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St. Brigid's
Dangan NS
Kilmore
Carrick-On-Shannon
Co. Roscommon

24th August 2020

Dear Parent/Guardian,

RE: Drop-off And Collection Routines

Over the past number of weeks, work has been continuing to help to ensure a safe return to school for all pupils and staff. As part of this we have developed a plan for drop-off and collection of the children each day.

We appreciate your support as we try to safely reopen the school building. If at all possible, we request that you do not come onto the school grounds or into the school building unless it is essential. We understand this may be more difficult for parents of pupils starting school for the first time. Parents of these pupils may wish to escort their children to the school door but we would ask for your co-operation in not entering the school building itself in order to limit congregation of parents/pupils in corridors, classrooms and other areas inside the school building. For older pupils, a drop off at the school gates is desirable. It is important to note that these plans are tentative and will be reviewed on an ongoing basis following re-opening. Additional adjustments and changes may be made in order to further support the safe entry and exit of all pupils from the school.

Drop-Off Plan

- To try to limit congestion at the entrances to the school grounds at morning time it is planned that families will be given assigned times and entry points to use when dropping their children to school.
- The two entry points being used will be the main school gate and the community centre entrance.
- The two drop off times will be 9.05 and 9.15. We would ask that pupils do not enter the school grounds until their assigned entry time.
- The drop off time/entry point has been split alphabetically according to family surname. The following table outlines the drop off times/access points to be used:

Family Name Begins With:	Entry Point	Entry Time
A-C	Community Centre Gate	9.05
D-H	Main School Gate	9.05
J-M	Main School Gate	9.15
N-V	Community Centre	9.15

- We are aware that these arrangements may present inconveniences for some parents but would ask for co-operation with these times as it will mean that the numbers congregating together on school grounds will be minimised.
- On entering the school grounds each pupil should immediately proceed to their assigned entry door (see below), enter the school and move directly to their classroom.
- Social distancing of at least 2 metres from pupils in other families should be strictly observed while this is being undertaken.
- No adults, other than staff members, should enter the building and where possible adults should avoid leaving their vehicles when children are being dropped off.
- Messages for teachers can be sent by email, written in pupil's homework diaries or left by phoning the school office.
- Pupils using the bus will enter through the main school gate while those attending the community centre morning club will use the community centre entrance.

Entry Doors

- **Junior & Senior Infants:** regular pupil entrance door.
- **1st & 2nd Class:** regular pupil entrance door.
- **3rd & 4th Class:** staff entrance door.
- **5th & 6th Class:** staff entrance door.

Collection Plan

- Junior Infants will go home at 12pm for the first two weeks of school. Regular finishing time for Junior and Senior Infant pupils will be 2.00pm. All Infants can be collected from the main school gate at the front of the school.
- Adults, who are collecting their children from school at the end of the day, should remain outside the school grounds while also maintaining social distancing and avoiding congregating with others in groups.
- 1st - 6th Class pupils will leave the school one classroom at a time beginning with 5th/6th Class at 2.50pm followed by 3rd/4th Class and finally 1st/2nd Class. Pupils should not loiter on the school grounds once they have left the school building.
- Pupils should be collected from the same entrance used that morning.
- Pupils using the bus will exit the school with their classmates and line up at a designated point on the school grounds while maintaining social distancing before boarding the bus.

Final Details

A final letter outlining remaining details of the plan for re-opening the school will be circulated in the coming days. In the meantime, as always, if you have any queries about this or any other aspect of the re-opening, please don't hesitate to get in contact via the email address above.

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Derek Gannon (Acting Principal)