

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 in two weeks' time. We have now finalised our plans for drop-off and collection of the children every day. Opening days will be staggered.

26th of August: 4th classes will return at the usual time. 3rd classes will return at 10.

27th of August: All pupils return from 8.40 (5th and 6th will return).

St Aidan's SNS appreciates your support as we try to reopen the school building safely. If at all possible we request you not to come onto the school grounds or into the school building unless it 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 the school. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year.

As with any new practice the success of our drop off and collection will be hugely dependent on your full support as parents and will be subject to regular reviews as the situation emerges. **With this in mind, please ensure your contact details are up to date (phone number and email)and the school app is downloaded on your phone.**

It is really important that:

- All adults observe current social distancing guidelines
- 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:

Children will not line up in the mornings - they will go directly to their classrooms using the designated entrances.

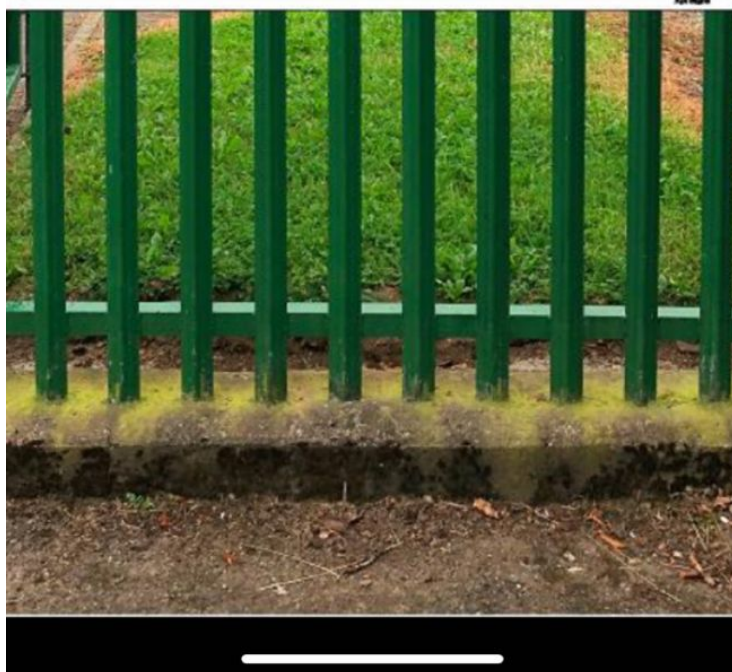
A 6th

B 3rd/ 5th

C 4th/5th entry point



St Aidan's SNS pupils will now enter through the gate on the right. This will be marked.



- Cars are not permitted past the car park entrance
- Children can be dropped off to school from 8.40 each morning. This will be our reception time, formal teaching will begin as usual at 8.50.

- Children are encouraged to walk and should, in so far as possible, be dropped at the school (church car Park) making their way directly to their classrooms with the assistance of the school staff entering through to the right of the school gate.
- Parents should not enter the school grounds past the gates– this is really important in order to keep numbers on the school grounds as limited as possible which will keep our children as safe as possible.

26th of August: 4th will return at the usual time. 3rd classes will return at 10am. .

27th of August: All pupils return from 8.40 am (5th and 6th will return).

Follow the signage when on the school grounds

- Keeping 2m apart all times
- If adults are accompanying their pupils, they must drop and go as quickly.
- Encourage contact with teachers via email as much as possible. Parents are not to approach staff members.
- Parents of 3rd class follow a one way system on the first day

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

Collection Plan:

When the school day is over the following arrangements will apply:

- Children from 5th & 6th will begin dismissal at 2.20 p.m
- 3rd & 4th will begin dismissal at 2.30 p.m.
- Pupils should meet their parents beyond the school gates.
- The class teacher will walk their class to the exit point and staff positioned at designated points throughout the grounds will guide children to the gates

Please be assured that there will be plenty of staff on the school grounds in the mornings to help children get to their classrooms and become familiar with the new procedures.

Many thanks again for your continued support as we prepare for the safe return to school for all children and staff, we realise this new plan will take time to become part of our school routine but are confident that everyone will work together.

Le meas,

Iggy Keane
Cathaoirleach, An Bórd Bainistíochta

Tomás Hayes
Príomhoide