



# Roadmap for reopening Maria Immaculata Community College Dunmanway Guidelines for Students/Parents/Guardians 21<sup>st</sup> August 2020

**Coronavirus COVID-19** 

**If you have fever and/or cough you should stay at home regardless of your travel or contact history.**  
If you have returned from an area that is subject to travel restrictions due to COVID-19 you should restrict your movement for 14 days. Check the list of affected areas on [www.dfa.ie](http://www.dfa.ie)

**How to Prevent**

 <b>Wash</b> your hands well and often to avoid contamination	 <b>Cover</b> your mouth and nose with a tissue or elbow when coughing or sneezing and discard used tissue	 <b>Avoid</b> touching eyes, nose or mouth with unwashed hands	 <b>Clean</b> and sanitise frequently touched objects and surfaces	 <b>Stop</b> shaking hands or hugging when leaving hotels or greeting other people	 <b>Distance</b> stand at least 2 metres (6 feet) from other people, especially those who might be unwell
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**All people are advised to:**

- > **Reduce** social interactions
- > **Keep a distance** of 2m between you and other people
- > **Do not** shake hands or make close contact where possible

If you have symptoms visit [hse.ie](http://hse.ie) OE phone HSE Live: 1850 24 1850

**Symptoms**  
> Fever (High Temperature) > A Cough > Shortness of Breath > Breathing Difficulties

**For daily updates visit**  
[www.gov.ie/health-covid-19](http://www.gov.ie/health-covid-19)  
[www.hse.ie](http://www.hse.ie)

Preparations are continuing at pace for the reopening of MICC in the coming weeks. I am including here some updates regarding changes we are making. In the current climate everything is subject to change dependent on advice from the Department of Education

### Personal responsibility

**Our overarching objective is to keep Covid-19 out of our school.** If we can achieve this objective then the virus cannot spread within our school. Each member of our school community has a personal responsibility to do the right thing through wearing a mask, following correct hand hygiene procedures, following correct respiratory etiquette and maintaining social distancing. We expect that everyone will take that personal responsibility seriously and maturely and cooperate fully with the measures we have introduced.

### Opening schedule

This is our revised opening schedule:

Return Date	Year Group Returning	Year Groups on site	Time
Monday 31st Aug	STAFF	STAFF	ALL DAY
Tuesday 1st Sept	STAFF	STAFF	ALL DAY
Wednesday 2 <sup>nd</sup> Sept	6 <sup>th</sup> Years	6 <sup>th</sup> Years	8:57 – 12:00
Thursday 3 <sup>rd</sup> Sept	1 <sup>st</sup> Years	6 <sup>th</sup> & 1 <sup>st</sup> Years	8:57 – 12:00
Friday 4 <sup>th</sup> Sept	3 <sup>rd</sup> Years & Special Classes	6 <sup>th</sup> , 3 <sup>rd</sup> & 1 <sup>st</sup> Years	8:57 – 12:00
Monday 7 <sup>th</sup> Sept	5 <sup>th</sup> Years	6 <sup>th</sup> , 5 <sup>th</sup> , 3 <sup>rd</sup> , & 1 <sup>st</sup> Years	8:57 – 12:00
Tuesday 8 <sup>th</sup> Sept	2 <sup>nd</sup> Years	6 <sup>th</sup> , 5 <sup>th</sup> , 3 <sup>rd</sup> , 2 <sup>nd</sup> & 1 <sup>st</sup> Years	8:57 – 12:00
Wednesday 9 <sup>th</sup> Sept	4 <sup>th</sup> Years	ALL Students	8:57 – 16:00
Thursday 10 <sup>th</sup> Sept		All students	Normal timetable

### Cleaning

We are very fortunate with the excellent cleaning regime that has always been in place here in MICC. In conjunction with Apleona our Facilities Management Company, the school received a deep clean back in early April. It is receiving another deep clean as we speak and will continue to be cleaned every evening once students have left the building.

### Face masks

In accordance with national guidelines face masks **MUST** be worn where social distancing of 2 metres is not possible. This will be the case on many occasions during the school day, therefore face masks will be a requirement in MICC. It is advised that **face masks** provide the best protection against the spread of COVID-19 and therefore all students and staff must wear a face mask when not able to keep a distance of 2 metres. In accordance with guidelines issued by the Department of Education students will maintain a distance of 1 metre within the classrooms in MICC. Therefore students **MUST** wear a mask at all times when indoors in our school. A medical note will be required if there is a reason why a student can't wear a mask.

We will provide a **one off** pack for every student of two reusable face masks, hand sanitiser and wipes upon the students' return. It is expected that these would be replenished by the student when the need arises.

## Structure of the school day

In order to facilitate staggered break times we are restructuring our school day. You will notice a slightly earlier start of 8:57 each morning. This is required in order to facilitate Junior and Senior lunchtimes of 40 minutes each. On Friday our finish time will be 12:40

### Junior Cycle

Class period	Time
Tutorial	8:57 – 9:05
1	9:05 – 9:45
2	9:45 – 10:25
3	10:25 – 11:05
Break	11:05 – 11:20
4	11:20 – 12:00
5	12:00 – 12:40
6	12:40 – 13:20
Lunch	13:20 – 14:00
7	14:00 – 14:40
8	14:40 – 15:20
9	15:20 – 16:00

### Senior Cycle

Class period	Time
Tutorial	8:57 – 9:05
1	9:05 – 9:45
2	9:45 – 10:25
Break	10:25 – 10:40
3	10:40 – 11:20
4	11:20 – 12:00
5	12:00 – 12:40
Lunch	12:40 – 13:20
6	13:20 – 14:00
7	14:00 – 14:40
8	14:40 – 15:20
9	15:20 – 16:00

## Timetable



## Break Times

Students on break will be asked to remain in certain areas and not roam around the building as there will be classes going on for other year groups (see diagram above). When the weather facilitates, students will be asked to move outdoors. We are currently looking into the possibility of providing covered outdoor areas to expand that option for students.

## Senior Cycle Break Times

In the past senior students were able to leave the school campus during lunch break. For this year we will **NOT** be allowing students off campus. This is in keeping with reducing contacts and doing everything possible to minimise the risk of Covid-19 entering our school. Canteen facilities will be available on site during each lunch break.

## School Uniform

Full school uniform will be worn. On the day that students have PE they will be allowed to wear suitable PE clothes i.e. tracksuit and t-shirt with top/school fleece for the full day as our changing rooms will not be in operation. On all other days students must wear their full school uniform. The school uniform is available for purchase locally from Crowley's, The Square, Dunmanway. Only **standard navy school trousers or navy knee length school skirt** and fully **black shoes** are acceptable. A school fleece will be available for purchase in the school in September/October. It is important to note that non uniform items will not be accepted and alternative colours and styles will not be allowed. No facial piercings are allowed. One stud earring only in each ear. We appreciate parental support in ensuring that this doesn't become an issue.

## Access to the school building

Access to the school building will be **strictly** on an appointment basis. ***In exceptional circumstances*** should you require to collect a student during the school day you are asked to ring the office (023-

8856030) when you are outside and the admin staff will arrange for the student to be called from class.

### **Punctuality**

In light of the current situation, students arriving late to school cannot be facilitated. Students must be in school on time. This is to ensure that our contact tracing logs are accurate should they be required. **We expect everyone's cooperation in this regard.** Early leaving will not be accommodated except in exceptional circumstances. It is important that all students maximise their time in class throughout the school year.

### **Classroom space**

We are very fortunate here in that our smallest classrooms are 49 sq metres which permits 24 students to be in the room. We have a number of classrooms that are larger than this which will allow us to have more than 24 while maintaining the required one metre social distance space.

### **Base classrooms**

Students will have a base classroom for tutorial and for subjects that do not require a specialist classroom. Students are asked to sit at the same desk when in these classroom. This will minimise touch points for students and they are requested to sit near other students from their base class when in option subjects. Teachers will be maintaining seating plans for each room and students are expected to cooperate with this. We would be grateful to you if you would please refrain from making contact with the school in respect to wanting your daughter/son to join a different class group as it will not be possible to accommodate such requests.

### **One Way System**

We are introducing a one way system around the school. All students, with the exception of Rang Sean and Sinead, **MUST** enter the building via the main entrance near the office. Students attending Rang Sean and Rang Sinead can access the building as they would have last year.

In simple terms on the ground floor movement will be from the main entrance near the office towards the back door and in the opposite direction upstairs. We will work through this with students upon their return. We would ask that all students cooperate with this system and make their way to their next classroom as quickly as possible.

### **Lockers**

For the moment we will **NOT** be allocating lockers to students. As students will have base classrooms they will be able to leave their books in their base room if moving to a specialist room. We will keep this under review as we progress through our opening.

### **Canteen Facilities**

Our canteen will function but may not be able to provide the same range of items as it did before. We are currently working with Apleona regarding a cashless system and will keep you informed of same. Students will be expected to form an orderly queue in single file and maintain a distance of 1 metre while wearing their masks. Until the cashless system is in place students would be asked to have the correct change available for purchases.

Students bringing their own lunchboxes are asked to have them clearly labelled. Students are also asked to bring their own bottled water as the water fountains will not be available for use.

### **Hand Sanitisers**

Hand sanitiser dispensers are available around the corridors. Hand sanitiser will also be available in each classroom. Wipes will be available in practical rooms to wipe down equipment prior to use and

also at the end of each class. It would be good practice for students to wipe down their desk and chair when they enter a classroom with the wipes they have brought with them. Students are also requested to wash their hands during the school day.

### Suspected Case

If a member of your household is displaying symptoms of COVID-19 (Click [on HSE website here](#) to keep up to date on symptoms) then any student in that household **MUST NOT** attend school until cleared to do so by medical personnel.

If a student displays signs or symptoms of COVID-19 while in school they will be taken to our isolation room and we will contact parents/guardians to come and collect them immediately. You must make contact with your GP and follow their advice from that point. If a case is confirmed in the school the HSE protocols will take over regarding contact tracing, etc.

### Remote Learning

In the event of the school building being closed we will support our students learning through our online platform Office 365. All students that were with us last year have an account set up already. Our incoming First Year students will get support in setting up their accounts when they join us. Teachers will continue to support students in the use of the various packages available to us.

### Returning from travelling abroad

As you are aware, the Department of Foreign Affairs has a general COVID-19 travel advisory in operation advising people to avoid all non-essential travel until further notice. The Irish health authorities also require anyone coming into Ireland, apart from Northern Ireland, to self-isolate for 14 days, upon arrival.

### Nut Allergy

MICC is a nut-free school as some members of our school community have nut allergies.

### Annual Registration

Our revised annual registration is set out below and can be paid in full or in instalments as soon as possible. We would like to thank you in advance for your co-operation in this regard.

Payment should be made by using our Way2Pay on-line payment system for all fees and costs. You will receive a text notification when it is accessible. Please go to [www.micc.ie](http://www.micc.ie) for the parent guide on 'How to pay online by using our Way2Pay system'.

This is for your convenience and to make MICC a cashless premises. All payments can be in instalments and a text receipt will issue directly to you.

It is due to the continued payment of the Student Resource & Development Fund that MICC is in a position to continue to offer our students an extensive range of services. **We are reducing this voluntary contribution for this year due to Covid-19.** As was the case in previous years our Student Resource and Development Fund is in place to assist in covering the cost of day to day expenses including: photocopying, SMS text alerts, the student insurance scheme, postage, most materials for practical subjects (e.g. Metal, Art, Wood), some activities and other incidentals that crop up throughout the year. This voluntary fund does not cover the cost of some activities/trips that may involve substantial costs.

### Payments by all families

<b>Annual Registration</b>	First Child	€50.00
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Student Resource & Development Fund	Or Family	€75.00
<b>Student Journal</b>	€10 per student	

PLUS payment as relevant per year group				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
<b>Book Rental (optional) 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> year Books issued once payment received</b>	€120	€95	€40	
<b>Transition Year</b>	€25			
<b>Special Classes</b>	€30			

**Note:** Sending a son or daughter to school is expensive. The school however, may be in a position to help anyone experiencing particular difficulty with uniform, books or school fees. Anyone requiring assistance is asked to arrange a call with school management, to discuss any such concerns and possible supports available. Each individual will be dealt with in the strictest confidence. Please contact the school office should you find yourself in this position

### Conclusion

Should you have any queries or suggestions to make please email us on [miccinfo@corketb.ie](mailto:miccinfo@corketb.ie)

We look forward to welcoming all of our school community as they return to the building. A lot has changed since March 12<sup>th</sup> when we announced the closure of the building. Two things I can assure you that haven't changed are the exceptional care and comprehensive education we provide for your son/daughter.

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 Niall Murphy  
 Principal

21<sup>st</sup> August 2020

