

Re: Entrance & Exit Routines from Monday, 21st March in Scoil na Naomh Uilig

08/03/2022

Dear Parents/ Guardians,

I am writing to update regarding the further easing of COVID restrictions within Scoil na Naomh Uilig. As indicated in last week's Thursday Note, we will return to **a single drop off time of 8:40 - 8:50am for all streams from Monday, 21st March, with collection times of 1:30pm for our Infants classes and 2:30pm for all other streams.** I am sure this is a most welcome moment for everyone.

As you can imagine this is a big change for our entire school community and you are asked to read the following information carefully. We will need everyone's support in order for the changes to be made safely and in a workable manner. I would also like to remind everyone that we have over 600 pupils to accommodate during entrance times and everyone will need to be patient and work with us as we prioritise health and safety for all.

The following entrance and exit plan will remain in operation for the remainder of this school year and will be reviewed after a period of time. I would like to thank the dedicated staff of our school for their engagement on this supervision piece and also acknowledge the work of our Board of Management in the background.

Please be aware of the following:

- **The school gates will open daily at 8:40am with the arrival window set from 8:40 - 8:50am, the school day will officially start at 8:50am. No pupils should be on the school grounds prior to 8:40am. Supervision will not be in place until 8:40am.** Should pupils arrive by bus or with creches, we will be in contact with those groups directly regarding the new morning arrangements.
- **The Drop Off Zone will open at 8:40am daily. Parents/ Guardians are asked not to attend before this time.** We have 70 staff members approximately who need to access parking spots daily on the school grounds. Our staff must be in situ for the school day to begin correctly. Pat will be situ at the main gate from 8:30am - 8:40am to guide access to the school grounds.
- **Parents/ Guardians are asked not to park in staff car park places.** If staff cannot park in the mornings, there will not be sufficient supervision in place within the school building and on the grounds and we will not be able to continue with the operation of the Drop Off Zone.
- **No Main Gate Pedestrian Access:** Once the Drop Off Zone is in operation, there will be no morning pedestrian access through the main gate of the school and it will remain closed until after the entrance time.
- **Drop Off Zone:** Parents of pupils using the Drop Off Zone are asked to drive to the set down area outside the main school hall where Pat or I will open car doors for pupils to alight. Pupils should be seated on the left side of the car with bags ready to go and once

the car door is open should alight and continue on their assigned route, we will discuss this with all classes. Parents are asked to remain in their cars at all times and to keep the traffic moving as quickly as possible.

- **SEN Pupils:** Parents of our SEN pupils will continue to use the Drop Off Zone outside the main school building and Ms. Goulding will remain on hand to guide their arrival. Please note this area is for parents of our SEN pupils only.
- **Pedestrian Access:** We will have two gates for pedestrian access, both at the Roseberry Hill end and the Rosconnell end. We continue to encourage as many pupils as possible to walk and cycle to school if they are safe to do so.
- **Pedestrian Entrance Routine:** Gates will be opened at 8:40am daily by a member of staff. The same arrival window of 8:40 - 8:50am will be in place. Pupils are asked not to queue outside the school gates prior to 8:40am. Once pupils arrive, they will go directly to their classroom as they do currently with corridor supervision in place. Teachers will have a morning routine within their classroom for the 10 minute window prior to the start of the school day at 8:50am.

Streams will be assigned to each gate as follows:

Roseberry Hill Gate - Junior Infants, Senior Infants, 1st and 4th Class

Rosconnell Gate - 2nd, 3rd, 5th and 6th Class

Parents are asked to please allow all pedestrian pupils to enter the school grounds independently. This allows staff to clearly see our pupils and guide them accordingly. Staff will remain on hand to guide pupils in the mornings.

Junior Infants - Enter through the Roseberry Hill gate, walk by the front of the school building and enter through the main school door

Senior Infants, 1st and 4th Class - Enter through the Roseberry Hill gate and the side door entrances in Phase 1 and 2

2nd and 3rd Class - Enter through the Rosconnell gate, walk behind the back of the main hall, through the basketball courts and under the arch to the entrance doors in Phase 1 and 2

5th and 6th Class - Enter as usual through the side door entrance in Phase 2

- **Contact with Class Teacher:** Should a parent wish to speak with a member of the teaching staff, they are asked to please contact the school office to make an appointment to speak with the teacher at a suitable time. This cannot be accommodated during the morning entrance and drop off time.
- **Collection Times:** The Drop Off Zone only operates for the morning entrance and cannot be accommodated for collection times. Collection times will be at 1:30pm for our Junior and Senior Infants and at 2:30pm for 1st - 6th Class pupils. Parents are asked to please respect the residents of neighbouring estates during this busy time and not to block roads or entrances to houses.
- **Exit Routine:** Junior and Senior Infants and 1st Class collection remains the same.

Streams will be assigned to each gate as follows for exit times:

Roseberry Hill Gate - 4th Class

Main pedestrian gate - 2nd and 3rd Class

Rosconnell Gate - 5th and 6th Class

- **Collection Times for our SEN pupils** remains unchanged and the set down area outside the main school can be used during collection times.
- **Weather:** The above will operate in all weather. Please note that wet mornings are extremely busy in the Drop Off Zone, care and patience is needed on these mornings in particular.

Naturally, we hope the above runs smoothly from Monday, 21st March. However, as with all new systems we may experience some initial teething problems. We would ask for your continued support and cooperation with the 10 minute drop off window and your patience with the staff supporting and supervising the safe arrival of pupils and vehicles.

Finally, my thanks to our parent body for their understanding over the last number of weeks as we prepare for a return to a whole school start time.

Yours sincerely,

Rosemary Faherty