21st August 2020

Dear Parent / Guardian, Staff Member,

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

The Board of Management and the School Team have been working to ensure a safe return to school for all pupils and staff next week. We have now finalised our plans for drop-off and collection of the children every day.

The Monastery School appreciates your support as we try to safely reopen the school building. 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.

**Drop-off and Collection Plan**

**Drop Off and Collection Times**

We have very fortunate to have three entrance gates and 6 entrance doors to our school building. Therefore it is our intention, to keep the usual start /arrival time of 9am and finish time of 2:50pm provided that our entry and exit plan works well. We will review this on an on-going basis and will inform you if the arrival time changes in any way. We will keep you informed also as to how the plan is working .

The road outside the school is a one-way system which provides opportunity for easy drop offs. We have the assistance of a traffic warden to help the children cross the road.

To help with reducing the amount of traffic around the school gates, older children are asked to **walk or cycle** to school if it is at all possible.

We strongly encourage that parents and children maintain social distancing on the streets outside the school.

Children will be instructed by their class teacher on procedures for entering and exiting the building. Class teachers will practice these procedures with their class bubble and pods from day 1 until everyone is familiar with their route to class.

1. Ms. McGrath (Room 7) and Mr Hennessy (Room 3) – enter through double gates (Gate 2) and front door of the school.
2. Ms. Mulcahy (Room 1) and Mr. Reale (Room 2) – enter through the small gate on the right , (Gate 3) ,walk around the east side school(This is the way we always went in the mornings) and in through the brown doors by the basketball court.
3. Mr. Wade (Room 4), Mrs Farrell (Room5) and Ms O’Mahony (Room 6) - enter through the left gate,(Gate 1) , walk down past the bicycle shed and in through the back door.

Classes will exit the building and grounds through the same doors and gates as above. Class teachers will accompany the class pods to the gate.

We ask for your patience and support as the children are learning these new routines. Please note the following requests of parents:

* Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school without a prior appointment.
* To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school doors/gates open 8:45a.m.
* Parents are asked to ‘**drop and go’** outside the school between 8:45 and 9 am
* We request that parents do not gather at the school gate at this time. Parents/Guardians who walk to the school to collect children are asked to maintain a social distance outside the school gate. If you are driving, please remain in your car until you see the children come out their designated gate.
* Visits to the school during the school day should be by prior arrangement. Please ring the office to arrange a meeting if required. A contract tracing log is in operation in our school.

**Morning**:

All class teachers will be in their classrooms by 8:45 a.m.

Children will go directly to their classrooms on arrival. Other staff members (including Special Education Teachers, SNAs and the Principal) will be available outside and inside the building to receive the children and to guide them to their classrooms.

**Afternoons:**

Class teachers will bring classes to the school gate. This will be a staggered process so ensure all class are not exiting at once.

We would encourage our older children to walk or cycle home by themselves, if possible.

Our aim above all else is to re-open the school in an orderly, safe manner , while ensuring the children feel safe and relaxed in this new school environment.

 Yours sincerely,

Bob Noonan Mary Donovan

Chairperson Board of management Principal