21st of August 2020

Dear Parent / Guardian, Staff Member,

**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 1st of September. We have now finalised our plans for drop-off and collection of the children every day.

Crosserlough NS appreciates your support as we try to safely reopen the school building. If at all possible we request you not to come into 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. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year.

The following arrangements will be in place on the 1st of September:

**Arrival and Departure:**

Week 1: Junior & Senior Infants enter the school through the main front door. Parents/Guardians/Childminders are expected to socially distance while dropping and collecting children. **Please note change of starting time for infants for the first two weeks.**

Junior Infants **10am – 12:30**

Senior Infants **10am- 2:00**

Week 2:

Junior & Senior Infants **10am – 2:00**

Week 3

Junior & Senior Infants 9:20 – 2:00

**All other classes begin at 9:20 and finish at 3:00**

1st & 2nd class enter through the back door when they arrive at school and go straight to their classroom.

3rd & 4th class enter directly into their classroom through the exit door of the classroom beside the pitch.

5th & 6th class enter through the main front door of the school and go straight to their classroom.

The staff will be at the main doors to direct the children to their classes and to ensure hand sanitising will take place.

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 above.

All staff and Pupils sanitise their hands as they enter and exit the school building.

 le meas,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cathaoirleach, An Bórd Bainistíochta Príomhoide