**Allen National School**

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Registered Charity Number: 20124496

23rd March 2020

Dear Parent/Guardian,

I am thinking of you all and am hoping you are all keeping well. Say hello to all the boys and girls for me. These are challenging times but be assured the Board and Staff of Allen NS are here with you.

Many thanks to all of you who have replied to my texts. I am working my way steadily through the classes. Many of you will have had communications from your teachers and if you have not yet heard from us please don’t worry I will be in touch with you individually to look for your email address in due course.

I have already texted my e-mail details but will provide them again here just in case you need them. You can contact me on: allennsprincipal@gmail.com.

The office is currently closed and Josephine does not presently have access to her e-mail. We are working to arrange home access for her. So please use my email if you need to contact us. I will reply to your email within twenty-four hours and help you in any way I can or direct you to those who should be able to help you.

Unfortunately, I don’t have access to school post at present but am looking into this in case anyone who may not have email should need to write to me.

I will be liaising with staff this week and I will revert back to you with an update on progress and procedures for going forward.

Please take care of each other. Remember the most important things to teach your children at present are to wash their hands frequently using soap and while they sing Happy Birthday twice, keep at least 2m away from others when you have to go out – make sure they know what 2m looks like - cough or sneeze into your elbow or tissue and then dispose of the tissue appropriately. If you accomplish this teaching this week your family will be a safer place.

Take care

Sincerely

Ms McDonagh