



Letterkenny
Educate Together
National School
ag fás le chéile - ag foghlaim le chéile

Arrival and Dismissal of Pupils

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Context

Circular 18/03: “*Rules 121(4) and 124(1) of the Rules for National Schools 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.*”

Circular 16/73: *overall responsibility for the day to day management of the school supervision rests with the principal teacher*

Rationale

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 until, for example, the school bus leaves where the pupils remain on school property. (*Primary Education Management Manual – Round Hall - 3:2.7*)

Introductory Statement

This policy was devised by Áine Fabisiak, Principal and the Board of Management, in consultation with staff and parents following a review of legislation relating to this area and an analysis of sample policy documents.

Relationship to characteristic spirit of the school

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

Democratically run: adult members of the school community - Parents/Guardians, teachers and school transport service providers - have active and well-defined roles to play in the implementation of this policy

Policy

Our school starts at 9:00a.m. The school will open to receive pupils into the yard from 8.50am each morning. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 9:00a.m. Parent/guardians may bring Junior/Senior Infants to the classroom.

Parents/guardians/bus service providers are responsible for ensuring that the children arrive at school during the assembly period.

Classes for Junior and Senior Infants will end each day at 1:40p.m. All other classes end each day at 2:40p.m. The school is not able to accommodate requests for children in Junior/Senior Infants to remain in the school until 2:40 to accompany older siblings on school transport.

Parents/guardians/bus drivers are responsible for ensuring that their children are collected at school on time.

Children may only be picked up from school by the Parent/Guardian or other authorized adult (by the Parent/Guardian). Parent/Guardian/other authorized adults pickup Junior and Senior Infants from the yard outside the classroom. Access to the yard is gained through the side gate which is opened each day at 1.30pm. Adults are asked not to walk through the school building to collect their child as space is restricted in the hallways and in order to minimize interruptions to school business.

Children from 1st -6th class may be collected from the school yard at 2.10pm. Access to the yard will be gained through the side gate which will be opened at 2.30pm. Adults are asked not to walk through the school building to collect the children. Pupils from 1st – 6th may walk to the car park to be collected providing there has been written consent from their parent/guardian. This written consent should be given to the class teacher.

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.

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 and bus drivers.

The supervision of children is the responsibility of Parents/Guardians before 9a.m. and after 1:40p.m. for children in Infant classes and 2:40p.m. for children in all other classes. The Board of Management assumes no responsibility for children before or after these times. This also applies when the school, for whatever reasons, closes earlier than outlined above.

No responsibility is accepted for pupils on school grounds outside of official school hours. Board of Management informs parents/guardians/bus service providers of official school hours on an annual basis.

School transport

The supervision of children while travelling to/from school on DES- or privately-funded school busses is the responsibility of service providers in conjunction with parents of those pupils.

Bus service providers are responsible for ensuring that the children arrive at school during the assembly period. The bus drivers/parents/Guardians have responsibility to ensure the children in their care arrive safely in the classrooms each morning. A member of staff escorts the Junior and Senior Infant children to the bus at 1.40pm. Parents/guardians/bus drivers are responsible for ensuring that children are collected at school on time.

From time to time, the school will close earlier than the above closing times. On these occasions the Principal will give prior notification to parents/guardians and bus drivers.

It is the responsibility of Parents/Guardians to notify bus service providers of any change to the daily pick-up/drop-off arrangement.

No responsibility is accepted for pupils on school grounds outside of official school hours. Board of Management informs parents/guardians/bus service providers of official school hours on an annual basis.

It is the responsibility of the bus drivers to notify parents/guardians of significant delays in service provision.

Ratification

This policy was reviewed and ratified by the Board of Management on 5th November 2012. Following ratification by the Board, the policy will be reviewed as necessary.