



Bailieborough Community School

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Dear Parent/Guardian/Carer,

We hope you and your family are keeping well and looking forward to the safe and sustainable reopening of Bailieborough Community School.

One of our key challenges is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for teaching and learning.

The BCS COVID-19 Draft Response Plan incorporating our risk assessment outlines the measures we have put in place to prevent the spread of COVID-19 in our school. A copy is available on our website www.bailieborocs.ie by clicking on the about tab and scrolling down to school policies. This plan will be updated in line with new developments.

We are happy to report that the external school building has been painted, two temporary additional 60m² teaching and learning units have been secured, existing classrooms have been reconfigured with single desks spaced at least one metre apart and furnished with hand sanitisers at entry points, hygiene stations have been positioned at key areas, a one way system is in operation, the duration of classes has been altered, student arrangements for entering/exiting and third party access have been adjusted to minimise the risk associated with COVID-19.

Amendments to how we normally start and run our school in August/September were inevitable. The 2020-2021 return to school will take place on a phased basis as a

result. This will ensure all our students and staff members are familiarised with the new protocols and essential etiquette.

Date	1 st Years	2 nd Years	3 rd Years	5 th Years	6 th Years	TY	LCA1	LCA2
Friday 28 th August	No School	No School	No School	No School	8.50am – 1.14pm	No School	No School	No School
Monday 31 st August	8.50am - 1.14pm.	No School	No School	No School	No School	No School	No School	No School
Tuesday 1 st September	No School	No School	8.50am - 1.14pm.	No School	No School	No School	No School	No School
Wednesday 2 nd September	No School	8.50am - 1.14pm.	No School	No School	No School	No School	No School	No School
Thursday 3 rd September	No School	No School	No School	8.50am- 1.14pm	No School	8.50am – 1.14pm	No School	8.50am – 1.14pm
Friday 4 th September	8.50am - 1.14pm.	No School	No School	No School	No School	No School	8.50am – 1.14pm	No School
Monday 7 th September	No School	No School	8.50am- 3.50pm	No School	8.50am- 3.50pm	No School	No School	8.50am- 3.50pm
Tuesday 8 th September	8.50am- 3.50pm	8.50am- 3.50pm	8.50am- 3.50pm	8.50am- 3.50pm	8.50am- 3.50pm	8.50am- 3.50pm	8.50am- 3.50pm	8.50am- 3.50pm

On Friday 28th August we will welcome our sixth year students from 8.50am until 1.14pm. Following a meeting with their Principal, Deputy Principal, Year Leader and Tutors prior to the morning break, they will proceed with Irish and Maths. Timetables will be distributed on the day.

On Monday 31st August we will welcome our first year students into their new school. From 8.50am until 12.16pm they will be inducted by their Year Leader Ms Duffy, Assistant Year Leader Ms Sutton and their Tutors. During period five from 12.16 until 1.14pm they will get a first flavour of their normal timetable which will be distributed on the day.

Tuesday 1st September sees the arrival of our third year students from 8.50am until 1.14pm. Following a meeting with their Principal, Deputy Principal, Year Leader and Tutors they will proceed with an Irish and Science lesson from 11.18am until 1.14pm with the exception of students in 3C who will have Maths and Geography during that time. Timetables will be distributed on the day.

On Wednesday 2nd September we welcome our second year students from 8.50am until 1.14pm. Following a meeting with their Principal, Deputy Principal, Year Leader and Tutors before morning break, they will proceed with a Maths lesson followed by English. Timetables will be available on the day.

Thursday 3rd September will see our TY, LCA2 and fifth year students return to school.

The TY induction programme will be facilitated by Ms McGovern and commence at 8.50am until 12.16pm. This will be followed by an Irish class until 1.14pm.

LCA2 students will meet their co-ordinator Mr Carragher from 8.50am until 10.58am.

They will then proceed as follows until 1.14pm:

- LCA 2A Social Education during period four and Office Administration/Engineering during period five.
- LCA 2B Craft & Design during period four and Office Administration/Engineering during period five.

Fifth year students will also be welcomed on the 3rd September. Following a meeting with their Principal, Deputy Principal, Year Leader Ms O'Rourke and Tutors before morning break, they will proceed with an Irish lesson followed by their optional block 4 subjects History/Chemistry/Business/Geography/Music. Timetables will be available on the day.

Friday 4th September will see our first year students return for the second leg of their induction programme. Further details re. same will be provided on the 31st August. LCA1 students are also expected in school on Friday 4th September from 8.50am until 1.16pm. They will complete their induction into the programme under the guidance of Mr Carragher and Ms Dillon.

Due to the issuing of calculated grades on Monday 7th September only examination students in third year, sixth year and LCA2 will be in attendance on the day.

All our students will make a full return to school on Tuesday 8th September from 8.50am until 3.50pm.

In 2020-2021 the structure of your son's/daughter's school week will look like this:

Time	Length	Period	Monday	Tuesday	Wednesday	Thursday	Friday
8.50-9.02	12 min	1					
9.02-10.00	58 min	2					
10.00-10.58	58 min	3					
10.58-11.18	20	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
11.18-12.16	58 min	4					
12.16-1.14	58 min	5					
1.14-1.54	40	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
1.54-2.52	58 min	6					
2.52-3.50	58 min	7					

Please Note:

Work experience for TY students is scheduled one day per week on a Wednesday. Work experience for LCA students is scheduled one day per week on a Friday. It is unlikely that students will be able to complete work experience placements in the earlier part of the school year. However, they will be provided with access to related teaching and learning opportunities by their co-ordinators and vocational, preparation & guidance teachers.

Students' access to Bailieborough Community School in the mornings will commence from 8.15am onwards and conclude by 8.50am sharp. **Latecomers cannot be allowed into the building after 8.50am.** This control measure has been implemented to keep your son/daughter safe and fully re-engage him/her with learning. Never has the importance of punctuality in the morning been more crucial than now.

Separate entry/exit points have been allocated as outlined below to increase separation, decrease interaction and minimise students congregating in very close proximity. Students will be familiarised with these designated points, our one way system and morning break routines as part of their induction.

Year Group	Entry/Exit Point
First Year Students	A3 (outside door facing the car park)
Second Year Students	B3 (outside door facing the car park)
Third Year Students	Front Main Entrance
Fifth and Sixth Year Students	Front Main Entrance
Transition Year Students	Door going directly into the E Area (beside bicycle stands)
Leaving Certificate Applied Students	Front Main Entrance

A policy of restricted access will be operational in relation to all third party access to Bailieborough Community School.

Parents/Guardians will need to contact the office in advance and **obtain prior approval from the principal** if they require access to BCS **for essential purposes** only.

Parents/Guardians collecting students will be asked to press the buzzer inside the main entrance and wait at the designated contact point (on the right hand side of the main entrance) for their son/daughter. **We are asking that this practice is kept to an absolute minimum.**

General queries can be emailed to the principal or deputy principal and responses will be processed as soon as possible.

Principal: marthalievens@bailieborocs.ie

Deputy Principal: fergalkenny@bailieborocs.ie

If a student becomes ill, the parent/guardian will be contacted and asked to bring him/her home as soon as possible. The student will stay in the isolation room until the parent's arrival and will exit through a designated external door.

Students are instructed not to attend school if they have any of the symptoms of COVID-19, have tested positive for COVID-19 in the last 14 days or are a close contact of someone who has tested positive in the last 14 days.

Uptown privilege will be granted to our sixth year & LCA 2 students only and this will be subject to ongoing review following an assessment of risk. These students will be provided with a lunch pass on the 28th of August. Sixth year students who may wish to stay in the school at lunchtime will be accommodated.

All other students (including TY, LCA1 and 5th Year students) will remain on the school premises in their designated areas from 1.14 until 1.54pm.

They are encouraged to bring a packed lunch or avail of a grab & go bag prepared in the canteen. We do not expect hot food will be on offer and access to the canteen will be limited at break time/ lunch time. Students need to bring their own bottled water or pre-order it from the canteen as our water fountains have been removed in line with current guidelines.

There are a number of issues in our Code of Behaviour (as outlined in your son's/daughter's school journal on pages 4 to 17) we would like to emphasise at this time:

- the importance of cleanliness and the correct wearing of the full school uniform

Please note that on Friday August 7th the Department of Education and Skills (based on the latest health advice) recommended that students wear face coverings. Face coverings are recommended that are reusable and washed once every day as is consistent with the recommendation to wear face coverings in other contexts such as on public transport, in shops and indoors where a 2m physical distance cannot be maintained. Students in Bailieborough Community School, apart from specific exemptions, will be required to wear face coverings inside the classrooms, at their lockers, in corridors, in the canteen or at entry or exit points. All staff and students using the post-primary school transport service will be required to wear face coverings on the bus.

- the complete ban on mobile phones for all first, second and third year students on the school grounds whilst mobile phones of all other students must remain in the student's locked locker and not be removed until the student is leaving the school
- the student's personal responsibility in following and co-operating fully with safety regulations so as not to put his/her own safety or the safety of others at risk

Please note this includes all COVID-19 related control measures put in place.

- the student's personal responsibility in walking and behaving in an orderly manner around the school

Please note this includes strict adherence to our one way system and remaining within the designated area/zones during break & lunch times as well as upon entry and exit to the school

- the student's personal responsibility in upholding the principle of respect at the heart of our school

Please note this includes respect for self as well as for others and prohibits all forms of harassment

- where a student's presence in the school constitutes a threat to safety there are grounds for suspending/expelling that student

May we remind you that upon enrolment and for the duration of their time in Bailieborough Community School you and your son/daughter agreed in writing to abide by the Code of Behaviour's rules and regulations.

Due to the exceptional circumstances we find ourselves in, no voluntary contribution will be sought from parents/guardians this year. However, in order to cover the cost of your son's/daughter's journal, locker and insurance for school related activities you are asked to send in €35 on the first day of his/her return to school. Thank you.

Finally, our apologies for this lengthy letter which was long overdue but could not be issued due to the evolving nature of the current situation. Additional adjustments may be necessary as we receive updated guidance.

The next few weeks will not be without their challenges but we are ready to welcome back our students and resume our core business of providing quality education in a caring environment.

Now more than ever do we seek and are in need of your support, patience and flexibility.

Yours sincerely,

Martha Lievens
Principal

Fergal Kenny
Deputy Principal