



# St. Mary's Boys' National School

Ferrybank, Waterford.

Phone: 051 851399 Principal: James Robinson

Roll No: 18235D

Web: [www.ferrybankbns.ie](http://www.ferrybankbns.ie)

Email: [admin@ferrybankbns.ie](mailto:admin@ferrybankbns.ie)

19<sup>th</sup> 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 on the 1<sup>st</sup> September. We have now finalised our plans for drop-off and collection of the children every day.

St. Mary's BNS 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 the yard is essential, but for the older pupils a drop off at the school gate is desirable. This is simply to minimise the risk for pupils, staff and parents. 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 at drop-off and collection times – meetings between parents and teachers can only take place by prior arrangement and can be organised through Aladdin Connect or by emailing [admin@ferrybankbns.ie](mailto:admin@ferrybankbns.ie).
- all parents adhere to the drop-off and collection plans as outlined below

## **Drop-off Plan**

### **Staggered Drop Off and Collection Times**

*In order to help ensure social distancing and to limit the possibility of pupils from different bubbles (ie classes) interacting with each other, staggered drop off and pick up times will be necessary. To help with reducing the amount of traffic around the school gates, children are asked to walk/cycle/scoot to school if it is at all possible.*

### **Morning:**

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before school. Nor will it be possible for pupils to come onto the school grounds before 9.10a.m.

All class teachers will be in their classrooms by 9.10a.m.



## St. Mary's Boys' National School

Ferrybank, Waterford.

Phone: 051 851399 Principal: James Robinson

Roll No: 18235D

Web: [www.ferrybankbns.ie](http://www.ferrybankbns.ie)

Email: [admin@ferrybankbns.ie](mailto:admin@ferrybankbns.ie)

Parents are asked to drop and go between 9.10a.m. and 9.40a.m. To help ensure social distancing and reduce the number of people at the school gate, parents are asked to drop their children to school using the following schedule:

- Between 9:10am and 9:20am - Pupils whose surname begins with the letters A – H
- Between 9:20am and 9:30am - Pupils whose surname begins with the letters I – P
- Between 9.30am and 9:40am - Pupils whose surname begins with the letters Q - Z
- Pupils who attend creche / before school supervision / breakfast club enter the school any time from 9:10am – 9:40am.
- *Special arrangements will be put in place for Junior and Senior Infants for the first two weeks of the school year.* At 9.40am designated teachers will collect Junior and Senior Infants from their parents/caregivers in the Lower Yard. Caregivers are asked to only enter the school grounds after 9.40a.m., to maintain social distancing in the yard at drop off times and exit promptly.

Please note the above suggested time slots are simply a guide to try and reduce the amount of traffic and the number of people outside the school gate in the mornings.

**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 direct them to their classrooms.

**Again, please note, it will not be possible for pupils to enter the school grounds prior to 9.10am as there will be no supervision and therefore we cannot ensure social distancing.**

### Collection Plan

#### Afternoon:

#### From 1<sup>st</sup> September onwards:

- **12.15p.m.** A designated teacher will bring **Junior Infants** to the Lower Yard. Caregivers are asked to maintain social distancing in the yard at pick up times and exit promptly. There will be signage to direct parents to the appropriate section of the yard for collection times. Please note that the collection time for Junior Infants will change to **1.45p.m.** from 14<sup>th</sup> September.
- **2.00p.m.** A designated teacher will bring **Senior Infants** to the Lower Yard. Caregivers are asked to maintain social distancing in the yard at pick up times and exit promptly.
- **2.45p.m.** Pupils from **1<sup>st</sup> and 2<sup>nd</sup> class** will wait for their parents in the Lower Yard. Parents may enter through the school gates, turn to the right and follow the signs to the collection area. Parents are asked to maintain social distancing when on the school grounds and follow directions to the appropriate collection point.



## St. Mary's Boys' National School

Ferrybank, Waterford.

Phone: 051 851399 Principal: James Robinson

Roll No: 18235D

Web: [www.ferrybankbns.ie](http://www.ferrybankbns.ie)

Email: [admin@ferrybankbns.ie](mailto:admin@ferrybankbns.ie)

- 3.00p.m.** Pupils from **3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> class** will make their way to designated areas in the yard for collection. Again, there will be signage to direct parents to the appropriate collection point.
- 3<sup>rd</sup> and 4<sup>th</sup> will be on the concrete yard in front of the bicycle shed while 5<sup>th</sup> and 6<sup>th</sup> will be on the concrete path in front of the school building.
- Please note, pupils that have permission to walk home will make their way directly to the school gates.
- If a pupil from 3<sup>rd</sup> – 6<sup>th</sup> class has a younger brother in 1<sup>st</sup> or 2<sup>nd</sup> class they will be available for collection also at 2.45p.m.

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

### **Summarised Timetable for Drop Off**

9.10 All staff to be present to support arrival of pupils

Class teachers to be in their classrooms

SETs, SNAs and Principal to support arrival of pupils

9.10 – 9.40 Arrival of pupils – Stop, Drop, Go system.

No adults to enter the school yard (with the exception of Junior and Senior Infant parents for the first two weeks)

Children to go straight to their classrooms on arrival.

We appreciate your cooperation in relation to the above procedures as we seek to do everything possible to ensure the safety of all the pupils, parents and staff in St. Mary's Boy's National School.

Yours sincerely,

Carmel Wemyss  
**Chairperson, Board of Management**

James Robinson  
**Principal**