

# **Arrival and Dismissal of Pupils**

**Scoil Chormaic Community  
National School**

### Introductory Statement:

This policy has been drawn up by the School Manager, Principal and staff of Scoil Chormaic Community National School in consultation with the parents of the pupils in our school.

### Rationale:

- To ensure the safety of the arrival and dismissal of our pupils
- To encourage confidence and independence in every pupil

### Relationship to the characteristic ethos of the school:

In Scoil Chormaic Community National School we value a safe environment and work towards providing that for the entire school community.

### **(Schools should also refer to Circulars 11/51, 11/68, 24/71 and 11/95)**

The duty of care to pupils applies not only in school but also, for example, on school tours and on other occasions when the children are in the care of a teacher.

### Duty of Care

The school must take reasonable care for the safety of pupils when pupils are under their charge. This applies not only to periods during break or playtime but also to the periods between the pupils' arrival at school and the start of the school day and from dismissal in the afternoon. (Ref: Primary Education Management Manual 3:2.7).

### Beginning of School Day

The official opening time for school is 8:50am. Whilst the front of the school is accessible to pupils before this time, the school does not accept responsibility for those arriving before this time. The school will open to receive pupils at the hour of 8:50am. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 9.00am. No pupils should arrive later than 8:50am.

### End of School Day

Classes will end each day at 2:40pm (and 1:40pm for Junior and Senior Infants). Parents who wish to have their children escorted home should make their own arrangements to have them met at the school playground and the person to escort them should be at the school playground gate not later than 2:40pm, as supervision ends at this time.

### Arrival

- The entrance gates and the gates to the front playground are to be opened by Supervisor 1 at 8.50am.
- Supervisor 2 will take First, Second, Third and Fourth Class to the back playground to wait to be collected by their teacher at 9:00am.
- SNA's are to meet their pupils in the playgrounds at 8:50am.
- Children are asked to make their way to their class line and wait for their class teacher to collect them at 9:00am.
- Parents may leave their children at this point and allow them to proceed to their classrooms accompanied by their class teacher. Allowances are made for Junior Infants at the beginning of the school year.
- In the case of inclement weather;

- The school building will be opened at 8.50 am.
  - Junior Infants will enter through the side door and proceed to their classrooms.
  - Senior Infants will enter through the main entrance doors and proceed to their classrooms.
  - First, Second, Third and Fourth Class will enter from the back door and make their way up the middle staircase to their classrooms.
  - Three teachers will supervise two downstairs and two upstairs.
  - Children are to make their way to their classrooms and sit in their chairs until their class teacher arrives at 9:00am.
- All parents are notified by the School Manager and Principal of the times at which the school accepts responsibility. A letter will be issued to parents at the commencement of the school year, the arrival and dismissal procedure will be a part of parent information booklet, and general reminders will be extended to the parents during school year.
  - Any pupil who arrives later than 9:00am must be signed in by a parent/guardian stating the reason for their late arrival.
  - Late arrival will be noted by the class teacher on Aladdin.

### Dismissal

- All pupils are taken to the front playground & lined up by their class teacher.
- Senior infants and 1<sup>st</sup> class and 4<sup>th</sup> class will be collected from the gate closest to the school building.
- Junior infants and 2<sup>nd</sup> class and 3<sup>rd</sup> class will be collected from the gate farthest from the school building.
- When all classes are present in their line-up area the last teacher to arrive opens the gates and allow the pupils to walk to the adult collecting them.
- It is the policy of Scoil Chormaic Community National School to only release pupils into the care of adults who are known to the school i.e. parent, child carer other adult appointed by the parent.
- If a dismissal arrangement is to change the school must be informed either in person, by telephone call or in writing, otherwise the pupil will not be allowed to go until a telephone call has been made to the parent to confirm the identity of the adult collecting them.
- Ten minutes after the dismissal bell has rung all pupils must be brought from the front playground to the supervising staff member by their class teacher.
- The supervising teacher will then make a telephone call to the parents of the children to inform them their child has not been collected and to ask them to arrange for them to be collected as soon as possible by an adult.
- Contacts for parents are to be available to all supervising teachers and a mobile phone is to be available from outside the office.
- All late pickups must be logged in the late arrival/dismissal book.
- On the first incidence of late collection the parent must sign the late dismissal book and will receive a verbal warning by the supervising member of staff.
- On the second incidence the parent must sign the late dismissal book and will receive a verbal warning by the supervising member of staff.
- In the case of a third incidence the parents will receive a written warning from the Principal.
- In the case of a fourth incidence of late collection the parents must meet with the principal in order to discuss the issue.

- In the case of a fifth incidence of late collection the parents will receive a written warning from the School Manager.
- If a pupil is not collected by 3:30pm on any occasion, and contact cannot be made with the parents/guardians of the pupil, the teacher will contact the HSE and Balbriggan Garda Station who will be asked to take the pupil into their care. All parents will be made aware of this practice.
- It is the responsibility of the parent to provide a valid and current contact number upon which they can be reached in the event of non-collection.

### Early Leavers

- If a parent wishes to collect his/her child early from school they must notify the school in advance; in person, by telephone call or by writing. They must provide a reason for their early departure, and the time they wish to collect their child.
- In the case of an appointment, an appointment letter must be provided.
- The class teacher will send the pupil to the office at the appropriate time, as provided by the parent and place a note on Aladdin informing the Principal of the occurrence.
- The parents must sign the pupil out from the office in the sign in/out book.