

Arrival and Dismissal Procedures

Arrival of Students Procedure:

- 1) The school gate/front door opens from 8:50am – 9:00am.
- 2) Junior, Senior and First Class enter through the front door.
- 3) Adult supervision is at the front door from 8:50am – 9:00am.
- 4) Second – Sixth Class enter through the side gate at the tower.
- 5) After 9:00am children enter the school through the secretary/main door, children walk to the classroom by themselves.

Dismissal of Students Procedure:

- 1) Teachers are responsible for seeing their pupils off the premises safely each afternoon after the bell rings. This is expected to be done in an orderly manner, in order to prevent accidents or unruly behaviour from occurring.
- 2) It is the responsibility of parents/guardians to make arrangements for the collection of their children at 2:35pm (1:35pm for Junior & Senior Infants).
- 3) Children are expected to leave the premises promptly, to minimise any child protection risk or health & safety risk.
- 4) Some children walk to and from school. It is important that the class teacher is aware of who has permission (in writing) to walk home. Children should walk in two's or more and never alone.
- 5) Students travelling by bus are expected to wait at the front of the school until their bus arrives. They are not allowed to play at the back or side of the premises, where they are not visible from the reception area. No football is permitted at home-time. The children must stay inside the school gate until the bus pulls up at the gate. Once outside the school gate, they are the responsibility of their bus driver. On a wet day, the bus children will stay in the reception area until their bus arrives.
- 6) Parents must communicate with the class teacher, so that they are aware of any changes to the collection routine. A note to the teacher or a phone call to the school secretary is required if someone different is arranged to collect the child.

(Playdate/Appointment/Emergency).

- 7) If a child needs to be collected during school hours, they must remain at reception until a member of staff gets the child. They must sign the release form in the office. No parents are allowed to enter any classrooms.
- 8) Children who cycle to school are not allowed to mount the bicycle inside the school gate. This is particularly important at dismissal time when there are large numbers of children exiting the school.

Late Collection of a Student Procedure:

- 1) If children remain uncollected after 2:35pm, the school ensures that a duty of care is provided until a parent/guardian calls.
- 2) Class teachers are responsible for taking care of any child not collected on time. The child is brought back into the school under the supervision of the teacher. After 10 minutes, they must call a parent/guardian. If there is no answer from the parent/guardian, the teacher can call the emergency contact listed on the child's enrolment form, after a further 15 minutes (3pm).
- 3) If 1 hour has passed and no contact has been established with a parent/guardian or emergency contact, it will be necessary to contact the local Gardaí, out of concern for the parent's/guardian's welfare.
- 4) Following on from that, it may also be necessary to contact TUSLA Child & Family Agency.
- 5) The class teacher will liaise with the Principal/Deputy Principal when dealing with a late/non-collection of a child.
- 6) Patterns of late collection are monitored by the school on behalf of the local Educational Welfare Officer.