



24th June 2020,

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

Dear Parent/Guardian/Student,

The school will be open for 3rd and 6th year students to collect books and other belongings from their lockers on Friday 26th June. If students are unable to attend at the given time, they may nominate another student to collect their belongings.

6th year students: 10am-12pm

3rd year students: 1pm-3pm

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.
- **6th year students will enter at door beside Canteen and exit through opposite door.** Sanitisers will be available and students are asked to sanitise their hands on entering and leaving the building.
- **3rd year students will enter at door beside Technology room and exit at door beside their lockers.** 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