

St Laurence's NS

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21 August 2020

Dear Parent(s)/Guardian(s)

I hope you and your families are keeping well. The following letter outlines some of the procedures that will be implemented to ensure a safe return to school on 31 August 2020.

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 just over one week's time. 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 would politely request that you do not come onto the school grounds or into the school building unless you have been directed to by the Principal/Deputy Principal or unless you have made a prior arrangement with the Principal. We appreciate that dropping off the Junior & Senior Infants and First and Second Class' pupils to their line in the yard is essential, but for the older pupils a drop off at the school gate is desirable. Special Education Teachers (SETs) and Special Needs Assistants (SNAs) will be on hand in high-vis jackets to help facilitate this system. 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 2 metres 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 via the Principal. Meetings may have to be more restrictive depending on guidance and it is quite possible that the recommendation will be for remote meetings/telephonic communications;
- parents return to their cars as quickly as possible following drop-off and collection to allow the car park to be used to its maximum potential;
- all parents adhere to the drop-off and collection plans as outlined below.

Drop-off Plan

Please note that the pedestrian gate from the car park will be locked to avoid congestion.

Pupils and parents (where permitted) should enter the school grounds as follows:

- **1st to 2nd Classes** via the double gates (normally used by school tour buses).
- **3rd and 4th Classes** via the double gates (normally used by school tour buses) as well as via the small gate at the front of the school that leads directly to the upper level side entrance (side of school closest to the car park).
- **Senior Infants** via the basketball yard gate at the rear of the school.
- **Junior Infants and 5th and 6th Classes** via the main entrance gates.

4th, 5th & 6th Class pupils will arrive from 8.45 am to 9 am and on arrival will go directly to their classrooms as follows:

- 4th Class via the upper level side entrance adjacent to Room 22 (side of school closest to the car park).
- 5th and 6th Classes via the front entrance of the school.

3rd Class pupils will arrive from 9 am to 9.10 am and will go directly to their classrooms as follows:

- 3rd Class via the upper level side entrance adjacent to Room 22 (side of school closest to the car park).

SETs and SNAs wearing high-vis will be available to direct and assist.

1st and 2nd Class pupils will arrive from 9 am to 9.10 am and will proceed individually, or be accompanied by a parent where necessary, to the shelter yard. Pupils should immediately line up in marked, socially-distanced positions in front of their class teacher. Once they are in line, parents should re-trace their steps and leave the school grounds immediately.

- **Rooms 2, 3 and 11** will line up at the end of the shelter yard furthest from the car park.
- **Rooms 4, 5 and 6** will line up at the end of the shelter yard closest to the car park.

SETs and SNAs wearing high-vis will be available to direct and assist.

Senior Infants will arrive from 9 am to 9.10 am and will proceed with their parents to the basketball yard via the rear basketball yard gate. Pupils should immediately line up in marked, socially-distanced positions in front of their class teacher. Once they are in line, parents should re-trace their steps and leave the school grounds immediately. A member of staff will assist where a child may be distressed.

Junior Infants will arrive from 9.15 am to 9.25 am and will proceed to the outdoor garden classroom at the front of the school via the front gates of the school. Parents, while observing social distancing rules, will be allowed to accompany their child to their class line. Where possible we kindly request parents leave as soon as they can. A member of staff will assist where a child may be distressed. Distressed children should remain with their parents in the vicinity of the garden while the remainder are led to their classes and a member of staff will assist.

Collection Plan

Junior Infants will be dismissed at 12.30 pm for the first week and at 1.30 pm thereafter from the outside garden classroom at the front of the school. Parents will be permitted to enter the grounds at 12.30 pm (1.30 pm after the first week) via the front gates and will be directed to the garden to collect their children. We aim to follow a one-way system and would ask parents to please follow staff directions.

Senior Infants will be dismissed at 1.30 pm from their lines in the basketball yard. Parents of Senior Infants should wait by the rear basketball yard gate until directed by staff to enter the grounds. They should then wait around the edges of the courts until the teacher directs their child to go to them. Exit from the basketball yard will be by the same gate as entry.

First Class and Second Class will be dismissed at 2.30 pm from their lines in the shelter yard. Parents should wait at the double gates (normally used by school tour buses) until directed to enter the school grounds.

- **Rooms 4, 5 and 6** - parents should proceed to the yard located between the car park and the shelter yard and wait until the class teacher directs their child to go to them.
- **Rooms 2, 3 and 11** - parents should proceed along the edge of the shelter yard to the end of the shelter yard and wait until the class teacher directs their child to go to them.

Third Class and Fourth Classes will be dismissed at 2.30 pm. The classes will exit the building, by the upper level side door adjacent to Room 22 (side closest to the car park) in the following order:

- Room 21
- Room 22
- Room 23
- Room 20
- Room 19
- Room 24

Fourth Class teachers will lead their pupils to the small gate at the front of the school where they will be directed to disperse immediately to either walk home or to proceed to a pre-arranged meeting point with their parents.

Third Class teachers will lead their pupils to the black all-weather pitch where they will be directed to disperse immediately to either walk home or to proceed to a pre-arranged meeting point with their parents.

SETs and SNA's (once their charges have been collected) will be assisting at the gates to encourage the pupils to keep moving away from the school.

Fifth and Sixth Classes will be dismissed at 2.30 pm. The classes will exit the building via the main entrance door in the following order:

- Room 16
- Room 28
- Room 17
- Room 26
- Room 18
- Room 25

The teachers will lead the pupils to the large gate at the front of the school where they will be directed to disperse immediately to either walk home or to proceed to a pre-arranged meeting point with their parents – SETs and SNA's (once their charges have been collected) will be assisting at the gates to encourage the pupils to keep moving away from the school.

Health and Hygiene

Please remember that your child's health is your responsibility.

Please help your child to wash their hands and then check their temperature before they come to school each morning.

Travel Abroad

Government policy, which is based on official public health advice, continues to advise against non-essential travel overseas for everyone.

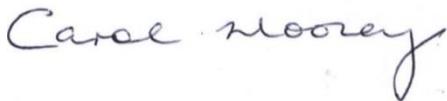
It is a requirement for anyone coming into Ireland, from locations other than those with a rating of 'normal precautions' ("green"), to restrict their movements for 14 days, and this includes school staff, parents and pupils or other students coming from abroad to attend school in Ireland.

Parking

Please be advised that Government currently advocate for as many people as possible to walk or cycle to school.

St Laurence's NS are proud to be the owners of a substantial school car park. For this reason, we would ask parents to be considerate of the health and safety of our neighbours during this pandemic and would respectfully ask parents not to park in neighbouring estates at this time.

Yours sincerely

A handwritten signature in cursive script that reads "Carol Mooney".

Carol Mooney
Principal