



Iontaobhas Scoileanna Éamainn Ris  
Edmund Rice Schools Trust



**Colaiste Choilm**

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12<sup>th</sup> March 2020

**To: All Parents, Guardians, Students and Staff**

## **Re: Contingency Plan in the event of a COVID-19 school closure**

Coronavirus (COVID-19) is a virus that can cause illness affecting the lungs and airways. The Board of Management of Colaiste Choilm has obligations under the Safety, Health and Welfare at Work Act, 2005 to ensure the safety and welfare of staff at work. We also have a duty of care to all of our students. As Principal, I take these responsibilities exceptionally seriously. In the first instance, the whole school community should follow the guidance set out by the HSE and/or their doctor(s).

**There are no cases – or suspected cases – of COVID-19 in Colaiste Choilm, and the school remains open as normal unless directed to close by the HSE. This is the case for schools across the country.**

A public health doctor will ask you to self-isolate if they think you or your child may have coronavirus. This could be before you get tested for coronavirus or while you wait for test results. You will be asked to engage in limited social interaction. Limited social interaction is avoiding contact with other people and social situations as much as possible. You may need to do this if you are a close contact of a confirmed case of coronavirus. This is to stop other people from getting it, if you develop symptoms. The HSE sets out the criteria for self-isolation at:

<https://www2.hse.ie/conditions/coronavirus/self-isolation-and-limited-social-interaction.html>

The current HSE advice is that it can take 14 days from exposure to COVID-19 for the symptoms to appear.

### **In terms of hygiene in our school:**

- All student toilets have soap, hot water and are cleaned regularly
- On delivery sanitiser will be wall mounted at the entrance lobby
- All ancillary staff are working exceptionally hard to ensure the general cleanliness of our school is maintained
- Signage has been placed around the school in relation to Covid19
- Everyone in the school has been asked to wash their hands properly:  
<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

I would like to share with you our contingency plan for Teaching and Learning in the event of a school closure. Whilst we don't know how things will develop, it is important to be as prepared as possible in these exceptional times. We are following **all** national advice and liaising with the appropriate authorities on a **daily** basis.

### **In the event of a school building closure:**

- It would be hoped that students will be able to access work through Edmodo. Access codes will be sent to parents via the Komeer App. As students do not have school based email addresses, teachers and students cannot have email contact. As teachers do not have a Google Classroom account, we currently cannot assign work, share materials, create assignments and send feedback in this way. This is part of our ongoing digital strategy and hope to introduce it on a school wide basis in the near future.
- The day-to-day practicalities will be reiterated to the students during assemblies.
- Students have been advised to prepare to bring home study materials, especially those in exam years
- The State Examinations Commission will direct us on the timing of the State Exam projects and orals. This information will be immediately communicated to parents, guardians and students
- Email for parent contact is [dp@colaistechoilmswords.ie](mailto:dp@colaistechoilmswords.ie)

I will be in touch via Komeer to all stakeholders with any further information. In the meantime, we will keep organised and focussed, knowing that our primary duty is to serve our students in a safe and clean school.




Many thanks for your support and praying that you and family stay safe.


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**Cathal Boyle**  
**Principal**

**Enclosed: Coláiste Choilm Contingency Plan in the event of an unforeseen closure (02pages)**

## Coláiste Choilm Contingency Plan in the event of an unforeseen closure

Step	Action	Details	Performed by	Who
<b>0</b>	Principal's Assemblies	Principal will address each Year Group and ensure that each boy has a basic knowledge of the Edmodo. <b>Students advised to make sure learning materials are at home.</b>	Principal	All students
	Letter and Contingency Plan are distributed to all stakeholders	Letter and exact details are sent to all parents using Komeer and to all staff by email	Deputy Principal	Staff, Students, Parents.
	Noticeboard Accounts on Edmodo are set up, one for each year group.	These accounts are used by management to directly contact students and deliver news bulletins. They also serve as a back up to Edmodo in case of a temporary breakdown. Access Codes will be provided at the Principal's Assemblies	Principal	All students
	Meeting with the Students' Council.	The proposed contingency plan will be explained to the Students' Council and feedback sought	Deputy Principal.	Students' Council.
<b>In the event of an unforeseen closure the Contingency Plan will be activated in the following steps:</b>				
<b>1</b> 	<b>Official message of school closure from the Board of Management sent on text message</b>	Message to all teaching and non-teaching staff.	Principal.	Staff only.
	<b>Official message of school closure from the Board of Management sent on Komeer Message</b>	This is the only formal means of communication. Please do not rely on third party messages or screenshots of messages which may appear on unofficial social media platforms.	Principal	All Parents.
	Follow up communications on our official Facebook Page.	Following our Komeer message we will post a message on our official Facebook page.	Principal	All staff, students, parents.
	Edmodo Noticeboard Messages	Official message will also be sent to all students on the official Noticeboard Accounts set up on Edmodo.	Deputy Principal	All Students.
<b>2</b> 	Work will be posted on Edmodo.	Teachers will send details of work using Edmodo.	Teachers	All students.
	Access Codes to Edmodo will be sent to all students	Access Codes to the various Edmodo Accounts will be sent to parents by Komeer and also on the Edmodo Noticeboard Accounts.	Teachers/Deputy Principal.	Staff, students, parents.
<b>3.</b> 	Teachers assign work on a regular basis	Teachers upload work to individual Edmodo group. In some cases, work may be directly sent to Komeer/ Noticeboard Edmodo Accounts.	Teachers	All students
	Daily Bulletins at an agreed time each day.	On Komeer to Parents On Edmodo Noticeboard accounts to Students.	Principal and Deputy Principal	All students and parents.

Other	Point of Contact:	Telephone contact will not be possible as the building will not be in use. The school will be run remotely. Routine queries can be emailed to: <a href="mailto:dp@colaistechoilmswords.ie">dp@colaistechoilmswords.ie</a>	Deputy Principal	All Parents.
 OFFICIAL MESSAGE	<b>Return:</b> Official message of school reopening from the Board of Management sent on text message	Message to all teaching and non-teaching staff.	Principal.	Staff only.
	Official message of school reopening from the Board of Management sent on Komeer Message	This is the only formal means of communication. Please do not rely on third party messages or screenshots of messages which may appear on unofficial social media platforms.	Principal	All Parents.
	Follow up communications on our official Facebook Page.	Following our Komeer message we will post a message on our official Facebook page.	Principal	All staff, students, parents.

### Explanatory Notes

**1. Komeer** is an app used for messaging Parents/Guardians. All parents are required to register on the app when enrolling their son. Once registering on [www.komeer.com](http://www.komeer.com) they are approved by an administrator. The school secretaries, Principal and Deputy Principal are the only members of staff that can post messages on komeer. Messages do not go to staff members.

**2.** Communications with **staff** will consist of text messages from the official ColChoilm account or email messages to the school email addresses. Staff may contact Principal and Deputy Principal on their mobile phone if any query or issue arises. The texting system will be tested during Step 0.

**3.** There will be **no telephone** contact during the closure. Queries from Parents may be emailed to the Deputy Principal using [dp@colaistechoilmswords.ie](mailto:dp@colaistechoilmswords.ie) . The Principal and Deputy Principal will be in regular contact with each other and will teleconference each day of the closure. Updates and information will be sent in the Daily Bulletins at a specified time. These will be sent by:

- Email to all **staff**.
- Komeer to all **parents**
- Edmodo Noticeboard accounts to all **students**.

**4. Edmodo Noticeboard Accounts** are general accounts set up for the purpose of communicating with a whole year group of students. The access codes for these accounts are:

1st year	pxak2j
2nd year	eabir2
3rd year	z5piyv
Transition Year	6hrb9q
5th year	wvz3ee
6th year	8jikm8

/end.