

Scoil Íosagáin

Policy on: Reception, Assembly and Dismissal of Pupils



Policy on Reception, Assembly and Dismissal of Pupils

Introductory Statement:

This policy was drafted as a whole school staff in consultation with the BOM in February 2013.

Rationale:

The formulation of this policy was deemed necessary 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 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 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, involving a child in their specific care.

Internal School Procedures

The School Day:

9.00 a.m.	-	Reception.
9.20 a.m.	-	Formal Instruction Commences
11.00 a.m. - 11.10 a.m.	-	Sos beag
12.30 a.m. - 1.00 p.m.	-	Lunch Break
2.00 p.m.	-	Junior & Senior Infants dismissal
3.00 p.m.	-	Dismissal

Roll is called before 10.30 a.m.

Class contact time is 5 hours.

Dismissal:

Dismissal for infants commences at 2pm. Infants are collected at the classroom door by their parents/guardians or Upperchurch after-school facility staff.

Dismissal for all other pupils commences at 3pm. Pupils are escorted to their designated exit door by the class teacher. Pupils are required to proceed to the buses or the school gate (where met by their parents/guardians) in an orderly fashion.

Roles and Responsibilities:

Parents assist the dismissal policy by;

- Parking responsibly
- Ensuring children are not dropped at the school too early or collected too late
- Not driving into the staff car park or bus park.

It is not the policy of the school to allow infant children remain on the school premises until 3.00 p.m. to be with older siblings.

Children conform to the policy by;

- Not boarding buses until they are stationery and the doors have been opened
- Lining up at the school path awaiting bus in an orderly fashion (no running)
- Using the designated walkways.
- Not walking across the staff car park
- Not walking behind the buses

Teachers contribute to the policy through;

- Supervising orderly dismissal of pupils
- 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
- Ensuring the children wear seat belts and remain seated
- Arriving on time
- Communicating with school staff where difficulties arise.

Success Criteria:

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

Ratification & Review

This policy was re-ratified by the Board of Management with no changes in June 2017 and will be reviewed in Term (1) 2017/2018.

Signed *P. Harrington*
Chairperson, Board of Management

Date: *June 6th 2017*

Signed *Alma Quinn*
Principal

Date: *June 6th 2017*

