

Scoil Íosagáin

Policy on: Reception, Assembly and Dismissal of Pupils

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Introductory Statement:

This policy was reviewed by the staff in consultation with the BOM in March 2022.

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 instruction/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.

Parents assist the dismissal policy by:

- Parking responsibly.
- Ensuring children are not dropped at the school too early or collected too late. The school opens at 9.00am. No responsibility is accepted for pupils arriving before that time.
- Not driving into the staff car park or bus park.

Children conform to the policy by:

- Not boarding buses until they are stationary 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 school 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.

The School Day:

9.00 a.m.	-	Doors open for reception of pupils
9.20 a.m.	-	Formal Instruction Commences
10.55 a.m. - 11.10 a.m.	-	Sos beag
12.30 a.m. – 12.55 p.m.	-	Lunch Break
2.00 p.m.	-	Junior & Senior Infants dismissal
3.00 p.m.	-	Dismissal of pupils (1 st – 6 th Class)

Roll is called by 10.30 a.m.

Class contact time is 5 hours.

Note: There is an additional Movement/Outdoor break of 5mins timetabled each day for each class. This break is supervised by the Class Teacher.

Arrival:

The school will open its doors to receive pupils at the hour of 9.00am. No responsibility is accepted for pupils arriving before that time. Parents are requested not to drop pupils to school before 9.00am as they will not be supervised nor permitted into the school building. In the case of children travelling by school bus, the school bus parks in the Bus Carpark and pupils are greeted by the teacher on duty outside the school building, who reminds pupils to enter in an orderly manner.

The teacher on duty inside the school building ensures pupils have sanitized their hands and remain seated in their Classroom until formal instruction commences.

Pupils arriving by car are dropped by their parents at the school gate and follow the same procedure as pupils arriving by bus.

Classes will commence each day at 9.20am and no pupil should arrive later than 9.15am. Classes will end each day at 2.00pm (Infants) and 3.00pm (All other classes).

Dismissal:

Dismissal for infants commences at 2pm. Junior Infants are escorted to the main door and from there they file out to their parents at the school gate.

Senior Infants exit via the side door and are also led by their teacher. They too make their way to their parents who are waiting at the school gate. After School personnel collect pupils from the Bus Carpark.

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

Dismissal for all other pupils commences at 3:00pm. Pupils who travel on school buses are dismissed first and are supervised walking to the buses by a teacher on duty. Next, all other pupils are escorted by their Class Teacher for collection at the school gate. All pupils sanitise their hands when leaving the school building under Health and Safety regulations.

Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate, and the person to escort them, should be at the school not later at 3.00pm as the school cannot accept responsibility for looking after the children after that time.

In the case of children travelling by the school buses, the school cannot accept responsibility for escorting them from the bus to the school or from the school to the bus. The parents, who feel that their children need to be escorted on these occasions, should make arrangements to ensure that some escort is provided.

The school does not accept responsibility for pupils on school premises outside of these specified times.

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 reviewed and ratified by the Board of Management in March/April 2022 and will be reviewed in school year 2025/2026.

Signed P.J. Harrington
Chairperson, Board of Management

Date: 5/4/22

Signed Alma Quinn
Principal

Date: 5.4.22