

22nd August 2020

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.

Scoil Lachtaín 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 gate 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

Please remember that our new administrative area, containing both the Secretary's Office and Principal's Office, is in the front of the new building and has an intercom system to gain access. Please use the pedestrian gate nearest the GAA grounds for access. Masks must be worn on school grounds.

We hope to keep all visitors to an absolute minimum to ensure safety for all. Most interaction can be carried out by phone or email.

Drop-off Plan

School

We ask for co-operation in ensuring pupils are not dropped to the school prior to 09.10 or after 09.30. Prior to 09.10 pupils will not be permitted to enter the school grounds.

Parents from 1st-6th class will not be permitted entry onto the school grounds without an appointment.

If your child is in 1st – 6th class and requires their SNA to collect them at the school gate each morning please email this request to us with your arrival time (between

0-9.10 and 09.30) and this can be arranged.

We request that where possible, only children attending St. Lachtain's N.S. enter the school grounds. Should a parent need to bring a sibling onto the premises, young children should remain in their buggy/ hold a parent's hand at all times.

Any children brought onto the premises should remain beside their parents, and adhere to social distancing requirements at all times.

Parents must wear masks at all times when on school grounds. Members of the support team will assist with sanitising of hands. Each pupil must sanitise their hands before entering the building.

The parents of our infant pupils will not be permitted to enter the building as they drop off their children – Ms. Harrison will be at the entrance to the classroom to welcome them. Social distancing guidelines are to apply.

Messages for teachers can be sent by email, written in the Homework Journal or by phoning the school office.

TRANSPORT TO AND FROM SCHOOL

An SNA will meet the buses in the morning and escort the children to their bus in the evening. We ask that the parents of these children take the time to talk to them about the importance of walking safely and keeping socially distanced from others both en route to the bus and while on the bus. Responsibility lies with the parents also to ensure the children are practising good personal hygiene etiquette when coughing and sneezing.

Collection Plan

School Finish Time:

Preschool Lachtain will operate on a shorter day for some new pupils for the first couple of weeks. The day will conclude at **1.50pm**.

The pupils in Junior and Senior Infants will be collected at **2pm** each day from new entrance area closest to junior infant classroom. Junior infants will be finishing earlier for the first 2 weeks. Ms. Harrison will be communicating with new Junior Infants parents to organise arrival and collection times.

Classes **1st-6th** finish at **3pm**. The pupils will be walked to the yard by their teacher and will line up on the yard in their pods.

Parents/minders are asked to be prompt when collecting.

Parents/Minders/Childcare facilities are asked not to engage the teacher in conversation at this time. It is simply a pick up and go system to ensure there is no congregation of people. Any concerns that you wish to discuss with your child's teacher can be expressed via e-mail.

Class teachers will work in pairs for the safe dispersal of their class to their parents/minders. Children will be brought out of the classroom to the yard where another member of staff will assist in the safe dispersal to parents. We will ensure social distancing is maintained as children leave the school to go to their parents/guardians. **We ask that parents stay in their cars where possible, demonstrate social distancing as a good example for the children.**

This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!

Collection of Children during the School Day

If an adult has to collect a child during the course of the school day, the following arrangements will apply:

- The adult must wear a mask when entering the premises (coming inside the gate)
- The main entrance gate and door must always be used **(New Entrance – only).**

There will be no access to the main school building. All visitors must report to the reception in the new building.

- When the adult arrives at the school, they should either phone the office or use the new intercom at the front door of the school to alert the office that they have arrived.
- If an adult arrives during break time when children are playing on the school yard, they must remain outside the gate and phone the school. Adults are not permitted onto the school grounds when children are playing on the yard.
- The child will be brought from their class to the adult at the front door by a member of staff.
- The adult who is collecting will be asked to sign the child out.
- No adult should enter the school building, unless invited to do so.

Preschool Lachtaín Logistic Plan

A staggered return to school will be adopted for children attending Preschool Lachtaín. Children who are in their second year of preschool will return to school on Monday 31st August. New children will commence on Friday 4th September.

Arriving and leaving school

Upon arrival to school on school transport the children will remain in the cars until a staff member collects them. Staff will commence collecting children from cars at 9:15am, one car at a time.

Children will enter through the side door of each classroom.

A similar approach will be used for bringing children out to the cars at home time.

Children will be collected at 1.50pm to allow more room before the infant classes finish at 2pm.

Remember, if your child:

Has symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days
Has been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days
Has been a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days

Has been advised by a doctor to self-isolate at this time or has returned from holidaying in a country not on the green list of countries
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they must not return to school before you have spoken with the principal to arrange a 'safe to return date'.

Please familiarise yourself with all of the above, which you will find published with all the other practical information in our *Logistics Plan* contained in the file below this letter on our website page, and help us to make a safe and happy return to school for all.

Looking forward to seeing you all on the 31st August,

Brendan Tynan

(Príomhoide)