



**OUR  
LADY'S  
SCHOOL**  
TERENURE



6th August, 2020

Dear Parents/Guardians

I hope you and your families have had a safe and enjoyable summer break. We are all delighted to welcome our students and staff back to the school for the new academic year. I look forward to meeting your daughter as we embrace the new teaching and learning world that we will all inhabit this year. The warm OLS community spirit and focus on student wellbeing and reaching one's potential will still be the same as ever as we adjust everything we do to adhere to public health advice. We are aware of the effects of remote teaching and learning on the curriculum and will be embedding core skills for all students at the start of the year.

The dedicated team in Our Lady's have already met, planned and activated the return to school plan which places student and staff safety at the centre of everything we do. There have been many challenges to reconfigure classrooms, move furniture and restructure the school day and we are finding creative solutions to ensure that there will be quality teaching and learning for all. We will do our best to ensure that the transition back to school is as smooth as possible for all. To help assess the needs of our students we will be conducting a survey for students, parents and staff. This will be sent to you early next week and I encourage you and your daughter to complete it to assist planning for wellbeing and the school curriculum.

There will be many changes when students return to us. As part of the school's response to the current climate the Board of Management has ratified the move to a 1 hour (58 minute) timetable for the year 2020-2021. This will limit the number of class changes that students will have to make each day. There will also be a shortened lunchtime to assist in monitoring social distancing. There will be no reduction of tuition time. The new school day for the academic year 2020-21 will be:

	<b>Monday, Tuesday, Thursday, Friday</b>	<b>Wednesday</b>
<b>Start time</b>	<b>8.30am</b>	<b>8.30am</b>
Number of 58 min classes a day	6	5
Break	20 mins (after Period 2)	20 mins (after Period 2 or 3)
Lunch	40 mins (after Period 4)	No lunch due to earlier finish
<b>Finish time</b>	<b>3.18pm</b>	<b>1.40pm</b>

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**Principal:**  
Marguerite Gorby

**Deputy Principals:**  
Stephen Rhatigan, Aoife Ronan



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Details on the availability of after school study will follow.

Please see below the back to school schedule. These dates are staggered to ensure a full induction for all students including on Covid procedures.

### Back to School Schedule

Date	Students	Times
Wednesday 26th August	6th Year Councillors' Leadership Training	9am - 2pm approx.
	1st Year Tours	12pm - 2pm <b>(Students allocated a 30 minute slot, details to follow)</b>
Monday 31st August	6th Year students	9am - 12pm
	3rd Year students	9.30am - 12.30pm
Tuesday 1st September	1st Year students	8.30am - 11.30am
	5th Year students	9am - 12pm
Wednesday 2nd September	Transition Year students	8.30am - 11.30am
	2nd Year students	9am - 12pm
Thursday 3rd September	All students	<b>1st Years start at 9am.</b> All other year groups start at 8.30am. Students will be given further instructions at their induction. Normal school day.

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## **New Covid Protocols**

### **Masks**

All students must bring a mask to school each day. There will be spare masks where needed however it is the student's responsibility to have a mask carried in a Ziploc bag. Students will be required to wear this mask where social distancing is an issue in the school building. Hand sanitiser will be used throughout the school day which will also be provided by the school. It is also recommended that students also carry their own supply with them in a Ziploc bag.

### **Uniform**

Full school uniform will be worn to school each day. Your daughter will wear her PE school tracksuit and runners to school on the day that she has PE. She will stay in her PE uniform all day.

### **Arrival to school, breaks and lunchtime**

Students will be assigned a designated seat in their base classroom. Your daughter will go directly to this seat on arrival to school. There will be a one way system throughout the school and each year group will be informed about their designated exit and entry point to the school. Students will take all breaks in their base room.

A limited canteen service will be available catering only prepacked food. Further details of this will be made available in the coming weeks. Students will need to bring their own lunch with them if not purchasing from the canteen.

### **School Grounds**

To assist with social distancing, no cars other than staff cars will be allowed to enter the school car park. All students are encouraged where possible to walk or cycle to school. Please also ensure that your daughter's bike has a lock and that she wears a helmet and high visibility clothing when cycling.

### **School Building**

There will be limited access by parents to the school building for health and safety purposes. Only necessary visitors will be permitted entry to the building by prior appointment and a log will be filled in.

### **Code of Positive Behaviour**

All parents and students must sign the Code of Positive Behaviour which includes a commitment to follow all Covid protocols to ensure the health and safety of the school community. Breaches of these protocols will be treated seriously and in line with the Code. Please also note the rules in the Code of Positive Behaviour relating to school uniform and piercings.

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### **School APP**

It is imperative that all parents download the school App as information to parents will be conveyed through this platform. All letters will be posted solely on the App for all parents to access. If your daughter is absent for any reason notification must be given to the school. This notification must come by way of the school App (Our Lady's Terenure - downloadable at the iTunes and Android App stores). Simply click on the tab labelled "Absentee Form", fill out the information and send. This will notify the school immediately and an accurate record of attendance can be kept. Please also notify the school via the 'Permission to Leave' tab if your daughter needs to leave school early for an appointment. Please also use the App to let the school know if your daughter is late to school.

The first bell goes at 8.25am each morning. Staggered arrival times will be given to each year group to assist social distancing. Latecomers must register in reception on arrival and reception will check that a reason has been submitted on the App. All students arriving late without an App submission are given a 'Late Stamp' in their journal and are expected to sign into the GPA before 8.15am the following morning. We appreciate your co-operation in this regard as lateness has a serious negative impact on learning and teaching in the classroom.

Please ensure we have up to date contact details for you (home address, phone numbers, email address and emergency contact numbers). Please advise us if your daughter has a medical condition or any allergies if you have not already done so. We will be contacting you again in relation to underlying student medical conditions when the DES release the relevant documentation.

I would like to draw your attention to the following in the Our Lady's Journal: Code of Positive Behaviour, Anti Bullying Procedures and the Acceptable Use Policy.

Please ensure that your daughter has all her uniform and books clearly marked with her name. Parents should communicate with the secretary's office if they wish to make urgent contact with their daughter during the school day as students are required to keep phones switched off and in their lockers or in their bag during class time. Students are not permitted to use their phones on the school premises unless authorised by staff for educational purposes.

As we continue to plan and put many more Covid protocols in place I am hopeful that we can provide a positive and safe learning environment for your daughter.

I acknowledge the many challenges that your daughter may face following a long absence from the usual school routines and I assure that we will do everything we can to reintegrate her back into the warm community here in OLS and we will support her on this journey.

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There will be challenges and we will continue to work as a team to provide the best for our students. I will forward you all other relevant information at a later date.

I wish to thank you for your continued support and cooperation.

We wish everyone a happy and healthy academic year.

Yours sincerely

Marguerite Gorby  
Principal

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