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The Model School  
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Roll No. 17218V

*"Ar scáth a chéile a mhairimid"*

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## **Covid-19 Response Plan- The Model School (Version 5) 2022-23**

### **Procedure for Returning to Work (RTW)**

A RTW form is no longer a requirement however, staff should not attend the workplace if they are unwell or are displaying symptoms of Covid-19. Antigen tests should be used to determine if Covid-19 is present and public health advice should be adhered to.

The Principal will also provide details of the **Induction Training** for completion by new staff and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

### **Infection Prevention Control Measures to prevent Introduction and Spread of COVID-19 in Schools**

#### **How to Minimise the Risk of Introduction of COVID-19 into Schools:**

Promote awareness of COVID-19 symptoms (*details at Section 5.1*);

It is critical that staff, pupils, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Advise staff and pupils, to follow the HSE advice if they test positive for Covid-19.
- If they have travelled outside of Ireland; in such instances staff and pupils are advised to consult and follow latest Government advices in relation to foreign travel.
- Advise staff and pupils that if they develop symptoms at school to bring this to the attention of the Principal promptly;

- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school and follow any public health advice in the event of a case or outbreak in the school;
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
- Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point;
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

### **Know the Symptoms of COVID-19**

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- ✓ High temperature
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take up to 14 days for symptoms to show. They can be similar to symptoms of [cold](#) and [flu](#).

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a new cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.
- loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

There has been an increase in other symptoms such as:

- a runny or stuffy nose
- sore throat
- headaches
- vomiting or diarrhoea

Children displaying the above symptoms should not attend school.

If you have any common symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and phone your and carry out an antigen test.

Getting an early diagnosis means, you can get the help you need and take steps to avoid spreading the virus, if you have it.

For the complete list of symptoms, please refer to the HSE Website.

## Respiratory Hygiene

- Ensure the children in all classes are aware of good respiratory hygiene through SPHE lessons.
  - Cover your mouth and nose with a tissue or bent elbow when coughing or sneezing.
  - Dispose of the tissue immediately and safely into a bin.
  - Sanitise your hands.
- Children should bring in their own individual pack of tissues.
- Tissues will be provided in each classroom for staff and emergency use.
- Posters will be on display.

## Hand Hygiene

- Young children should not have independent use of containers of alcohol gel.
- Pupils should understand why hand hygiene is important and when and how to wash hands through the use of SPHE lessons.
- Children will sanitise their hands when they enter the classroom in the morning and when they leave the school at the end of the day. Wall mounted sanitisers have been fitted in each classroom.
- Sanitisers will also be found at **all** exits and entrances to the school building/prefabs and in the hall.
- Teachers will have individual bottles of sanitiser within the classroom and hands can be sanitised when required (after coughing or sneezing or the handling of equipment, books, etc.).
- Children must wash hands using soap and water after using the toilet, before eating and when they return from yard or other outdoor activities if hands are visibly dirty (hand sanitiser does not work on dirty hands). Soap and paper towels will be provided in all bathrooms.
- Posters will be put up in bathrooms to remind children and staff of good hand hygiene practices.
- Hand sanitiser is suitable for use for hand hygiene when hands are not visibly dirty.
- Alcohol-based sanitiser must not be stored or used near heat or naked flame

## School drop off/Collection

### DROP OFF

- Children cannot come onto the premises prior to 08.55am with the exception of children arriving to school on a school bus. Parents are responsible for the supervision of their child/ren outside the school gates until the bell rings at 08.55am.
- Each class will be given an allocated waiting area where **bus** children who arrive prior to 8.55a.m. can congregate.
- **Entrance gates will be closed to cars (with the exception of staff) until 8.55 a.m. Ray will open gates to allow buses to enter.**
- There is no parent parking on school grounds. There is only a drop off system in operation. If you are parking your car outside of school ground please do not block resident's gateways/footpaths, park between the vehicular gates or obstruct the roundabout.
- When the bell rings at 8.55 a.m. the bus children will proceed to their classrooms in a safe and

orderly manner. Morning supervision staff will be required to supervise side gate and front doors at this time.

- Parents of non-bus children are asked to use the 8.55 a.m. - 9.15 a.m. assembly time to drop their children off.
- Children dropped off by parents from 8.55a.m. onwards will go directly to their classroom.

### ***Designated Entrances via side Green Gate at 8.55am***

J.I.- enter J.I. classroom

2<sup>nd</sup>- enter through left backdoor

3<sup>rd</sup> Class- enter Prefab

4<sup>th</sup> Class- enter Prefab

5<sup>th</sup> Class- enter right back door

6<sup>th</sup> Class- enter right backdoor

### ***Designated Entrances at the Front of School at 8.55am***

S.I. - right front doors

1<sup>st</sup> Class - left front doors

- Children who arrive between 8.55a.m. and 9.15a.m. must use the allocated entrance above for their class when entering the building. Morning supervision staff will monitor the Side Gate and Front Doors from 8.55am-9.15am. All Doors will be opened and secured to avoid touching door handles.

### **COLLECTION:**

- Junior and Senior Infant collection will take place in the backyard.  
**Junior Infant Area** – Basketball Courts (Main Yard),  
**Senior Infant Area** – Football Pitch (Lower Yard)  
Teacher's will line children up inside (Junior Infants in their classroom and Senior Infants in the back corridor) and hand over to parents as they arrive. Parents must avoid congregating in the yard in groups and should maintain social distancing. Parents should avoid arriving too early onto the premises and congregating at the side gate while waiting. **The side gate will not be opened until 1.40 p.m.** Parents must leave the premises once their child has been collected.
- To avoid over-crowding at the front of the building at home time, bus children will be packed up and ready to leave their class at **2.35 p.m.** and go directly to their bus. Parents picking up their children at 2.40 p.m. should not come onto the premises at this time.
- When the bell rings at 2.40 p.m. children going home by car/bike/walking can leave. (Teachers remain in their classrooms at this time and children will be supervised as they leave the building and in the yard). Children attending Fairy Folk after-school care will remain in the classroom until the others have left and then the teacher will escort them to the front of the building.
- It is important all children line up in an orderly fashion and remain in line when they are leaving the building.
- There is no vehicular access to the school grounds at collection time with the exception of school

buses.

**Designated Exits**

1<sup>st</sup> & 2<sup>nd</sup> Class - Front Door (Left)

3<sup>rd</sup> & 4<sup>th</sup> Class – Prefab / Side Gate

5<sup>th</sup> & 6<sup>th</sup> Class - Front Door (Right)

(Left and right is as if you are inside the building about to leave)

**Staff**

- Staggered breaks will help ensure there is not overcrowding in the staff room at breaks.
- Children should not be sent to the staff-room for any reason. If an ice pack is required Carol will provide a disposable ice-pack which can then be disposed of in general waste after school.
- If you are using any equipment (boiler, microwave, fridge, toaster etc.) in the staffroom ensure you clean it afterwards. Cleaning materials will be provided.
- Staff must bring home all rubbish and ensure counter tops & sinks are wiped down and left clean after use.
- Staff must bring their own equipment/utensils including cups, plates and cutlery. These must be brought in and out every day and cannot be left in the staffroom or other communal areas. Unless you are putting something in the fridge keep everything else with you at all times. Dishwasher will not be in use.
- Wipe down table before and after you eat. Cleaning materials will be provided.
- Staff meetings will be held in the staffroom or the hall depending on the number of staff in attendance.

**Yard Times**

Little Break		Lunch		
Time	Class	Time	Class	
11.00 – 11.15	J1 – 2 <sup>nd</sup>	12.30 – 1.00	J1 – 2 <sup>nd</sup>	
11.20 – 11.35	3 <sup>rd</sup> – 6 <sup>th</sup>	1.00 – 1.30	3 <sup>rd</sup> – 6 <sup>th</sup>	

- Basic First Aid equipment is to be brought out to yard in a kit bag worn by Teachers. If further attention is required the injured child will be sent in to Carol/Olwen in the office with another child to accompany them.
- New yard playing rotas will be devised to allow access to different areas- teachers can plan these to suit their group’s needs.
- Children should wash their hands when they return from the yard before eating.

## Visitors to the School (by Appointment ONLY)

- Access of visitors to the school building must be through a pre-arranged appointment.
- Parents may not enter the school building unless they have made an appointment with the Principal/Class teacher. Day to day communication with the office /Principal should be via email or phone-call.
- Teachers' email will be reactivated so if you have any queries you can communicate with them directly in this way or through a phone call at an agreed time. Please note that as teachers will be busy teaching throughout the day a reply to your email will not be immediate. Teacher's cannot take phone calls during the teaching day.
- If there is an urgent issue please phone the office.
- Try to ensure your child has everything they need for school to avoid coming in with forgotten items throughout the day. Any forgotten item should be left to the office and Emma will arrange to get it to your child.
- If you are collecting your child early or for an appointment please phone the office in advance so we can have your child ready and waiting to be collected outside the office at the front door.

## Ventilation

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice '*Practical Steps for the Deployment of Good Ventilation Practices in Schools*' The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The Department has also published guidance regarding on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO2) monitors. Links to all aforementioned guidance can be accessed [here](#).

*"The opening of windows to introduce fresh air is very important and should continue to be used during school opening times via a proactive rather than a reactive manner".*

*"Achieving fresh air via a number of windows partially opened rather than one window fully opened can help to maximise the use of air driven natural ventilation distribution across the room without causing discomfort"*

- Open top windows for maximum ventilation without discomfort.
- Ensure windows facing yard/paths are pulled in at break times/home time for health & safety reasons.
- On windy days make sure windows are kept on their latches.
- Ventilate room prior to arrival of children and after break times where possible.
- Ensure all permanent ventilation openings are fully open and not blocked by wall hangings etc.
- Carbon dioxide monitors supplied by DES to be installed when they arrive.

## Use of P.P.E. in Schools

### Face Coverings ( Re-usable & Disposable Masks)

- It is proven that face masks are more effective in reducing the spread of Covid-19 than face visors due to droplet transmission
- Teachers and staff in primary schools may choose to wear a mask
- In certain situations the use of clear visors may be considered, for example staff interacting with students with hearing difficulties or learning difficulties
- Disposable masks will also be available and should be worn by those carrying out intimate care needs
- Reusable masks will be available to all staff members for day to day use in the classroom or they may use their own.
- Disposable masks will also be available at First Aid stations and in First Aid kits.
- Re-usable masks should be washed daily and changed regularly after prolonged periods of use.
- Disposable masks should be changed regularly after prolonged periods of use and disposed of carefully in general waste.

*If your child wishes to wear a mask it is vital that they can properly wear, maintain and remove their face covering (All masks should be changed regularly as per guidance above)*

*Face coverings should not be worn by any of the following groups:*

- *Any person with difficulty breathing*
- *Any person who is unconscious or incapacitated*
- *Any person who is unable to remove the face-covering without assistance*
- *Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity”*

The School will have additional disposable masks available for visitors and staff in case an emergency back-up face covering is needed during the day.

### Medical Grade Masks

Schools must provide medical grade masks in the EN16483 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs including School Bus Escorts.

### Gloves

*The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for intimate care settings. Routine use does not protect the wearer and may expose others to risk from contaminated gloves. Please ensure gloves are properly disposed of.*

- Gloves will be available in the wet room for intimate care needs.
- Gloves will be available in class bathrooms for intimate care needs.
- Gloves will be available and used during First Aid procedures.
- Each teacher will have a supply of gloves.

### **Aprons**

Disposable Aprons will be available in the wet room for intimate care needs.

### **Thermometers**

Extra thermometers have been bought and will be stored in the Office and at First Aid Stations around the school. Mandatory checking of temperatures of staff or children will NOT be undertaken by the school. Parents are advised to check their child's temperature if their child is feeling unwell.

### **Kit Bags**

All teachers and SNAs will be provided with a small kit bag containing masks, gloves, wipes, sanitiser, tissues etc. This bag can be worn around the waist and will provide staff with the necessary materials that may be required when they are on yard, or outside for P.E. or other activities taking place outside the classroom.

## **Impact of Covid-19 on Certain School Activities Covid-19 Response Plan**

### **Band / Music Practice (this will be reviewed at the end of Term 1 or as directed by DES).**

- Room should be well ventilated for singing during music lessons.
- Jazz Lessons –Yes

### **Sports Activities**

- Outdoor sports activities will be organised throughout the year when possible.
- Swimming lessons will resume for 1st to 6th classes (restrictions permitting)

### **Shared Equipment-Toys**

- All toys should be cleaned regularly
- Toys that are visibly dirty or contaminated should be taken out of use for cleaning or disposal.
- Toys that are damaged that cannot be repaired should be discarded.
- Toys, jigsaws and puzzles that young children and those with special educational needs may be inclined to put in their mouths should be cleaned regularly after use.
- Toys should be stored in a clean containers.

### **Classroom Equipment**

- Children will be asked to bring a pencil case that they can leave in school containing all equipment they may need-pencils, colours, rulers etc. Parents will be asked to keep another set at home.

### **Art**

- Where possible, pupils should be encouraged to have their own individual art supplies and equipment.
- Art supplies required by teachers will be sourced, bought and stored in individual classrooms.
- Central storage of art materials will no longer be used.



## Electronics

- Shared electronic devices should be cleaned between uses (iPads/laptops etc.)
- SNAs will be responsible for the cleaning of all equipment required by the individual children they are working with.

## Musical Instruments

- Musical instruments must be left clean and ready for another class to use.

## Library/Book Policy

- Where possible children should have their own books (e.g. Book Rental books are labelled and kept by the child for the year).
- Accelerated Reading will continue. Classes will be given specific times to use the library. Children will return their books to a designated box in the Library.
- Engage literacy is now available online and children have access to levelled readers at home and in school. <https://online.raintree.co.uk/> Username; KILR95 Password; pupil

## Shared Sports Equipment

- If you use equipment from the P.E. store, bring it back to your class, clean it and then return ready to use. P.E. equipment found in the P.E. store should always be clean and ready for the next teacher to use.
- Do not send children to the P.E. store.

## Hygiene and Cleaning in Schools

- Take particular care of hygiene arrangements for hand washing and toilet facilities.
- Each school setting should be cleaned at least once per day. Cleaners will do thorough daily cleaning of classrooms to include hoovering, cleaning bathrooms, cleaning desks and cleaning sinks. Staff toilets and hall toilets will be cleaned daily.

***To allow cleaners to clean effectively and efficiently please ensure floors are clear of large items, desks are completely clear, chairs put on top of tables, sinks and draining boards are clear. Tidying up after class activities such as painting, clay, science experiments is the responsibility of the class teacher. Establish a good tidying up/cleaning routine with your class.***

- Additional cleaning may be required throughout the day. All staff members will be responsible for their area (class rooms, office/reception area, wet room, support rooms, library, shed, bathrooms etc.) Teachers will be provided with cleaning materials for their own classroom.
- Children's tables should be cleaned before eating using either disinfectant spray and a wet cloth or soapy water and a wet cloth.

- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. If you require replacements please let Emma know.
- Staff should thoroughly clean and disinfect their work area before and after use each day.
- Empty bins regularly throughout the day to central collection point. Do NOT send children. A small pedal bin will be provided in each classroom for the safe disposal of tissues.

### **Cleaning/disinfecting rooms where a staff member/pupil with suspected Covid-19 was present**

Additional cleaning measures will be taken where there has been a suspected Covid-19 case among staff members or pupils. Particular attention will be paid to areas in the school and classroom the staff member or pupil would have been, their personal work area and immediate vicinity and common shared areas (as per DES and HSE cleaning guidance).

### **Dealing with a Suspected Case of Covid-19**

- If a child is displaying symptoms call the office and Emma/Olwen will collect the child and bring to the Isolation Area in the back corridor. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.
- Pupils or staff displaying Covid-19 symptoms must self-isolate and cannot attend school until they get a negative antigen result.
- Other pupils/staff from the class where a child has been sent continue to attend school unless otherwise advised by the HSE. **The HSE has sole responsibility for contact tracing.**
- A child/adult must remain at home for 7 days (as per HSE guidelines) and may only return to school when they are 48 hours symptom free and fit to do so. Parents/staff are requested to follow HSE advice at all times. This is updated regularly on the HSE website.
- Parents are urged to keep children at home if they are **unwell in any way**. Children should be 48 hours symptom free before they return to school to reduce the spread of tummy bugs, colds and flus etc.

### **Special Educational Needs**

#### **Hand Hygiene**

- Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

#### **Equipment**

- Some children have care needs that require the use of aids and appliances and/or medical equipment i.e. toilets, wheelchair, bed in wet room, hearing aids, OT Equipment etc.
- Equipment used to deliver care should be cleaned after use.
- Care equipment should be cleaned in accordance with the manufacturers' instructions. Cleaning is generally achieved using a general purpose detergent and warm water.
- Equipment that is shared by various children must be cleaned and if required disinfected immediately after use and before use by another child e.g. toileting aids and O.T equipment.

Cleaning equipment will be available:

- If equipment is soiled with bodily fluids
- First clean thoroughly with detergent and water
- Then disinfect by wiping with a freshly prepared solution of disinfectant
- Rinse with water and dry.

### **Supporting pupils at “very high risk” of Covid-19**

The department is conscious that there may be some pupils for whom return to school at the end of August may not be appropriate because the relevant public guidelines indicate they are at “very high risk”.

Responsibility to ensure that these pupils receive appropriate support to engage adequately with learning remains with each school.

The list of people in high risk groups include people who:

- are over 70 years of age-even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of the treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are taking immunosuppression drugs
- have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease, and severe COPD
- have a condition that means they have a very high risk of getting infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant

### **Staff Duties**

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play. In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.

- Must inform the principal if there are any other circumstances relating to COVID-19
- New staff must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Coordinate and work with their colleagues to ensure that protocols are followed.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and conduct an antigen test if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Follow the HSE guidance at all times.
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Cooperate with any public health personnel and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

### **COVID-19 related Absence Management**

The management of a COVID-19 related absence will be managed in line with agreed procedures with the Department of Education.

### **Employee Assistance and Wellbeing Programme**

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An [Occupational Health Strategy](#) is in place as a supportive resource for individual staff members in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of '*Wellbeing Together: Folláinne Le Chéile*'.

The EAS is a self-referral service where employees have access to a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. Spectrum.Life also provides a series of webinars and presentations to promote wellbeing in schools.

This **Covid-19 Response Plan for The Model School** has been created and approved by the Board of Management in accordance with the 'Transitional Protocol – Good Practice for Continuing to Prevent the Spread of Covid-19'. The Department of Education requires all schools to continue to maintain a Covid-19 Response Plan for the 2022/23 school year.

This document will be reviewed and amended as necessary in accordance with Department of Education and HSE updated guidance for Schools.

Trevor Darlington Date: 30/08/2022

Trevor Darlington, Chairperson of the Board of Management

**Patron:** Bishop Michael Burrows

**Principal:** Ms. Olwen Mackey

**Board of Management:** Trevor Darlington (Chair); Dean David MacDonnell (Patrons Nominee); Olwen Mackey (Secretary);  
Christina Gibbons & Shane Connery (Parent's Nominees); Suzanne Ashmore (Teacher's Nominee);  
Simon Thompson & Tristan Lynas (Community Reps).

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