

Agreed Report to Staff & Parents/Guardians (25th August 2020)

Condolences:

- Frank Savage (teacher) on the death of his father Willie and mother Anne.
- Zack Matley (student) on the death of his sister Shauna

Educational Matters:

- Department of Education have made changes to the requirements for Junior Cycle and Leaving Cert 2021 as per the DES document: Assessment Arrangements for Junior Cycle and Leaving Certificate Examinations 2021
- Granted 1.5wte teachers for ASD Class and 2 SNAs
- SNA panel has been used up so another advert is being placed by ETB
- School Chaplain resigned his position, this was advertised, no qualified applicants, has to be re-advertised

School Planning & Policy Matters:

Enrolment for school year 2020/21 will be 369 students

- 1st year 56 (includes 6 for ASD class)
- 2nd year 72
- 3rd year 75
- 4th year 42
- 5th year 42 & 24 LCA 1
- 6th year 40 & 18 LCA 2

The following were ratified:

- Covid 19 Response Plan
- Admissions Policy (following review by ETB)
- Appendix to Code of Behaviour which may need to change as HSE and Dept. guidelines change

Child Protection & Anti-Bullying: No Reports

School Discipline: No Reports

Report on Risk Management

- Risk Assessment carried out for return to school
- Log of Return to Work forms and visitor log will be kept
- Contact tracing documents kept for two weeks then shredded

General Report from Principal

- ETB sorting out purchase of IT equipment for teachers through IT grants to allow continuation of IT use for T&L and also in case of remote learning in future
- Information sent to parents and staff about return to work (as per documents sent by e-mail)
- Team Teaching is being reviewed in relation to numbers in classroom, some more individual or small groups may have to happen this year instead
- Extra-curricular activities have been put on hold until further advice is received

Agreed Report to Parents from BOM 25th November 2020

Condolences: Blount family (past pupils) on death of father Gary

Congratulations:

- Students from Leaving Cert 2020 Darren Healy, Kelly Meaney, Rebecca Galway, Theodora Ichim, Courtney Craven & Mia Dorney who received DPS Scholarships as part of the Aspire 2 Programme

Educational Matters:

- Remote learning is happening for 2 students who are in the Very High Risk category
- Christmas exams being held in class. Three week block for 3rd, 5th & 6th years (now finished) and for 1st, 2nd & 4th years from 30th November to 18th December.
- Parent teacher meetings could not be held due to current restrictions. A new report format for the Christmas exams was developed to combine results from Christmas exams and information on what needs to be improved upon. Parents can contact teachers if they need further details in specific subject areas.
- We are encouraging parents to log in to VS Ware to keep up to date with their child's progress. Office staff are ringing parents to check that they can log in and supporting them with any issues they have in accessing VS Ware.
- ASD class has started successfully, students integrated to mainstream where possible and support given as identified for students. Whole staff training that is usually provided on opening a new unit is not possible, alternatives being reviewed with ASD advisor
- An online advisory meeting was held with Kevin O'Donovan (DES Inspectorate) on 1st October
- Attendance returns were submitted to NEWB in relation to students who had not returned due to Covid or students with a lot of absence up to midterm.
- One student completed Leaving Cert exams in November in 3 subjects (instead of calculated grades)

Finance

Received €20,000 from TOMAR, a large portion of which was secured to get a laser cutter. This will be used by Engineering, Woodwork & Art departments.

School Planning/Policy Matters

- September & October returns have been submitted
- Applications for 2020/21 were opened on 1st October with a closing date of 22nd October. Offer letters and acceptance forms were sent out on 6th November with a closing date of 20th November.

87 Applications for Mainstream

- 69 Accepted (18 applied to other schools also)
- 9 did not accept offer
- 9 haven't responded

8 Applications for ASD class

- 4 Accepted (3 applied to other schools)
- 3 did not accept
- 1 has not responded

Junior Cycle Cluster day scheduled for December was cancelled. These are being held on line instead between January & March. Date proposed for St Aidan's CC is 1st February 2021

Details of available online CPD are circulated to staff by e-mail as they are notified to the school

Staff meetings are currently being held on line due to restrictions

Child Protection: No reports

Anti-bullying: No reports

Discipline

Suspensions:

- September - 8 students
- October – 5 students
- November (to date) – 11 (1 student twice)

Permanent Exclusions: None

Designation of authority to suspend to Principal for up to 5 days

Report on Risk Management:

- Fire safety equipment needs to be replaced. Survey carried out by Masterfire (procured through ETB). Replacement scheduled for 3rd & 4th December at a cost of €16,279.70. Applied to the ETB for budget support in relation to this cost and we have been granted an extra €16,280 to cover it.
- Procedures in relation to staff or students being advised to restrict movement due to contact with Covid 19 case being followed.
- Overall good compliance with safety measures in place for Covid 19

General Report from Principal

- Wireless connections had to be installed for the projectors to link them with new IT equipment. Computers which cannot support Windows 7 have been removed from classrooms
- Access works which were started during the summer are nearly finished – few snags to be sorted
- A social distanced Leaving Cert celebration (within guidelines) was held for Leaving Cert class 2020 in September
- A training session for staff on Teams was held in October – delivered by staff in the school
- Rewards have been given to students who are making a good effort and for the best class in each year group for 1st, 2nd & 3rd year
- Sixth years are working & co-operating very well – social distanced coffee morning for classes in 6th year

Agreed Report to Staff and Parents/Guardians from BOM Meeting 27th January 2021

Educational Matters

- Online learning is taking place since 12th January. We held a staff meeting and planning for online learning on 11th January. We are using the Microsoft Teams platform. All students have Office 365 accounts through Cork ETB. Teachers have set up Teams in their subjects. We have advised as much interaction as possible bearing in mind internet connection, access to devices, time to do assignments etc. We are following the school timetable.
- Students were given access on a controlled basis to collect books etc from lockers.
- Supports are available for students through Year Heads, SEN Team, Chaplain, Guidance Counsellor etc.
- Staff can access the school for wi-fi if needed. All teachers have been provided with devices. There are varying degrees of IT knowledge among staff. The ETB have provided online training through Wriggle for staff.
- We have provided IT devices on loan to students who requested support. STAR are sourcing dongles for the students in the STAR programme to be able to access online classes.
- Some students have been provided with packs of work as they have no access to internet at home. Close contact is being kept with parents in need through HSCL, SCP and BfL.
- SEN Team including SNAs are keeping in contact and supporting SEN students where needed.
- We are awaiting updates from the Dept of Education & SEC in relation to J Cert & L Cert. Pre exams have been postponed for the moment, this will be reviewed when we have a date for return to school.
- Online in-service for all staff in relation to opening of an ASD class was held on Monday. This was delivered by NCSE. This would have been a school closure day so no online classes were held on Monday.
- Online in-service for Junior Cycle will take place for all subject teachers on Monday 1st February. This would also have been a school closure day so no online classes will be held on Monday 1st February.
- Junior Cycle Leadership training will be held on line and has been booked by Principal & Deputy Principal.

School Planning/Policy Matter

- Letters were sent to 1st years who have accepted places to get further details on lunch arrangements, medical details and feeder Primary school. It was also requested that if students had an offer in another school and had decided to accept that place that they would inform us.
- Current enrolment:
 - Mainstream 74 (43 male & 31 female)
 - ASD class 6 (all male) 3 further on waiting list
- Cork ETB overview - power-point viewed

Child Protection & Anti-Bullying

No Reports

School Discipline

Suspensions: November – 20 students (3 students twice)
December – 12 students (none twice)
January (to date) - none

Permanent Exclusions: None

Report on Risk Management

- School Inspection – Supporting the Safe Provision of Schooling (Covid 19 Inspection) was held on 11th December by Kevin O'Donovan. This included a Child Protection review. All checks carried out re Covid 19 and Child Protections were satisfactory – all requirements met.
- Risk Assessment was reviewed in relation to Level 5 restrictions. Staff who need to access the school were given travel permits. Rosters for cleaning and admin staff were adjusted to reduce crossover and contact.
- Contact tracing log being kept for anyone entering the school building.
- Manhole cover in the corridor found to be weakened, supports underneath need to be replaced. Area cordoned off at present.
- Leaks on the flat roof repaired. Leaks by skylight on another flat roof being sorted.

General Report from Principal

- Certs were presented to students from last years 3rd year class
- Assembly was held for all year groups last week through Teams. Plan to hold another assembly for each year group next week.
- Parents have been reminded to download the School App to keep up to date with any communications.
- School meals are allowed to continue during lockdown. A box for January is being delivered to each student unless we were informed that they did not want the delivery
- The thermostat for the heating system has been malfunctioning, heating was coming on at night. Heating engineer working on the issue, thermostat adjusted, then replaced, still issues to be resolved, heating turned off manually in the evenings and turned on in the mornings at the moment.

Message from the BOM

The BOM proposed that a message to acknowledge the hard work and commitment to education of students given by staff would be relayed to staff. They also asked that a message to acknowledge the engagement of students and parental support would be relayed. The difficulties and stresses of online learning were acknowledged

Agreed report to staff & parents/guardians following BOM meeting 23rd March 2021

Educational Matters:

Junior Cycle exams have been cancelled. Schools need to set up assessment plan for to include acknowledgement of work since first year and report on CBAs (one per subject) up to end of May. Subject departments have been reviewing this and a school plan will be finalised at staff meeting after Easter.

Leaving Certs have registered on the SEC portal to indicate if they want SEC Accredited grades or to sit written exams, they have a choice per subject.

Teachers need to assign Accredited grades for each student based on work up to 14th May, the student will get the better of the two if they opt for both SEC & written exams

Orals will be held for those opting to do written exams during the Easter holidays. Facilitated by school staff, recorded and sent off for marking by SEC.

Written papers to be amended with more choice given.

LCA students were given choice of Accredited grades or written exams but not choice per subject, this will be available to them at a later point

LCAs written paper will not be adjusted but there will be an extra 25% added on to marks in written exams

There are no interviews for tasks, there are automatic marks awarded instead of the interview. Tasks are being corrected by SEC examiner

Orals for LCA will be scheduled in May but will be outside school hours

HCT Practical task will go ahead in May and interviews for Graphics & Construction will happen in June for those who opt for written exams in these subjects

All students will finish school on 28th May instead of the planned 4th of June

School Planning/Policy Matters

Enrolment for incoming 1st years: 74 (45 male & 29 female)

Feeder schools: 43 Scoil Oilibhéir, 5 St Marks, 4 St Patricks Boys NS, & Scoil Iosagain & Strawberry Hill, 2 Padre Pio & SN Muire & Scoil an Athair Tadhg, 1 each from St Brendans, Gaelscoil an Ghoirt Alainn, St Killians, Scoil na mBraithre, St Patricks Girls, Scoil Aiseiri, Scoil Chroi Iosa, Blarney.

ASD class 6 (all male) – included in figures above - 1 further on waiting list

Work is being carried out on GDPR policy for handling of SEN data. This needs to be submitted to Cork ETB for review before being adopted.

Health & Safety Statement was reviewed

Child Protection: No Reports

Anti-Bullying: No Reports

Discipline: 1 suspension (March)

Report on Risk Management

Risk Assessment was reviewed in relation to return to school of students following post Christmas lockdown. Parents need to fill in declaration that children are safe to return to school. Can only be completed a few days before return. Sent out on Teams, School App & text also sent with information.

Students given a presentation about Covid Health & Safety on return to school.

During partial reopening reduced rosters for cleaners & admin staff remained in place, to minimise contact.

Contact tracing log being kept for anyone entering the school building.

Manhole cover in the corridor has been fixed.

Leaks by skylight on another flat roof are currently being carried out.

Mositure in the PE hall caused the floor boards to start buckling in a few places. Dehumidifiers were hired and are being used, the flooring is contracting. Repairs are being carried out to door which lets rainwater in.

General Report from Principal

Assembly was held for all year groups through Teams over the last few weeks.

School meals for 5th & 6th years were provided back in the school upon their return with boxes sent out for other year groups. School meals are allowed to continue during Easter. A 10 day box will be sent to those who have not decided to opt out.

5th & 6th years had to remain in school at lunchtime during phased return to reduce contact with others at lunchtime.

Planning is taking place for Leaving Cert graduation on 14th May.

Agreed Report to Staff & Parents from BOM Meeting 9th June 2021

Congratulations:

- Solas Award Nominees & Winners
- TY Challenge winners

Educational Matters

- Exams were held for classes other than 6th years during the week of 24th May. Reports being completed on VS Ware. Available to parents week of 14th June.
- Leaving Cert Accredited Grades process was completed by Thursday 3rd June.
- Leaving Cert written exams began today
- Option choices for 5th years and incoming 1st years were chosen by students using VS Ware.
- Timetable planning is taking place for 2021-22 based on staffing allocation.
- LCA Work Experience planned for one day per week
- Transfer requests are being processed. Main issue is the availability in classes due to numbers restricted for Covid 19 – need to plan for social distancing within classrooms for September

School Planning & Policy Matters

- Current 1st year enrolment: 78 includes 6 for ASD class
- CATs will be carried out in September. Classes for first year are mixed ability
- Welcome cards with information about the school were sent out to students. Induction will be carried out in September
- SNA Allocation for 2021-22 increased by two
- School Calendar 2021/22 discussed and approved

Child Protection: No Reports

Anti Bullying: No Reports

School Discipline

Suspensions: March: 1, April: 10 (1 student twice), May: 22 (1 student 3 times, 1 student twice)

Permanent Exclusions: One referral to BOM

Report on Risk Management

- Exam centres were set up as per Dept guidelines with 2 m distance between desks
- Work to find leak in heating system was carried out during week of 31st May to ensure no noise disruption to Leaving Cert exams
- Training for cleaners organised by Cork ETB on Manual Handling and Slips/Trips & Chemicals

General Report from Principal

- Cork ETB Leaving Cert awards held virtually on 16th April
- Solas Awards held within school on 12th May
- Leaving Cert graduation scheduled for 14th May cancelled on ETB advice. Certs & photos posted out to students.
- Subject Leadership training carried out through PDST
- JCT Leadership workshops attended on line
- DPS Scholarship application forms issued
- School website being redesigned by Hopkins
- Canteen suppliers Fresh Today will continue for 2021-22