

# Scoil Réalta na Maidine

## Arrival and Dismissal of Pupils Policy

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Scoil Réalta na Maidine  
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### Aims and Objectives

- To contribute towards efficient timetabling.
- To ensure structure is added to the school day.
- To facilitate the efficient delivery of the whole school instructions/announcements, etc.
- To reduce congestion and minimise danger when children arrive at and leave the school premises.
- Health and Safety and Duty of Care issues.

### 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.

### Duty of Care

Scoil Réalta na Maidine will take reasonable care for the safety of the pupils when pupils are under their charge. This applies to not only periods during break-time or play-time but also to the period between 9.00am until the school will open to receive pupils at 9.10am. **No responsibility whatsoever is accepted for pupils arriving before 9.00am. No pupils should arrive later than 9.10am.**

**Classes will end each day at 1.50pm for Infant classes, at 2.40pm for Special Classes and at 2.50pm for classes 1<sup>st</sup> to 6<sup>th</sup>.** Children who are in Infant and 1<sup>st</sup> classes will only be allowed to leave the school when a parent or designated adult is in view of the teacher. Parents of children from other classes who wish to have their children escorted home should make their own arrangements to have them met at the school and the person to escort them should be at the school gate not later than 2.50pm. **The school cannot accept responsibility for looking after the children after that time.**

## **Assembly**

The Assembly bell sounds at 9.10am. The children congregate in their designated lines in the main playground or Hall if weather is inclement. Each teacher collects his/her own class. Children walk to their classrooms in an orderly manner. Children who arrive later than 9.10am are considered late for school. **Pupils should not arrive at school before 9.00am as the school cannot accept responsibility for looking after the children before this time.**

## **Dismissal of classes at home time**

At 1.50pm Infant classes are lined up along the corridor close to their classrooms. Children are handed over to their parents/guardians individually as they reach the front of their line. Parents/guardians must remain in the playground. Children are not allowed to exit the school grounds if an accompanying adult is not present.

At 2.50pm the remaining classes line up in their designated areas. They are accompanied to the front door by their class teachers. **Prompt collection of children at dismissal time is necessary as no responsibility is accepted by the school after these times.**

In the event of a child not being collected on time a record is kept. If there are three such incidents the Board of Management contacts the relevant parents/guardians and are obliged to contact TUSLA if the practice continues.

## **Roles and Responsibilities**

**Parents** assist the dismissal policy by:

- Parking responsibly.
- Ensuring children are not dropped at the school too early and are collected on time.

**Children** conform to the policy by:

- Not boarding busses or cars until they are stationary and the doors have been fully opened.
- Pedestrian pupils leave the school in an orderly fashion and proceed home promptly.
- Cross the road responsibly with the Junior Wardens.

**Teachers** contribute to the policy through:


- Supervising orderly dismissal
- Ensuring safety procedures are implemented
- Informing parents of school opening and closing times and collection times after tours/matches, etc.

**NOTE:** It is the parents/guardians responsibility to ensure children arrive on time and are collected promptly on dismissal. Parents/guardians have been informed of this procedure.

### Success Criteria

- Positive feedback from all stakeholders
- Regular monitoring and evaluation of procedures
- Regular consultation
- End of year school review

This policy was ratified by the Board of Management of Scoil Réalta na Maidine.

Signed: 

Chairperson, Board of Management

Date: 15/01/19