

Entrance & Exit Points for Specific Classes

Teacher	Class	Entrance & Exit Point
Mr Kane	3 rd & 4 th Hawthorn Room	New Classroom (beside prefab)
Ms. Mullins	5 th & 6 th Sycamore Room	Prefab
Ms. Tully	Junior Infants Ivy Room	Front Door
Ms. Poland	Senior Infants Ash Room	Back of School
Ms Braithwaite	1 st & 2 nd Beech Room	To left of front door entrance
Ms Bonner	Hazel Room	Front Door

Arrival at School:

Ms Tully's class to be dropped to school between 9:00 and 9:10- Classes begin for Ms Tully's room at 9:10 am. Ms Tully or Helena will meet the children at their entrance.

Senior Infants to Sixth Class children to be dropped between 9:10 and 9:20. We will have a designated time for each family at collection time.

No children to be on School yard until their appointed times.

There will be a designated entry point to the school building for each class and teachers and staff will meet children there.

We ask for co-operation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised and allow for safe arrival and departure of students.

No adults, other than staff members, should enter the building.

Messages for teachers can be sent by through Aladdin App, email, or by phoning the school office.

Our Secretary Caroline will be in the office on Tuesday and Wednesday (9am to 11am) and Thursday (9am to 2pm)

The school gates will be locked at 9:30 and opened only at pick up times.

Junior Infant Collection (12:20):

Junior Infants will be collected at 12:20 (up to September 8th) from designated area (which will be inside front gates with socially distanced markings).

Senior Infant (Ms Poland) Collections (2pm):

Parents collect students from the Ms Poland's exit door at the back of the school.

First to Sixth Class Collections: (Families will be allocated a collection time between 3:00 & 3:10)

Parents of children from these classes don't need to come to the classroom door to collect students, staff will instruct students to go to their cars once their transport has parked in the designated car park.

Break:

10:40- 11:00 Ivy, Ash, Hazel & Beech Rooms

11:10-11:30 Hawthorn & Sycamore Rooms

Lunch:

12:20- 12:40 Ivy, Ash, Hazel & Beech Rooms

12:40 – 1:00 Hawthorn & Sycamore Rooms

Collection of Children during the School Day

If an adult has to collect a child during the course of the school day, the following arrangements will apply

- Communicate to class teach on Aladdin the time the child will be collected and by whom.
- When the adult arrives at the school, they should either phone the office or use the intercom at the front door of the school to alert the office that they have arrived.
- The child will be brought from their class to the adult by a member of staff.
- No adult should enter the school building, unless invited to do so