



Procedures for the safe arrival and dismissal of children

- Following consultation with all of the stakeholders (BOM, Staff, Parent's Council) , the following are the interim procedures to be put in place for the safe arrival and dismissal of children in Ballydesmond NS. These will be kept under review and tweaked as required over time to achieve the optimal solution in line with the prevailing department guidelines.
- In order to aid the implementation of these measures, staff will facilitate children entering their classroom from 20 minutes before school starts. (previously 15 minutes)
- Staff will provide supervision during this time.
- In order to facilitate families who need to drop to both the school and the Community centre, there will be a slightly earlier starting time for 5th and 6th only. All classes in the school building will have the same starting time.
- All classes will have a unique finishing time in order to avoid congestion and maximise social distancing.

Morning procedures - Community Centre

- We will be operating a one way system for morning drop offs.
- The doors will be open from 8.50am for drop offs with school starting at the earlier time of 9.10am.
- Cars must follow the existing entry and exit signs.
- There will be a drop off point marked out where parents can stop their car and allow their child(ren) to exit the car.
- A member of staff will meet the child there, instruct them to sanitise their hands and direct them inside.
- The parent must then proceed to leave the car park via the existing exit sign.
- **Under no circumstances should children be allowed out of their car prior to 8.50am as there will be no staff member on duty. We need to avoid a situation where children are congregating in groups.**
- Should parents need to communicate with a member of staff, it can be done via the Class Dojo app or by leaving a message with the office via phone-call. Staff will not be in a position to deal with enquiries at any other times.



Morning Procedures - Main School building

- We will be operating a one way system for morning drop offs.
 - The doors will open at 9.05am for drop offs with school starting at 9.25am as per usual
 - Cars must approach from the Newmarket road side, stop at the drop off point outside the main school gate and allow their child exit the car. Once this has been completed they must immediately leave the drop off area via the Church Rd (Graveyard side).
 - A member of staff will meet the child there, instruct them to sanitise their hands and direct them inside. All bubbles (classrooms) will have their own unique entrance to the school which will be outlined next week.
 - **Under no circumstances should children be allowed out of their car prior to 9.05am as there will be no staff member on duty. We need to avoid a situation where children are congregating in groups.**
 - Should parents need to communicate with a member of staff, it can be done via the Class Dojo app (Codes for Junior Infant parents will be issued in the coming week) or by leaving a message with the office via phone-call. Staff will not be in a position to deal with enquiries at any other times.
- **Home time - Community Centre**
 - As the school-day for 5th and 6th will have started at an earlier time, children are to be collected from the Community Centre at 2.50pm, allowing those with more children to collect the time to make their way up to the school building.
 - Parents must park their car and wait for the children to be dismissed at 2.50pm sharp.
 - When exiting your car, please ensure that you maintain Social Distancing as per HSE guidelines.
 - When exiting the car park, please once again do so via existing exit sign and with due care for other adults and children who may be walking.
- **Home time - School Building**
 - Junior and Senior Infant closing time is at 2.05pm.
 - 1st and 2nd closing time is at 3.00pm sharp.
 - 3rd and 4th closing time is at 3.05pm sharp.
 - You must approach the school from the Newmarket Road side, park in the church car park (leaving main road clear).
 - We ask that when collecting your child that you maintain social distancing as per HSE Guidelines, do not delay once your child is collected and exit via Church Road (Graveyard Side).