



Arrival and Dismissal of Pupils Policy

Rationale

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

- ◆ additional classes in the school – namely the 3 classes for children with Autism
- ◆ relocation/repositioning of particular classes within the new school
- ◆ Covid 19 procedures and guidelines
- ◆ 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 main gates of the school
- ◆ ensuring children are not dropped at the school too early or collected too late
- ◆ not driving into the staff car park or down Coote's lane.

Children conform to the policy by:

- ◆ not boarding buses until they are stationary and the doors have been opened
- ◆ lining up at the school gate
- ◆ using the designated walkways/footpaths
- ◆ not walking across the staff car park or behind cars.

📍 Coote's Lane, Kilkenny, R95DX80

👤 Laura Brennan - Acting Principal

☎ 056 - 776 1081

✉ office@stpatricksdelasalle.com
principal@stpatricksdelasalle.com

Reg. Charity No. 20206147

School Roll No. 17854D





Teachers contribute to the policy through:

- ♦ supervising orderly dismissal and ensuring children left waiting are adequately supervised
- ♦ 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 areas close to the kerb (bus bay)
- ♦ not reversing under any circumstances
- ♦ ensuring the children wear seat belts
- ♦ arriving on time.

The School Day

8.40am	-	School gates open
9.00 a.m.	-	Formal Instruction Commences
10.45 a.m. - 11.00 a.m.	-	Little Break (these breaks are staggered now due to Covid 19 guidelines)
12.30 a.m. - 1.00 p.m.	-	Big Break (these breaks are staggered now due to Covid 19 guidelines)
1.50pm	-	Junior/Senior Infant home time
2.50 p.m.	-	Dismissal for classes from 1 st – 6 th

Roll is called by 9.45 a.m.

Arrival and assembly

The school opens to receive pupils at 8.40am. No responsibility is accepted for pupils arriving before that time. Any playground/classroom 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. (This has changed due to Covid 19 as children come directly into their classrooms when they arrive and stay in their seat).

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/classrooms are normally supervised by the Principal/Deputy Principal & In school management team for the twenty minutes before school begins in the morning.

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On wet mornings the school is opened at 8.40am/sometimes before that time and children are allowed into the classrooms as they arrive. They are supervised from the time the school opens by the Principal/Deputy Principal and in school management team.

Dismissal

Dismissal commences at 2.50pm except in the case of infant classes for whom the school day finishes at 1.50pm. When the bell rings at dismissal time, each teacher is responsible for ensuring that his/her class leaves the classroom in an orderly fashion.

Dismissal is carried out in a staggered manner on health and safety grounds. 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. This is particularly important at dismissal time when there are large numbers of children exiting the school.

Children coming into the school and leaving the school should do so by the doors at the sides of the school.

Success Criteria


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

Signed:  (Chairperson)

Date: 29/11/21

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