

Report to Staff and Parents following Board of Management Meeting 26th May 2020

School Closure

The school has been closed since the 13th March due to the Covid 19 lockdown. In line with government guidelines the school is now open for staff once following back to work protocols however, staff are only using it to correct projects for the junior cert and leaving cert.

School Meals Programme

The supplier continues to arrange the delivery of boxes under the school meals programme. This will end shortly as funding only goes to the end of May. Boxes are also being delivered to Meals on Wheels in Bandon.

Remote learning

Teachers continue to work remotely with students through email, OneNote and online teams classes. This will finish on Thursday, 28th May and the school will hold a virtual sports day for all students on Friday, 29th May which is the last day of term.

School Re-opening in September

At present it is too soon to decide on what is expected to happen in September. We will follow all guidelines sent to us by the DES and the Board of Management will be kept informed.

Year Planner

The year planner has been extended to include the plans for CBAs in second and third year and has been agreed by the staff.

Staff Meetings

The school continues to hold online staff meetings and subject departments are continuing to meet.

Teaching and Learning

The principal and deputy principal have met with all the different subject departments to assist them in developing units of learning for the New Junior Cycle.

Update on Leaving Certificate

Following the announcement that the leaving certificate examinations were cancelled the school suspended all classes for Leaving Cert and Leaving Cert Applied sixth year students so the grading process could be completed

The department set out a staged approach to determining grades involving the school and the state exams commission. They have said results will be issued close to the traditional leaving cert results date.

The school asked students and parents not to make contact with teachers regarding potential grades and teachers have been advised not to discuss grades with anyone.

A Microsoft Team's meeting was held for parents and students and answered any questions students and parents had.

While this is a new experience for all teachers and secondary schools we are approaching it with integrity and by ensuring we stick rigidly to all guidelines sent to us.

Update on Junior Cycle

The Department of Education and Skills announced that schools are now to complete the Junior Certificate before the end of May.

The school worked out a plan for assessing students for the Junior Certificate. The manner of assessing each subject is different. In some subjects there are assessments and in others there are projects to completed. Assessments are taking place in the last two weeks of May and are open book exams done at home. No student will receive a grade based entirely on these assessments but on a combination of these assessments and other areas for which students were assessed over the past two years for example the results of CBAs, partially completed projects in practical subjects, average of previous assessments and so on.

Where assessments take place the assessment is emailed out to the students just before the exam and students are to write out the answer or type the answers depending on the facilities they have and then send them back either by emailing the answers or by taking pictures of what they have written and emailing those back or texting them.

A team in the school contacted the parents of each third year to ensure all was ok for the examinations. A phone number was given for any problems and a team of teachers are on standby at each assessment to assist any family who is having difficulties.

Students are not required to pay examination fees to the SEC in relation to the 2020 Junior Cycle examinations and those who have already paid are getting a refund.

Enrolment & Admissions Act

The Admissions Policy has been sent to the patron for approval by the end of April as per legislative guidelines.

Whole school Guidance Plan

A draft Guidance plan has been prepared and presented to the Board. There will be engagement around this with the stakeholders in the new academic year.

Mental Health during Covid 19 lockdown

The Board was informed that all teachers have been sent advice weekly on access to counselling and also guidance on working from home. All parents have been sent details of different resources available to support them and their children during lockdown.

Return to Work Protocols

The ETB sent out back to work protocols to be followed by any staff entering the school after the 18th May. Each school was asked to appoint a COVID-19 *Compliance Officer* who is ultimately responsible for daily implementation and monitoring of controls in the workplace and also have responsibilities in the event of a suspected or confirmed COVID-19 case at work. The Deputy Principal – Mr O’Donovan has assumed that role.

In addition, *a worker representative* must be appointed who is generally a member of a Health and Safety Committee. Pat Kenneally is fulfilling this duty. The role of the worker representative is to support and engage with management in implementing measures identified for COVID-19 prevention.

PPE

In relation to PPE at present guidelines from the ETB are that there is no need to purchase face masks or gloves and so on in preparation for September. The school has purchased a small amount of PPE for cleaning staff in the event that they have to clean areas after a suspected or confirmed case of Covid 19. Other than that the provision of hand sanitiser and adequate hand washing facilities is what is recommended and the school has complied with these requirements as best we can.

Report from Kinsale College

The college has been closed since the 13th March due to the Covid 19 lockdown.

- Staff have access to the building as they are now participating in the Internal Verification process.
- Cleaners and caretakers are preparing the building for this.
- External Verification will be happening in the next few weeks.
- The college has held result approval meetings over teams.
- The college is open for enrolments for the coming year.
- Staff are remotely interviewing students through Zoom or teams.
- The marketing for the new year is taking place online.

- It has been found that the majority of students are applying as a result of word of mouth.
- The director of the College commended Saint Vincent De Paul for the fantastic work they are doing paying bursaries to students and then supporting them as they go on to further education.