



# St. Martin de Porres N.S.



Principal: Ms. Valerie O'Loughlin

Heatherview Lawn, Aylesbury, D24HF54

Roll No. 19617W

**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 in two weeks' time. We have now finalised our plans for drop-off and collection of the children every day.

St. Martin de Porres NS 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 gates 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**

We have decided against staggered drop-off times as we understand the need for parents to get to work. We are also fortunate to have multiple entry points to the school grounds (**see map attached**) which we will be using. This plan is very much subject to change depending on updates to guidelines from the Department of Education and Skills.

We have however implemented **different opening dates** in order to prepare children for their new routine. Please see the table below for your child's start date.

Date	Class	Time
Thursday, 27 <sup>th</sup> August <b>(half day)</b>	Senior Infants 5 <sup>th</sup> Class 6 <sup>th</sup> Class	9:00am – 12:00pm
Friday, 28 <sup>th</sup> August <b>(half day)</b>	<b>All classes above +</b> 1 <sup>st</sup> Class 2 <sup>nd</sup> Class 3 <sup>rd</sup> Class 4 <sup>th</sup> Class	9:00am – 12:00pm
Monday, 31 <sup>st</sup> August	Senior Infants – 6 <sup>th</sup> Class  Junior Infants + ASD Class	09:00am – 02:40pm  10:00am – 12:00pm

**Note:** The children may enter via the front gate on their allocated start date. They will be shown by their class teacher which gate to enter by from then on. They will also exit via the same gate.

### Collection Plan

In order to avoid congestion at the front of the school, the children will exit via separate gates. There will also be staggered departure times for certain classes. Please see the table below for your child's departure time.

Class	Departure Time
5 <sup>th</sup> & 6 <sup>th</sup> Class	02:35pm
3 <sup>rd</sup> & 4 <sup>th</sup> Class	02:40pm
2 <sup>nd</sup> Class	02:40pm
1 <sup>st</sup> Class	02:40pm
Senior Infants	01:40pm

Below is the Junior Infant and ASD Class schedule for the first two weeks:

Date	Time
31 <sup>st</sup> August – 4 <sup>th</sup> September	10:00am – 12:00pm
7 <sup>th</sup> – 11 <sup>th</sup> September	09:00am – 12:00pm
14 <sup>th</sup> September – onwards	09:00am – 01:40pm

It will take some time to become familiar with this new routine so please bear with us. If you have any questions please feel free to contact the school.

Le meas,

Antoinette Thompson  
Cathaoirleach, An Bórd Bainistíochta

Valerie O'Loughlin  
Príomhoide

# Assigned Entry and Exit Gates

