



Logistics Plan for The Re-opening of School

SENIOR SCHOOL

Arrival at school

We request you not to come onto the school grounds at arrival times unless it is essential or by prior arrangement. We appreciate that dropping off Infant pupils to their line in the yard in our Junior and Senior Academies is essential, but for the older pupils in the Senior School a drop off at the relevant school gate is desirable. **However, should a parent need to come on to school property, a face mask is essential.** To help keep the volume of traffic around the school gates to a minimum, children are asked to walk/cycle, if possible. **Children should not arrive at the senior school until the school gates open at 8.30.** Arriving earlier could lead to groups of children and adults congregating. We are offering a flexible arrival time between 8.30am and 9.00 am. School staff will be on hand to assist and guide children to their classrooms up to 9am. If you are unavoidably late we request that you walk your child to the door to ensure their safe arrival as staff will no longer be on duty and pedestrian gates may be closed. We respectfully ask that you do not try to have meetings with members of staff at drop-off and collection times. Parking is not permitted; we are operating a drop and go system to ease congestion. Unfortunately, it is not possible for parents/guardians to enter school buildings at arrival time.

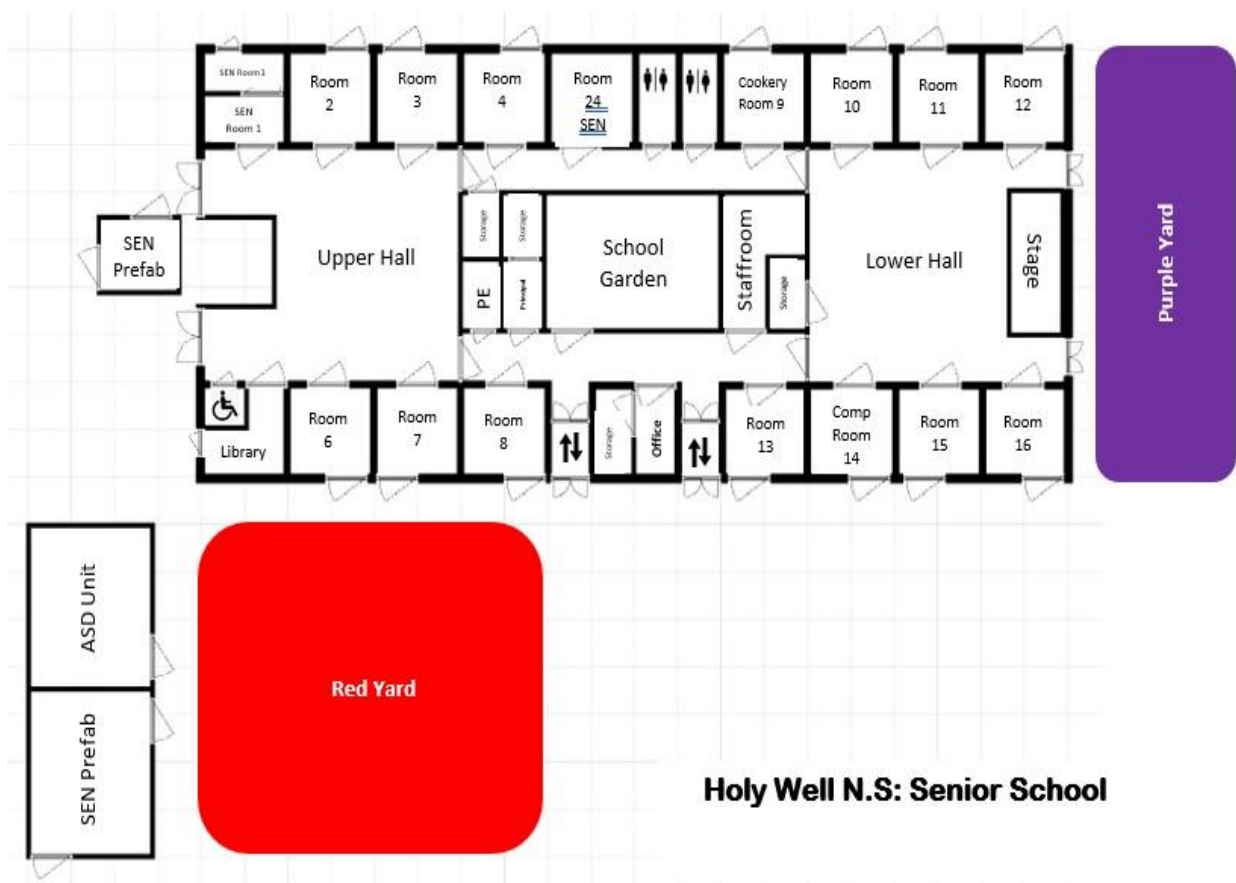
Entrance and Exit Points Senior School	Number
Main Double Doors at Office/Reception	A
Double Doors to left of Office/Reception	B
Top Hall Fire Exit Doors next to library	C
Top Hall Fire Exit Doors next to room 1	D
Lower Hall Exit Doors next to room 12	E
Lower Hall Exit Door next to room 16	F
External Door room 1 – Special Education Teachers	1
Room 2 external door (rear of bldg.)	2
Room 3 external door (rear of bldg.)	3
Room 4 external door (rear of bldg..)	4
Room 5 (library) external door (top yard)	5
Room 6 external door (top yard)	6
Room 7 external door (top yard)	7
Room 8 external door (top yard)	8
Room 9 (cookery room) external door	9
Room 10 external door	10
Room 11 external door	11
Room 12 external door	12
Room 13 external door	13
Room 14 (computer room) external door	14
Room 15 external door	15
Room 16 external door	16
Room 17 (mini prefab outside exit D)	17
Room 18 (special class prefab top yard)	18
Room 19 (prefab top yard)	19



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Entrance & Exit Points for Specific Classes **SENIOR SCHOOL**

Teacher	Class	Entrance & Exit Point
Ms O'Brien	4 th	2
Ms O'Mahony	4 th	3
Ms Hennessy	4 th	6
Ms McNally	4 th	7
Ms Byrne	5 th	8
Mr Allen	5 th	4
Ms Power	5 th	10
Ms O'Regan	5 th	13
Mr Coughlan	6 th	11
Mr Collins	6 th	15
Ms Brick	6 th	12
Ms Lynch	6 th	16
Ms O'Brien	Sp. Class	18





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Yard

A rota will be organised based on class bubble and SETs/SNAs allocated to those classes
Each class bubble will have access to the yard during their allotted break times as follows –

RED and **PURPLE** yard areas will be divided into two. Two class bubbles will be permitted on yard at the same time. We will be operating staggered yard times. Class pods are permitted to mix when outside, however, they cannot mix with pods from another class.

In so far as is practicable, yards will be supervised by class teachers, special education teachers (SETs) and SNAs working within those bubbles. All staff will have a bag with first aid supplies and PPE for yard duty.

End of School Day –

These systems will apply, rain or shine, so please make sure your child comes to school prepared for the weather.

1. Pedestrian gates will open at **2.15pm**
2. Where possible, we ask that older pupils walk home. However, if you are planning to meet them, the meeting point should be away from the school gates where other children are trying to exit safely
3. Teachers in the senior school will line up their classes, with 2m between each pod
4. Using the staggered times, class pods will exit one at a time from their external exit doors
6th @ 2.20pm 5th @ 2.25pm 4th@ 2.30pm
5. Children will either walk promptly to an exit gate, walk to another yard to meet you, or walk to another yard to collect a younger sibling
6. Please discuss the end of day routine with older/younger siblings, especially if an older child is to collect a younger child. Advise the older child to walk to the colour coded yard to meet their younger brother/sister **3rd Green Yard** **2nd Blue Yard** **1st Purple Yard**
7. Parents, if it is essential you collect from the yard, please note the following:
 - i. **Adults must wear a face mask on school grounds**
 - ii. You must wait 2m apart and on the correct colour-coded yard
 - iii. Steps and pathways must be kept clear for children exiting classrooms and using the pedestrian gates
 - iv. If you are collecting more than one child, you must wait on the colour-coded yard of the youngest child and please ask older siblings exiting at 2.20pm/2.25 pm to walk to meet you there; then family units can exit together
 - v. We respectfully ask that you do not try to have meetings with members of staff at collection times – meetings between parents and teachers can only take place by prior arrangement.
8. **Cars:** Preferably, please arrange a collection point away from the school to keep traffic to a minimum. School gates will open to admit cars @ 2:40pm. Parking is **not** permitted. Brief setdown/collect only. Pupils must wait on footpath near **blue** yard or footpath near senior school; they watch for your arrival and walk to the car. (see appendix 1)



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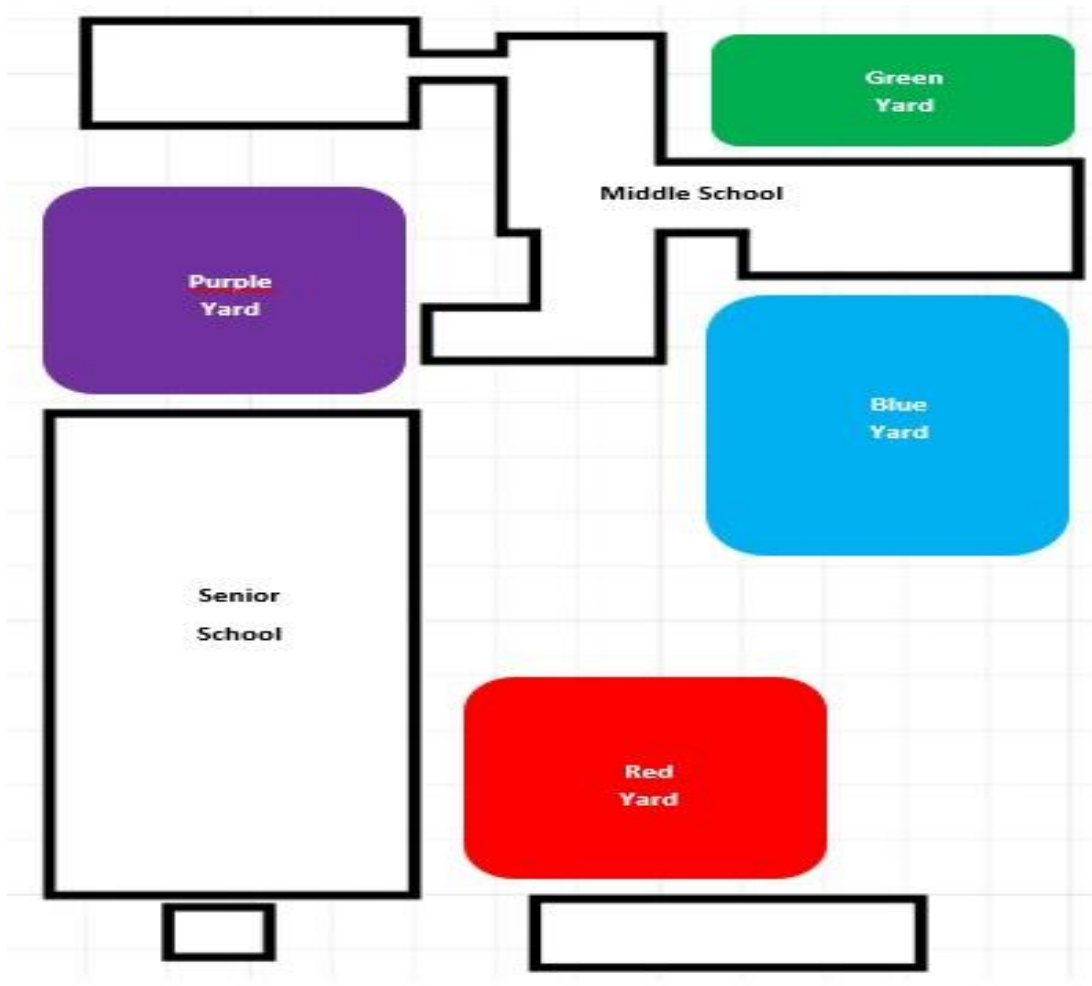
Senior School Exit Points and dispersal times

6th Class @ 2.20 pm

5th Class @ 2.25 pm

4th Class @ 2.30 pm

- 4th - 6th class pupils will use classroom exit doors
- pupils exiting at rear of building will walk to the front.





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Collection of Children during the School Day

If an adult has to collect a child during the course of the school day, the following arrangements will apply:

- When the adult arrives at the school, they should phone the office to alert the office that they have arrived
- The child will be brought from their class to the adult by a member of staff
- The adult who is collecting will be asked to sign the child out
- No adult should enter the school building, unless invited to do so
- **Adults must wear a face mask while on school grounds**

Note: *This is a working document and will be updated, as appropriate, to reflect updated advice or required changes to routines within the school. All changes to timetables, routines and operational procedures are temporary in nature and are subject to change.*



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APPENDIX 1



REFERENCE GUIDE

SENIOR SCHOOL

ARRIVAL TIME

- Gates will open at 8.30am
- Pupils waiting outside gates – please remember to socially distance
- Arrival time: This is flexible to ease congestion - between 8.30 and 9.00 am
- School staff will be on duty until 9am only to direct children. If you are unavoidably delayed please escort your child to the main entrance
- Pupils will go directly to their classrooms, entering via their assigned entry point
- Special Class pupils and parents will follow the agreed procedures discussed with the class teacher
- Class teachers will be in their classrooms from 8.30am
- No adults, other than staff members, should enter the building
- Parking in spaces is not permitted, please drop-off and go
- We suggest schoolbags on laps to avoid delays with retrieval from car boot
- Messages for teachers can be sent by note in the homework journal, by email or by phoning the school office.

END OF SCHOOL DAY

These systems will apply, rain or shine, so please make sure your child comes to school prepared for the weather.

- Pedestrian gates will open at 2.15pm
- Where possible, we ask that older pupils walk home, however, if you are planning to meet them on the way, the meeting point should be away from the school gates where other children are trying to exit safely
- Teachers in the senior school will line up their classes, with 1m between each pod
- Using the staggered times, pods will exit one at a time from their external class doors as follows:
6th @ 2.20pm 5th @ 2.25pm 4th @ 2.30pm
- Children will either walk promptly to an exit gate, walk to another yard to meet you, or walk to another yard to collect a younger sibling, e.g. 3rd Green Yard 2nd Blue Yard 1st Purple Yard
- Please discuss the end of day routine with older/younger siblings, especially if an older child is to collect a younger child. Advise the older child to walk to the colour-coded yard to meet their younger brother/sister
- Parents, if it is essential you collect from the yard, please note the following:
 - You must wear a face mask, wait 2m apart, only on a colour-coded yard
 - Steps and pathways must be kept clear for children exiting classrooms and using the pedestrian gates
 - If you are collecting more than one child, you must wait on the colour-coded yard of the youngest child and please ask older siblings exiting at 2.20pm/2.25pm to walk to meet you there; then family units can exit together
 - We respectfully ask that you do not try to have meetings with members of staff in the yard at collection times – meetings between parents and teachers can only take place by prior arrangement.
- **Cars:** Preferably, please arrange a collection point away from the school to keep traffic to a minimum. School gates will open to admit cars @ 2.40pm. Parking is not permitted. Brief setdown/collect only. Pupils must wait on footpath near the blue yard or footpath near the senior school; they watch for your arrival and walk to the car.

February, 2021