



Allen National School

Telephone/Fax: 045 860043
Email: allen.nationalschool@gmail.com
School Website: www.allennationalschool.com
Registered Charity Number: 20124496

25th August 2020

Dear Parents/Guardians,

I hope you are all keeping well and that your preparation for returning to school are running smoothly for you.

A lot of work has been undertaken in the school since I last wrote. We have upgraded our internal communications system and now have an intercom installed. Work is continuing to ensure an internal phone system will be in place in each classroom. New fencing is being erected around the school and new gates have been ordered. New storage presses have been built-in to house all our PPE, sanitisers, soaps supplies etc. The yard has been marked in a child friendly way to facilitate the social distancing now required in order to keep the children a safe distance apart. The Board is seeking advice re the construction of a safe pathway between the school and the Community Hall, to allow access to the facility for PE, as space within the school is at a premium. Classes have been reconfigured in line with the DES guidelines and recommendations. We have developed our Covid 19 School Policy, our School Response Plan and a Logistic Plan to help staff and parents adjust to the new methods we all have to engage with in order to mitigate against the spread of the Corona Virus. While we have made unbelievable progress over the last two weeks, I could not have done it alone and I would like to thank the staff and the trades' people who have helped me so much.

There are two outstanding issues that still have to be addressed. The first is the flushing of our water tanks, which is scheduled to take place from 7pm tonight until 7pm tomorrow night. The second is we are still awaiting the delivery of our PPE. I have been reliably informed that it will be delivered tomorrow. Subject to these two things going according to plan, I am looking forward to seeing you all on Thursday, 27th. Should anything go wrong over the next 24 hours I will have to text you and push our start date back by a day or two. I hope you can understand this is all outside of my control.

As promised, I am coming back to you now to brief you on the arrangements for the reopening of the school.

Key information for parents at this point

1. Collection of uniforms

Thank you to those who have paid for their uniform order. We now have the uniforms sorted and ready for collection. Those who have paid for their uniforms can collect them tomorrow, Wednesday between 11.30am and 1pm. Please come

to the hall door where you collected their school books. Please ensure you keep 2 meters social distance and do not touch any rails or doors of the school building. Your co-operation is much appreciated.

2. Book Rental

All the children's books are ready for them in their class.

3. School Bags

Children should bring in their school bags on Thursday with the books you have purchased and **two copies only** one lined writing copy and one sum copy. Your child will use the lined copy for all written activities and when the copy is completed they will be told to bring in another. They should bring their snack and lunch in containers that they can open themselves.

4. Storing Books in School

Each child will have an individualised plastic tub and all their books and belongings will be stored in the box. There will be no sharing of pencils/pens etc, so please check your child's pencil case each night to be sure they are organised for the next day.

5. Arrangements for the period 27th August to 4th Sept 2020

This section is divided into 2 sections (i) for parents of Junior and Senior Infants and (ii) for parents of children in 1st to 6th class.

(i) for parents of Junior and Senior Infants

Arrangements have been made for parents of Junior and Senior Infants to use the Community Hall Car park. If you have children going to other classes please drop older children first, using the drop off system in the Church Car Park (see Plan for reopening of Allen National School attached).

For the period to 4th of September, Junior Infant children will come from 9.45 to 11.30am.

For the period to the 4th of September, Senior Infant pupils will attend from 9.30am to 1.30pm.

Junior Infant parents can accompany their children to the classroom door on Thursday and Friday. Please follow the yellow feet on yard and maintain at least 2 meters distance.

Senior Infant parents can accompany their child to the main gate where their teacher and staff members will bring them to their new line.

Junior Infant parents should wait in a line inside the wall maintaining a 2 meters distance at 11.30am for pick up.

Senior Infant parents should wait in a line inside the wall maintaining a 2 meters distance at 1.30pm.

Commented [PM|ANS1]:

Staff will explain how pick up will work going forward.

ii) For parents of pupils 1st to 6th Class

Bringing your child to school

A drop off system will be in operation in the Church Car Park. Please see attached Plan for Reopening of Allen National School. Please read this document carefully and please adhere to the procedures outlined for dropping your child. Please note there will be no parking in the mornings anywhere near the school.

Arrangement for the period 27th August to the 4th of September

2nd, 4th and 6th Class pupils, please drop your child in the drop off area between **9.15am and 9.30am**. Staff will be on hand to guide the children to their classes.

1st, 3rd and 5th Class pupils, please drop your child in the drop off area between **9.30am and 9.45am**. Staff will be on hand to guide the children to their classes

If you have children in each of these groups please bear with us. We will need you to do two drop offs for a short period while we train the children where to go. As soon as everyone becomes familiar with the system it will change to one drop off for all.

You will only be able to turn left exiting the drop off.

Picking up your child(ren).

For pick up, the car park across the road from the school and the community hall car park will be open for parents. Please park your car and proceed to the Church Car Park to pick up your child.

2.15pm pupils in 2nd,4th and 6th classes will leave their classrooms. They will be accompanied by staff members and will be brought to the Church Car Park. All details you need are contained in Plan for Re-opening of Allen National School attached.

At **2.30pm** pupils from 1st,3rd and 5th class will leave their classrooms. Again all details you require are contained in the Plan for Re-opening of Allen National School.

Implementation of the new procedures will take time and lots of patience, I apologise in advance for any inconveniences you may encounter over the coming days. Myself and the staff will do everything possible to make the transition back to school as smooth as possible for you and your child.

We all look forward to seeing you all again, on Thursday, fingers crossed!

Yours sincerely,

Ms. McDonagh