

20<sup>th</sup> August, 2020.

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.

Presentation Primary School 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 younger students to the safe drop-off points (near the staff carpark on the Dunmanway Road entrance and at the back of the main yard for children coming through the boys entrance – parents please walk in a single socially distant manner) is essential, but for the older pupils a drop off at the school gate is desirable. Ms. Leonard and Ms. Cotter-Bowdren will be there to welcome your children and direct them to their class groups. Please arrive as close to 8.50am as possible. Staff will escort children safely to their socially distanced lines.

In the morning Bus children will be escorted by a staff member to their class lines. Bus children will leave school @ 2.20pm and will be escorted safely to the bus.

Senior Infants can be collected at 1.30pm from the middle yard beyond sign (queue in an orderly fashion).

Junior Infants will start @ 9.30am and may be escorted to the Junior Infant door by their parents.

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.)

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Mr. Pat Kinsella,  
Chairperson,  
Board of Management.

Ms. Carol Leonard,  
Principal.