

17<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 on August 27<sup>th</sup>. We have now finalised our plans for drop-off and collection of the children every day. Scoil Mhuire Lourdes appreciates your support as we try to safely reopen the school building. If at all possible we request you **do not to come into the school building** unless it is essential. The children will be asked to go **straight to their classes each morning** to eliminate contact with other class bubbles where possible.

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 maintain a social distance of 2m
- parents/guardians do not try to have meetings with members of staff in the playground at drop-off and collection times – meetings with staff can only take place by prior arrangement.
- all parents/guardians adhere to the drop-off and collection plans as outlined overleaf.

Teachers from **Junior-Second class** will be available to supervise your daughter from **8.50am onwards**.

Teachers from **3<sup>rd</sup>-6<sup>th</sup> class** will be available to supervise your daughter from **9am only onwards**. **If you have a daughter in a number of classes, we suggest that you send them all in with the oldest sibling each morning and pick up with the oldest sibling in the afternoon (except in the case of Junior or Senior infants where collection time is 1.40pm).**

**E.g Daughter in 2<sup>nd</sup> and 6<sup>th</sup>. Drop off at 9am and pick up at 2.50pm**  
**E.g Daughter in Senior Infants and 4<sup>th</sup>. Drop off at 9am. Pick up at 1.40pm and 2.50pm**

If you are early bringing your child to school, please wait outside whilst practising social distancing as **the gates will not be open until 8.50am**. If you are late dropping your child into school, please let them walk up Ramp 2 to the reception area where the secretary will aid them in sanitising their hands and will show them to their class.

We have one entry and access point to our school which will see large volumes of traffic throughout the day. Please ensure that you make the drop off and collection process as efficient as possible by not delaying others entry. In order for our drop off and collection routines to be successful we require the co-operation of parents. Whilst we appreciate that this may not be convenient for many families, it is imperative that the health and safety of pupils and staff takes priority.

Working together we hope to be able to progress the reopening in as safe a manner as possible for all.

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Chairperson of the Board of Management

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Principal

## Drop-off Plan

### Junior Infants-Second Class: School Entry: 8.50am until 9.00am

<b>CLASS</b>	<b>DIRECTION / ENTRY</b>	<b>OTHER</b>
<b>Junior Infants (Ms. Ryan) St. Brigid's Building</b>	Enter via front gate. Walk up Ramp 1. Enter St Brigid's via Door 1.	Ms. Coen and the SNA will be at the front gate to guide children to their class. Children will be asked to sanitise their hands.
<b>Senior Infants (Ms. Wall) Room 5</b>	Enter via front gate. Walk up Ramp 2. Enter building via main door.	Ms. Garahy will be at the front door and will ask you to sanitise your hands.
<b>1<sup>st</sup> Class (Ms. Byrne) St. Brigid's Building</b>	Enter via front gate. Walk up Ramp 1. Enter St Brigid's via Door 2.	Ms. Coen and the SNA will be at the front gate to guide children to their class.
<b>1<sup>st</sup> Class (Ms. Conway) Room 4</b>	Enter via front gate. Walk up Ramp 2. Enter building via main door.	Ms. Garahy will be at the front door and will ask you to sanitise your hands.
<b>2<sup>nd</sup> Class (Ms. Kennedy) Room 2</b>	Enter via front gate. Walk up Ramp 1. Walk through the playground towards the back door of the school.	Ms. Kennedy will ask you to sanitize your hands at the back door.

### Third- Sixth Class: School Entry: 9.00am until -9.10am

<b>CLASS</b>	<b>DIRECTION / ENTRY</b>	<b>STAFF</b>
<b>3<sup>rd</sup> Class (Mr. Kavanagh) Room 1</b>	Enter via front gate. Walk up Ramp 1. Walk through the playground towards the back door of the school.	Mr. Kavanagh will ask you to sanitize your hands at the back door.
<b>3<sup>rd</sup> Class (Ms. Brooks) Room 6</b>	Enter via front gate. Walk up Ramp 2. Enter building via main door.	Ms. Garahy will be at the front door and will ask you to sanitise your hands.
<b>4<sup>th</sup> Class (Ms. Eagers) Room 7</b>	Enter via front gate. Walk up Ramp 1. Walk through the playground towards the back door of the school.	Ms. Eagers will ask you to sanitize your hands before you come into the class.
<b>5<sup>th</sup> Class (Ms. Turtle) Room 8</b>	Enter via front gate. Walk up Ramp 2. Enter building via main door	Ms. Garahy will be at the front door and will ask you to sanitise your hands.
<b>6<sup>th</sup> Class (Ms. Madden) Room 7</b>	Enter via front gate. Walk up Ramp 2. Enter building via main door	Ms. Garahy will be at the front door and will ask you to sanitise your hands.

## Collection Plan

### Junior- Senior Infants: School Exit: 1.40pm

Class	Exit Time	Collection Route	Collection Area	Other
<b>Junior Infants</b>  <b>St. Brigid's Building</b>	1.40pm	Leave via Door 1. Wait in line with teacher. Walk down Ramp 1.	Parents/ Guardians please: *socially distance along Ramp 1 at 1.40pm *wait for your daughter to be given to you by the teacher.	<b>This will require patience as each child will be given back to their family individually.</b> * Please keep to the right as you socially distance. * Walk down Ramp 1 on the left with your daughter.
<b>Senior Infants (Ms. Wall) Room 5</b>	1.40pm	Leave via main door. Wait in line with teacher. Walk down Ramp 2.	Parents/ Guardians please: * socially distance along Ramp 2 at reception at 1.40pm * wait for your daughter to be given to you by the teacher.	<b>This will require patience as each child will be given back to their family individually.</b> * Please keep to the right as you socially distance * Walk down Ramp 2 on the left with your daughter

### First- Second Class: School Exit: 2.40pm

Class	Exit Time	Collection Route	Collection Area	Other
<b>1<sup>st</sup> Class (Ms. Byrne )</b>	2.40pm	Leave via Door 1. St. Brigid's. Wait in line with teacher. Walk down Ramp 1.	Parents/ Guardians please: *socially distance along Ramp 1 at 2.40pm *wait for your daughter to be given to you by the teacher.	<b>This will require patience as each child will be given back to their family individually.</b> * Please keep to the right as you socially distance. * Walk down Ramp 1 on the left with your daughter.
<b>1<sup>st</sup> Class (Ms Conway)</b>	2.40pm	Leave via main door. Wait in line with teacher. Walk down Ramp 2.	Parents/ Guardians please: * socially distance along Ramp 2 at reception at 2.40pm * wait for your daughter to be given to you by the teacher.	<b>This will require patience as each child will be given back to their family individually.</b> * Please keep to the right as you socially distance * Walk down Ramp 2 on the left with your daughter
<b>2<sup>nd</sup> Class (Ms. Kennedy)</b>	2.40pm	Leave via back door. Wait in line with teacher. Walk down Ramp 1.	Parents/ Guardians please: * socially distance along Ramp 1 at reception at 2.40pm * wait for your daughter to be given to you by the teacher.	<b>This will require patience as each child will be given back to their family individually.</b> * Please keep to the right as you socially distance * Walk down Ramp 1 on the left with your daughter

### Third-Sixth Class: School Exit 2.50pm

Class	Exit Time	Collection Route	Collection Area	Other
<b>3<sup>rd</sup> Class (Mr. Kavanagh)  Room 1</b>	2.50pm	Leave via back door. Through the playground. Wait in line with teacher. Walk down Ramp 1.	Parents/ Guardians please: *socially distance along Ramp 1 at 2.50pm *wait for your daughter to be given to you by the teacher.	<b>This will require patience as each child will be given back to their family individually.</b> * Please keep to the right as you socially distance * Walk down Ramp 1 on the left with your daughter.
<b>3<sup>rd</sup> Class (Ms. Brooks)  Room 6</b>	2.50pm	Leave via main door. Wait in line with teacher. Walk down Ramp 2.	Parents/ Guardians please * socially distance along Ramp 2 at reception at 2.50pm * wait for your daughter to be given to you by the teacher.	<b>This will require patience as each child will be given back to their family individually.</b> * Please keep to the right as you socially distance * Walk down Ramp 2 on the left with your daughter and out the front gate.
<b>4<sup>th</sup> Class (Ms. Eagers)</b>	2.50pm	Leave via back door. Through the playground. Wait in line with teacher. Walk down Ramp 1.	Parents/ Guardians please: *socially distance along Ramp 1 at 2.50pm *wait for your daughter to be given to you by the teacher.	<b>This will require patience as each child will be given back to their family individually.</b> * Please keep to the right as you socially distance * Walk down Ramp 1 on the left with your daughter.
<b>5<sup>th</sup> Class (Ms. Turtle)</b>	2.50pm	Leave via main door. Wait in line with teacher. Walk down Ramp 2.	Parents/ Guardians please * socially distance along the ramp at reception at 2.50pm * wait for your daughter to be given to you by the teacher  <b>** please encourage your daughter to meet you as a designated site to reduce the number of adults on site e.g The Church Carpark</b>	<b>This will require patience as each child will be given back to their family individually.</b> * Please keep to the right as you socially distance * Walk down Ramp 2 on the left with your daughter  <b>* please encourage your daughter to meet you as a designated site e.g The Church Carpark</b>
<b>6<sup>th</sup> Class (Ms. Madden)</b>	2.50pm	Leave via main door. Wait in line with teacher. Walk down Ramp 2.	Parents/ Guardians please * socially distance along the ramp at reception at 2.50pm * wait for your daughter to be given to you by the teacher  <b>** please encourage your daughter to meet you as a designated site to reduce the number of adults on site e.g The Church Carpark</b>	<b>This will require patience as each child will be given back to their family individually.</b> * Please keep to the right as you socially distance * Walk down Ramp 2 on the left with your daughter  <b>* please encourage your daughter to meet you as a designated site e.g The Church Carpark</b>