

Introductory Statement

This policy was formulated during the 2012-2013 school year. The whole teaching staff was involved in its formulation.

Rationale

The formulation of a new policy was deemed necessary in order to:

- Conform to legislative requirements and the provisions of Circular 11/95.

Aims/Objectives

- To contribute towards efficient time tabling
- To ensure structure is added to the school day
- To ensure safety at reception and dismissal times

Relationship to School Ethos

The fostering of a safe, stimulating and structured learning environment is central to the mission statement of the school and this policy contributes significantly towards those ideals.

The School Day

8.40 a.m.	-	Opening
10.50 a.m. - 11.00 a.m.	-	Morning Break
12.40 p.m. - 1.00 p.m.	-	Lunch Break
1.20 p.m.	-	Infant Dismissal
2.20 p.m.	-	Dismissal of 1 st – 6 th Classes

Roles and Responsibilities

All staff members from Principal down have an input into the co-ordination and implementation of the policy. Class teachers oversee the reception of pupils in the mornings and their supervised dismissal in the afternoons. Special Needs Assistants also participate in class reception and dismissal routines. The school is not responsible for pupils who are not collected at 2.20. The school is responsible for pupils from 8.30 to 2.20 each day. If a pupil is not collected at 2.20 the pupil stays with the Principal. The pupil's parents/child minder is rung. The pupil remains with the Principal until collected.

Role of Parents

Parents contribute to the implementation of this policy by:

- Parking safely
- Collecting younger pupils – Infants and First Class – from the classroom door
- Ensuring that pupils are not left at the school too early or too late in the morning
- Not parking in the staff car-park
- Not being on school premises before dismissal time
- Going to the secretary's office to sign out a pupil
- Giving prior notice in writing to the teacher if a child is to leave the school early.

Role of Pupils

- Coming to and going from school safely and in a mannerly fashion
- Standing in line in a mannerly fashion every day
- Not going to the bus until the school bus has stopped/

Role of School Staff

- Supervision of procedures for reception and dismissal of pupils
- Ensuring the implementation of safe procedures
- Informing parents about school opening and closing times.

Arrival

The school opens to receive pupils at 8.30am. Pupils who arrive by bus are supervised in the hall from 8.15-8.30. The school is not responsible for pupils on the school grounds before 8.30. Any playground supervision provided before school is provided without prejudice or acceptance of liability in the event of an accident.

Supervision takes place before school in the hall from 8.30 School pupils stand in line in a mannerly fashion. If the weather is wet and cold the children stay in the resource room.

When the school bell rings at 8.40 the class teacher collects the class. Parents and child minders are asked not to walk in the pupil at 8.40. The children walk in to the classroom in an orderly fashion. The same system prevails after morning and lunch break.

In the case of children travelling by school bus, the school does not accept responsibility for escorting them between the school and the bus. Parents who feel that their children need to be escorted should make suitable arrangements.

Dismissal

Classes are dismissed at 2.20 apart from infant classes who are dismissed at 1.20. At dismissal time each teacher is responsible for ensuring the class leaves in an orderly manner. Pupils in Infant Classes and in First Class are not dismissed until collected by a parent or a child minder.

If children are collected by a child minder parents should ensure that the nominated person is at the school gate at 2.20. The school is responsible for pupils from 8.30 to 2.30.

If a pupil cycles to school they are not permitted to mount the bicycle inside the school gate. This is particularly important when pupils are dismissed at 2.20.

School pupils should enter the school by the main door. Classes on the schoolyard side of the building are dismissed through the fire exit doors. When these doors are open they should be attached to the hooks.

Parents are requested not to be on the school grounds during school time. Parents are requested to be present at dismissal time. Young children should be under the care of a parent/child minder when they are on school grounds.

If a parent or child minder is collecting a pupil during school time prior notice in writing should be given to the class teacher. If a parent or child minder is collecting a child during school time that person should go the office to sign the pupil out.

Success Criteria

- Positive feedback from the school community
- Regular monitoring and evaluation of procedures
- Regular consultation
- End of year school review.

Implementation

This policy has been in operation with Board approval since May 2013.

Review:

Created:	
Reviewed:	January 2015
To be reviewed:	January 2019

