

New Procedures for Entering and Exiting

Build Bulletin

St. Mochta's National School Community

28th August 2017

New Entry & Exit Procedures

In the interest of the health and safety of our children, staff and whole school community, new entry and exit procedures are being implemented. Thank you in advance for your full co-operation with this very important matter.

Please see the attached documents indicating the one way systems for entering and leaving the school. **One of the big changes is that the school is not in a position to facilitate parents/guardians at 8.50am in the mornings.**

Children can be brought by their parents/guardians through our new Gate 3 as far as Gate 2. At this stage, children only will enter the school grounds and walk straight to their lines. We had a practice lining up on the last day of school. There will be staff on duty to assist the children. After dropping their children, parents/guardians will exit the school through Gate 2 as per the attached map. Parents will follow the blue arrows on our entry procedures map.

Exit at 1.30pm

All Junior and Senior Classes will line up on St. Patrick's yard for collection. Parents/Guardians will enter through Gate 3, collect children from their lines and exit through Gate 1.

Exit at 2.30pm

All 1st and 2nd Classes will line up at 2.25pm on St. Patrick's yard for collection. All children in 1st and 2nd classes must be collected from their lines at 2.25pm. It is necessary to collect 1st and 2nd classes at this time for the health and safety of all of our pupils. We will now only have one exit gate. Parents/Guardians will enter through Gate 3, collect children from their lines and exit through Gate 1.

All 3rd, 4th and 5th classes will be accompanied by their teacher and will exit through Gate 1. Please arrange a meeting point with your child.

6th Classes will exit through the front door in main reception. Mr. Mullarkey's 6th Class will exit through Gate No. 3. Please arrange a meeting point with your child.

On Wet Days

All parents and children will enter through Gate 3 as normal. Infant Parents only will enter Gate 2 and through St. Patrick's Corridor to drop children at their classroom doors. Infant parents will exit through the front door in reception.

All other parents will exit through Gate 2 as normal.

Children from 1st Classes, 2nd Classes and the first floor of St. Josephs (Ms. Leddy's 4th Class and Ms. Griffin/Ms. McLoughlin's 4th Class) & 5th Classes go through St. Patrick's corridor and line up in the hall.

Children on the ground floor of St. Joseph's (3rd Classes and Ms. Aherne's 4th Class and Mr. Kenny's 4th Class) will go straight to their classrooms in St. Josephs.

6th Classes will enter through Gate 3 into St. Patrick's Corridor and go directly to their classrooms.

Punctuality

School starts at 8.50am for all classes. It is important that your child is on time for school every day. Please ensure that you allow extra time to get to school each day due to our building works and new entry & exit arrangements. All children must enter through Gate 3 and do not enter through the main school reception.

Which teacher, what gate, what line, what class?

A document indicating Class Teachers, including line-up numbers and class room numbers is attached for your information.

Attached, please find:

- **Entrance Procedures Map (all classes)**
- **Exit at 1.30pm for Junior and Senior Infants Map**
- **Exit at 2.30pm for 1st to 6th Class Map**
- **Teacher Allocation**