



Logistics Plan For The Re-opening Of School

MIDDLE 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. For the older pupils in the Middle School a drop off at the relevant school gate is desirable. **However, should a parent need to come on to school property to drop or collect, 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 middle 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 personnel will be on hand to assist and guide children to their classrooms up to 9am. If you are late, we request that you walk your child to the main door at reception to ensure their safe arrival as personnel 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.

Arrival time all classes in Middle School:

- Gates will open at 8.30 am
- 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 personnel will be on duty until 9am to direct children
- Pupils will go directly to their classrooms, entering via the entrance points indicated
- 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 email or by phoning the school office.

(see appendix 1)

MIDDLE SCHOOL

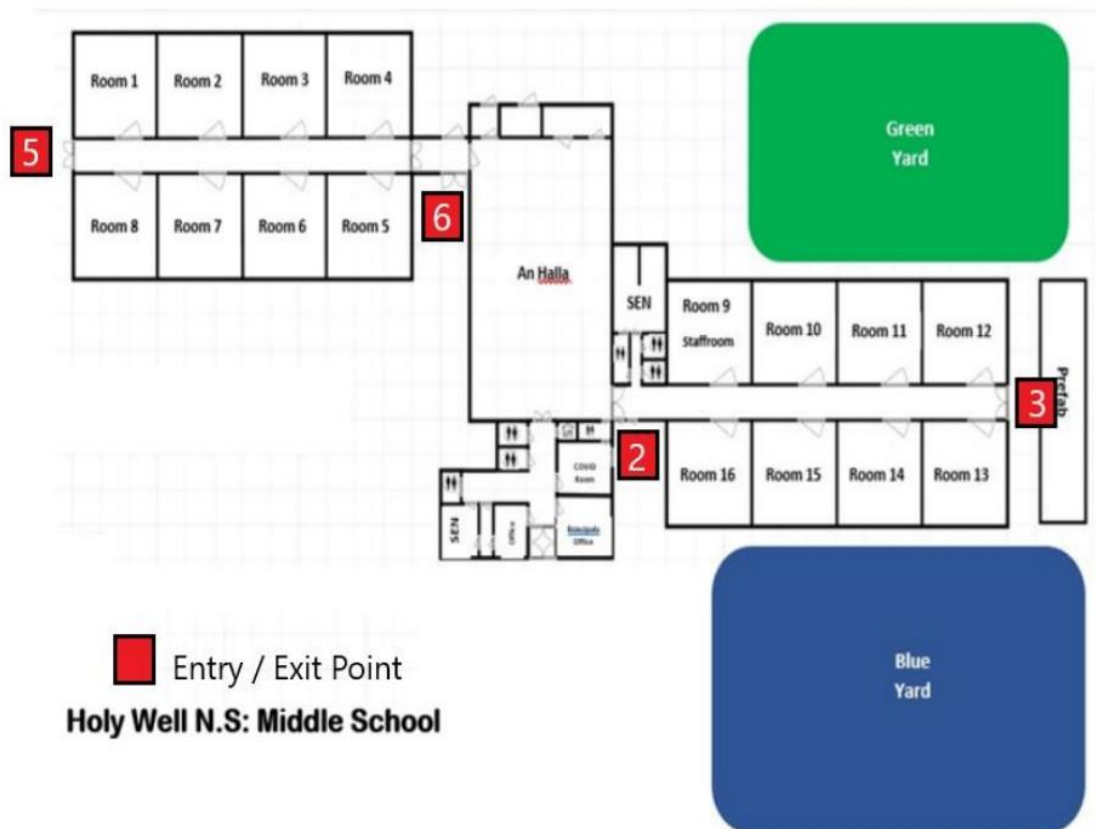
| Entrance and Exit Points Middle School | Number |
|---|--------|
| Main Door at Office/Reception | 1 |
| Glass Doors to the right of Reception Block | 2 |
| Double doors near prefabs | 3 |
| Door at rear near Sensory Garden | 4 |
| Double Doors near Rooms 1 & 8 | 5 |
| Glass Doors near Rooms 4 & 5 | 6 |



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MIDDLE SCHOOL Entrance & Exit Points for Specific Classes

| Teacher | Room | Class | Entrance & Exit Point |
|------------------------|---------|-----------------|-----------------------|
| Ms Walsh | Room 1 | 1 st | 5 |
| Mrs Corbett | Room 2 | 1 st | 5 |
| Ms Herlihy | Room 7 | 1 st | 5 |
| Mr Kiely | Room 8 | 1 st | 5 |
| Ms S O'Regan/Ms Horgan | Room 5 | 2 nd | 6 |
| Ms Harrington | Room 6 | 2 nd | 6 |
| Ms Lynch | Room 15 | 2 nd | 2 |
| Ms O'Connell | Room 10 | 2 nd | 2 |
| Mr O'Halloran | Room 11 | 3 rd | 3 |
| Ms Carr/Ms Fenton | Room 13 | 3 rd | 3 |
| Ms B O'Regan | Room 14 | 3 rd | 3 |
| Ms S Kiely | Room 4 | Sp. Class | 6 |





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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 –

GREEN 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.

BLUE YARD area will be divided into three, and the three 3rd class bubbles will be on the yard at the same time. Class bubbles will keep to their designated section on the yard. Class pods are permitted to mix when outside, however, they cannot mix with pods from another class.

All staff will have a bag with first aid supplies and PPE for yard duty.



Logistics Plan For The Re-opening Of School

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 on the way, the meeting point should be away from the school gates where other children are trying to exit safely
3. Teachers in the middle school will line up their classes, with 1m between each pod
4. Using the staggered times, listed on the next page, pods will be released one at a time onto their colour-coded yard
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
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 only on a 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 in the yard 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)**



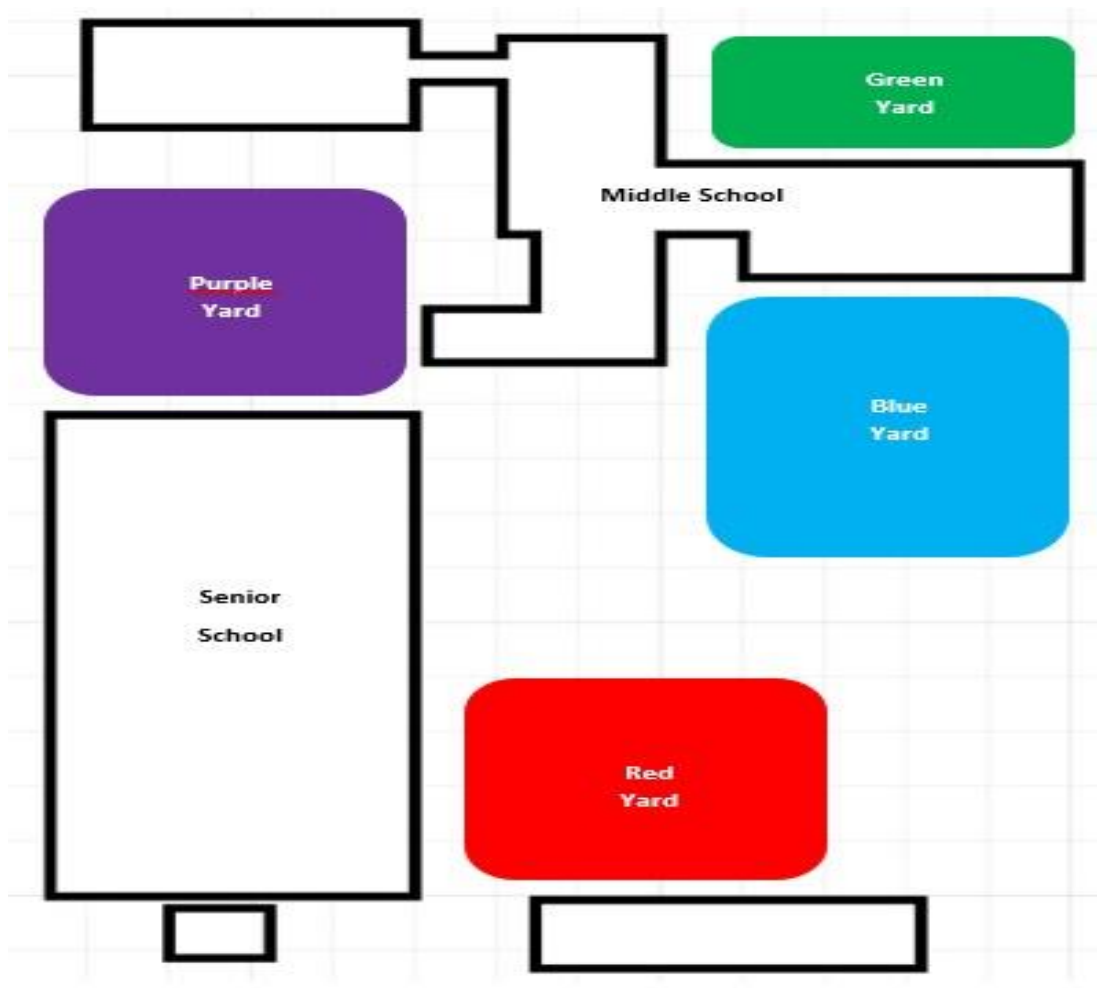
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Middle School – Exit points and dispersal times

3rd Class @ 2.20pm **Green Yard**

2nd Class @ 2.25pm **Blue Yard**

1st Class @ 2.30pm **Purple Yard**





Logistics Plan For The Re-opening Of School

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:-

- **Adult must wear a face mask on school grounds**
- When the adult arrives at the school, they should phone the office to alert the office that they have arrived, tel 021 4371875
- 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.

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.*



Logistics Plan For The Re-opening Of School

Appendix 1



REFERENCE GUIDE

MIDDLE 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 doors at reception
- 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 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 middle school will line up their classes, with 1m between each pod
- Using the staggered times, pods will be released one at a time onto their colour-coded yard
3rd Green Yard @ 2.20pm 2nd Blue Yard @ 2.25pm 1st Purple Yard @ 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
- 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 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