**Scoil Íosagáin**

**Hospital**

**Co. Limerick**

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**20/08/2020**

Dear Parent / Guardian, Staff Member,

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

We have now finalised our plans for drop-off and collection of the children every day. Scoil Íosagáin 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 the yard is essential, but for the older pupils a drop off at the school gate/top car park 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. All measures will be subject to change as we try to ensure the safety of all.

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 (email would be preferred communication for now)
* all parents adhere to the drop-off and collection plans as outlined below

The school will be open from **8.45am** to allow children to assemble in their classrooms– Children enter the school by themselves and go straight to their classrooms. Class teachers will be in their class on a supervision basis until **9am when teaching begins**. Students upstairs (2nd, 3rd, 4th and 6th class) have a **new entry route** to school. This is through the emergency door at the bottom of the front stairs(beside the main front door). This door will be supervised and children can go straight upstairs and into their classrooms. A sanitising station will be at each point of entry.

-All other classes (Juniors, Seniors, 1st and 5th) can enter through either of the other doors used last year by students - either into the junior lobby area or straight in from the big yard. These entry areas will be supervised and children are to go straight to their classrooms downstairs. Entry to the school can take place at any stage in the 15 min period from 8.45 to 9. It is very important that children are not dropped off or walk in to the school grounds before 8.45 and similarly it is important that pupils are not arriving after 9. There is no “alphabetical” staggering of the opening times.

**Special Arrangements for Infant Classes for the first few days.**

For the first 2 weeks **Junior Infants** will finish at 12 noon. **For the first 3 days the Junior Infant start time will be 9.20 a.m** Parents are asked to enter the school grounds via the small gate near where the Lollipop Lady works. The class teacher will meet you near the entry door to the school.

**Senior Infants** will have normal start time but to give them a chance to settle back to school their finish time for **the first 3 days will be 12.30**.

- **Infant Home Time** (when the children resume the full day) will be 1.40pm – All parents are asked to distance themselves in the yard and your child will be allowed out to you once the teacher sees you. No entry to the school building during this time.

- **Remainder of School Home Time**- We will be staggering school finishing times for the first two weeks at least. **Families beginning A – M will be finished at 2.30pm**. These children will be let out through either door in the same manner as last year – parents to wait outside school gate or in car if using “top car park”. **Families beginning with letters N- Z will be let out of school at 2.40pm in the exact same format.** (If continuing with staggered finishing times then timings/groups will be reversed in due course)

- Students will be asked to use the hand sanitizer stations on entry and exit to the school.

-Break and lunch times will be staggered to allow each class their own yard area to play in.

-Children will be leaving all their books in school to begin with. Teachers will not be giving written homework for the first two weeks.

**- Please keep your child at home if they are displaying any Covid like symptoms.**

It will take some time for all of us to get used to the “new circumstances” as we become familiar with the new routines and procedures designed to keep everyone safe and to prevent the spread of the virus. There will, undoubtedly, be some unforeseen challenges and we will deal with these as they arise. We would like to thank you for your co-operation in making preparations to date and look forward to working with you as we assist the children adapt to the necessary changes.

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\_\_\_\_Mrs Marie O’Shea\_\_\_\_\_\_ \_\_\_Brendan Moloney\_\_\_\_\_

 Cathaoirleach, An Bhóird Bainistíochta Príomhoide