**RE: Drop-off and Collection Routines**

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

St. Joseph’s Junior School appreciates your support as we try to safely reopen the school building. We request you not to come onto the school grounds unless it is essential. We appreciate that dropping off the Junior & Senior Infant pupils to their line is essential, but for the older pupils in 1st and 2nd classes, 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. Parents or Guardians will not be permitted into the school building. If you want to give a message to the class teacher on a particular day call the office phone and leave a voicemail 01 8421801 or email secretarystjosephsjns@gmail.com or principalstjosjun@gmail.com .Please do not try to communicate with staff in the mornings on yard as the priority is getting children into the building safely.

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. (We can facilitate remote/online meetings/telephone and email communications at the moment.)
* all parents adhere to the drop-off and collection plans as outlined below

**Drop-off and Collection Plan**

-**Rosemary’s Junior Infant** class will enter and exit the school through **door number 2** only. This door is at the side of the building nearest the car park entrance. These pupils will not use the yard to line up in the mornings. Instead they will line up outside door number 2. On week one the pupils will come to school between **10 and 11am only for Thursday 27th and Friday 28th August.** On week 2 these pupils will start school at 9am and finish at 10.30am, week 3; 11.30am, week 4; 12.20pm and week 5; 1.40pm. Please stand well back from the exit door at home time and we will bring the pupils to you at the end of the day.

-**Rachel’s Junior Infant class** will enter and exit the school through **door number 3** only. This door is beside the preschool entrance near the boiler house. These pupils will not use the yard to line up in the mornings. Instead they will line up outside door number 3. On week one the pupils will come to school between **11.30 am and 12.30pm only for Thursday 27th and Friday 28th August**. On week 2 these pupils will start school at 9am and finish at 10.30am, week 3; 11.30am, week 4; 12.20pm and week 5; 1.40pm. Please stand well back from the exit door at home time and we will bring the pupils to you at the end of the day.

-**Kayleigh and Nicola’s Senior Infant** classes will line up on the **yard at lines numbered 3 (Kayleigh’s) and 4 (Nicola’s).** From Thursday 27th August these children will start school at **9.15am** and the teachers will escort the children into the building via **door number 4**. This door is the usual senior infant door and remains unchanged. Parents are not permitted into the building. These pupils will be finishing school at a later time than usual at **1.55pm and will exit via door number 4**. Please stand well back from the exit door at home time and we will bring the pupils to you at the end of the day. These times may change at a later date and you ill be notified if so.

-**Gareth and Mary’s 1st Class** classes will line up on the **yard at lines numbered 5 (Gareth’s) and 6 (Mary’s).** **On Thursday 27th and Friday 28th: these pupils will attend school from 9.20am-2.20pm only to facilitate the smooth running of the school and to ensure safe social distancing.** From Monday 31st August these children will start school at **9.00 am** and the teachers will escort the children into the building via **door number 5**. This is the usual door in the morning that 1st class pupils enter through and is located on the yard. Parents are not permitted into the building. We request that parents do not come onto the yard, instead drop your child at the yard wall beside the boiler house. These pupils will be finishing school at **2.40** pm and will exit via door number **5**.Please stand well back from the exit door or at the wall beside the boiler house at home time and we will bring the pupils to you at the end of the day.

**-Manus and Chloe’s 2nd** **Class** will line up on the **yard at lines numbered 7 (Manus’s) and 8 (Chloe’s). On Thursday 27th and Friday 28th: these pupils will attend school from 9.40am-2.40pm only to facilitate the smooth running of the school.**  From Monday 31st August these children will start school at **9.15am** and the teachers will escort the children into the building via **door number 6**. This is the old breakfast club door located on the yard. Parents are not permitted into the building. We request that parents do not come onto the yard, instead drop your child at the yard wall beside the boiler house. These pupils will be finishing school at **2.40 pm** and will exit via door number 6. Please stand well back from the exit door or at the wall by the boiler house at home time and we will bring the pupils to you at the end of the day.

**Note:** If pupils in 1st or 2nd class are being collected at home time by older siblings from the senior school, please be aware that these pupils will not be permitted to enter our school yard. Instead, they are requested to line up at the central railings between the schools and we will send the pupils over to them.

Also note, the senior school yard cannot be entered by parents, so we ask you to bear this in mind when you are dropping and collecting your child each day. We will have additional staff on the yard at entry and exit times to ensure the safety of all pupils and staff.