



**Scoil na Maighdine Muire.**

## **Procedure for Arrival and Dismissal of Pupils**

# Virgin Mary Girls' National School

2023/2024

## PROCEDURE FOR ARRIVAL AND DISMISSAL OF PUPILS

### Rationale

The formulation of a new policy was deemed necessary in line with changes made with our COVID-19 Response Plan which now need revert back to the previous procedure. Amendments also need to be made due to our partnership with Ray of Sunshine.

### Aims/Objectives

- To contribute towards efficient time tabling
- To reduce congestion and minimise danger

### Relationship to School Ethos

The fostering of a safe and structured learning environment is central to the mission statement of the school and this policy contributes significantly towards those ideals.

### Roles and Responsibilities

All staff members from the 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. The Deputy Principal also supervises arrival and dismissal of pupils.

**Parents** assist the arrival and dismissal procedure by:

- parking responsibly outside the school gates
- not driving into the staff car park
- not congregating at the school/ on school property
- 'Dropping and going'-dropping their children at the Senior Yard gate and not entering school grounds.
- collecting Junior and Senior Infants from their line in the yard at 1.30pm
- collecting First Class from their line in the yard at 2.30pm
- collecting Second Class from their line in the yard at 2.30pm
- collecting Third Class from the main door on yard at 2.20pm.
- collecting Fourth Class from the main door on yard at 2.30pm.
- collecting Fifth Class from the main door on yard at 2.30pm
- collecting Sixth Class from the main door on yard at 2.30pm
- ensuring children are not dropped at the school early or collected late
- ensuring, if their child comes to school by bicycle, scooter or flicker, that they wheel them and not ride them across the yard
- by ensuring that their child is signed out at the office if their child is leaving before dismissal time.

**Children** conform to the policy by:

- arriving on time
- lining up in their class on the senior yard
- not entering the school building without their teacher at any time

- wheeling, not riding, bicycles, flickers and/or scooters through the yard

**Teachers** contribute to the policy by:

- supervising orderly arrival and dismissal
- phoning home when a child is left uncollected
- ensuring safety procedures are implemented
- informing parents of school opening and closing times and collection times after tours/shows etc.

### **The School Day**

<b>8.40 a.m.</b>	-	All staff on yard to ensure pupils arrive safely in their bubbles and maintain social distance
<b>8.50 a.m.</b>	-	Lessons begin
<b>10.30 a.m. - 10.40 a.m.</b>	-	Morning Break 1
<b>12.15 p.m. – 12.45 p.m.</b>	-	Lunch
<b>1.30 p.m.</b>	-	Junior and Senior Infant Dismissal
<b>2.30 p.m.</b>	-	First, Second, Third, Fourth, Fifth and Sixth Class Dismissal

**Roll is called by 10.15 a.m.**

### **Arrival and assembly**

The school opens to receive pupils at **8.40a.m.** The Board of Management does not accept responsibility for pupils arriving before that time. Children are not allowed into the school yard before this time. New parents are made aware of this arrangement.

When the gate opens, the children enter the yard. Each class lines up in a designated area of the yard. Ray of sunshine will bring early arrivers to their line.

Any parent/guardian who wishes to see ANY member of staff must phone 01 8421614 to make an appointment. Please do not look to have a meeting with the class teacher in the morning if not pre-arranged.

On **wet mornings** the school opens at **8.40a.m** as on non-wet days. Children are brought into library if weather condition are very bad. They are supervised by principal and deputy principal with assistance from SNAs.

The gate closes at **9am** each morning. Children arriving later than 9am must come through the main door to the school at the office.

### **Dismissal**

Junior and Senior Infants are collected from their line in the Senior Yard at 1.30pm. Parents are required to inform the school if an adult other than themselves is collecting their child. Ray of sunshine will collect children from their class.

Dismissal commences at 2.30pm for 1<sup>st</sup> to 6<sup>th</sup> class. When the bell rings at dismissal time, each teacher is responsible for ensuring that his/her class leaves the classroom in an orderly fashion. Children must walk safely on the stairs.

Parents who wish to escort their children home meet the children at their assigned meeting point. The Board of Management does not accept responsibility for children on school property after dismissal time.

If a child is left uncollected in school after this time they go to the office and wait there to be collected. Parents who are running late for collection should inform the school. The Board of Management does not accept responsibility for caring for children after dismissal time.

Children who cycle to school are not allowed to mount the bicycle inside the school gate. This is particularly important at dismissal time when there are large numbers of children exiting the school.

Occasionally children are required to come into school early (e.g. for a school tour). The relevant teacher accepts responsibility for those children. Classes may also be back later than 2:30pm when on a tour/ educational trip.

### **Review**

This policy will be reviewed in September 2024..

### **Implementation**

This policy has been in operation with Board approval since October 2023.

Signed:   
Chairperson, Board of Management

Date: 5/10/2023

Signed:   
Principal

Date: 5/10/2023