

**Scoil Tóla Naofa  
Sionna  
Contae An Chláir**



**St. Tola's N.S  
Tullyglass  
Shannon  
Co. Clare**

## **ARRIVAL AND DISMISSAL POLICY**

### **ST. TOLA'S NATIONAL SCHOOL**

#### **BACKGROUND AND CONTEXT**

Under the provisions of the Education Act 1998 and the regulations of the Department of Education and Skills, the Board of Management is the body charged with the direct governance of the 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."

#### **RATIONALE**

All schools must take reasonable care for the safety of pupils when pupils are under their charge. This applies not only to periods during break and lunchtime but also to the periods between the pupils' arrival at school at the start of the school day and dismissal at the end of the school day.

#### **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 in relation to arrival and dismissal.



## **POLICY AND PROCEDURES**

### **Start of School Day**

- The official start time of the school day is 9a.m.
- If pupils arrive before this time they come into the school hall and line up with their class.
- Pupils are not permitted to go to their classrooms before this time.
- The principal supervises the school hall in the mornings from 8.40a.m. *There is no supervision in the yards in the morning before school*
- The bell sounds at 9a.m. and teachers collect their classes from the hall.
- Pupils who arrive after 9a.m. should enter via the main door beside the secretary's office.
- Late arrival will be noted by the Class teacher on the Aladdin system.

### **End of School Day**

- Classes for Junior and Senior Infants end at 1.40p.m.
- The class teacher will accompany the pupils in their class to the yard door nearest their classroom.
- Parents/Guardians collect infant pupils from the infant yard and exit via the back gate or the playschool exit.
- Parents of infant pupils who are not collected are informed by telephone by secretary and the child waits in the office or class with a teacher.
- Classes for 1<sup>st</sup>-6<sup>th</sup> class pupils end at 2.40p.m.
- Parents who wish to have their children escorted home should make their own arrangements to have them met and the person to escort them should be at the school not later than 2.40p.m. as the school cannot accept responsibility for looking after children after that time.
- Pupils are informed that if they are being collected and the person is not there they return to the school to a member of staff.
- Class teachers dismiss the pupils from their classrooms at 2.40p.m. Pupils exit via the door nearest their classroom.
- Parents of children from 1<sup>st</sup>-6<sup>th</sup> classes who are not collected return to lobby outside secretary's office. Parents are informed by telephone by secretary/Principal/ member of staff and the child waits at the lobby outside the school office.

**Scoil Tóla Naofa**  
**Sionna** Parents should give clear  
**Contae An Chláir** from school to avoid



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instructions to pupils collecting  
**Pullyglass** confusion for pupils  
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#### **EARLY LEAVERS**

- If a parent wishes to collect his/her child early from school they must notify the school in person, by telephone call or by writing. They must provide a reason for the early departure and the time they wish to collect their child. Pupils are not permitted to leave the school building early unaccompanied.
- The child goes to the school office for collection by the parent. The parent must sign the pupil out from the office in the sign in/sign out book.

#### **OTHER ISSUES**

- If pupils are required to be on the school premises before official starting time e.g. for school tours /matches etc, written notification is sent to parents/guardians and a teacher must be on site at the arranged time.
- If pupils are required to be on the school premises after official closing time e.g. school tours, sports events etc. written notification is sent to parents and a teacher must be on site.
- The school does not undertake responsibility for children coming to school or going home from school. While of course the school grounds will be open to the pupils, the school has no responsibility for children arriving before the official opening time or remaining in the school grounds after school. These areas are the responsibility of parents.

**Scoil Tóla Naofa**  
This policy was ratified by the Board  
**Sionna**  
It will be reviewed as required.  
**Contae An Chláir**



**St. Tola's N.S**  
of Management of 21<sup>st</sup> March 2018.  
**Tullyglass**  
**Shannon**  
**Co. Clare**