



Loreto College, Swords

Re-opening checklist for Parents/Guardians

<p><i>Please be aware this is a 'live' document and that we will continue to update as guidelines change. Dated: 21 August 2020</i></p>
<p>Please read and sign the Internet Acceptable Use policy, this policy can be found on the school website under School Policies Documents page. You will be asked to sign and return a sheet that will be given to your daughter on her return to school.</p>
<p>Ensure that your daughter has enough face masks, and explain to her that she must wear a face mask in school. Please note that these masks must be appropriate for school setting and no scarves or bandanas are allowed. Further information will be provided when students return.</p>
<p>Make sure that you know the school phone number and office email address and that the school has your latest contact details. (Office 01 8407025, Email office@loretoswords.ie) Please provide enough contact numbers so that you can be contacted at all times during school hours.</p>
<p>Students must not attend school if they are unwell or if they have symptoms of Covid-19 such as: cough, high temperature, shortness of breath or breathing difficulties, loss of smell, of taste or distortion of taste.</p>
<p>Your daughter must self-isolate for 14 days if she has returned from a country not on the Green list and must not attend school for that time.</p>
<p>Our Code of Behaviour is flexible enough to meet the demands of the enforcement of Covid-19 protocols. It is compulsory to wear a face covering, students may not share items, must observe physical distancing, observe good hand hygiene and cough etiquette, must not cough or spit at another member of the school community, and must always respect and co-operate with the instructions of staff. Sanctions will apply for breaches of the Code of Behaviour.</p>
<p>Hand sanitiser: Hand sanitisers will be used throughout the school day. Hand sanitisation stations will be located in each classroom and at entrances to the school. It is also recommended that students carry their own hand sanitiser and wipes.</p>
<p>Lockers: Students will not have access to lockers in the first term. Teachers will advise on what to bring to and from school each day, keeping items required to a minimum.</p>
<p>Isolation room. You will be contacted immediately if your daughter presents with symptoms while in school. She will be taken to the isolation room to wait for you to collect her. Students will not be permitted to make their own way home and may not use public transport in this event.</p>
<p>Cleaning: We have taken measures to increase the frequency of cleaning of frequently touched surfaces and toilet facilities throughout the school day. On occasions when students need to move between classrooms, they will be expected to wipe down their desk and chair before leaving the room. We would ask that students would have an adequate supply of sanitising wipes in their bag for this purpose. Personal items brought to school should be wiped down regularly. Students should have their own supplies and must not share water bottles, food, pens, books and equipment.</p>
<p>Arrival to school: Students will be assigned a designated seat at an individual desk in their base classroom. Your daughter will go directly to this seat on arrival to school and should maintain a</p>

<p>1metre distance from other students. There will be a one-way system of movement throughout the school and each year group will remain in their own zone unless otherwise directed by a teacher.</p> <p>Students will be informed about their designated exit and entry point to the school when they return.</p>
<p>Staggered break time: There will be no canteen service available at the start of the year. Students will need to bring their own prepared healthy lunch and water with them if they do not obtain a Lunch Pass to go home for lunch. There will be no access to water fountains in the school.</p>
<p>Uniforms: Full school uniform will be worn to school each day. For students (1st Year to TY) 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. Arrangements for 5th and 6th year P.E will issue in due course. Please do not allow your daughter to return to school without full uniform including black or navy leather shoes (not runners). You are reminded also that facial jewellery, gel/acrylic nails and unconventional hair colouring are not allowed. Please ensure also that all your daughter's belongings are clearly labelled with her name and class.</p>
<p>Parents and visitors: There will be restricted access to the school building by parents and visitors for health and safety reasons. <u>Entry will only be permitted by prior appointment and a contact log must be completed.</u></p> <p>There will be a Drop Off Box located beside/outside the main entrance for parents to drop clearly labelled items that their daughters have forgotten. Please inform the office staff by using the intercom system on the front door that you have placed items in the container and they will then inform your daughter.</p>
<p>Drop off and pick up: All students are encouraged where possible to walk or cycle to school. Please do not block up the roadways in the housing estates in Brookdale in the mornings or afternoons. If you need to drive your daughter to school, you may consider dropping her a little distance away from the school gates so as to benefit the health and safety of all.</p>
<p>There will be no after-school activities until October at the earliest. We will then re-evaluate what we can offer whilst continuing to follow the guidelines.</p>