Our Lady of Lourdes N.S.
Rosbrien
Limerick
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17th August2020
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.

Our Lady of Lourdes NS appreciates your support as we try to safely reopen the school building. If at all possible we request strictly that you not to come onto the school grounds or into the school building unless it is an **emergency**. We appreciate that dropping off the Early Start and Junior Infant pupils to their line in the yard for the first two days will present challenges, but for the older pupils a drop off at the school gate is essential. 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 in the appendix.

Le meas,

Fr. John Walsh
Cathaoirleach, An Bhóird Bainistíochta

P. Jennings
Príomhoide

Appendix

Arrival and departure procedures for children and parents:

- **Parents must arrive on time for leaving in and collecting their child.**
- Only parents or carers who are well and have no symptoms of COVID-19 or who have served the required quarantine time of 14 days where advised are allowed to drop off and collect children.
- Any parent who is in a high risk category should not drop off or collect children in order to protect themselves. (This of course is at the discretion of the individual parent/carer/grandparent's discretion)
- Different arrival times will be put in place for 8.45 am and 9.15 am. (See below)
- On arriving at the school gate, a parent must direct their child immediately to their Line up area. They are not to congregate in groups or stand around chatting.
- Parents must ensure to instruct their child not to interact with other children but go straight to their class line.
- Under no circumstances are parents to linger at the gate after the child has entered the school but are requested to leave immediately.
- If a parent has more than one child, the other children stay with them until their entry time has arrived.
- Home times will be staggered for classes from first to sixth- 2.40pm and 2.45pm.
- Parents must wait outside the school in their cars and maintain social distancing in the evening time when waiting to collect a child.
- The Early Start, junior and senior infants will go home at the normal time exiting through different doors where possible.
- All must leave the gate area immediately after collection.
- No parent will be allowed within the school building.
- **Should a matter of urgency arise for parents,** they must phone the office and make an appointment for access.
  Access will only be permitted **in emergency situations,** once their temperature has been taken and they have used the hand sanitiser. Once inside the school building they must maintain the required social distance and follow the directions of the principal/staff member. ***Emergency situations only***
- At arrival and departure times of children, social distancing is to be maintained by children and parents.
- Under no circumstances are parents and carers to gather in groups while waiting for the bell to sound
- Markings on the ground will note where a class can line up.
- Arrival and collection times will be staggered to avoid groups of parents/children congregating together
- Classes have been assigned specific doors to exit the school building (which will be labelled)

Daily Morning Assembly:

At 8.45am the main gates will be opened.

From then until 9.00am, the pupils of **Senior infants to sixth** will enter the school maintaining social distancing. We appreciate this will be challenging and appeal for your patience and support.

The children will proceed to their assigned line up. Parents will leave the gate area immediately once their child(ren) has/have entered the school. (If they have pupils in other classes, they may wait in cars)

Senior infants and first enter via infant yard door
Second and third enter via Secretary's door
Fourth, fifth and sixth enter via Main yard door

9.15am. The parents and pupils of **junior infants and Early Start** may enter the yard and line up on the designated lines and wait for the class teachers to collect them **FOR THE FIRST TWO DAYS ONLY**.

Early Start and Junior infants enter via infant yard door

Parents will line up with their children who are to stay with their parents at all times.
9.15am: the teachers will collect the children and parents leave the yard immediately. From WEDNESDAY 2ND SEPTEMBER, these pupils will be collected from the school gates.

If a child appears unwell on entering the classroom, the child's temperature will be taken and in the interests of the safety of the staff and the other children, the principal will contact the parent and ask the parent to take the child home immediately.

Daily Dismissal: 1.40pm
Senior infants will be brought to the drop-off/collection point. Early start and junior infants will have staggered dismissal times for the first two weeks and teachers will communicate these arrangements with the parents concerned.

2.40pm: The following classes will leave

First class will exit via the infant yard
Second class and Third class exit via **Secretary's door**

2.45pm: The remaining classes will exit 5 minutes later.

Fourth class, Fifth class and Sixth class exit via **Main yard door**

An Isolation room will be identified and Parents notified how to access it should the need arise.