

# Accessing the School Campus

In order for 750 pupils to enter and leave the school grounds each day, safely and observing social distancing guidelines, a high level of cooperation from all members of the school community is required.

## Mornings

There will be an extended 'entrance time' each morning from 8:50 a.m. – 9:10 a.m.

Ideally, families with a surname beginning with A – J should enter the campus between 8:50 a.m. – 9:00 a.m.

Ideally, families with a surname beginning with K – Z should enter the campus between 9:00 a.m. – 9:10 a.m.

The allocated time slots are a guide but we would appreciate if you could follow the schedule.

Walking/cycling to school is strongly encouraged.

Markings on the path outside the school will indicate 2 metre intervals.

**All pupils** will enter via the main gate opposite Martin's Shop.

It is essential that pupils **do not congregate** at the entrance prior to 8:50 a.m.

The school car park will not be accessible for staff after 8:45 a.m. This is in order to facilitate the steady flow of pupils into the school grounds from 8:50 a.m.

All external classroom/prefab doors yard will be tied open.

Parents can escort their child to the classroom/prefab but must not delay and are not permitted to touch any door handles or enter the classroom/prefab.

All pupils access their classroom/prefab **directly from the yard**. Parents or pupils must not access any classroom via the internal corridors.

Pupils based in Rooms 1 & 2 enter the school via the double door between Room 16 and Julian's room.

Pupils based in Rooms 3 & 4 enter the school via the double door between Room 5 and the Secretary's Office.

After your child enters their classroom/prefab through the yard facing/external door, continue through the yard and exit through the gate at the boiler house. You will not be permitted to exit through the gate at Martin's shop.

**Parents are not to enter the classroom/prefab or approach any staff.**

If you need to pass on a message to the class teacher or S.N.A, please email the teacher/S.N.A. by 09:00 a.m. Emails will **not** be checked after this time.

Each teacher/S.N.A. has a specific email address, set up by following a simple formula, the first letter of their first name followed by their surname i.e. [mdoran@rushnationalschool.ie](mailto:mdoran@rushnationalschool.ie).

If you need to communicate a message after 09:00 a.m., please contact the school secretary by email at [office@rushnationalschool.ie](mailto:office@rushnationalschool.ie) or by phone on 018437095.

## **During the School Day**

Visitors to the school will report to a newly constructed entrance point at the front of the school (Gate 1).

The visitor will request access through a video intercom linked to the secretary's office.

Before the visitor is granted access, he/she must sanitise using the wall mounted dispenser.

Once the mechanically operated gate is released, the visitor enters an external, fenced corridor.

The visitor reports to the secretary's window.

### ***Collecting a Pupil***

If the visitor is at the school in order to collect a pupil, they sign the pupil out.

The pupil's name is announced on the school intercom (the announcement can only be heard in the pupil's classroom),.

The pupil reports to the secretary's Office.

The secretary releases a second gate (Gate 2) which allows the pupil entry into the external corridor.

The recognised adult and the pupil exit the external corridor through Gate 1.

## *Appointment*

Any visitor entering the school building for an appointment must put on a face mask.

The visitor signs the 'Contact tracing Log' and is escorted to the meeting room.

When the meeting has concluded, the visitor will be escorted back to Gate 2.

The school secretary will release Gate 2, followed by Gate 1 to allow the visitor to exit the school grounds.

## **Home Time**

### *Junior and Senior Infants*

Entry to the school grounds will be via the **double gate** at Martin's shop only.

The gate will open at 1:30 p.m. in order to allow the safe collection of all Junior and Senior Infant pupils by a recognised adult.

Social distancing must be observed while waiting and masks are recommended.

Once you have collected your child, please exit the school grounds through the **pedestrian** gate at Martin's shop without delay.

**Parents are not to enter the classroom/prefab or approach any staff.**

## *1<sup>st</sup> – 6<sup>th</sup> Class*

Entry to the school grounds will be via the double gate at Martin's shop only.

The gate will open at 2:30 p.m. in order to allow parents/a recognised adult onsite.

Ideally, we would prefer if adults selected a collection point **off school grounds** and met their child there.

Social distancing must be observed while waiting and masks are recommended.

All pupils making their way home down the Channel Road must exit the school through the pedestrian gate opposite Martins shop and turn left.

All pupils crossing the road at Martins shop must exit the school through the main double gate opposite Martins shop.

All pupils crossing the road utilising the school the traffic wardens must exit the school through the main double gate opposite Martins shop and turn right.

All pupils heading down towards the main street must exit the school through the gate at the boiler house and turn right. You are not permitted to turn left if you exit through this gate.

Pupils in Rooms 1-2 will exit into the school yard via the door at Room 16 and Julian's Office and then will follow the system highlighted here.

Pupils from Room 3-4 will exit into the school yard through double door between Room 5 and the Secretary's office and will then follow the system highlighted here.

Pupils in Rooms 1-4 will enter the school yard first, followed by pupils from prefabs 1-8 and Prefabs 10-15. Pupils in Rooms 11-16 will enter the school yard last. This is according to age and facilitates older siblings the opportunity to collect younger siblings, thus reducing the need for parents to enter school grounds.

The exit system is also designed to prevent congestion at the front of the school.

**Parents are not to enter the classroom/prefab or approach any staff.**