**Allen National School**

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Registered Charity Number: 20124496

19th March 2020

Dear Parent/Guardian,

Further to my text message earlier today, I have returned to work following a short absence owing to a family bereavement. 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. Our school community is strong and together we will work to help each other through whatever may like ahead. Know myself and the staff are here to assist and support you while the children are learning by working at home.

As I am sure you can appreciate, schools got little or no notice of the closure and so last week Ms Fullam and the staff worked to send home some work to cover a 2-3 week period. Now that we are all realising the closure is going to extended to at least April 19th I am trying to put procedures in place where teachers and parents can have a means of communicating and mechanisms which will allow us to send home work and allow teachers to receive communications from you. There is no pressure on any parent. You can do as much or as little as your circumstances allow you to. The important thing is to establish a routine for the children and engage them in some learning activities.

At present we do not have e-mail addresses for parents. I will be working on this on a class by class basis. I will contact you again by text and ask you to send me your e-mail address. In compliance with our GDPR Policy I will then require you to send me your permission to share your details with your child’s class teacher. When I have received all parental e-mails for a class we will establish a Class DoJo. Some of you will be familiar with this as a communication tool as some teachers have it already for their classes. For those of you who aren’t familiar with it, it is a very simple easy to use method and we will help you to set it up.

If you do not have an e-mail address or access to one, please do not worry, I will know when I don’t receive one from you and I will follow up with you by phone.

I will be working with staff to put procedures in place and I will issue another letter to all parents over the coming weeks to keep you all informed.

For now the focus is on establishing effective communication channels and I thank you in advance for your cooperation with this mater.

Please do not worry or stress in relation to school related matters. Look after yourselves and stay safe. Follow all the advice being given to us and try to get some down time for yourselves.

Take Care

Sincerely

Ms McDonagh