10th August2020

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 27th August. We have now finalised our plans for drop-off and collection of the children every day.

St. Columbanus N.S. 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 their line in the yard is essential, but for the older pupils a drop off at the school gate is desirable. 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 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 below

**Drop-off Plan**

Third, fourth, fifth and sixth classes will begin school at 8.55am

Senior Infants, First and second classes will begin at 9.05am

On the 27th and 28th of August Junior Infants will begin at 9.15am

From 31st August on, Junior Infants will begin at 9am

**Collection Plan**

Third, fourth, fifth and sixth classes will finish school at 2.30pm

Senior Infants will finish school at 1.35pm

First class will finish at 2.30pm and second classes will finish at 2.35pm

From the 27th August until the 11th September Junior Infants will finish at 12pm

From 14th September Junior Infants will begin at 9am

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Cathaoirleach, An Bórd Bainistíochta Príomhoide