



## **RE: Drop-off, Breaks and Collection Routines**

Dear Parent / Guardian, Staff Member and pupils,

The BoM and the School Leadership Teams of both schools 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.

Duleek GNS 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 and advance notice given. **We will be operating a strict drop and go policy in the morning.** We appreciate that dropping off the Junior & Senior Infant pupils to the entrance may be essential, but for the older pupils, a drop off at the set down area is required. 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 both schools. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year.

For the first few weeks, we have enlisted the support of parents and members of the Parents Association. Please follow their guidance and instructions. They have kindly volunteered their time to ensure the safe arrival of pupils and ensure everyone is compliant with public health advice.

Please note we are in the process of developing a series of short video clips to assist the pupils in getting to know their route to school before we commence the school year. This will be sent out to each class next week.

In order to comply with safety measures, 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.
- All parents adhere to the drop-off and collection plans as outlined below

### **Drop-off Plan**

In deciding upon a staggered drop-off system, considerations were made around how our pupils come to school. Many pupils arrive by bus or car. Similarly, many pupils walk or cycle and this transport arrangement is also recommended by the department and public health advisors. Therefore, we have two arrival times. From **8.50am to 9.00am we will be receiving our**



**walkers, cyclists and those who arrive by car.** From **9.00 to 9.20am we will be receiving all pupils who avail of private bus companies and those on Bus Eireann services.** These times have been shared with the bus companies. It is very important that everyone sticks to these arrival times to ensure the safe arrival of all our pupils. Pupils are asked to go straight to their classes in the morning where there will be supervision in place. The route which they will take will be explained to each class member through a video message which will be sent to you next week. Classes will have slightly different route to take in the morning so it is very important they follow the video guide for their class. Classes will start at 9.20am, as normal.

### **Collection Plan**

In a similar way, the dispersal of students will be staggered. For Junior and Senior infant pupils, all those who get the bus will leave first at 1.55pm (12.25 for first two weeks). All those being collected will be brought to the parent collection points at 2.05pm (12.35 for the first two weeks). All pupils from 1st to 6th class who get the bus will leave class at 2.55pm and the buses will leave the school grounds promptly at 3.00pm. All other pupils will then leave school at 3.05pm, and we ask that no cars enter the school premises until this time (or when all buses have left). Again, it is very important that everyone sticks to these dispersal times for the safety of all our school community.

### **Break times**

Classes will be divided into two groups and will take their breaks at two different times in the day. This will allow us to minimise the footfall on corridors and doorways and enable classes to remain in their class bubbles during breaks. We understand lots of our pupils like to play with their friends from different classes and in normal circumstances, we would encourage this. However, we must follow guidelines and children will have to remain with their class bubble at all times. Each class will have a section of yard assigned to them. Due to staffing guidelines from the Department of Education, some classes had to be split last year. Groups have been decided to take this into account. These pupils will still be on the same yard as their classmates from last year.

We would also like to take this opportunity to thank all our staff members for their additional efforts in facilitating these plans.

Next week, you will receive a full detailed plan of how our school will operate when we open on the 31st of August.

A video will be sent to pupils before the return to school on the 31<sup>st</sup> August too. This video will go through some of the changes to routines that will be occurring. It will also aim to remind pupils about the positives of returning to school.

If your daughter would like to be included in this video, could you please send a short video (approx. ten seconds) of your daughter saying what she is looking forward to returning to



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school. This would be greatly appreciated and may help other pupils that are a little anxious about returning to school. Could these videos be sent to the School Whatsapp number 0892505545 before Friday 21<sup>st</sup> August.

Finally, our school's draft Covid19 Response Plan is also available on the school website.

Kind regards,

Duleek BNS and Duleek GNS

