Right</i>
	Eat at base desk Room 1, 2, 24
	use Tinsley Hall Lower
	or Hockey Pitch
TYs	Entry/Exit: Door Near Room 7
	Eat at base desk Room 20, 21, 22
	use Balcony
	or Grass in front of Staff Room
6th Years	Entry/Exit: Main Front Door <i>Left</i>
	Eat at base desk 15, 16, 17
	use Tinsley Hall Upper
	or Grass behind Room 6

2nd Years	Entry/Exit: Door Near Room 6
	Eat at base desk Room 9, 10, 11
	use Tinsley Hall Lower
	or Hockey Pitch
3rd Years	Entry/Exit: Main Front Door <i>Right</i>
	Eat at base desk Room 12, 13, 14
	use Balcony
	or Grass in front of Staff Room
5th Years	Entry/Exit: Door Near Room 6
	Eat at base desk 6, 7, 8
	use Tinsley Hall Upper
	or Grass behind Room 6

Rotations

Where there are larger numbers in a class group than desks that can fit into a room for social distancing (and we have endeavoured to restrict this to Junior Cycle and TYs) we may be implementing a rotation system so that students will attend class remotely from our new supervised general purpose area in Tinsley Hall Upper. We are confident that our IT capabilities will allow students and staff to manage this well.

Lockers, Books, Copies

As we have already let you know we are not in a position to allocate lockers, coat hooks or bag racks this year. All students are expected to leave **all textbooks at home**.

Students in Junior Cycle years will use eBooks on their devices in school. It is anticipated that for Senior Cycle students their teachers will put the eBooks up on the whiteboard.

We are also moving to a third-level type system where each student has specific folders at home to file relevant work for each subject at the end of each day.

So, each day a student will need a school bag with a lunch box, reusable bottle, Zip-Mesk Bag, student journal, pencil case and one A4 refill pad to take notes, bring homework to school, etc. A Junior Cycle student will also have their device with them.

Part of homework each night will be to file the pages used each day into the relevant subject folder. **This will require personal responsibility by each student.** We hope that parents/guardians will assist students to set up this new routine at home. We are all in this together – staff, students and parents/guardians.

Items for your Zip-Mesh Bag

Please see *page 6* for **compulsory** zip-mesh bag which every student must have each day in school. This bag and all items in it should be clearly labelled. Parents/guardians are asked to refresh these items at least once a week on a Friday night.

Hand Sanitisation

Hand sanitising units are being installed widely across the campus. Each bathroom has running water and soap.

School Uniform

As notified earlier in August we will be maintaining daily wear of the standard Loreto Clonmel uniform and Loreto Clonmel PE uniform. These should all be clearly labelled.

PE Classes

PE teachers will inform students in advance about PE uniform and/or runners.

Water Taps and Reusable Bottles

Please note that for hygiene reasons we will not be providing shared or common taps to refill reusable bottles with water, so it is very important that students have their own reusable bottles filled before leaving for school each day.

Code of Behaviour

We always have very high standards of behaviour in our school and we know that all students will be aware of their **personal responsibility** with regard to COVID-19 and will support the school with new routines put in place to keep everyone safe. We are in the process of consulting with all stakeholders with an addition to our Code of Behaviour specifically relating to COVID-19 and we will make that available to all families as soon as we can.

This addition will include that any member of the school community (staff or student), **who is ill or is displaying possible symptoms of Covid-19 must remain off the school campus, seek a medical diagnosis and remain off campus until their situation has been clarified by a recognised medical practitioner.**

Parents/guardians will be required to make arrangements to have their child collected within a **one-hour period** from the time of notification.

You are reminded that if you have travelled outside Ireland to an area not on the green list, you must have completed 14 days of self-isolation and/or quarantine prior to your returning to the Loreto campus.

Remote Teaching and Learning Policy

This policy is available at this [link](#). We advise all students and parents/guardians to make themselves familiar with this policy. It is applicable to remote teaching and learning **both from home and in school** if you dial into a class from, for example, Upper Tinsley Hall.

Extra-Curricular Activities and Afternoon Study

Our priority for at least the first two weeks is that we concentrate on getting appropriate routines in place for teaching and learning safely in the context of COVID-19. So, **the earliest** we will be commencing Extra-Curricular Activities and Afternoon Study is the week commencing Monday 14th September 2020.

If we are in a position to provide Afternoon Study, we will be splitting the year into smaller sessions (for example 6 weeks) and charging per session. However, please note that we are currently working through our supervision procedures to confirm the maximum numbers which can be provided for within each study setting. **It may be the case** we will need to prioritise applications (e.g. from 6th Years, 5th Years and 3rd years) up to the maximum numbers which we can accommodate under social distancing guidelines.

If we are in a position to run Afternoon Study applications will be available during the second week of school. It is likely that these applications will be via a Microsoft Form to avoid unnecessary handling of application forms.

Wriggle Extended Opening Hours (for 1st, 2nd and 3rd Year students with school devices)

Wriggle have put additional supports in place in order to better facilitate parents/guardians and students at this time.

From 10th August to 2nd October, their Service Desk opening hours will be extended to **8am to 8pm** Monday to Friday in order to be able to process more customer queries and assist with any late orders. Further to this, on **Saturday 29th August and Saturday 5th September, their Service Desk will also be open from 8am to 8pm** should it suit parents/guardians and students better to contact Wriggle at the weekend.

TYs and Work Experience

Ms Culliton will be in touch in the coming week regarding TY work experience.

Entry to School Campus for Parents/Guardians

Where possible we ask that parents/guardians do not enter the school campus. If you need to meet a member of staff this can only be accommodated by prior appointment.

Should parents/guardians have items to drop off to school that your child has forgotten there will be a drop off point at the front entrance. Please do not leave money at the drop-off point.

Like all staff and students, parents/guardians coming to school must wear a face covering.

Drop off and Collections

As school bags will be much lighter this year, we are asking that parents/guardians use Suirside car park (Gas house bridge) to drop-off and collect and to allow students to walk over the bridge to school wearing their face coverings.

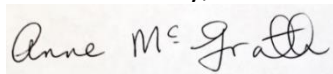
Further Questions

Should you have questions, we want to assure you that others do too! So please do send your query to reception@loretoclonmel.ie and we will do our best to answer it. If a question comes in a few times we will include the answer in our next letter to parents/guardians.

We will be continuing to communicate, update and guide as we work through the challenge of a full, safe and sustainable return to school.

Please see below for our summer prayer for every member of the Loreto School Community.

Yours faithfully,



Anne Mc Grath,
Principal



Sarah Rice,
Deputy Principal



Our summer holiday prayer:

May we make our homes places of relaxation,
joy, love, peace and safety.

May we be generous and considerate,
not thinking only about ourselves,
but helping others enjoy the blessings of the summertime.

Grant us refreshment of mind and body.

Items for your Zip-Mesh Bag

Please note following consultation we want to ask you not to use a zip lock bag as it will tear, so please bring these items in a **sturdy ZIP-MESH BAG**.

All students are expected to have a zip-mesh bag (*clearly labelled with student's name*) with the following items which you check and refresh on a Friday night in readiness for Monday morning:

➤ **Hand sanitiser**

➤ **Face cloth** (to use as hand towel)

➤ **Headphones**

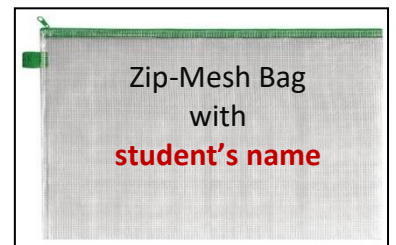
(needed if using devices with sound which may be the case if tuning into a teacher from a separate classroom – if possible, please don't bring large headphones, bring small headphones e.g. mobile phone ones)

➤ **Face Mask**

It is not compulsory to wear these, but we highly recommend that students have one in school so that if they feel it necessary to wear one, that it is at hand.

There are lots of YouTube videos on how to make your own (one example is [here](#)) – if buying a face mask can we encourage you to buy one that you can wash at 60

➤ **Pack of Antibacterial Wipes**



Note:

- **Clearly label all items with the student's name.**
- **For hygiene reasons students are not permitted to share these (or any other items).**

Return to School Dates **PROVISIONAL**

Please note that these dates are based on government information provided to-date and are subject to change if different guidelines are issued.

These were sent out to you during the week but are included on page 4 also.

Arrangements for Thursday 27th August 2020	STAFF ONLY
<ul style="list-style-type: none">All staff (teaching, SNAs, cleaning and household) for Department mandated COVID-19 training	
Arrangements for Friday 28th August	1st Years (1 class group each day TBA)
<ul style="list-style-type: none">First Years, one group at a time for induction and IT training	
Arrangements for Monday 31st August	1st Years (1 class group each day TBA)
<ul style="list-style-type: none">First Years, one group at a time for induction and IT training	
Arrangements for Tuesday 1st September 2020	1st Years (1 class group each day TBA) NEW STUDENTS ONLY (any year)
<ul style="list-style-type: none">First Years, one group at a time for induction and IT trainingStudents new to the school ONLY will be in school from 10:15am to 1:10pm, when you will meet a student who will be in your year group.	
Arrangements for Wednesday 2nd September 2020	1st Years and 6th Years
<ul style="list-style-type: none">All 1st years for normal classes from 8:55am to 3:10pmAll 6th Years return to school for normal classes from 8:55am to 3:10pm	
Arrangements for Thursday 3rd September 2020	1st, 3rd, 5th and 6th Years
<ul style="list-style-type: none">All 1st and 6th years for normal classes from 8:55am to 3:10pmAll 5th Years and 3rd Years return to school for normal classes 8:55am to 3:10pm	
Arrangements for Friday 4th September 2020	All Year Groups
<ul style="list-style-type: none">All 1st, 3rd, 5th and 6th years for normal classes 8:55am to 3:10pmAll 2nd Years for normal classes 8:55am to 3:10pmAll TY for Induction Day 8:55am to 3:10pm	
Arrangements for Monday 7th September 2020	All Year Groups
<ul style="list-style-type: none">Normal classes for 1st, 2nd, 3rd, 5th and 6th Year from 8:55am to 3:50pmFirst day of Work Experience for TYs	
Arrangements for Tuesday 8th September 2020	All Year Groups
<ul style="list-style-type: none">Normal classes for 1st, 2nd, 3rd, 5th and 6th Year from 8:55am to 3:50pmTY Bonding Day from 8:55am to 3:50pm	

HSE Advice

Lots of additional advice is available at this [link](#)

Protect yourself and others from getting sick

Wash your hands

- after coughing or sneezing
- when caring for the sick
- before and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after touching cuts, blisters or any open sores
- you can use alcohol hand rub, if hands are not visibly dirty



RESIST www.hse.ie/handhygiene



How to use Face Coverings

ALWAYS CLEAN YOUR HANDS BEFORE AND AFTER WEARING A FACE COVERING

Correct Covering **Check Your Fit**

Medical masks should be reserved for health workers or patients in treatment. If you have been advised to wear a medical mask, always have the covered side towards and the metal band at the top of your nose.

Check that the face covering is made from a fabric that you are comfortable wearing.

Check that it is easy to fit and comfortably covers your nose and mouth, all the way down under your chin.

Tighten the loops or ties so it's snug around your face, without gaps. If there are straps, tie them high on top of the head or just a good fit. Do not touch or adjust when the face covering is on.

DO NOT: Wear the face covering before your nose. **DO NOT:** Leave your chin exposed. **DO NOT:** Wear it loosely with gaps on the sides. **DO NOT:** Wear it if it covers just the tip of your face. **DO NOT:** Push it down your chin to rest on your neck.

FOLLOW THESE TIPS TO STAY SAFE

ALWAYS wash your hands and properly dispose your face covering. ALWAYS cover your face when you cough or sneeze. For example, a tissue. ALWAYS wash your hands and properly dispose your face covering. ALWAYS wear your face covering and maintain a safe distance.

Safe Removal **Disposing Of Single-Use Mask**

Use the ties or ear loops to take the face covering off. Do not touch the front when you take it off. Always dispose of single-use masks properly in a bin. Don't forget to clean your hands and keep social distance.

Stay safe. Protect each other.




Coronavirus COVID-19

Commission for COVID-19 Public Health Advice

Help prevent coronavirus

- Wash your hands
- Cover mouth if coughing or sneezing
- Avoid touching your face
- Keep surfaces clean
- Stop shaking hands and hugging
- Keep a safe distance

The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.

Visit HSE.ie
For updated factual information and advice
Or call 1850 24 1850

Protection from coronavirus. It's in our hands.



