

Dear parent/guardian,

We hope you are keeping well in these uncertain and unprecedented times. As our most unusual school year draws to a close, we are looking to arrange the collection/returning of any school books that were brought home by your child on Thursday, 12th of March as well as distributing school reports over the course of three days towards the end of June (**Wednesday 17th June, Thursday 18th June and Friday 19th of June**). **We would also like to remind parents/pupils that reports should not be shared with other pupils/families.**

We would like to reiterate the importance of social distancing (2m as per current guidelines) at all times. We will **operate a one-way entry and exit system on each collection day**.

Each parent must enter through the main entrance gate only, proceed down the front yard (behind the railings) and exit through the secondary entrance gate (opposite Norfolk Road).

We would appreciate it if your child's book rental books are placed in a bag marked with your child's name and class teacher on it.

In order to avoid congestion and enhance social distancing, only parents/guardians of pupils should return books/collect reports.

There will be boxes/containers for books to be placed into, in front of the school (if it's raining, these will be sheltered under the trees behind the black railings). Each set of boxes/containers will have the class teacher's name on it and class level (e.g. Ms. Glennon-Junior Infants).

School reports can also be collected when books are being returned. If you have more than one child in your family, please inform one of the staff members on site and we will distribute your children's reports.

The timetabled collection of reports/return of school books days are as follows:

17th of June- Junior Infants and Senior Infants (10-4p.m.)

- Ms. Glennon-Junior Infants (10a.m-11a.m.)
- Ms. Quaine-Junior Infants (11a.m.-12p.m.)
- Ms. Donegan-Junior Infants (12p.m.-1p.m.)
- Ms. Casey-Senior Infants (1p.m.-2p.m.)
- Ms. Danaher-Senior Infants (2p.m.-3p.m.)
- Ms. Kellett-Senior Infants (3p.m.-4p.m.)

18th of June-1st-3rd classes (10-4p.m)

- Ms. Mullane-1st class (10a.m.-11a.m.)
- Ms. Beirne-1st class (11a.m.-12p.m.)
- Ms. Oliver-2nd class (12p.m.-1p.m.)
- Ms. Gilmartin-2nd class (1p.m.-2p.m.)
- Mr. McConigley (2p.m.-3p.m.)
- Ms. Kelly (3p.m.-4p.m.)

19th of June 4th-6th classes (10-4p.m.)

- Ms. Hand-4th class (10a.m.-11a.m.)
 - Ms. H. Horan-4th class (11a.m.-12p.m.)
 - Ms. Holohan-5th class (12p.m.-1p.m.)
 - Ms. Hughes- 5th class (1p.m.-2p.m.)
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- Ms. Carroll-6th class (2p.m.-3p.m.) (**6th class parents can return books and collect any pupils' materials (art work etc.) also.**)
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- Ms. A. Horan-6th class (3p.m.-4p.m.) (**6th class parents can return books and collect any pupils' materials (art work etc.) also.**)

Please only come at your appointed time and on your appointed day.

We would appreciate it if your child's book rental books are placed in a bag marked with your child's name and class teacher on it.

Families can be catered for (e.g. a junior infant parent can collect their older children's reports on Wednesday, 17th of June).

Thanks for your co-operation in the above matters.

If you have any queries, please email office@stpetersns.net or rryan@stpetersns.net.

Kind regards,

R. Ryan and staff of St. Peter's N.S.