

*Scoil Náisiúnta Mainistir Mhuigh Éo
Mayo Abbey N.S.
Claremorris, Co. Mayo*

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*Príomh Oíde: Mrs. Míriam Quínn
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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 in two weeks time. We have now finalised our plans for drop-off and collection of the children every day. Please bear in mind that these plans are subject to change.

Mayo Abbey 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 the older pupils should walk or cycle where possible. 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).
- Children or parents should not be on the school grounds before 9.10 am.
- All parents adhere to the drop-off and collection plans as outlined below.

le meas,

Rose Brett
Cathaoirleach, An Bórd Bainistíochta

Miriam Quinn
Príomhoide

DROP OFF PLAN

Each classroom will have their own entry/exit area, with social distance markings.

Junior/Senior Infants will line up, using the social distance markings, at the front of the school.

1st – 6th classes will walk outside, past the infant classroom, to the back of the school where they will line up at the door nearest their own classroom. Class teachers will be present in the yard to direct pupils to their assigned areas.

Class begins at 9.20am. Late arrivals (i.e. children arriving to school after 9.20am) must enter the building by the main front door. The accompanying adult must sign the pupil in at reception. A member of staff will accompany the child to their classroom.

COLLECTION PLAN

2PM

Junior/Senior Infants will line up at the front of the school, using social distance markings. Parents/Adults will remain at their car and the class teacher will direct your child over to you. If parents/children are walking, please observe social distance guidelines.

3PM

All children will line up in designated areas at the front of the school.

Walkers and cyclists will leave first.

For all other children, parents will remain at their cars and the class teacher will direct your child over to you.

COLLECTION/DROP OFF DURING SCHOOL DAY

If children have to leave the building during the school day (e.g. appointments), the accompanying adult must sign the pupil in/out at reception. A member of staff will collect the pupil from the classroom and accompany the pupil back to the classroom, on return.