

## St. Mary’s N.S.

## Glaslough

##  Co. Monaghan

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24th August 2020

Dear Parent / Guardian,

**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 31st. We have now finalised our plans for drop-off and collection of the children every day.

We appreciate your support as we try to safely reopen the school building. We request you not to come onto **the school grounds** or into the school building. A member of the school staff will be at the school gate( at the car park )to ensure the junior/senior infants get to their room safely. All other children enter the school through their own door independently.

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.
* all parents adhere to the drop-off and collection plans as outlined below

**Drop-off Plan**

School will be open to receive children at 8.45 a.m. Children, arriving by car or bus, enter the school grounds through the gate beside the car park. A member of staff will take Junior/Senior infants to their classroom through door 1. All other children come in independently through their own classroom Door. (A reminder that classes start at 9.00 a.m.)

Infants will be **Room 1** – and will come and go through **Door 1.(Door nearest their room)**

First and second – **Room 2** – and will use D**oor 2** ( door nearest staffroom and office)

3rd and 4th – **Room 3** – will use the D**oor 3** – the door facing the basketball court.

5th and 6th – **Room 4** and will use D**oor 4** – the door nearest the boys’toilets.

**Cyclists enter through the side gate and walkers enter at the side entrance.**

**Collection Plan**

Children going home by car or bus exit through the **car park gate. Parents will wait at the school gate.**

1st and 2nd will be let out at 2.35p.m, 3rd and 4th at 2.40 pm and 5th and 6th at 2.45 p.m.

Children on bicycles will exit through the side gate. Children walking will exit through the side exit.

Junior Infants will be collected at 12.00 on the first week and will go home at 1.40p.m from the second week on. Senior Infants 1.40p.m. 2-3pm supervision starts Monday 31st August.

There will be a ‘ Drop off’ area in the school shelter if a parent wishes to drop off anything during the school day. Please ring the school in advance. This means you do not have to enter the school.

To communicate with your child’s teacher you need to write a note as normal or make an appointment for a telephone meeting.

le meas,

 Paul Holland Mark Macklin

Cathaoirleach, An Bórd Bainistíochta Príomhoide