

10/8/2020

Dear parents and guardians,

A thuistí/Caomhnóirí, a chairde,

Beir bua. We hope you are all keeping safe and well and everyone had a good, if different, summer break. I write to you as we look forward to seeing our students, your children, back on base in Luttrellstown Community College/Coláiste na Tulchann/Laochra at the end of this month (all going well). We live in uncertain times; however, in line with the school calendar we issued you in June, our **planned start-up dates are included below**. School will be a changed place for students there are a lot of protocols involved. Each year group will have a specific area in the building and students must comply with a new one-way system and all safety measures. There will be split break times for lunch; seniors at 12.15pm, juniors at 1.00pm. A small rest break in-class will be given in the morning under supervision.

We plan to give an induction to each year group on these dates as follows:

AUGUST:

- Tuesday, 25th August - **Staff HR Day** 9.00am to 3.00pm. No appointments please.
- Wednesday, 26th August - **6th Years** to attend from 11.00am to 2.00pm.
- Thursday, 27th August - **5th Years** from 11.00am to 2.00pm.
- Thursday, 27th August - **Transition Years** from 1.00pm to 3.40pm.
- Friday, 28th August - **1st Years** from 9.00am to 12.00pm.

- Monday, 31st August- **2nd Years and 3rd Years** 11.00 am to 2.00pm.
- Monday, 31st August - **6th Years** 8.30am to 11.30am.
- Monday, 31st August - **5th Years** 12.00pm to 3.00pm.

Once there is still a green light, full school days will begin from **September 1st** for all year groups **under new health and safety arrangements. Any student who misses Induction must attend one before starting back to school.**

First and foremost, please keep reminding your children to be vigilant. Hand washing facilities in LCC will be maintained in good condition and supplies of soap will be topped up regularly to encourage everyone to use them. Hot air dryers for hand drying are our well-maintained facility for drying hands. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19. Posters will be displayed throughout the building to remind students about hand washing techniques and promoting hand washing and good hygiene best practice. Hand sanitiser will also be placed at key areas around the building to promote hand hygiene.

Please keep an eye on our website and the Department of Education's website to keep fully informed of policy and protocols. LCC is following DES guidelines and you can read the full document here.... <https://assets.gov.ie/82093/57e176fb-a604-40c1-babe-d37e3198b50e.pdf>

We thank you in advance for your co-operation with the new school setting and below we outline key areas in which we need your support to sustain new best practice.

Please note the following points which outline key guidance to help us all open LCC safe and keep LCC open for our students:

- **Protocols with regards access to office and all staff will be by email and appointment. NO unauthorised footfall can take place. All visitors to site are by appointment only.**
- **All welfare forms can be posted to the office or scanned to LCC and we will return to you asap.**
- **There will be no use of Canteen, vending machines or lockers for the month of September. When best practice is established with regard to social distancing, we will then introduce these facilities. Small break will be in base class under teacher supervision.**
- **Arrangements are being made for pickup of books from lockers by 2019/20 students this information is on the website and a queuing system will be in place for students to access the building and all access requires a face mask/covering to be worn.**
- **We ask parents to remind their children to keep their uniform clean for daily use.**
- **No water fountains will be in operation; students must bring in their own snacks and drinks, however, there is no need for extensive drinking of water during a normal school day. This just leads to numerous bathroom visits. There are exceptional cases and these priority students will always be facilitated. Access to bathrooms in each section of the school will be made clear to students on induction along with other protocols to be followed.**
- **We ask parents to encourage students to walk or cycle to school. We ask parents not to congregate at the school premises and to stay 2 metres apart.**
- **Parents are responsible to keep a child at home if they or a family member are in any way symptomatic. There will be an Isolation room on the CGC corridor. Please ensure your contact details are up to date on the system, yours and a secondary contact please.**
- **Face Masks are required. Best hygiene practice will be outlined to students on induction and signage will be placed as reminders throughout the college.**
- **Our new One-way system must be observed at all times. Entrances and exits for different year groups will be explained on induction and must be observed.**
- **Late attendees will present at main door and may not interrupt a class; they will wait until the next class begins in the GP area. Once seated in class students will not circulate.**
- **Student welfare is supported by the delivery of Wellbeing, SPHE and RSE classes. This programme will support our students/your children in these anxious times.**
- **LCC will hold a virtual Open Night that will replace the open house of previous years. Further information on this will be on our website in due course.**
- **LCC's 2021 Admissions Policy and applications will issue to primary schools early in the new term. Requests for application packs can be by post or email only. Return of forms can be scanned and emailed to the office. Please keep in mind that footfall to the site is strictly curtailed in order to limit the spread of Covid 19.**
- **Please keep an eye on our website and the Department of Education's website to keep fully informed of policy and protocols. LCC is following DES guidelines you can read the full document here.... <https://assets.gov.ie/82093/57e176fb-a604-40c1-babe-d37e3198b50e.pdf>**

A huge thank you for your co-operation in getting LCC up and running safely and staying safe!

Is sinne le meas,

Fionnuala Ní Cháisil

Thar cheann Foireann LCC