

**S.N. CNOC NA MANACH**  
**MINANE BRIDGE**  
**CO. CORK**  
*Tel. (021) 4887272*

14/09/20

Dear Parent/Guardian,

We would like to take this opportunity to welcome everyone back after the summer break with a special greeting to all our new pupils and families.

***In order to keep our school open safely, the co-operation and support of all members of our school community is required – Board of Management, Staff, Parents and Pupils. We all have a role to play in preventing the spread of Covid-19 and allowing the important work of teaching and learning to continue with as little disruption as possible.***

**BOARD OF MANAGEMENT**

The Board of Management wishes to remind parents/guardians of the following regarding arrival to and departure from school:

- School begins at 9:20 am. The double main gate will open each morning at **9:05am**. **No child should be dropped to school before this time.** It will mean that the numbers congregating on school grounds at any one time will be minimised.
- There is a designated area, clearly marked, inside the gate for parents/guardians to assist dropping off and picking up. We would ask that parents/guardians observe social distancing in this area.
- Parents/guardians are to refrain from entering the building or the classrooms as it is important to have minimal traffic in and around the school to limit infection.
- All visitors must be by prior appointment.
- Teachers will be in their classes to supervise every morning at 9:05am. The Principal, SETs and SNAs will supervise children walking into school.
- In the interests of traffic safety, parents/guardians should drop and collect their children at the designated times. It is particularly important that children are supervised if they are crossing the road.
- Parking facilities around the school are very limited so it is preferable to avoid double parking and a build-up of a large volume of traffic. Parents/guardians might, therefore, endeavour to make space for other cars once children are dropped off and collected

The Board asks parents/guardians for their co-operation in respect of the above. *If your child is permitted to walk home from school unescorted, please forward a note to school confirming same*

**SCHOOL PAYMENTS**

In light of the current Covid-19 Health & Safety requirements we request that all payments to school, e.g. Photocopying, Book Rental Fees etc. be made through our **e-Payment facility.**

**PHOTOCOPYING**

To cover the cost of increased photocopying, standardised testing, art materials and other related expenses, there will be a charge of **€20 per child or €30 per family** per annum. **We request that all parents use the e-Payment facility.** You will receive a text tomorrow with related payment advice details. **Friday, 25<sup>th</sup> September** is designated date for final collection of money.

### ***SCHOOL ATTENDANCE***

Under the Education Welfare Act 2000, the school must be informed of the reason for all absences. This may be advised by email: [minanebridgens@gmail.com](mailto:minanebridgens@gmail.com). Please note that a ***Parental Declaration Form*** should also be signed and forwarded to school by email when your child is returning to school after any absence. If your child has been absent for 20 days or more, please be mindful that the school is obliged to notify TUSLA (*Educational Welfare Services, Child & Family Agency*).

### ***HOME/SCHOOL COMMUNICATION***

During the course of the school year, parents/guardians will receive various Home/School notes informing you of different aspects of general school information and events. Previously, these notes were sent out in pupils' communication folders, however, in light of the current Covid-19 situation, all notes and school correspondence will be ***emailed/texted*** to parents. ***If there is a change to your email address or mobile phone number please advise the school office so we can update the contact list.***

### ***RAINCOATS***

In keeping with Covid-19 Health & Safety recommendations, pupils will be spending as much time outside as possible. Please ensure your child brings a raincoat to school every day.

### ***APPOINTMENT PROCEDURE***

Appointments to speak with class teachers ***should be made through the school office*** and a mutually convenient time will be arranged. As previously advised in our school's *Daily Operating Procedure – Covid-19 Response Plan*, such appointments will take place via telephone.

### ***SOCIAL, PERSONAL & HEALTH EDUCATION (Junior Infants to Sixth Class)***

The *Relationships & Sexuality Education (RSE)* Programme is covered as part of our *SPHE* on an on-going basis. There will be a particular emphasis on the 'Stay Safe' Programme' and we will use 'Stay Safe' resources to teach sensitive issues. 'Stay Safe' Parent Guide information may be accessed on the following website: [www.staysafe.ie](http://www.staysafe.ie).

### ***ADMINISTRATION OF MEDICINE***

Should your child have a medical condition which requires the administration of medication during the course of the school day, please contact the school office and request a copy of the ***Administration of Medicine Policy***. Medication in this policy refers to medicines, tablets, adrenaline, inhalers and sprays by mouth or by injection.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

### ***BOOK RENTAL SCHEME***

Our school's Book Rental Scheme is now in its fifth year of operation and is proving to be most successful. Book Rental Fee notes for 1<sup>st</sup> to 6<sup>th</sup> classes were emailed to parents last week and we wish to thank those who have forwarded the fees in respect of same. If you haven't already done so, we would be grateful if you could submit the relevant payment by ***e-Payment, no later than Friday, 18<sup>th</sup> September***. The continuation and expansion of the scheme is subject to available funding and the on-going co-operation and support of parents/guardians.

### ***PARENTS' ASSOCIATION***

The Parents' Association will hold its AGM on **Wednesday 30<sup>th</sup> September at 8.30pm in Tracton Arts & Community Centre**. They look forward to welcoming as many parents as possible to the meeting. The PA organises many events during the course of the school year and is most generous with its time and talents. However, its very successful efforts are dependent on the continued support, co-operation and practical and positive help of all parents (80 school families). If anyone would like to volunteer for the PA committee, please contact Billy on 087 2653322.

### ***TRACTON LOTTO***

We would like to draw your attention to the resumption of the weekly Tracton lotto. The first draw will take place on the evening of **Wednesday 23rd September 2020**. The lotto is a vital fundraising source for the Parents' Association, and all the more so while most other fundraising activities remain suspended. Lotto monies received by the Parents' Association are used to subsidise your children's school activities, including music and sports, computer classes, additional school equipment and other resources. You can continue to support our school by playing Tracton Lotto on-line over the coming weeks and months. You can register to play on-line at [smartlotto.ie](http://smartlotto.ie). If you would like to receive a weekly lotto text alert, please forward your mobile number to Fiona O'Mahony (Tracton PRO) at [tractonac.pro@gmail.com](mailto:tractonac.pro@gmail.com). Tickets and a secure collection box for completed tickets and monies are also available at XL Minane Bridge.

### ***SCHOOL COSTS***

The school always endeavours to provide ample notice and to keep the cost of school activities as low as possible thus ensuring that these activities are accessible to all pupils. We are conscious of the fact that some families may find themselves temporarily in a position where meeting the costs of these activities may prove problematic. Should this be the case, we encourage you to speak, in confidence, with your child's class teacher, Mrs. O'Connor (Acting Deputy Principal) or myself, and we will work with you to help resolve the matter. We will continue to ensure that any necessary school related costs are kept to a minimum.

We look forward to a safe, healthy and successful 2020/2021 school year.

Yours faithfully,

*Con O'Callaghan*  
*School Principal*