**St Brigid’s PS**

**Castle Street**

**Ballymoney**

**BT53 6JX**

**Principal: Mr Kieran O’Neill**

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**Wednesday, 18 March 2020**

Dear Parents

The health, safety and well-being of pupils, staff and our wider school community is of the highest importance at St Brigid’s PS. There is currently a great deal of uncertainty, concern and speculation with regard to the actions needed to combat the spread of the Coronavirus, Covid-19.

The Board of Governors have made the decision to close the school for the rest of this week and will update parents further with regards to next week depending on what decisions are made by the Department of Education over the next few days.

Staff have been in school planning ahead for an anticipated longer term closure of school. In order to facilitate this packs, will be available for a parent/guardian to collect on Friday 20th March between 9.30 am and 1.30 pm.

The process for doing this will be as follows.

1. Please park in the chapel carpark
2. Entry to the school will be via the main playground door.
3. Upon entering the school hands must be washed in the facility allocated to the left as you enter.
4. To avoid crowds do not come as a large group and do not bring the children. We would prefer one person.
5. If you can collect for others when you are in, please do so to limit the numbers coming to the school. (please agree in advance with parents)
6. Go directly to the classroom and wait at the door – someone will give you the pack for your child (and others if requested)
7. We anticipate minimal contact and would request that you take the packs and not to dwell for conversation indoors.
8. From 1.30 pm until 5.00 pm the packs will move to the assembly hall. I will remain in school until that time to dispense the packs. Same process to gain entry to the school and approach the door of the assembly hall, where the packs will be distributed to you.
9. Thank you for your co-operation in advance of Friday.

During this period of closure any additional information from the school will be posted on the website. Please check it regularly for updates.

During any prolonged period of closure each class teacher will have given you their school email address. If you have any questions or queries, or you would like to share what your child or children have been doing you can make contact this way. Teachers will endeavour to check their email at some point between 9.00 am and 3.00 pm and respond as soon as they can. Similarly, you can contact me and my email address is also included with this letter.

Each child has a MYSCHOOL login username and password. This will be provided to you with the packs. When the children login to MYSCHOOL there is a wealth of online resources and apps to support their learning at this time. Newsdesk is a great area.

The username will be in the format of firstinitial/surname/3digits e.g. koneill580

The password for your child will have been allocated with the packs. (Any issues email koneill580@c2kni.net )

MYSCHOOL login link: [MY-SCHOOL - Login](https://www.c2kschools.net/) <https://www.c2kschools.net>

A link for books and magazines: [www.librariesni.org.uk](http://www.librariesni.org.uk)

During any period of closure, our advice would be to try and establish a routine for the children Monday – Friday in terms of learning. There is no right or wrong way to do this. A type of guidance would be to try the following:

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| --- | --- |
| Time | Activity |
| 9.30 am | Learning Activity (Literacy/Numeracy) |
| 10.30 am | Break |
| 11.00 am | Physical Activity/Movement Time |
| 11.30 am  | Story time/Reading |
| 12.00 pm | Lunch time |
| 1.00 pm | Outdoor Play/Fresh Air time (if possible) |
| 1.30 pm | Learning Activity (Literacy/Numeracy) |
| 2.30 pm | Cooking/Art and Craft Time |
| 3.30 pm  | Break Free Play |
| 4.00 pm | Games/Puzzles/Project Research time |
| 5.00 pm  | Usual evening routine |

A decision with regards to next week, if there is no Department of Education decision to close the school, will be communicated to parents via text message.

Thank you all for your support and understanding in this. The children, staff and school community are our priority and we will not compromise the health and safety of anyone associated with St Brigid’s PS.

Kind Regards

Kieran O’Neill Principal

Mr G Doran Chair of BoG