

**Allen National School**

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Registered Charity Number: 20124496

Communication for parents of all incoming pupils for Sept 2020

30th March 2020

Dear Parent/Guardian,

Firstly, I hope you are all keeping well and staying safe during these difficult times. I think if we all follow the guidelines and keep physically to ourselves hopefully we can minimise the impact on everyone. I know how difficult it is and especially for you with young children but it is crucially important for the health of your family, neighbours and friends.

I am sure you can appreciate schools got little or no notice when they were requested to close and so I had no time to get a letter out to you. Now that we are all realising the closure is going to extended to at least April 19th and probably beyond I am trying to put procedures in place which will help me to communicate with everyone over the coming weeks.

E-mail is more efficient than texting and so I am trying to get everyone’s e-mail addresses. Thank you for sending me your details. In order that I comply with our GDPR policy **I would be grateful if you could e-mail me by return to confirm that you are giving me permission to hold and use your e-mail details for school related communications.**

**Your details will be entered into our school administration system - Aladdin - which is a safe and secure system which is GDPR compliant.**

Secondly, a number of you have contacted me because you are worried that you did not get to return your uniform orders. There is no need to worry about this at all. Everyone is in the same boat. We will be back in touch with everyone when the office opens again. If the suppliers can get them to us before the children start school, well and good, if not there is no problem with the children using their own clothes until we all get organised again. In any case if I am placing an order and can’t contact you I will order one for everyone and if you don’t need it no problem. No child will miss out or be left out.

Thirdly, some of you will be wondering what will happen if we can’t have our open day as planned i.e. the day when the new pupils visit the school. Rest assured I will make sure you and your child get to visit before they commence properly. Some may be wondering about the booklist and school costs, again please put all these things out of your mind for now so you have one less worry! Some will be concerned about access to an SNA for their child. Please don't if they need SNA support I will be sure to have it. When we know a little more I will be back in touch with you and I will put measures in place to help you with all these things.

In Allen National School we like to think of ourselves as being like a big family. You are already part of that now. We work together and look out for each other. There is no need to be concerned about anything school related when the time comes we will sort everything and have the best celebration of starting school imaginable!! It’s a promise!!!!

Looking forward to hearing from you soon with your permission (don’t forget)

Stay safe

Many thanks

Ms McDonagh