

St. Patrick's Loreto Primary School
Collection of Books: 12th January 2021

Dear Parents,

As you are aware, the Minister has confirmed the closure of schools until the 1st February. In order to support remote learning, we are arranging for the collection of schoolbooks and resources on **Tuesday 12th January**.

As community transmission rates are at the highest levels since the pandemic began, we ask for your co-operation and assistance to make this process as speedy and as safe as possible. To minimise the numbers on school grounds and to limit interactions, classes will be allocated a time slot to collect books/resources. The school has already been divided into three groups, A, B and C. Each of these groups will be allocated a staggered collection time. Please see below for details. **Collection points will be where your child usually lines up in the morning.** For safety reasons, there is only pedestrian access to the school grounds.

- **All adults are requested to wear a face covering while on school grounds.**
- **Adults may not enter the buildings for any reason.**
- **Only children who are invited in by a member of staff, may enter the building.**
- **We strongly recommend that children entering the school building would wear a face covering.**
- **It is imperative that as little time as possible is spent on school grounds and interactions should be kept to a minimum.**

Please always maintain a safe distance from other adults and children.

- Enter school grounds via the pedestrian gate.
- Exit via the main gate.
- Please follow the one-way system
- Fr. Colahan Terrace is strictly for staff cars only. It is not safe for pedestrians to use this entrance.

To minimise the numbers on school grounds at any one time:

- **Junior & Senior Infants:** Where possible, we ask adults to come alone when collecting books.
- **1st – 2nd pupils:** We ask that only pupils would stand in the line. Parents should supervise from a safe distance.
- **3rd – 6th pupils:** We encourage older pupils to walk in from the gate by themselves. It is understandable that pupils will be excited to see each other but it is so important that they line up a safe distance from each other, to minimise risk.

N.B. 1st – 6th Please bring a bag to collect books/resources.

Families: If you are collecting books for more than one child, we suggest you come at the later time as packs/books will not be available any earlier than indicated, (if you have a child in Group A and a child in Group B, please come at the Group B time slot). Books can only be collected from the collection points designated to the class. We regret any inconvenience this may cause.

Children remain under the supervision of their parents while on school grounds.

Group	Collection Time	Collection Point
A (8.45 am start time)	10 – 11 am	Where the class usually lines up in the morning.
B (9 am start time)	11.30 – 12.30	Where the class usually lines up in the morning.
C (9.15 am start time)	1 – 2 pm	Where the class usually lines up in the morning.

Please note: We realise that the day or times may not suit for a variety of reasons. Please contact the class teacher if you are not able to collect books at the assigned time.

Many thanks in advance for your assistance and co-operation.

Collection Procedure

Class	Collection Procedure	Notes
Junior Infants Senior Infants	Outside Collection: <ul style="list-style-type: none"> Books will be left on a table close to the door where your child usually enters the building. 	We ask that adults come alone to collect the books, if possible. Adults or young children may not enter the building.
1st Class 2nd Class Remember to bring a bag for the books!	Collection from classroom <ul style="list-style-type: none"> Children only, to line up at their usual entry point. Stand a safe distance from others in the line. Children will be invited into the building in small groups, by a member of staff. Children will hand sanitise on entering the building. They will proceed to their classroom, collect their belongings, and exit the building as quickly as possible. 	Parents/adults are asked to remain in the background, at a safe distance from other adults and children. If an adult is collecting the books, they may not enter the building. The books will be brought to the lining up area/door once all the children have collected their belongings. We thank you in advance for your patience.
3rd – 6th Remember to bring a bag for the books!	Collection from classroom <ul style="list-style-type: none"> Children only, line up, socially distanced, at their usual entry point. Children will be invited into the building in small 	Older children are asked to enter the grounds unaccompanied, where possible. If an adult is collecting the books, they may not enter

	<p>groups, by a member of staff.</p> <ul style="list-style-type: none">• Children will hand sanitise on entering the building.• They will proceed to their classroom, collect their belongings, and exit the building as quickly as possible.	<p>the building. The books will be brought to the lining up area/door once all the children have collected their belongings. We thank you in advance for your patience</p>
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