

St. Mary's Parish Primary School

Bryanstown, Drogheda, Co. Louth.

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DROP OFF AND COLLECTION ARRANGEMENTS

23rd August 2016

Dear Parents/Guardians,

Due to the building works in the school we are putting the following arrangements in place for morning drop off and collection. 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. 9.20 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 Ms. McCormick's class (room 7) can be collected at their **exterior** classroom door. **All other Junior Infant classes can be collected in Senior PE hall**, through door adjacent to car park. Junior Infants will go home at 12 until Friday 10th September. From Monday 12th they will go home at 1.50. From that Monday at going home time they will exit through classrooms at the front of the school (further details to follow).

Senior Infants will **enter through the main front door and will line up along the Junior Corridor.** 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 (room 1) (closest to office), Ms. M. McDonnell's (room 3) and Ms. Kilbane's (room 5) (furthest from office). Senior Infant classes from upstairs Ms. J. McDonnell (room 11) and Ms. English (room 12) will exit through the main front door.

First Class: First classes will enter through main front door and will line up in the Junior PE hall. We ask parents to leave them at the front door. At going home time Ms Sheil's class will exit through the main front door. All the First classes from upstairs will exit through the exterior classroom doors downstairs at the front of the building. Ms. Sheeran's class through Rm 1 (closest to office), Ms. Hunt's class through Rm 3, Mr. Dunphy's class through Rm 5, and Ms. McCann's class through Rm 7 (furthest from office).

2nd to 6th 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 all these classes leave through the gate adjacent to the car park.

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.**

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Philip Ward