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*Each individual through positive learning experiences will be given opportunities to reach his/her full potential, face life confidently, find fulfillment and be respectful in an ever-changing world.*

### **Communicating with Parents during Covid-19**

**In the interest of 'safety' of all in the school, the following procedures are in place during the Covid-19 pandemic.**

Parents are not allowed inside the border fence of the school without prior permission. Signs at the main gates indicate this.

Parents may communicate with teachers via email. They may send a message to the school mobile on 0863805494. Up-to-date information is on the school website, Twitter and Facebook. Parents may also make an appointment to speak to their child's teacher through the school office. Every effort will be made to make an appointment within 24 hours excluding weekends.

If a child forgets their lunch the lunch will be provided by the school. Parents should not drop in any items into the office during the school day. If a child forgets an item/s they will have to do without it for the day.

If parents need to collect a child for an appointment they must ring the office before they collect the child to make arrangements. The office will then inform the class teacher.

Having informed the office, the parent may collect the child at the **main door only** of either the junior or senior site. They must sign the child 'out' when they collect the child and 'in' when the child returns. These 'Sign-in, sign-out books' are inside the main doors on both sites and will be used for contact tracing if required.

All doors in the school must be closed and locked. Staff are asked to be vigilant in ensuring all doors are locked. Teachers use the windows to ventilate classrooms. Parents/visitors can only enter through the main door nearest the office on both sites.

All appointments with parents must be arranged through the office. Parents are not allowed to classrooms. Any appointments must be held in the offices on either the Junior or Senior site - not in classrooms/ at classroom doors or in the corridors.

**Parents should not be on the school grounds without having first informed the office.**

**If a parent comes into the school without having contacted the office - what happens?**

They are given a copy of these procedures and asked to make an appointment. They sign the visitors' book to assist with contact tracing.

**If a parent visits a classroom without having contacted the office - what happens?**

They are escorted by the nearest adult available, to the office on either site.

**Chairperson: Fr. Kevin Fallon**

**Principal: Dr. Úna Feeley**

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