

*St. Vincent De Paul Convent Infant School,
Griffith Avenue, Dublin 9.
D09 AP26
Roll No: 16754 R
Telephone: 8334538.
Principal: Mrs Catherine Kennedy*

16/12/19

Dear Parents/Guardians,

We are delighted to inform you that our long-awaited building project will be starting in January 2020. This two- storey extension on the church side of the school is due to be completed before the start of the 2020/2021 school year and will provide both schools with an additional classroom, resource room and accessible toilet facilities. There will be some inevitable disruption to the day-to-day running of both schools throughout this construction period. The Principals and Boards of Management will liaise with the construction team on an ongoing basis to ensure that such disruption is kept to a minimum. Health and safety will be prioritised at all times. From the start of January to the end of the school year, some changes will be in place for morning arrivals and afternoon departures. **For Health and Safety reasons, it is vitally important that these new procedures are adhered to by everyone.** Please take the time to familiarise yourself with these procedures. They will also be available on the school website in January.

From 6th January 2020 the following arrival & departure procedures will apply for entry to and exit from the Infant school.

May we remind parents that, traditionally, the infant school is open to receive pupils from 9 am to 9.20 am. To avoid congestion on Griffith Avenue during the construction phase, we would recommend that as many of you as possible avoid arriving at the school gates before 9 am.

Arrival procedures.

- All pupils (with the exception rooms 1a, 2a and 3a) will access the school through the **school gate closest to the credit union from 9 am** and will enter through the **door between the school hall and main building**. Parents/guardians of senior infant and first-class pupils are encouraged to let them proceed unaccompanied, from the school gate to their classrooms. Parents/guardians of junior infant pupils must accompany them to their classrooms.
- Pupils in rooms 1a, 2a & 3a will access the school through the **school gate closest to the church from 9 am**. Parents/guardians are encouraged to let them proceed from the school gate unaccompanied directly to their classrooms.
- Please note that these two pedestrian access gates (the gate closest to the credit union & the gate closest to the church) will be open from 8.45 am but **strictly for access by the Girls School pupils only**.
- Parents may not enter the school grounds **before 9am** unless it is to attend a pre-arranged meeting.

For those parents/guardians who accompany pupils into the school please remember, after exiting from the front door, to exit through either of the two pedestrian side gates (the gate at the credit union side and the one at the church side). **Do not exit through the middle gate. This is for cars only.**

- ***Parents/children should not use the middle gate to enter/exit the school at any time.**

Departure procedures.

- **Rooms 4,5,6 (Junior Infants)**

Will be collected from the **side door** beside the school hall and will exit through the **Credit Union-side gates**. Parents are requested to wait **outside the gates** until 1.50 collection time.

- **Rooms 8,9,10,11,12 (Senior Infants)**

Will walk out the **front door** with the teacher and assemble **on the grass at both sides of the drive**.

Parents are asked to wait **outside the pedestrian gates** until the class is lined up for collection and enter & exit through the pedestrian access gates only (the gates closest to the credit union and the one on the church side.) **Please do not use the middle gate.**

- **Rooms 2, 3, 1 and 14 (Junior Infants and First Classes)**

Will exit via the church-side door to the left of the school. Parents of these **first classes** are requested to wait **outside the gates** until 2 o' clock to allow the junior infant classes to exit first.

- **Rooms 1a, 2a and 3a (Prefabs, First Classes)**

Parents of these first classes are requested to wait **outside the church-side gates** until 2 o' clock, when the teachers will line the class up on the grass near the **gate**.

- **Parents are asked to leave the school grounds immediately upon collection to avoid congestion.**
- **The above arrangements may be changed, if deemed necessary, as the building work progresses.**

Many thanks for your cooperation.

Kind regards,

Catherine Kennedy
Principal

