



Dear Parents/Guardians,

On behalf of the teachers and current students, we would like to congratulate our Leaving Cert. Class of 2020. We commend each of you on your personal achievement and we wish you all the very best for a future full of possibility.

As a school community we are grateful for your support in scaffolding the return to school for our students. Though the landscape and format of school life has changed somewhat we must acknowledge and applaud the students on their resilience and adaptability as they settle back into the routine of school. The part played by parents and guardians in encouraging and assisting that transition is invaluable.

We continue to respond collectively and concertedly to the challenges brought by the current pandemic, adjusting that response in line with developing advice from the HSE and DES. In our correspondence with you dated 18th August we outlined some of the key measures being taken and protocols being introduced within the school to ensure adherence to the COVID-19 Response Plan Guidelines.

It is important that we are all aware of the symptoms of COVID-19. Please refer to HSE website [www.hse.ie](http://www.hse.ie) to identify the common symptoms. If a student presents with or reports feeling any of the symptoms or presents as unwell please do not send them to school, phone your GP and seek advice as to how to proceed. Our priority is to minimise the risk of the introduction of the infection into the school community and to manage the risk of spread within the community.

We would like to take this opportunity to review important information and identify key procedural matters with you to support clarity and consistency in our management of the current situation:

### **COVID-19 Response Measures**

- The wearing of face-coverings (ear-looped) is obligatory within the school building. Appropriate, re-usable, masks should be washed daily. Students should carry a spare mask in a sealable bag as a stand-by.
- Students need to be mindful of the importance of hand hygiene and social distancing in preventing the spread of COVID-19 and we appreciate the support of parents/guardians in discussing these core health recommendations with them.
- The school has established an isolation area and protocols for its use. Students presenting with COVID-19 symptoms will be supported through these protocols until arrangements for their prompt collection from the school can be arranged. Parents/Guardians are required to respond without delay to a request to collect a student in these circumstances to minimise the impact on the affected students and the risk to others.

- Only parents/guardians who have been contacted by the office to collect a student who is unwell are permitted to call into the school. Guidelines for the collection of an ill student will be shared with parents/guardians in such instances.
- GP advice should be sought regarding all students leaving school due to illness
- All access to the school (except for students & staff) is by appointment **only**. We advise that parents/guardians do not endeavour to drop-off forgotten items to the school on behalf of students in line with current guidelines this service can no longer be facilitated at reception.
- A full range of PPE equipment, extensive signage, classroom based hand sanitisers and sanitising wipes as well as an enhanced cleaning regime are operating within the school to support the provision of a safe and healthy workplace for all our staff and a safe learning environment for all our students.
- Relevant and clear signage is displayed throughout the school building as a guide and reminder to all of health and safety protocols and practices.
- Chewing gum is banned in Scoil Dara and to support the efficacy of the enhanced cleaning regime procedures and personal responsibility regarding infection limitation and control the ban on chewing gum is outright.

### **Procedures for Student Appointments:**

- All appointments should be arranged for after school hours (Friday afternoons/school holidays). In the case that an appointment unavoidably falls within the school day, please follow the procedures outlined below:
  - An email is sent to the relevant Year Head from a parent's/guardian's email account one week in advance of the appointment detailing the following:
    - Date and time of appointment
    - Required departure time from school (time student reports to Reception)
    - Mode of transfer to appointment (collection from school/public transport/walking to destination)
    - Expected time of return to school – if returning
    - Parent/guardian mobile number
  - Student presents signed note (*Leaving School Early* – Blue note in Journal) from parent to class teacher regarding appointment
  - Student should access reception via the external door - confirming with Mona that they are leaving for an appointment
  - Parent/Guardian collecting student should phone reception once outside
- Or**
- Reception will phone parent/guardian to confirm departure time of student from the school

### **Year Head/Programme Coordinator email addresses:**

1<sup>st</sup> Year - [patriciakeane@scoildara.ie](mailto:patriciakeane@scoildara.ie)

5<sup>th</sup> Year - [eileenmurraycleary@scoildara.ie](mailto:eileenmurraycleary@scoildara.ie)

2<sup>nd</sup> Year - [caronfinlay@scoildara.ie](mailto:caronfinlay@scoildara.ie)

6<sup>th</sup> Year - [jimrattigan@scoildara.ie](mailto:jimrattigan@scoildara.ie)

3<sup>rd</sup> Year - [carolynoloughlin@scoildara.ie](mailto:carolynoloughlin@scoildara.ie)

LCA1/2 - [thersatighe@scoildara.ie](mailto:thersatighe@scoildara.ie)

TY - [eamonryan@scoildara.ie](mailto:eamonryan@scoildara.ie)

- Absence notes (*Explanations for Absence* – Orange note in Journal) must be promptly signed by parent/guardian and dropped off at one of the note-boxes associated with year group zones to ensure accuracy of attendance records.

## Day to Day School Organisation

- Full School uniform is to be worn to school each day in line with our agreed Uniform Policy. Facial piercings are not permitted and failure to remove a facial piercing in school will result in a student being sent home. Our uniform policy allows for all-black or all-brown footwear only with no visible logos or coloured soles.
- On the day students are timetabled for PE, they are welcome to wear their PE gear throughout that school day – access to changing rooms cannot be facilitated currently. The PE uniform is an intrinsic part of Scoil Dara’s uniform code and is specific to our junior (1<sup>st</sup>–3<sup>rd</sup> year) students and senior (TY, 5<sup>th</sup> year, 6th year and LCA) students.
- **Junior Student PE Uniform:**
  - White aertex T-shirt
  - Grey sweatshirt
  - Plain black tracksuit bottoms
  - Appropriate trainers/runners
- **Senior Student PE Uniform:**
  - Black or Grey sweatshirt
  - Plain black tracksuit/training bottoms (no mesh or transparency)
  - Appropriate trainers/runners

***Please note: Shorts are not permitted as part of this day-long PE uniform***

- The school building will be open from 8.30am each morning. The school grounds will be accessible from 7.30am. On arrival to the school grounds, students should observe social distancing, with the option to wear face masks as deemed necessary. On accessing the school building, students should proceed directly to their allocated classroom. Doors of classrooms will be left open and supervision will be provided in each year group zone from 8:30am until classes begin promptly at 9:00am.
- Students should arrive on time to school and in a timely manner to their classes to ensure optimum engagement with teaching and learning and minimum disruption to the engagement of other learners. The support of parents is key in the development of this valuable life-habit.
- Our agreed Mobile Phone Policy clearly explains that if a student brings a mobile phone to school it must be powered off and stored in a school bag throughout the day, inclusive of break and lunch time. Failure to adhere to the policy will result in the confiscation of the mobile device. Under the supervision of a subject teacher and in line with our AUP, devices may be accessed as support to a learning and teaching activity during class time with that teacher. During a substitution class, teachers have the right to refuse access to a mobile device.
- There will be no canteen in the school this year, therefore students must bring their own lunch and drink each day. This applies also to 6<sup>th</sup> Year students who, due to public health guidelines will not be permitted to leave the school grounds at lunchtime this year.
- All students are required to manage their own waste - food and wrappings - using a bag/container to bring that waste home with them. This initiative has the dual benefit of reducing touch/contact contamination risk and advancing the ambition of the staff and student body to promote the greener and carbon-conscious community. At this time all bins and cleaning services are designated for the safe disposal and management of sanitising wipes and cleaning materials.
- Students are requested to utilize re-usable plastic drink bottles (BPA free and max 800ml size).
- All students have been registered as student-users on the **Scoil Dara Office365** platform inclusive of - Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional learning tools. The platform supports a progressive blended-learning model, equipping students with 21<sup>st</sup> century learning capacities and skills.

- To encourage and support students in the management of their books and materials the following practical and simple storage solution is suggested. Base class groups are associated with a base classroom and in the case of our **junior students** most of their learning day takes place in that room:
  - Each student should bring a medium sized, up-standing bag for life (see image below)
  - The name of the student should be written with permanent marker on the inside of the bag
  - These bags will be stored under the front section of each student's desk
  - Books not required for homework/home-learning on a specific day may be left in school
  - Textbooks and copies can be left in storage bag as students move to options/practical rooms



- Teachers are collaborating on a plan to help senior students manage textbooks and materials, where movement to option classes is more common. Students should use an A4 refill pad throughout the school day (or as much as possible), organising notes into relevant folders at home. This will cut down on the need for a range of copies and hardback notebooks.

## Community Wellbeing

The pastoral care system in Scoil Dara is an expression of the care and support for all students in our community. Each staff member is aware of and committed to their role within that system. We are all adjusting to an altered school environment and changed practices – and change is challenging for all. Across the school community, students have the support of teachers, their base class tutor, the Year Head, the Programme Co-ordinator and the Guidance Counselling team. A Covid-19 Induction workshop was led by class tutors and each Year Head has been visiting with class groups as a check-in. Tutor classes, SPHE and RE (Senior Cycle) classes will continue to focus on student wellbeing, self-care and support. Should you have any concerns please contact the relevant Year Head.

We are grateful for your continued support and the encouragement afforded all students to adhere to the current measures designed to safeguard the health and wellbeing of all students.

A reminder that the school is closed on Monday, 28<sup>th</sup> September 2020.

Sincerely,

*David Mc Cormack*  
Principal, Scoil Dara



## Scoil Dara, Kilcock

### Office365 Access for all Students

What is Office365? - The Office package of applications includes a range of applications used worldwide particularly in the fields of education, business, communication etc. The Office suite features Word, PowerPoint, Excel, Teams among many other very practical, useful and fit for purpose applications. So Office365 is that same suite of applications hosted in the cloud and therefore accessible to students, teachers and all staff within our organisation from any device (with connectivity) any where.

Every student in Scoil Dara has been given an email address (with a one-time-use passphrase for their first log-in). To access the Office365 suite for the first time you can go to the top right hand banner on the Scoil Dara website and click on "Office365". With care, enter your e-mail address – don't forget the number [seanreilly15@sdk.ie](mailto:seanreilly15@sdk.ie). Next enter your one time use passphrase - which will feature an uppercase letter some lower-case letters and some numbers Wub34985 (eight characters in total). Next the screen below will present.

Microsoft  
cioclomcnaee@sdk.ie  
**Update your password**  
You need to update your password because this is the first time you are signing in, or because your password has expired.  
.....  
New password  
Confirm password  
Sign in

Here you are being asked to re-enter that one-time-use password and to now create and record your own personal password for your Office365 account. Remember your password should have:

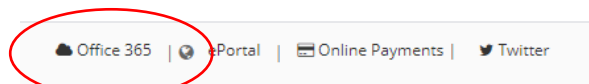
- At least 8 characters
- One capital letter
- One lowercase letter
- One number

Remember to write down your password before you type it in so you have a record of it. If you forget it, you will not have access to your Office365 Account (and you will be waiting a minimum of 2 days to be given a temporary one)

The Teams App is one of the most useful apps in Office365 in terms of education and supporting learning. In Scoil Dara teachers used teams to share lessons with their students. This app continues to be used to support and guide your learning.

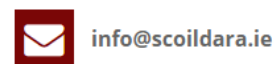


Use Google or your chosen Search Engine to link to the Scoil Dara website



In the top right corner of the home screen click on the Office365 icon

-6287258



cioclomcnaee@sdk.ie  
**Update your password**  
You need to update your password because this is the first time you are signing in, or because your password has expired.  
.....  
New password  
Confirm password  
Sign in

You will be prompted now to enter your Scoil Dara email address – don't forget the number!

[seanreilly15@sdk.ie](mailto:seanreilly15@sdk.ie)

You will be prompted next to enter your one-time-use passphrase

This screen will then present.

Re-enter your one-time use passphrase and

Type in your new passphrase twice to continue

Office 365 →

**Apps**

- Outlook
- Word
- PowerPoint
- SharePoint
- Sway
- Admin
- WeVideo
- OneDrive
- Excel
- OneNote
- Teams
- Forms
- Stream

**Documents**

OneDrive is a file storage space in Office365

Outlook is your email service: You send and receive emails from here

OneNote is a notetaking and free-form note review app

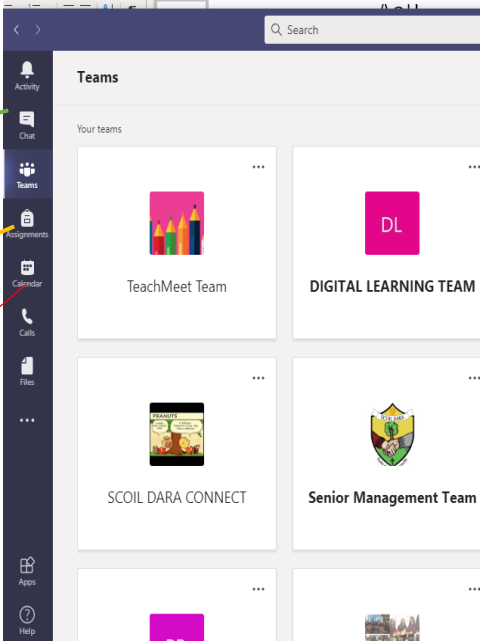
Teams is a hub for team work, learning and interaction

**The Teams App:**

The chat – allows text communication with team members

Assignments – A virtual journal of assignments for a particular class team. We can attach our work here using Word/PowerPoint or a MS lens photo of our work

Our schedule of dead-lines and meeting dates for on-line or recorded content



Students have been advised to download the MS Lens App from their App Store. It is a free app which allows the recording of high quality images for sharing through Teams

Students can use to app to share assignments with their teachers as well as tracking the progress of their own work in a digital format

