

Arrivals and Dismissals Procedure St Attracta's NS Charlestown

Background and Context

Under the provisions of the Education Act 1998, and the regulations of the Department of Education, the Board of Management is the body charged with the direct governance of a school. The overall responsibility for the day to day management of school supervision rests with the Principal teacher. The terms of Circular 16/73, issued to all primary schools, provide that the Principal Teacher of primary schools should organise supervision for the order and general behaviour of the pupils during school hours. In particular, s/he should organise and participate in the effective supervision of the pupils during breaks, lunch breaks, assembly and dismissal.

Circular 18/03: "Rules 121(4) and 124(1) of the Rules for National Schools and Section 23(2) of the Education Act 1998 oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on school premises, during school time and/or on school activities. Accordingly, the responsibility of all teachers individually and collectively to provide a duty of care at all times towards the children in the school in which they teach, including periods of supervision, is not changed."

Rules for National Schools – School Day Time Framework

<i>Latest time for opening</i>	<i>9.30</i>	<i>Rule 55</i>
<i>Latest time for commencement of formal instruction</i>	<i>9.50</i>	<i>Rule 55</i>
<i>Staff attendance</i>	<i>20 minutes before formal instruction or 9.30 a.m. whichever is earlier</i>	<i>Rule 124</i>
<i>Length of school day/secular instruction</i>	<i>4 hours 10 minutes – may be reduced by one hour for infants to first class</i>	
<i>Religious instruction</i>	<i>30 minutes</i>	
<i>Lunch break</i>	<i>30 minutes</i>	<i>Rule 56</i>
<i>Roll call</i>	<i>10 minutes</i>	<i>Rule 55</i>
<i>Short break</i>	<i>2×5 mins. deducted from secular instruction</i>	<i>Rule 56</i>
<i>Total</i>	<i>5 hours 40 minutes</i>	

Rationale

Arrival and Dismissal Procedure for St. Attracta's N.S.

All schools must take reasonable care for the safety of pupils when the 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.

Relationship of this policy with the ethos of the school

- Child centred: The primary focus of this policy is the safety of all pupils in our school with relation to arrival and dismissal.

Policy Content

Arrival Procedure

- The official starting time of school is **9.25am** each day.
- In the interests of Safety Children **should not** be on the school grounds before 9:15 a.m. The children will be supervised on yard from this time onwards.
- The children assemble in their respective yards where they will be collected by the class teachers and taken to class.
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Dismissal Procedure

- Classes for **Junior and Senior Infants** will end each day at **2:05p.m.**
- Children may only be picked up from school by the Parent/Guardian or other authorised adult (by the Parent/Guardian).
- Parents come forward to collect their child/children from the designated points to ensure all members of our school community leave our school safely each day. ***Please note 1 and 2 Pedestrian Points also ensure that no child will cross onto traffic at any stage.***

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Junior and Senior Infants 2.05 pm

1. Please see the area marked Child Collection area in red on our traffic management plan. **Parents to come forward to collect their child from their class teacher at this point.**
2. **Pedestrian Access: Parkview/Lowpark Avenue/Lowpark/Sarsfield Manor** Please use *2 Pedestrian Route* .
3. **Pedestrian Access: Charlestown:** Please use *1.Pedestrian Route*
4. **Thomas our warden will be present outside of our school grounds to assist all who wish to cross the road.**

Rang 1-6 3.05pm

1. Please see the area marked **with three disabled spaces** on our traffic management plan. **Parents to come forward to collect their child from their class teacher at this point.** (All Infant Students will have gone home at this point and there will be no traffic in this area)
2. **Pedestrian Access:Parkview/Lowpark Avenue/Lowpark/Sarsfield Manor:** Please use *2 Pedestrian Route* .
3. **Pedestrian Access: Charlestown:** Please use *1.Pedestrian Route*
4. **Thomas our warden will be present outside of our school grounds to assist all who wish to cross the road.**

Any change to the daily pick-up arrangement must be communicated in writing to the class teacher or in emergencies a phone call to the school. Parents/guardians are responsible for ensuring that their children are collected at school on time.

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Further Important Information

- From time to time, the school will open/close earlier than the above times. On these occasions, the Principal will give prior notification to parents/guardians.
- The supervision of children is the responsibility of Parents/Guardians before 9.25 a.m. and after 2.05 p.m. for children in Infant classes and 3.05 p.m. for children in all other classes.
- No responsibility is accepted for pupils on school grounds outside of official school hours. Board of Management informs parents/guardians/ of official school hours on an annual basis.

Signed on behalf of the Board of Management:

September 2016.

Health and Safety Please see the traffic management plan attached to this circular. Please see the notes attached to the plan. Vehicles and their contents enter the school grounds entirely at their owner or drivers risk. The Board of Management do not accept responsibility whatsoever for any loss or damage to vehicles or their contents.

We ask all those who wish to use the set-down facilities to do so slowly, taking care and having consideration for all other users. In particular we ask you to be very mindful of the pedestrians who are arriving and leaving each day.