



Parents' Update – 16th September 2020

Dear Parents(s)/Guardian(s),

I write to you as we commence our second full week in school and begin by thanking all students and families for their cooperation & support.

Arrangements for Communicating Student Absence

1. If a student is going to be absent from school, the student's parent/guardian should email the Class Tutor by 8.30a.m. on the day of the absence. The reason for the absence should be outlined in the email. This absence will be noted on VSWare.
2. If the absence relates to self-isolation or isolation due to medical advice, this information should be included in the email. If the student is waiting for a Covid-19 test, this should also be mentioned.
3. If the result of the Covid-19 test is negative, this should be communicated by email, to the Class Tutor ahead of the student's return to school. The student may need to complete the period of isolation and this should also be communicated.
4. If the result of the Covid-19 test is positive, the parent/guardian should communicate this information directly to the Principal who will act as liaison person from this point on. The HSE will contact the Principal and request records such as attendance, punctuality, seating plan, lunch arrangements and other information pertaining to the student and the other students in the class. The Principal, John Cronin's email address is:

johncronin@castleknockcc.ie

5. The HSE officials will then communicate with the Principal, as Secretary of the Board of Management, and advise on how to proceed having considered all the information.
 6. The Principal will communicate with the school community as appropriate.
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Students who leave/return the College for an Appointment.

1. Any student who has an appointment to leave class must show their tutor the note in their journal. Tutors will be required to note this on VS Ware during tutorial.
2. When leaving class at the appointed time, the student should then present at the hatch at the Main Office with their journal. They will show their note and the secretary will check this note against the tutor's entry on VS Ware.
3. Students who are sent to the office by a teacher because they need to go home must have a note recorded on VS Ware before they leave their class.
4. Students returning to school from an appointment must report to the main office before going to class

Students who are Late for School

Students who arrive to school after tutorial or after 1.20p.m. cannot be admitted to class and must be sent directly to the reception area. Senior Management is monitoring this process and will link in with the Years Head each day.

Wearing of Face Masks – Coming to & from school

Over the last week students have been exemplary in the wearing of facemasks and you should be justly proud of their efforts. However, I am now requesting that students should keep their masks on as they are leaving the school grounds at lunchtime and at the end of the school day. With such large numbers leaving the College at these times it is not possible for social distancing to occur effectively and in the interest of safety, students must leave their masks on until they can exercise effective social distancing.

Parking on the slip road.

Many thanks to all parents who are working with the College in relation to traffic safety however can I appeal to the very small number of parents who make three point turns in their cars at the entrance to the College. These parents are placing the lives of our students at risk and in particular our cyclists!

School Calendar

As per the school calendar on the College website the College will be closed on Monday 28th September.

Enrolment First Year 2021-2022

Application Forms & Admissions Policy to First Year 2021 are now published on our website. There is also a cover letter inviting parents of First Years 2021 to a Microsoft Teams Live Event on Tuesday 22nd September at 7.00p.m.