

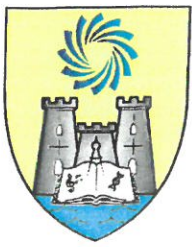
Presentation Community College

Terenure Park

Dublin 6w

Parent/Guardian Information Booklet

Updated October 8th 2020



Coláiste Pobail na Toirbhearta, Páirc Tír an Iúir, Tír an Iúir, Baile Átha Cliath 6w. D6WCP28
Presentation Community College, Terenure Park, Terenure, Dublin 6w. D6WCP28

Principal/Príomhoide: Mr Tommy Brown

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8th October 2020

Dear Parent/Guardian.

Please find inside this booklet the key information we need you to know regarding Coronavirus and your responsibilities. The information is on our website also:

- The list of measures taken by the school to prevent the spread of Coronavirus
- A handy leaflet reminding all about the symptoms of Coronavirus
- The steps to take if you or someone in the family is worried they have symptoms
- Clarification of the use of masks in a Second Level school setting
- A form which must be used when a student is returning to school following a case of Coronavirus or a suspected case. **This declaration must be signed and brought in on the first morning a student is returning**
- The updated Code of Behaviour regarding the measures the school has taken and the expectations on students to stick to the rules

The vast majority of students are doing what is needed to stick to the new rules and we thank them for that. There are of course sometimes when students forget themselves and we have to remind them of what the expectations are. We expect full cooperation.

On one particular issue I do need your help especially at the moment when the country has moved to Level 3 and numbers of cases are rising: *Please can you reinforce with your son/daughter that students **need** stay 1m apart when wearing masks and 2m apart with no masks and outside. We have unfortunately had several complaints of large groups of students walking together after school who are not socially distancing or wearing masks.*

The school community has been working continuously to make sure everything can run smoothly. Your cooperation and that of the students is welcomed.

Kind Regards,

Thomas Brown

Principal



We have introduced the following measures which align with the Covid-19 Policy Statement of PCC.

Physical distancing: “Step up and step back”

- **Seating plan** Students stay in their base classroom for all core subjects and are seated according to the seating plan. **Students must stay in the place assigned to them.**
- Students seated at single desks in classrooms, 1 meter apart from each other
- Students move to practical classrooms for Art, Home Economics, I.T, Music, Science, Technical Graphics and Materials Technology. They sit with students from their core class to minimise social interaction
- One way system and ‘stay left’ in operation moving around the school building
- Corridors marked to indicate 1 and 2 metres distance
- Staggered break and lunch times minimising the numbers in the lunch halls.
- Students sit 1 meter apart with masks for max 15 minutes at break/lunch times in lunch hall.
- Weather permitting students go outdoors for part or all of the breaks and maintain 2 meters distance without masks and 1m with masks.
- Maximum 2 people allowed in the toilets at any given time: floor markings at sinks
- Staff monitor social distancing at the school entrance, at lockers, during breaks, on corridors and outside, limiting congestion **BUT there is a huge expectancy on students to stick to the new protocols**

Health and Safety measures:

- Contact logs of visitors to the school
- Face coverings mandatory (see attached document)
- “Hands off” policy – no physical greetings, hugs, hand shakes, jostling or sharing of belongings or food
- Hand sanitizing mandatory when leaving and entering the school and lunch/classrooms
- Students and teachers sanitize chairs, desks, personal space in classrooms
- Sharing of belongings to be avoided
- Protocols in place for incidents of sickness during the school day. Covid Isolation room available.

Education and awareness training

- Covid 19 Induction sessions for staff and students on new protocols in place
- Training provided to all on hand hygiene, hand sanitizing, respiratory etiquette, knowing symptoms of C-19 (see attached document on symptoms)
- Students all have their own school email address.
- Students upskilled in the use of Google Classroom

Behaviour

- Students are expected to follow the protocols and a new Code of Behaviour updated has been issued regarding this area (see attached document)

Supporting the Wellbeing of students and staff

- Time deliberately given to staff and students to settle in and adjust to the new routine



- Students re-assured of the supports available to them should they feel worried or upset
- Students re-assured that the measures in place are there to keep everyone safe and well.
- SPHE lessons specifically addressing the return to school after school closure
- Care Team (support staff and Principal, Deputy Principal) meet weekly to review individual students who may need additional emotional support
- Focus on collaboration between parents, staff and students to ensure that PCC is a safe learning and teaching environment for all members of the school community



What if you are displaying COVID-19 symptoms?

You may need to be assessed for a COVID-19 (coronavirus) test if you are in one of these situations:

1

You suddenly experience one of these **symptoms** and there is no other obvious cause:

- fever
- cough - this can be any kind of cough, not just dry
- shortness of breath
- loss or change to your sense of smell or taste

If you develop symptoms, you should self-isolate to stop the spread of COVID-19. **Phone your GP straightaway to discuss your symptoms and whether you need a test for COVID-19.** Getting an early diagnosis means you can get the help you need and take steps to avoid spreading the virus, if you have it.

2

If you are a **close contact** of a confirmed case of COVID-19, you will be phoned by the contact tracing team. They will arrange a test for you. You will be tested even if you do not have symptoms.

Free GP assessment

Your test and GP assessment will be **free** of charge. This includes GP out-of-hours services.

If you don't have a GP, any GP can arrange a test for you. The GP out-of-hours services can also arrange testing. **PLEASE CONTACT YOUR GP OR A GP AND LET THEM DECIDE ON YOUR NEXT STEPS IF YOU ARE UNSURE.**

If your GP decides that you do **not** need to be tested

If your GP decides that you do not need to be tested, you will still be asked to stay home until you have had no symptoms for 48 hours.

But if you are a close contact of someone who has COVID-19, you should follow the advice to restrict your movements.

You can return to your normal activities if you:

- do not have a temperature of 38 degrees Celsius or more (as long as their temperature has not been lowered by taking any form of paracetamol or ibuprofen)
- do not have a new cough



- do not live with anyone who is unwell and may have COVID-19
- have been told by a GP that your illness is caused by something else, that is not coronavirus
- have got a negative ('not detected') COVID-19 test result and have not had symptoms for 48 hours
- have not had diarrhoea for 48 hours

If your GP decides that you need to be tested

If your GP decides that you need to be tested, they will arrange a test for you. You will need to self-isolate while you wait for your test. The people in your household will need to restrict their movements.

All of this information has been taken from the HSE website and is related to adults (secondary school students are treated as adults in this scenario).

Contact that school to keep us updated if you are keeping your child home due to any of the above scenarios.

After the period of time has passed and you are cleared by the GP/HSE to return to normal then please fill out the “Return to Education Parental Declaration Form” attached.

Clarification on the use of face coverings in Post Primary schools

Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

Wearing of face coverings – a requirement

Staff and students, at post-primary level, are required to wear a face covering. The exemptions to this are set out below.

Cloth face coverings

Cloth face coverings are recommended for staff and students. Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

Face coverings must not contain any slogans/logos/images that may cause upset or be deemed offensive to any member of the school community.

Visors

Cloth face coverings are more effective than visors. In the limited circumstances where a cloth face covering cannot be worn clear visors must be considered. The alternate use of a clear visor can also be considered when a staff member is interacting with students with hearing difficulties or learning difficulties.

Exemptions

A medical certificate to certify that a person falls into a category listed below must be provided to the school by, or on behalf of, any person (staff or student) who claims that they are covered by the exemptions below:

- any person with difficulty breathing who cannot wear a cloth face covering or a visor
- any person who is unable to remove the cloth face-covering or visor without assistance
- any person who has special needs and who may feel upset or very uncomfortable wearing the cloth face covering or visor, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

In circumstances where a medical certificate is not provided that person (staff or student) will be refused entry to the school.

Directions for effective use of face coverings

- Information should be provided by schools on the proper use, removal, and washing of face coverings. Advice on how to use face coverings properly can be found [here](#).
- All staff and students should be reminded not to touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering.

- All staff (and students, where applicable), should be aware that they should wash or sanitise hands (using a hand sanitiser) before and after helping a student put on or adjust a face covering.
- Face coverings should be stored in a designated space, for example, in an individually labelled container or bag.
- Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.
- Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

Whilst staff and students may wish to utilise their own face covering on a day-to-day basis, schools should have a stock of additional disposable or multi-use face coverings (or if appropriate, visors) for staff and students in case a back-up face covering is needed during the day or where required on an ongoing basis.

Use of medical grade face coverings

Schools should consider the specific circumstances where the use of medical face masks (to EU Standard EN 14683) may be more appropriate for staff as part of their risk assessment for employees returning to work (for example where staff by necessity need to be in close and continued proximity with students with intimate care needs such as SNAs).

Students using school transport

All students on the post primary transport scheme are required to wear face coverings subject to the exemptions above.



Presentation Community College

Addendum to Code of Behaviour for application during the COVID – 19 Pandemic.

Page | 1

This addendum to our Code of Behaviour School is guided by supporting the overall health and well-being of all staff and students, their families, and their communities.

It is influenced by the need to mitigate the spread of COVID-19 within Presentation Community College and the goal to have students physically present in school for the academic year 2020/2021.

It is acknowledged that no single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of this addendum as set out will contribute to the reduction of that risk of transmission.

Students are expected to comply with any control measures directed by the school to prevent the introduction and spread of Covid-19, including, but not limited to:

- maintaining a social-distance of at least 1 metre and if possible, 2 metres, from other students and staff at all times;
- wearing face-covering when so directed;
- repeating hand-hygiene at regular intervals throughout the school day;
- maintaining good respiratory-hygiene at all times, *e.g.* coughing into elbow;
- not borrowing or lending materials or stationary, such as pens, calculators, rulers, *etc.* from or to other students;
- remaining at home for 14 days after returning from recent travel out of the country to areas identified by the Government as 'red-list' countries;
- remaining at home if displaying covid-19 like symptoms, contacting GP and following HSE advice on restriction of movement;
- remaining at home, having tested positive for Covid-19 and following HSE advice on restriction of movement;
- remaining at home if identified by the HSE as a person who has been in contact with another person who has contracted Covid-19 and to follow the HSE advice on restriction of movement;
- remaining at home if a member of the student's household is displaying Covid-19 symptoms until such time a test confirms the absence of Covid-19;
- any other such directions as advised by the DES and/or HSE and communicated to the school community.

Where a student fails to comply with any of the above, it will constitute a breach of the Code of Behaviour of Presentation Community College and s/he may be subject to sanction.

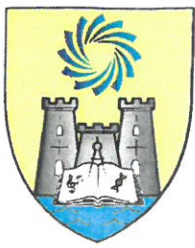
The school may direct any student to return home if a student who presents at school poses a threat to the health and safety of others by virtue of any of the above.



While it is expected that every student will act with the appropriate decorum and respect for the safety measures required as a result of Covid-19, any student who chooses not to do so and/or poses a threat to the health and safety of others in the school community by virtue of, *inter alia*, spitting or coughing at a student or staff member, ongoing refusal to wear face covering in accordance with DES guidance or similar request of the school, and/or refusing to maintain physical distance will face an automatic suspension and/or expulsion in accordance with the school's Code of Behaviour. Page | 2

Expulsion of a student is a very serious step, and one that is not taken lightly by the Board of Management of Presentation Community College. However, such is the seriousness of the requirements of all students to comply with instructions of the school in an effort to mitigate the risk of transmission of Covid-19.

A parent, or a student aged over eighteen years, may appeal a decision to permanently exclude the student, to the ETB or to the Secretary General of the Department of Education and Skills, in line with the provisions of the Education Act 1998. An appeal may also be brought by the National Educational Welfare Board on behalf of a student.



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Return to Education Parental Declaration Form

This form is to be filled out by parents/guardians after a student absence.	
Student's Name:	
Parent/Guardian Name:	
School Principal:	 Tommy Brown
Declaration: I have no reason to believe that my child has an infectious disease and I have followed all medical and public health guidance with respect to exclusion of my child from educational facilities.	
Signed:	
Date:	

Please return this to the school Principal.

