

Reception, Assembly and Dismissal of Pupils

Rationale

The formulation of an updated policy was deemed necessary due to a number of factors:

- relocation/repositioning of particular classes within the new school
- 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 facilitate the efficient delivery of whole school instructions/announcements etc
- To reduce congestion and minimise danger when boarding buses on dismissal i.e. Health and Safety/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.

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, particularly when a child in their specific care is in a mainstream placement.

Parents assist the dismissal policy by:

- parking responsibly
- collecting younger children from the designated collection areas of the school
- ensuring children are not dropped at the school too early or collected too late
- not driving into the staff car park.

It is not the policy of the school to allow infant children remain on the school premises until 3 pm to be with older siblings.

Children conform to the policy by:

- not boarding buses until they are stationary and the doors have been opened
- walking in an orderly line out through the school gate
- not leaving the school via the staff car park or the laneway.

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/shows etc.

Bus Drivers contribute to the policy by:

- parking in their allotted area close to the kerb
- not reversing under any circumstances
- ensuring the children wear seat belts
- arriving on time.

The School Day

9.00 a.m.	-	Reception.
9.20 a.m.	-	Formal Instruction Commences
10.50 a.m. - 11.00 a.m.	-	Break
12.30 a.m. - 1.00 p.m.	-	Lunch Time
2.00 p.m.	-	Infant Classes dismissal
3.00 p.m.	-	Dismissal of Classes 1/6

Roll is called by 10.00 a.m.

Arrival and assembly

The school opens to receive pupils at 9am. No responsibility is accepted for pupils arriving before that time. Any playground supervision provided before school is provided without prejudice or acceptance of liability in the event of an accident.

When the bell rings, each class lines up in a designated area of the yard and waits for their teacher to come and collect them. 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.

The playground is normally supervised by the Principal and one other staff member for the twenty minutes before school begins in the morning.

On wet mornings the school is opened at 9am and children are allowed into the classrooms as they arrive. They are supervised from 9am by the Principal and one other staff member.

Dismissal

Dismissal at 2pm; Teacher brings her class out to a designated area for collection. This is the top lane gate for Junior Infant class and the school shelter for the Senior Infants.

Dismissal at 3pm: Each teacher is responsible for ensuring that his/her class leaves the classroom in an orderly fashion and the teacher escorts the class to a point within sight of the Principal at the main gate.

Parents who wish to have their children escorted home should make arrangements to have them met at the school gate. The school cannot accept responsibility for caring for children after that time.

Children who cycle to school are not allowed to mount the bicycle inside the school gate. Bicycles are brought onsite via the Lane entry.

Success Criteria

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

Implementation

This policy has been in operation with Board approval since April 2015.

Amended and approved again on 13th October 2016.