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Principal : Mr P Monks BEd DASE PQH(NI)

Dear Parent,

Children Entering and Leaving the School Building

In order to ease congestion we have agreed the following arrangements:

Primary 1 Classes

Entering School – P1 should be brought to the room between 8.45am and 8.55am – parents should enter by either of the two doors at the rear of the building

Leaving School – P1 children should be collected from the classroom at 12 noon (2.00pm from Tues 26 Sept)

Primary 2 Classes

Entering School – P2 should enter by either of the doors at the rear of the school between 8.45am and 8.55am

Leaving School – on Mondays, Wednesdays and Fridays P2 will be walking up the path at the front of the school at 2.00pm and on Tuesdays and Thursdays will be leaving by the front door at 2.00pm

Primary 3 Classes

Entering School – P3 children should enter by the front door between 8.45am and 8.55am

Leaving School – on Mondays, Wednesdays and Fridays P3 will be leaving by the front door at 2.00pm and on Tuesdays and Thursdays will be leaving by the front door at 2.50pm

Primary 4 Classes

Entering School – P4 children should enter by the front door between 8.45am and 8.55am

Leaving School – P4 children will be leaving by the front door every day at 2.50pm

Primary 5 Classes

Entering School – P5 children should enter by the front door between 8.45am and 8.55am

Leaving School – P5 children will be leaving by the front door every day at 2.50pm

Primary 6 Classes

Entering School – P6 children should enter by the front door between 8.45am and 8.55am

Leaving School – P6 children will be walking up the path at the front of the school every day at 2.50pm

Primary 7 Classes

Entering School – P7 children should enter by the front door between 8.45am and 8.55am

Leaving School – P7 children will be walking up the path at the front of the school every day at 2.50pm

Prompt Start to the Day - no adults or children in the building before the 8.45am bell - thank you!

The children can enter school once the 8.45am bell rings as this is the time when supervision by the teaching staff begins. Please do not allow your child to enter the school building before the bell rings. However, it is extremely important that all children are at their desks by 8.55am.

School Security - after 9.15am everyone must enter through the front gate and door

Access to the school (after the children have arrived) is restricted to the door at the front of the school. No-one should be entering the school grounds through the rear gate after 9.15am - it will be opened again before 'pick-up' time. Access to the building must be through the front door using the 'buzzer' system. There will not be access to the school building through any of the other doors.