



# Reference Guide Arrival & Dismissal Senior Academy

## Arrival

- School gates will be opened at 8.30am
- Once pupils arrive, through main gate on Church Road, they will be brought as far as the black and yellow line/tape by their parent and then placed into a line with their teacher and class, by a staff member. Parents are not allowed to cross the black and yellow line.
- We will operate a HUG and GO system and encourage parents to leave the school campus as soon as possible.
- Parents will leave the school campus via the side gate onto Station Road to ensure a one-way system on the school grounds.
- For parents of children in Room 7, they will follow the one-way system, through the front yard and around to the gate where they will be greeted by staff members from the class.
- Parents are encouraged not to enter Room 7 if at all possible.
- Teachers will escort their class into their classroom at 8.40am via separate classroom doors.
- SETs/SNAs will remain on yard after this time to ensure all pupils are escorted to their particular classes.

## Dismissal

- All pupils will be lined up inside their classrooms and escorted to the exits at 1.30pm, where they will be dismissed individually to their parents/guardians or nominated adult.
- Ms. Cotter's class will be dismissed from Room 1.
- Ms. Hatchell's class will be dismissed from Room 2.
- Ms. O'Mahony's class will be dismissed from Room 3.
- Ms. Cremen's class will be dismissed from Room 4.
- Parents are asked to wait behind the black and yellow line when collecting their child and to exit using the side gate onto Station Road.
- Ms. Herhily's class will be dismissed from Room 7. Parents can wait inside the gate to the classroom and are requested to social distance until they are called.
- Parents are asked to leave the school campus with their child as quickly as possible.

**Note:** From September 1st to 4th (Tuesday to Friday) only, staggered arrival and departure times will apply.

**AVOID GATHERING ON/OUTSIDE SCHOOL GROUNDS.  
PLEASE ASSIST US BY DROPPING AND COLLECTING ON TIME.**

