



25/08/2021

Dear Parents/Guardians/Students,

I hope this letter finds you and your family well. I would like to welcome all our students back to St. Augustine's College.

Could all parents/guardians please ensure that you read the information below with your son/daughter before they return to school.

- **3<sup>rd</sup> and 6<sup>th</sup> year groups return on Monday 30<sup>th</sup> of August**
- **2<sup>nd</sup> and 5<sup>th</sup> year groups return on Tuesday 31<sup>st</sup> of August**
- **Transition year groups return on Wednesday 1<sup>st</sup> of September**

**\*\*Note**

1. In line with HSE and Dept of Education Guidelines all student are required to wear a mask in school.
2. Drop of point for student is by the bus shelter outside the school grounds. Please do not drive on to school grounds.
3. Unfortunately, lockers are not currently available
4. Canteen will not be open on the first week. It will reopen on Monday 6<sup>th</sup> of September
5. Timetables for students in 2nd, 3rd, TY, 5th and 6th year will be made live on Eportal later this week. An alert message will be uploaded onto the school app when student timetables become live. It is very important that all students view their weekly timetable on Eportal ahead of their return to school and print out a copy of it. A copy of the school map is attached here to help with class locations.

[https://www.staugustines.ie/images/Friary\\_Map\\_2020\\_ROOM\\_NOS-6.pdf](https://www.staugustines.ie/images/Friary_Map_2020_ROOM_NOS-6.pdf). Please be aware that the timetable is provisional and may be subject to change.

Ahead of returning to school it is very important that all students submit the **return to school declaration form**.

This is available on the school app from which you will receive notifications over next few days. However if unable to access school app then print off a paper version from link below.

***Please print it off and complete and bring it with you on the first day of school.***

[https://www.staugustines.ie/images/Return\\_to\\_Educational\\_Facility\\_declaration\\_form.pdf](https://www.staugustines.ie/images/Return_to_Educational_Facility_declaration_form.pdf)

**Students should go to the Hockey pitch on the first morning back to allow for Covid registration**

### **Mobile Phones.**



Mobile phones are **not** permitted. The school policy on this has not changed. However due to Covid-19, the **classroom teacher may permit the use of a mobile phone if they wish purely for educational purposes** and strictly under the supervision of the classroom teacher. Outside of class and at break times etc the use of mobile phones is strictly NOT permitted. Ensure your child is aware that mobile phones are not to be used inappropriately in school. This includes pictures, videos, Snapchat, TikToc,WhatsApp, Instagram,videos etc of other students and/or staff. Helpful guidance and tips for parents/guardians can be found on the webwise website <https://www.webwise.ie/parents/explained-managing-the-risks-of-mobile-phones/>. Please be aware that a mobile phone breach is a breach of the school code of conduct and potentially child protection guidelines.

Please familiarise yourself with the school code of conduct, the covid-19 addendum to the code of conduct and all other school policies. <https://www.staugustines.ie/about-us/school-policies>.  
[https://www.staugustines.ie/images/addendum to Code of Behavior covid 19.pdf](https://www.staugustines.ie/images/addendum%20to%20Code%20of%20Behavior%20covid%2019.pdf)

### **Students signing in/out.**

Students signing in and signing out during the school day must do so with a deputy principal/principal so it can be monitored. Parents/guardians can also inform school management and the relevant yearhead of absence on the school app.

### **School Uniform.**

Students not presenting in full uniform will be sent to the deputy principal/ principal at/before the 9am class.

### **2nd/3rd/TY/5th/6th Year.**

Students will have access to Eportal and will be able to view their timetable on Eportal when it goes live. Instructions on how to log into Eportal and view a student timetable is illustrated below.

#### **Accessing Student E-Portal Profile**

**Please follow the following steps to access E-PORTAL.**

1. Log onto the school website; <https://www.staugustines.ie/>
2. Scroll down to useful links; click on teachers & parents E-Portal.

The screenshot shows the top section of a school website. On the left is a yellow banner for 'Coronavirus COVID-19' with a circular logo. Below it is a link for 'Covid-19 Guidelines'. In the center is a 'Useful Links' section with 'Edmodo' (for teacher-student-parent collaboration) and 'Teacher & Parent ePortal' (a resource for teachers and parents). Below that is 'The School App' with a 'GET IT ON Google Play' button. On the right is an 'Upcoming Events' section showing 'No events' and a 'View Full Calendar' button. Below that is a 'Privacy Statement' link.

3. Enter your **E-Portal username and password.**



4. To access your son/daughters **timetable**, please click on timetable on students profile.

The screenshot shows a navigation menu with three buttons: 'Registration', 'Roll Call', and 'Behaviour'. Below this is a secondary menu where the 'Timetable' button is highlighted in blue, and a 'More' button is visible to its right.

### Covid-19 Return to School.

All covid-19 return to school documentation is on the school website. It is very important that all our students adhere to national guidelines, policies and procedures. A link to our covid-19 school response plan and covid-19 procedures can be found here. <https://www.staugustines.ie/covid-19>. Please be aware of the addendum to the school code of behaviour regarding covid-19 compliance. [https://www.staugustines.ie/images/addendum to Code of Behavior covid 19.pdf](https://www.staugustines.ie/images/addendum%20to%20Code%20of%20Behavior%20covid%2019.pdf)

Please find attached documents and links in relation to the return to school from Dept of Education.

1. Video advice for parents and students at different levels

<https://www.gov.ie/en/publication/a04fc-advice-for-students-and-their-families/#returning-to-school>

2. Posters/graphics advice for parents

<https://www.gov.ie/en/publication/a04fc-advice-for-students-and-their-families/#returning-to-school>

3. Multilingual advice for parents

<https://www.gov.ie/en/publication/0cf46-resources-and-materials-for-parentsguardians-and-for-students-on-returning-to-school-multi-lingual/>

4. Communications to Parents regarding School Transport – SEN and Post Primary <https://www.gov.ie/en/publication/64a88-school-transport/>

Parents/Guardians, to ensure you are receiving up to-date information from the school throughout the year, I would ask all parents/guardians to check your email for correspondence from the school and also to check junk mail. Please check the School App regularly and ensure notifications are switched on.

Should you have any questions or concerns, please contact the school office at 058/41140 or email [office@staugustines.ie](mailto:office@staugustines.ie).

I wish all the Friary students the very best for the coming academic year.

Kind regards,  
Michael O'Sullivan