



Arrival and Dismissal of Pupils Guardian Angels' NS

Introduction

This policy was devised by the staff, Parent Teacher Association, and Board of Management of Guardian Angels' NS.

The primary focus of this policy is the safety of all children in our school with relation to arrival and dismissal. Adult members of the school community - parents/guardians, teachers and Special Needs Assistants have active and well-defined roles to play in the implementation of this policy.

Policy

The school day is from 08.50 to 13.30 for Junior/Senior Infants and from 08.50 to 14.30 for First to Sixth Classes.

The main school gates will open from 08.35 and the children will be supervised in the yard. Children should not arrive in school before this time. No responsibility is accepted for pupils arriving before that time. Pupils are only supervised on the school grounds.

We encourage 'hug and go' at the gate for parents/guardians of children from First to Sixth Classes. Parents/guardians of pupils in Junior and Senior Infants may wait with the child, particularly, during the first two months.

The children will wait in their designated class lines and chat. Running around and ball playing are not allowed at this time.

At 08.50 the teacher will collect the children and bring them to the classroom. This is not a suitable time for a meeting with your child's teacher. If you need to speak to the teacher, please make an appointment (see our Parent/Staff Communication Policy).

If the weather is inclement, the children will be ushered into the classrooms by a teacher at 08.35 where they will be supervised. Children should be dressed for the season and for the weather forecasted.

Children may only be picked up from school by the parent/guardian or other authorised adult (by the parent/guardian). Junior and Senior Infant parents must inform their teachers of the designated/authorised adults who will be collecting their children. Please find attached a form for you to fill in listing your authorised adults for pick up. Any change to the daily pick-up

arrangement must be communicated in writing to the class teacher before the start of the school day, where possible, or in emergencies please phone the school.

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

Junior and Senior Infants

Junior and Senior Infant children will enter the yard through the side infant yard gate and line up in designated areas each morning from 08.35. Parents may watch their children from the fence if they wish. Teachers will collect their classes at 08.50 every morning from the line and the side gate will be closed. If a child is late, they can enter through the main school doors.

On wet mornings, children may walk straight in the infant doors and sit down in their classroom, under supervision.

Start of the school day

The official start time of the school day is 08.50.

End of the school day

Junior and Senior Infant pupils are collected at 13.30 and pupils from First to Sixth Classes are collected at 14.30.

Collection of Junior and Senior Infants

The class teacher will walk their class out to the line in the infant yard. Parents will wait outside the fence. The teacher will release the child to their designated collector only when he/she has made eye contact. If there is a stand-in teacher, please be patient and make yourself known to the teacher.

Parents/guardians will ensure that teachers are aware of who is collecting the child. If there is a change to the usual collector, please inform the teacher via Aladdin before the start of the school day. In an instance where this is not possible, please contact the school office.

On extremely wet days, we will stagger the classes exiting the school in the usual pick-up manner to help prevent congestion.

After school activity providers will be asked to contact parents directly to inform them of cancellations and when the term has ended.

Where a child is not collected at the end of a day the teacher takes the pupil to the office and phones the home or second contact person to make arrangements for the child to be collected.

Collection of First to Sixth Classes

The teacher will walk the First and Second Class pupils to the church side gate and release them after making eye contact, to the designated adult. Please make yourself known to a stand-in teacher in the event that the regular teacher is absent.

Third Class

The teacher will walk the class to railings and release them to the designated adult. Exit through the main gate.

Fourth to Sixth Classes

The teacher will accompany the class to the yard at dismissal. Pupils will exit through the main gate.

Roles and responsibilities

All staff members have an input into the co-ordination and implementation of this 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.

Parents assist the policy by:

- Parking responsibly and by not impeding the one-way system
- By not releasing pupils on the through way
- Ensuring that children are not dropped at the school too early or collected too late

Children conform to the policy by:

- Waiting in their designated class lines in an orderly fashion in the morning
- Exiting the school building in an orderly manner

Teachers contribute to the policy by:

- Supervising an orderly dismissal and ensuring that children left waiting are adequately supervised
- Ensuring safety procedures are implemented
- Informing parents/guardians of school opening and closing times and collection times after tours/shows etc.

Ratification

This policy will be reviewed by the Board of Management when the need arises.

This policy was ratified by the Board of Management on 21st June 2022.

Appendix A

Designated adults for collecting children:

Name of child

Class

Adult/parent/guardian 1

Adult/parent/guardian 2

Adult 3