



**Scoil na Maighdine Muire.**

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

# Virgin Mary Girls' National School

2020/2021

## PROCEDURE FOR ARRIVAL AND DISMISSAL OF PUPILS (In line with our COVID-19 Response Plan)

### Rationale

The formulation of a new policy was deemed necessary in line with our COVID-19 Response Plan.

### Aims/Objectives

- To contribute towards efficient time tabling
- To reduce congestion and minimise danger
- To limit interaction on arrival and departure from school and in other shared areas in line with our COVID-19 Response Plan.

### 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
- maintaining social distance at all times (2m where possible)
- '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 the side door (facing Shangan Road) at 2.20pm
- collecting Second Class from the side door (facing Shangan Road) 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 side door (facing Ballymun East Centre) at 2.20pm.
- collecting Sixth Class from the side door (facing Ballymun East Centre) 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.

It is not the policy of the school to allow infant children remain on the school premises until 2.20pm/2.30pm to be with older siblings.

**Children** conform to the policy by:

- arriving on time
- lining up in their bubbles on the senior yard
- remaining within their own bubbles and not interacting with children in other bubbles
- 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>10.10 a.m. - 10.20 a.m.</b>	-	Morning Break 1 (Junior Infants, Senior Infants, Third Class and Fifth Class)
<b>10.30 a.m. - 10.40 a.m.</b>	-	Morning Break 2 (First Class, Second Class, Fourth Class and Sixth Class)
<b>12.00 p.m. – 12.30 p.m.</b>	-	Lunch Break 1 (Junior Infants, Senior Infants, Third Class and Fifth Class)
<b>12.40 p.m. – 1.10 p.m.</b>	-	Lunch Break 2 (First Class, Second Class, Fourth Class and Sixth Class)
<b>1.30 p.m.</b>	-	Junior and Senior Infant Dismissal
<b>2.20 p.m.</b>	-	First, Third and Fifth Class Dismissal
<b>2.30 p.m.</b>	-	Second, Fourth 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 (in their own bubble). **Parents / Guardians are not permitted to enter the school grounds under any circumstance.** Any parent/guardian who wishes to see ANY member of staff must phone 01 8421614 to make an appointment and must wear a face covering when entering the building.

On **wet mornings** the school opens at **8.40a.m** as on non-wet days.

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.

Dismissal commences at 2.20pm for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> classes. Dismissal commences at 2.30pm for 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> classes. 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 2021.

## Implementation

This policy has been in operation with Board approval since September 2020.

Signed: \_\_\_\_\_

*Chairperson, Board of Management*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

*Principal*

Date: \_\_\_\_\_