



St. Marnock's N.S.



Back to School Plan: What Parents/Guardians Need To Know: PART 1

The school is split into **4 groups** with each group having various starting times and finishing times:

- (1) **Group A** will be constituted of three Junior Infant classes and three Senior Infants classes
- (2) **Group B** will be constituted of three 1st classes, three 2nd classes and Speech and Language class
- (3) **Group C** will be constituted of three 3rd classes and three 4th classes
- (4) **Group D** will be constituted of three 5th classes and three sixth classes.

Entrance & Exit Points & Arrival & Dismissal Times for Specific Classes:

Group	Teacher	Classes	Entrance & Exit Point	Arrival Time	Dismissal Time
A	Ms. Moran	*Junior Infants	Red (Front) Door	8.35	13.20
A	Ms. Curtin	*Junior Infants	Red (Front) Door	8.35	13.20
A	Ms. Hunter	*Junior Infants	Red (Front) Door	8.35	13.20
A	Ms. T. Phelan	Senior Infants	Yellow Door	8.35	13.20
A	Ms. Drinan	Senior Infants	Yellow Door	8.35	13.20
A	Ms. Nig Shamhráin	Senior Infants	Yellow Door	8.35	13.20
B	Ms. O'Dowd	1 st class	Red (Front) Door	8.35	14.20
B	Ms. Lynch	1 st class	Red (Front) Door	8.35	14.20
B	Mr. Spellacy	1 st class	Red (Front) Door	8.35	14.20
B	Ms. Kennedy	2 nd class	Red (Back) Door	8.35	14.20
B	Ms. B. Phelan	2 nd class	Red (Back) Door	8.35	14.20
B	Ms. Connor	2 nd class	Red (Back) Door	8.35	14.20
B	Ms. Shanahan	Sp. Lang. class	Yellow Door	8.45	14.20
C	Ms. Joyce	3 rd class	Green Door	8.45	14.25
C	Ms. Monahan	3 rd class	Red (Back) Door	8.45	14.25
C	Ms. Kenealy	3 rd class	Red (Back) Door	8.45	14.25
C	Mr. Doherty	4 th class	Purple Door	8.45	14.25
C	Mr. Corkery	4 th class	Purple Door	8.45	14.25
C	Mr. Cooper	4 th class	Purple Door	8.45	14.25
D	Ms. MacDermott	5 th class	Yellow Door	8.50	14.30
D	Ms. Whelan	5 th class	Yellow Door	8.50	14.30
D	Mr. Maughan	5 th class	Blue (Front) Door	8.50	14.30
D	Ms. Dwyer	6 th class	Blue (Front) Door	8.50	14.30
D	Mr. Scallan	6 th class	Blue (Front) Door	8.50	14.30
D	Ms. Cullen	6 th class	Blue (Front) Door	8.50	14.30

* Junior infants will have different arrival and dismissal times for the first two weeks only. A letter informing these parents has already been emailed to them.

Arrival at School:

- **Please do not drop your child to the school any earlier than your child's appointed time.**
- **In cases where a child may have one or more siblings, all members of the same family bubble may arrive at the earliest arrival time allocated to one of the siblings and may depart at the earliest departure time.**
- **Each group of children should aim to arrive at the school at the arrival time recommended in the timetable: Group A: 8.35; Group B: 8.35; Group C: 8.45; Group D: 8.50.**

Junior & Senior Infant classes & 1st and 2nd classes:

- Parents with children in these classes may drop them into the appropriate school yard entry point.
- They must stay behind the line marked for drop off in the school yard.
- Teachers will be at the entrances to accompany children to classes.
- We ask for your co-operation as it will mean that the numbers congregating on school grounds at any one time will be minimised.

3rd-6th classes:

- Parents with children in these classes must refrain from entering the school yard and should encourage their children to walk to their classes via the assigned entrance door.
- Teachers will be present in their classes awaiting the arrival of their pupils
- We ask for your co-operation as it will mean that the numbers congregating on school grounds at any one time will be minimised.
- The ISM team/ SEN teachers/Class teacher (Junior Infants) will invite the children to enter the building via their designated entrance point at the appropriate time.
- No adults, other than staff members, should enter the building.
- Messages for teachers can be sent by email, class dojo (Infant classes) or by phoning the school office.

End of School Day:

- Adults, who are collecting their children from school at the end of the day, should wait behind the line marked out by cones in the school yard.
- When the school day for each class is over the following arrangements will apply –
 - The class teacher will lead their class to the exit point of the school.
 - This will be done on a class by class basis to minimise contact between classes.

Parking:

- We strongly urge children to walk to school if at all possible. If transport is required, please find a safe place to park and escort your child to the school grounds if necessary.
- As indicated in communications to parents during the last school year, our Board of Management request that you **PLEASE DO NOT PARK on the footpath near our school's pedestrian traffic lights or anywhere on the footpath outside the school when dropping off or collecting your child from school. This is in the interest of everyone's health and safety as the lives of our pupils and school community are being put at risk when cars are parked dangerously in these locations even for the shortest period of times.**

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 use the intercom at the front door of the school 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
- If an item needs to be delivered to a child, e.g., a forgotten lunch, it will be left in at the front door and be left on the window sill to be collected by Deirdre, our school secretary.

Crèche:

- If your child attends crèche, please inform them of the times for arrival and dismissal and these guidelines.
- The school will also contact the local crèches to update them with regard to these guidelines.
- There will be a specific drop off and collection point for children attending crèche in the front yard.
- In the morning teachers will be at the school entrances to accompany these children to classes.
- At the end of the school day, teachers will bring any child attending crèche to the specific drop off and collection point.