



## PRESENTATION SECONDARY SCHOOL, BALLYPHEHANE

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**Principal:** Ms Nicola Barrett

**Deputy Principal:** Ms. Gillian Murphy

Dear Parent / Guardian,

I hope you are all keeping well? I know it is an anxious time for you all in sending your daughter back to school. I hope this document will put your minds at rest regarding the return but if you require any other information, please do not hesitate to contact us.

Yours sincerely

Principal

### **KEY INFORMATION FOR PARENTS RE PLAN FOR RETURN TO SCHOOL**

#### **1. Classes are allocated to base rooms as follows:**

- Room 2: From October – ASD class
- Room 3: Overflow room (when there is a divide of 3 on the timetable of 2 base classes)
- Room 4: Overflow room
- Art Room – to remain as Art room.
- Guidance Counselling office / Chill out room – to remain as is
- Parents room – to remain as is
- The isolation room will be the room next to the parent's room
- Room 6 – 3B
- Room 7 – 5A
- Room 8 - 2B
- Room 9 – 6B
- Room 10 – 6A
- Room 11 – 3C
- Room 12 – 3A
- Room 13 – 4B
- Room 14 – Computer room – to remain as is
- Room 15 – 4A
- Room 16 – LCA 1
- Room 17 – 1A
- Room 18 – 2A
- Room 19 – Home Ec – to remain as Home Ec
- Room 21 – Science Lab – to remain as Science lab
- Room 22 – Closed for Health and Safety reasons
- Room 23 – Science lab – to remain as Science lab
- Balcony 1 – ASD Class until October

- Music Room – to remain as is
- Library – Larger classes and supervised study to take place in the library
- PE Hall – to remain as is
- Theatre – to remain as is

- Distance between students will be 1 metre
- Distance between teacher and students in front row – 2 metres
- Lockers will be placed in classrooms (each tower of 4 separated)
- Each student will be allocated a desk, in which they will remain for all classes
- When moving each student will wipe down their desk (time will be allocated at the end of each class for this)
- There will be hand sanitising stations in each classroom.
- Students will eat their lunch at their desk / or go outside to the field

## **2. Face Coverings / Masks**

- Face coverings are mandatory for all staff and students if 2m distance cannot be obtained.
- Students will have to bring their own face covering to school and a container to keep it in when they are eating
- There will be Covid-19 training for all students on the effective use of face coverings.
- If parents / guardians are attending appointments with a staff member, please wear a face covering. You will not be permitted to attend the appointment unless you have one.

## **3. Uniform**

- Students will be required to wear the uniform as normal, including the PE uniform.
- Students are permitted to come to school in their PE uniform on the day that they have PE

## **4. Corridors**

- Though movement between classes will be reduced significantly, there will still be some movement.
- One stairs will be 'up' only and the other 'down'.
- There will be a barrier dividing the corridor from the double doors at the end of the stairs as far as room 23 and from the double doors of the 2<sup>nd</sup> floor to the library / music room. Everyone will have to walk on the right hand side of the direction they are going (there will be arrows on the ground.)

## **5. Covid-19 Questionnaire**

- Every parent / guardian will have to fill out a Covid-19 questionnaire for their daughter before they return to school. This will be accessible on the website and can be submitted through the website.

## **6. If students fall ill in school.**

- The student will be accompanied to the isolation room.
- Parent / Guardian will be called and must collect their daughter immediately.
- Students may not return to school unless they are deemed medically fit by a doctor to do so.

## **7. Procedure for signing students out**

- In order to reduce the number of visitors there will be a new signing out procedure.
- When you come to collect your daughter, you must ring the door bell, state who you are collecting and stay outside unless it is raining, in that case you will be permitted to stand into the foyer and wait there.
- Clare, our Secretary will sign for your daughter and she will be sent out to you.

### **8. Dropping lunches / forgotten items to the office.**

- If you need to drop anything at the office for your daughter, please ring the bell, state your reason for being at the school and put the item with your daughter's name on it, on the table in the foyer.

### **9. Training**

- There will also be Covid-19 Induction on the first day back for all students.

### **10. Calendar**

There is a slight change on the 2020-2021 calendar the given nature of this year's return to school

- Thurs 27<sup>th</sup> August: Staff Covid-19 Induction
- Friday 28<sup>th</sup> August: Staff day
- Monday 31<sup>st</sup> August; Staff Planning day
- Tuesday 1<sup>st</sup> September: 9.30-12.30 - 1<sup>st</sup> year induction (Part 1 wearing full school uniform)
- Wednesday 2<sup>nd</sup> September: 9.30-12.30 - 1st year induction (Part 2 wearing PE uniform)
- Thursday 3<sup>rd</sup> September: 9.00 – 12.00:- 5<sup>th</sup> year / LCA 1 / 6<sup>th</sup> year induction  
12.45 – 3.45:- 2<sup>nd</sup> / 3<sup>rd</sup> year induction
- Friday 4<sup>th</sup> September: 8.45 – 1.00:- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup> year in for class  
1.45 – 3.45:- Transition Year Induction

→ Book rental for 1<sup>st</sup> and 5<sup>th</sup> year students is to be paid before the return to school.

→ Students will need €10 for student journal and €20 for locker on the 1<sup>st</sup> day back.

