**Return to school information Letter**

5th January 2022

Dear Parent / Guardian,

The BoM and the School Leadership Team will continue to work to ensure a safe return to school for all pupils and staff on Thursday 6th January 2022. **We will continue with our plans for drop-off and collection of the children as has been in place since last September 2021**.We look forward very much to welcoming everyone back to school.

**Drop-off and Collection Routines**

Our Lady of Mercy Convent School appreciates your support as we try to safely reopen the school building.

* Parents of pupils from 1st to 6th class will drop their children at the school gates according to the plans below.
* We kindly request that all parents (**other** than parents of junior and senior infant pupils) do **not** come on to the school grounds. There will be staff members on hand to guide pupils to their correct line up positions,
* **Only** parents of Junior & Senior Infant will be allowed on to the school grounds **initially**. We would request that these parents wear masks/face coverings whilst on the school grounds and outside the school gates.
* No adults other than staff members will enter the school building.
* 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.
* We would request please that parents do not try to have meetings with members of staff at drop-off and collection times – meetings between parents and teachers can only take place by prior arrangement through email at ourladyofmercyoffice@gmail.com
* It is imperative that adults adhere to social distancing guidelines at the school gate and church car park gate at drop off and collection times.
* Please be patient as we endeavour to imbed these necessary, precautionary and protective practices at the beginning of the school year. Working together we hope to be able to reopen in as safe a manner as possible for all.

**Drop-off Plan**

There will be two drop off and collection times for all children. The school yard will be marked in yellow and blue dotted lines for clear direction and visibility for the children.

**Junior and Senior infant classes** will start school at 8.35 am and finish school at 1.15 pm

**1st to 6thclasses will start school** at 8.20 am and finish school at 2 pm.

Junior and Senior Infants

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| **8.35 am**  **Junior/Senior Infants classes** will enter through the **main school gate** and follow the**s**ymbol and go **LEFT** to their yellow/blue dotted lines  Harvey Balls 0%Harvey Balls 0%with the boxStopat the top of the dotted line with the number 1 in them, on the pathway to the junior side of the school.  Yellow dotted line 1 will be Mrs.Cervi’s Class  Blue dotted line 1 will be Ms.Collins’s Class |

1st class

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| **8.20 am**  **1st Class Mrs. Moloney’s Class** will enter through the **main school gate** and follow the **s**ymbol and go **LEFT** to their yellow dotted lines  Harvey Balls 0%Harvey Balls 0%with the box Stop at the top of the dotted line with the number 1 in them, on the pathway to the junior side of the school.  Yellow dotted line 1 will be Mrs. Moloney’s Class |

2nd class x 2

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| **8.20 am**  **2nd class x 2** will enter through the **main school gate**  **2nd Class Miss Geoghegan (new teacher)** will follow the **s**ymbol and go **LEFT** to their blue dotted lines Harvey Balls 0%Harvey Balls 0%with the boxStopat the top of the dotted line with the number 1 in it  Blue dotted line 1 will be Miss Geoghegan’s Class  **2nd Class Ms. Murray will follow** thesymbol and go **DOWN TO**  **THE SENIOR YARD**  to the yellow/ blue dotted lines Harvey Balls 0%Harvey Balls 0%with the box Stopat the top of the dotted line with the number 2 in it    Yellow dotted line 2 Ms. Murrays class (nearest the senior door) |

3rd Class and 4th Class x 2

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| **8.20 am**  **3rd Class Mrs. Hogan**  **4th Class Ms. Ruddy (new teacher)**  **4th Class Ms. Cumiskey**  will enter through the **church gate** and follow the**s**ymbol and go to their yellow/blue dotted lines Harvey Balls 0%Harvey Balls 0%with the boxStopat the top of the dotted  line with the number 3, 4 and 4 in them  Blue dotted line 3 Ms. Hogan’s class  Yellow dotted line 4 Ms. Ruddy’s class    Blue dotted line 4Ms. Cumiskey’s class |

5th and 6th classes

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| **8.20 am**  **5th, and 6th Classes** will enter the school through the **main school gate** and follow the symbol down the path to the senior yard to the yellow/blue dotted lines Harvey Balls 0%Harvey Balls 0%with the boxStopat the top of the dotted line with the numbers 5 and 6 in them.  Yellow dotted line 5 will be Ms. Ní Fhaoláin’s Class  Blue dotted line 6 will be Mrs. Parkinson’s Class |

**Collection Plan**

* **Junior and Senior** Infants classes will be brought by their class teacher to their dotted lines and lined up for collection by their parent/guardian at the line. All parent/guardians should adhere to social distancing guidelines and wear a face covering while collecting their children.
* **1st Class and 2nd Class x 2** will be brought class by class to their dotted lines and walked to the main school gate by their teacher for collection by parent /guardian. All parent/guardians should adhere to social distancing guidelines and wear a face covering while collecting their children.
* **3rd Class and 4th Class x 2** will be brought to their dotted lines and walked to the church gate for collection by parent/guardian. All parent/guardians should adhere to social distancing guidelines and wear a face covering while collecting their children.
* **5th and 6th Classes** will be brought to their dotted lines and walked to the main school gate by their teacher for collection or to walk home (depending on the particular circumstances in place for these older children).
* The teachers will have the children ready to go and will wait for one class to leave before the next comes out.
* It is essential to adhere to social distancing guidelines and wear a face covering in the church yard and outside the main school gate at drop and collection times.
* We ask that parents and pupils disperse and depart the school vicinity as promptly as possible.
* These drop offs and collections will take time for the first while and we would ask you to be patient and bear with us as we embed these practices in the children.

**It would be helpful if your child knows what collection arrangement is in place for them from the start of the school term. If your arrangements are to change, please let the class teacher know, by email to the school office, in advance of such changes.**

Siobhán Hanly

Príomhoide