

**St. Michael's & St. Patrick's N.S.,
Cootehall,
Boyle,
Co. Roscommon,
F52 TV26.
Tel. No: 071-9667264
www.cootehallns.com**

24th August 2020.

Dear Parents,

School Practices and Procedures

Books etc.

- Parents must ensure that all books/writing equipment are sanitised before being placed in the child's schoolbag.
- Parents must ensure that all of the child's equipment/books/copies are labelled with the child's name as equipment/books cannot and will not be shared.
- We are asking parents to ensure your child has a pencil case for home use and another one for school use. The pencil case used at home will not be brought to school and the pencil case used in school will not be brought home.
- For the start of the school year all books will remain in school.
- We ask that any schoolbooks that are being returned from the last school year be put in a separate bag. These will then be put in quarantine/storage for the recommended period of time and sanitised.

Clothing

- Ensure your child can/teach your child to open/close their own coat and tie their own shoes. Shoes with Velcro should be used where pupils are unable to tie their own.
- Please label all your child's belongings.

Face Coverings

- Staff members will wear face coverings, similar to those worn in shops or on public transport, when a physical distance of 2 metres cannot be maintained.
- There is no requirement for pupils to wear face coverings as of this time.
- All adult visitors to school grounds **MUST WEAR** suitable face coverings.

Handshaking/Hugging

- While we will all be delighted to see each other again, hand shaking, and hugging will not be allowed.

Home/School Communication

- For the start of the school year communication between home and school will be by e mail, text, Aladdin and through our school website.
- Face to face meetings will only be used in exceptional circumstances.

Homework:

- Homework will not be assigned until later in September; however, we would strongly encourage each pupil to read as extensively as possible during this time.

Hygiene and Cleaning

- Hand sanitisers are installed, with appropriate signage, at each outside entrance door, in each classroom and at appropriate locations throughout the school.
- Emulsifying soap is available in all toilets and classrooms.
- Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.
- In accordance with the DES guidelines, the school will be thoroughly cleaned once per day.
- Waste will be collected regularly from offices and other areas within the school.

ICT

- A timetable will be drawn up for the use of common devices. Devices will be cleaned after use and before they are returned for charging.

Lunches

- Parents must ensure that all lunch boxes/water bottles are sanitised before being placed in the child's schoolbag.
- Parents must ensure that pupils have sufficient lunch/drink coming to school each morning as we will not be in a position to accept and distribute lunches during the school day.
- Please remind your children not to share their food or drinks with other children.
- **Please make sure your child is self-sufficient ie. they can open/peel any lunch/drink you pack for them. Please pay particular attention to any drinks that require a straw.**
- Please make sure they have enough drinks to last them throughout the day as we will not be in a position to refill drinks bottles. Children will eat their lunches at their desks. No food will be allowed onto the yard.
- All leftovers/waste must be stored in each pupil's lunchbox and must be disposed of at home.

No person (child, teacher, or parent) should attend the school if unwell or any members of their household are unwell with symptoms consistent with COVID-19 and should immediately phone their doctor and follow HSE guidance on self-isolation.

If you have any queries, please e-mail the school at cootehallns@gmail.com

Yours sincerely,

Cian Duffy,
Principal.

Cora Regan,
On behalf of the Board of Management.