



29<sup>th</sup> June 2020,

**Re: Collection of Students' books and belongings from lockers in the school**

Dear Parent/Guardian/Student,

The school will be open for 2<sup>nd</sup> and 5<sup>th</sup> year students to collect books and other belongings from their lockers on Wednesday July 1<sup>st</sup>. If students are unable to attend at the given time, they may nominate another student to collect their belongings.

**2<sup>nd</sup> year students:** 10am-12pm

**5<sup>th</sup> year students:** 1pm-3pm

*2<sup>nd</sup> and 5<sup>th</sup> year students from the same family may come in at the same time*

The following procedures must be adhered to:

- No parents/guardians will have access to the school building. Students only will have access to their lockers.
- Students must bring the **key** to their locker
- Students are asked to bring their own **bags** for collecting books and materials.
- Students must follow the directions of staff.
- 2 metre social distancing and respiratory etiquette must be maintained at all times. Social gatherings will not be permitted.
- **2<sup>nd</sup> year students will enter at door beside Technology room and exit through door beside their lockers.**  
**5<sup>th</sup> year students will enter at door beside Technology room and exit through door beside the canteen or door beside 2<sup>nd</sup> year lockers whichever is nearest to their locker area.**

Sanitisers will be available and students are asked to sanitise their hands on entering and leaving the building.

**Any unopened lockers will be opened and contents removed.**

Thank you for your co-operation and support

Yours sincerely,  
Josephine Donohue  
Principal