



Ní neart go cur le chéile

17th August 2020

Dear Parents, Guardians and Staff Members,

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. Francis NS appreciates your support as we try to safely reopen the school building. As per Department of Education and Skills guidelines, we request you do not to come onto the school grounds or into the school building unless it is essential. We appreciate that dropping off the Junior and Senior Infant pupils onto the school grounds is essential, but for the older pupils we request that you drop them off at the gate. Working together we hope to be able to progress the reopening in as safe a manner as possible for all.

We ask all parents to familiarise themselves with the following drop-off and collection routines for the safe drop off and collection of pupils. Please be patient as we endeavour to embed these necessary precautionary and protective practices.

It is important that to keep one another safe:-

- adults do not come within 2m of each other
- parents do not leave their cars at drop-off and collection times
- parents do not try to have meetings with members of staff on the school grounds at drop-off and collection times. Meetings between parents and teachers can only take place by prior arrangement. The preference will be for the use of email, remote meetings or phone calls.
- all parents must adhere to the drop-off and collection plans as outlined below

Arrival Procedures:

School gates will open at 8:45am. The two pedestrian gates and the internal gates will be supervised. Set down only. Parents to remain in cars. Children to walk directly to their classes.

Drop off times will be staggered 8.45am (siblings) 9.00am (children with no siblings) and 9.15am (children with specific needs).

Departure Procedures:

Infant Classes: Junior and Senior Infants A will come out at 1:35pm, Junior and Senior Infants B will come out at 1:45pm as normal and then line up on the designated coloured spots at the front of the school. Parents to wait in their cars and children will go to directly to them. Parents are not to leave their vehicles.

1st-6th Classes: Siblings will leave at 2.30pm and all others at 2.45pm.

Le meas,

Fr Pádraig Keenan
Chairperson, Board of Management

Oreena Lawless
Príomhoide