

# *Scoil Na Mainistreach Quin Dangan*

Quin, Co. Clare.

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We do our best, we show respect

17<sup>th</sup> August 2020

Dear Parent / Guardian, Staff Member,

## **Re: Drop-off and Collection Routines**

The BoM and the School Leadership Team have been working to ensure a safe return to school for all pupils and staff in two weeks' time. We have now finalised our plans for drop-off and collection of the children every day.

Scoil na Mainistreach Quin Dangan appreciates your support as we try to safely reopen the school building. If at all possible we request you not to come onto the school grounds or into the school building unless it is essential. We appreciate that dropping off the Junior & Senior Infant pupils to their class is essential, but for the older pupils a drop off at the school gate is compulsory. Working together we hope to be able to progress the reopening in as safe a manner as possible for all.

We would ask all parents to familiarise themselves with the following drop-off and collection routines for the safe delivery and collection of pupils from school. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year.

It is imperative that

- adults do not come within 2m of each other
- parents do not try to have meetings with members of staff in the playground at drop-off and collection times – meetings between parents and teachers can only take place by prior arrangement.
- all parents adhere to the drop-off and collection plans as outlined attached

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A handwritten signature in black ink, appearing to read 'Fergal Lynch', written over a horizontal line.

Fergal Lynch  
Principal