

BALLYORAN PRIMARY SCHOOL

Principal | Mr R Woolsey, BEd (Hons), PQH



17th November 2020

Dear Parent/Guardian

Safe Arrival & Departure Arrangements

I would like to take this opportunity of thanking parents for their continued support and co-operation, ensuring that we are keeping everyone as safe as possible, during these challenging times. I would remind parents of the Safe Arrival and Departure arrangements that we have in place:

Morning

A reminder that the morning arrival period is 30 minutes and there are 3 arrival windows:

- 8.40am – 8.50am: A – G
- 8.50am – 9.00am: H – M
- 9.00am – 9.10am: Mc - Z

Multiple Entry Points:

- Red Nursery Outdoor Play Area Gate: Nursery - Year 2
- Front Door: Years 3, 4 & 6
- Back Red Gate in Car Park 2 beside Caretaker's Residence: Years 5 & 7 & LSC

To further aid social distancing and reduce the risk, we would ask that with immediate effect, only Nursery parents enter the school grounds with their children in the mornings. The gates of the school are well supervised by staff so we will ensure that your child gets from the front gate to class safely. The majority of parents are already doing this and we wish to thank you for that.

- We would ask parents to stick to their allocated time to aid social distancing and reduce the risk.
- Parents are reminded to adhere strictly to social distancing when dropping off pupils.
- The gates will be locked at 9.10am sharp for safeguarding reasons, so please ensure that your child is in school before that, if a pupil arrives after this time, they must enter via the main school front door.
- Please remember that only one adult is permitted to enter the school grounds with a Nursery child.

Afternoon

Afternoon arrangements remain unchanged but I would ask that all parents strictly adhere to social distancing guidelines, when picking up pupils.

Nursery – 3 staggered departure times:

- 1:00-1:10pm- A-F
- 1:10-1:20pm- G-M
- 1:20-1:30pm- N-Z

Year 1 – Monday – Thursday: 1.45pm and Fridays: 1.30pm

Year 2 – Monday – Thursday: 2.00pm & Fridays: 1.45pm

Year 3 – Monday – Thursday: 2.30pm & Fridays: 2.00pm

Year 4 – Monday – Thursday: 2.45pm & Fridays: 1.45pm

Year 5 – Monday – Thursday: 2.50pm & Fridays: 1.50pm

Year 6 – Monday – Thursday: 2.55pm & Fridays: 1.55pm

Year 7 – Monday – Thursday: 3pm & Fridays: 2pm

LSC – Monday & Wednesday: 2.45pm, Tuesday & Thursday: 3pm & Fridays: 1.45pm

Multiple Exit Points:

Red Nursery Outdoor Play Area Gate:

- ✓ Nursery - Parents should go to the outdoor covered play area and your child will be brought out when the teacher sees you.
- ✓ Years 1 & 2 – Parents should wait outside this gate and the class will be brought out by the teacher and dismissed.

Front Red Gate:

- ✓ Year 3 - Parents should wait outside this gate and the class will be brought out by the teacher and dismissed.

Back Red Gate in Car Park 2 beside Caretaker's Residence:

- ✓ Years 4, 5, 6, 7 & LSC – Parents should not enter the car park, pupils will be brought out to the pavement by the teacher and dismissed.

Yours faithfully
Richard Woolsey
Principal