



Griffeen Valley Educate Together National School

08/09/20 Letter 7

Drop off and collection routines from Monday 14th of September 2020

General

- Adults do not congregate or come within 2m of each other during drop off and collection times
- Meetings with members of staff in the playground at drop-off and collection times are strictly prohibited – 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
- Where possible, we encourage pupils to walk to school safely
- Children arriving late to school (after 9am) – parents must not enter the school grounds. Parents should call the school reception and wait for your child to be collected from you and brought to class.
- No adults, other than staff members should enter the school grounds outside of designated drop off and pick up times.
- Messages for teachers can be sent by email or by phoning the school office on 016219819
- Forgotten items (books/lunch) must be clearly labelled with the child's name and placed in the box at the main entrance
- Parents should then phone reception to arrange delivery of items to class.
- No adult may enter the school building, unless invited to do so.
- Parents/ Guardians/ Visitors must not enter the school building beyond reception under any circumstances. Anyone entering the building by prior arrangement will be asked to sign a COVID declaration form and visitors register and to wear a mask.

Below you will find the timetable for school from 14th of September 2020. This will be the timetable for the rest of the school year while we adjust our routines to minimise risks from COVID 19. Please be mindful that we may have to change things if they are not working or as public health advice is updated. With that in mind please check the website regularly for updates. Please also make sure your contact details are up to date on Aladdin.

As the children have had time to familiarise themselves with the new school grounds layout and their new classrooms, we will now adjust our drop off and collection routines. The queue has also been moving well in the mornings and in an effort to tighten up drop off and collection times for parents and guardians we will now move to the timetable below. All children from all classes can arrive to school at any time between 8.30am and 8.45am each morning – this is part of our assembly time. The Moy Glas gate will continue to be monitored. Staff will also remain on duty in the yard as they have done for the first two weeks of term. Staff are also on duty at the exit gate to ensure pupil safety. Parents are welcome to walk children through the one-way system with their children however we

would encourage you to allow siblings to walk on to the school grounds without adult accompaniment if they are comfortable doing so. Many families have been doing this already and pupils are enjoying the independence and responsibility. If you want your child to walk home alone, you must enable permission in your child's Aladdin App profile – (3rd class to 6th class).

Parents of Junior Infants are very welcome to continue to accompany their children to the entrance of their building. Junior Infants can walk on to school grounds with older brothers and sisters if you are happy to allow them to do so.

As we change over to this new system, the morning of Monday 14th will no doubt be busy, and we thank you in advance for your understanding and co-operation. Please also be mindful of social distancing at the school gates and wear a mask if possible.

Regards,

Andrea

Class	Start	Finish
Junior Infants	8.30am-8.45am	1.05pm – collect from line in yard
Senior Infants	8.30am-8.45am	1.10pm- collect from line in yard
4 th , 5 th and 6 th Class	8.30am- 8.45am	2.05pm- -walk home if permission has been given on Aladdin -Or wait in sibling box if collecting younger siblings. -Or remain in line if being collected by an adult.
1 st ,2 nd and 3 rd Class	8.30am- 8.45am	2.10pm -walk home with sibling -or wait in line to be collected by an adult.

Regards,

Andrea