

24<sup>th</sup> August 2020

Dear Parent / Guardian, Staff Member,

**RE: Drop-off and Collection Routines**

The BoM and the School Leadership Team have been working to ensure a safe return to school for all pupils and staff in two weeks' time. We have now finalised our plans for drop-off and collection of the children every day.

Scoil Mhuire Banrion na hÉireann appreciates your support as we try to safely reopen the school building. If at all possible we request you not to come onto the school grounds or into the school building unless it is essential. We appreciate that dropping off the Junior & Senior Infant pupils to their line in the yard is essential, but for the older pupils a drop off at the school gate is desirable. Working together we hope to be able to progress the reopening in as safe a manner as possible for all.

We would ask all parents to familiarise themselves with the following drop-off and collection routines for the safe delivery and collection of pupils from school. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year.

It is imperative that

- adults do not come within 2m of each other
- parents do not try to have meetings with members of staff in the playground at drop-off and collection times – meetings between parents and teachers can only take place by prior arrangement. (This may have to be more restrictive depending on guidance - it is quite possible that the recommendation will be for remote meetings/telephonic communications.)
- all parents adhere to the drop-off and collection plans as outlined below

**Drop-off Plan/ Staggered Start Times**

We will be operating a policy of staggered start times during the course of the current school year. There will be 15 minutes between the classes when they are entering and leaving the building. In this regard we will have 3 start times rather than the usual 8.55 start time.

- ✓ Junior and senior Infant start times:- 8.45; 9.00, 9.15
- ✓ Rang 1 – Rang 6 start times:- 8.45; 9.00; 9.15.

Children will not congregate in the yard. They will proceed directly to the door and enter the school. They will sit in their own places and be supervised by the SET allocated to that class. An activity such as DEAR (Drop everything and read) time will be in operation during reception time. We encourage the girls to bring their own novel/library book with them to read during this time.

Parents/Guardians should drop the children and leave. Parents will not enter the school yard and will not congregate at/outside the school gates. Social distance should be maintained at all times.

Parents/Guardians will be advised by way of Aladdin of the particular time applicable to their children.

**Please Note:** These times may change over time as the children become more familiar with the new routines and may require shorter amounts of time to enter the building. You will be notified if any changes are being made.

### Collection Plan/Staggered Finish Times

We will also be operating a policy of staggered finish times during the course of the current school year. There will be 15 minutes between the classes when they are entering and leaving the building. In this regard we will have 3 collection finish times rather than the usual 1.45 and 2.45 finish time.

- ✓ Junior and senior Infant Finish times:- 1.25; 1.40; 1.55
- ✓ Rang 1 – Rang 6 Finish times:- 2.25; 2.40 and 2.55.

Parents/Guardians will be advised by way of Aladdin of the particular time applicable to their child/ren.

**Please Note:** These times may change over time as the children become more familiar with the new routines and may require shorter amounts of time to leave the building. You will be notified if any changes are being made.

### Allocated Doors:

The following classes must only use these doors when entering/exiting the school building with their class teachers.

Door	Main Entrance (Front Yard)	Senior Side of School (Front Yard)	Door near Room 4 (Back of school)	Back Door Senior Side (Back of School)
	Ms. Enright Room 7	Ms. McGrath Room 16	Ms. Bury Room 3	Ms. Hardiman Room 9
	Ms. Frazer Room 6	Ms. Barry Room 15	Sr. Josephine Room 4	Ms. Shearin Room 11
	Ms. McInerney Room 8	Ms. Acheson Room 14		Ms. Higgins Room 10

### Entering/leaving the school yard

Pupils should use the appropriate gate for your allocated door. Only pupils will enter the school yard and will proceed directly to the door of the school. There will be a teacher at each door and there will be a staff member at the gate near the back of the school.

DOOR at which you enter/leave the school	Main Entrance (Front Yard)	Senior Side of School (Front Yard)	Door near Room 4 (Back of school)	Back Door Senior Side (Back of School)
GATE at which you enter leave the school yard	Pedestrian gate near the church	Pedestrian gate near the staff carpark	Gate at the back of the school (behind the church)	Gate at the back of the school (behind the church)

**New Junior Infants** will come to the school Yard between 9.30 – 9.40 on 01 September. Further information to follow regarding this.

Thank you in advance for your co-operation with these arrangements.

le meas,

*Jack Fitzgibbon*  
Cathaoirleach, An Bórd Bainistíochta

*Suzanne Cobbe*  
Príomhoide