

BALLYNEALE NATIONAL SCHOOL

PHONE NO: 051 641417

Office Hours: Monday to Friday 10.00am to 2.00pm

ALL VISITORS ARE REQUESTED NOT TO ENTER THE SCHOOL BUILDING UNLESS INVITED TO DO SO.

ENTRY TO THE SCHOOL IS BY PRIOR APPOINTMENT ONLY.

VISITS TO THE SCHOOL ARE SEVERELY RESTRICTED AND VISITORS ARE ASKED TO:

- *Remain at home if they have any Covid-19 symptoms*
- *Follow the agreed Covid-19 protocols for the school*
- *Sanitise before entering the premises*
- *Attendance to be recorded on entry to building. Name, phone details, purpose of visit will be recorded*
- *Wear PPE if instructed*
- *Adhere to social distancing requirements*
- *Not to loiter – complete their business and leave premises*

Upon arrival at the school, please either phone the office (051 641417) or use the intercom at the front door of the school to alert the office that you have arrived

When **COLLECTING A CHILD** during the course of the school day, the following arrangements will apply

- Upon arrival at the school, please either phone the office (051 641417) or use the intercom at the front door of the school to alert the office of your arrival
- The child will be brought from their class to you by a member of staff
- You will be asked to sign the child out (or sign in upon arriving back at the school)
- No adult should enter the school building, unless invited to do so