

# St. Mary's Parish Primary School

Bryanstown, Drogheda, Co. Louth.

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24th August 2017

Dear Parents/Guardians,

As the new school year approaches we are looking forward to working together for the year ahead. We extend a special welcome to our new Junior Infants. We hope they settle in quickly and enjoy their first year with us. To help us make a smooth start, please take a moment to review the arrangements for collection and morning drop off.

**GENERAL:** School begins at **9.10am**. Gates to yard areas and front door are opened at 8.50am, there is no need to arrive to school before this time. **Pupils on the premises before this time remain the responsibility of parents.**

Pedestrians are asked to use the pedestrian gate only to enter the school grounds. Please use the footpath and not the grassed areas. We ask parents using the school car park to drive safely and exercise caution at all times. If you are using the **drop off area** (*cars may not be left in the drop off area*), please pull as far forward as you can to allow more parents to pull in. Pupils must be accompanied through the car park to the footpath by an adult. **No dogs are permitted on the school grounds.**

## ~ DROP OFF AND COLLECTION ARRANGEMENTS ~

Please read these arrangements carefully. We ask for your co-operation to ensure the first few days run as smoothly as possible. Due to the huge numbers involved and to minimise congestion in the corridors, **only Parents from Junior Infants can come inside the building** and **we ask that all pupils except Junior infants are left at the entrances specified below.**

**New Junior Infants:** Assemble in large PE hall. Enter the hall from door adjacent to car park and line up in class lines. **At approx. 9.20am they will be brought class by class to their rooms.** Parents may accompany their children to the classroom on the first morning. Due to the numbers involved we ask that all buggies/prams are left in the PE hall where they can be collected afterwards. At going home time (12.00) they can be collected at their **exterior** classroom door. Ms. Rogan, Ms. Clerkin, Ms. Butler and McKenna's classroom are at rear of building and are accessed via Gerry's end of school. Ms. McCormick's class can be collected at the front of the building, last room at end of school building (Gerry's end). Junior Infants will go home at 12 until Friday 8<sup>th</sup> September. From Monday 11<sup>th</sup> they will go home at 1.50pm.

**Senior Infants:** will **enter through the main front door**. We ask parents to leave them at the front door. At going home time Senior infants on the ground floor will exit through their **exterior** classroom doors at the front of the school. Ms. McMahon's (closest to office), Ms. M. McDonnell's and Ms. Murphy's (furthest from office). Senior Infant classes from upstairs Ms. J. McDonnell and Ms. English will exit through the main front door.

**1<sup>st</sup> Class:** First classes will enter through main front door. We ask parents to leave them at the front door. At going home time Ms Hunt's and Ms McCann's class will exit through the new assembly room at the end of the building. Ms. Sheeran's class will exit through Rm 1. (Ms. McCormick's room at front of building at Gerry's end.) Ms. Lambe's and Ms. Ward's will exit through the main front door.

**2<sup>nd</sup>-6<sup>th</sup> Classes:** If the morning is fine classes assemble as normal in the senior yard. Parents leave them at the gate. If it's a wet morning enter through the front door and line up downstairs in the senior corridor. At going home time Mr. Dunphy's, Ms. Sheil's, Ms. McEvoy's, Ms. Devin's, Ms. Loughran's and Ms. Dunne's classes will exit at Gerry's end, Ms. Whelan's class will exit through front door. All other classes leave through the gate adjacent to the car park.

Is mise,  
Philip Ward