

Scoil Baile an Áird,  
Baile An Áird,  
Cill Mochzallóg  
Co. Luimní

# Herbertstown N.S.

Herbertstown N.S.,  
Herbertstown,  
Kilmallock,  
Co. Limerick.

Tel: 061 385340

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Uimhir Rolla: 173641

Web: www.herbertstownns.ie

19<sup>th</sup> August 2020

Dear Parent / Guardian, Staff Members,

## **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.

Herbertstown NS 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.
- all parents adhere to the drop-off and collection plans as outlined below

### **Drop-off Plan**

The schools doors will be opened at **9.00**. Pupils who arrive prior to 9.00 must line up in their designated area, marked on the footpaths. (Teachers will be on yard Day 1 to guide pupils to their areas). It is recommended that pupils do not arrive before 9.00 to avoid unnecessary congregating.

From 9.00, as pupils arrive, they enter the school grounds via their designated gate and enter the school building via their designated door. (*see table*) They make their way swiftly to their classroom and seat.

Parents/guardians are asked to follow a 'drop and go' system at school gates. Parents/guardians are not permitted to enter the school grounds or school building without prior arrangement. Please do not linger at the school gates.

Pupils from the Breakfast Club will be escorted on to school grounds by HCC staff and must enter the building via their designated door as per class level.

This plan, of using both gates and 3 external doors, is designed to avoid crossover of pupils, congregation at any point and efficient use of hand sanitizing stations.

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**Príomhoidé:** Mrs. Carmel Heglan

**Leas Príomhoidé:** Mrs. Margaret Brosnan

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Class	Gate (depending on siblings)	Door	Classroom
	<i>Pupils from same families may use same gate in the morning to avoid drop off at 2 separate gates. Enter via oldest sibling's gate. Once on school grounds pupils must enter via their designated door for their class level</i>		
<b>Junior / Senior Infants</b> <b>Mrs Murphy's Class</b>	Front gate	Front door	Same classroom as last year.  ie last classroom on left
<b>1<sup>st</sup>/2<sup>nd</sup></b> <b>Mr Fitzgerald's Class</b>	HDA gate	Usual pupil door	Mr Fitzgerald's room last year
<b>3<sup>rd</sup>/4<sup>th</sup></b> <b>Mrs O Dwyer's Class</b>	HDA gate	Usual pupil door	Mrs Heelan's room last year
<b>5<sup>th</sup> Class</b> <b>Mr Franklin's Class</b>	Front gate/HDA gate	Back door aka 'Teacher's door'	Mrs Davis' room last year
<b>6<sup>th</sup> Class</b> <b>Mrs Heelan's Class</b>	Front gate	Front door	Mr Franklin's room last year

## Collection Plan

### 2pm

- Junior/Senior Infants will exit via **front door** at 2pm for collection from the **front gate**.
- Classes will be accompanied by their teacher.
- Please wait in your cars until children come out the door.
- A one way system will be in place: enter via gate at front of school, go up footpath towards front door, collect your child, follow footpath around building and exit via double gates by the stones.

Pupils attending the after school club in HCC will line up at the wall and will be collected by a member of staff.

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## 3pm

HDA gate: 1<sup>st</sup>/2<sup>nd</sup> Class & 3<sup>rd</sup>/4<sup>th</sup> Class (if you don't have siblings in 5<sup>th</sup> or 6<sup>th</sup>)

Front gate: 5<sup>th</sup> Class & 6<sup>th</sup> Class **and their siblings**. This allows for families to park in relevant area and not have to try and collect from 2 different gates. (eg) A 6<sup>th</sup> Class pupil and their brother from 2<sup>nd</sup> Class will go out the front gate.

Teachers will accompany their classes out in their lines. Children will be excused in order of their pods to avoid congestion, there will be a few minutes delay between pods (max pod is 6 pupils). After Day 1 pupils will know their pods and will be aware of what order they will be excused.

Pupils are asked to swiftly exit the school grounds, get into their car and leave the carpark. Parents/guardians are asked not to congregate at the school gates and to observe 2m social distancing guidelines when out of the car.

Pupils attending the after school club in HCC will line up in the usual spot and will be collected by a member of staff.

Pupils are encouraged to walk or cycle to school where possible and use entrances as instructed once they arrive.

Parents/guardians are asked to exercise extreme caution when using carpark and driving along front of school as there will be a lot of circulation of children.

Further information and details of plans for the safe re-opening of HNS will be communicated shortly, including cleaning and hygiene arrangements, lunch time practices, changes to previous routines etc.

The purpose of this letter is to illustrate the drop off and collection arrangements and highlight there is no staggering of times. Procedures in place to utilise all entry/exit gates and doors are expected to decrease the risk of crossover and congregation of pupils, maintain social distancing and adhere to guidelines on class bubbles.

le meas,

Mary Jones  
Cathaoirleach, An Bórd Bainistíochta

Carmel Heelan  
Príomhoide

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**Príomhoide:** Mrs. Carmel Heelan

**Leas Príomhoide:** Mrs. Margaret Brosnan

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