



Scoil na Maighdine Muire.

Procedure for Arrival and Dismissal of Pupils

Virgin Mary Girls' National School

2025/26

PROCEDURE FOR ARRIVAL AND DISMISSAL OF PUPILS

Rationale

A revised policy was required to reflect recent procedural changes and to ensure safe, efficient management of pupil arrival and dismissal times.

Aims/Objectives

- To promote smooth, efficient timetabling.
- To reduce congestion and minimise risk to pupils and staff.

Relationship to School Ethos

This policy supports the school's mission to provide a safe, structured learning environment where care, responsibility, and respect are fostered.

Roles and Responsibilities

Staff:

- The Principal, Deputy Principal, and all staff contribute to implementing and monitoring this policy.
- Class teachers supervise the arrival and dismissal of their pupils.
- The Deputy Principal also assists with yard supervision.

Parents:

Parents play a vital role in maintaining safety by:

- Parking responsibly and avoiding entry to the staff car park.
- Dropping children at the Senior Yard gate and not entering school grounds.
- Collecting children punctually from designated areas:
 - **1:30 p.m.** – Junior & Senior Infants (from yard lines)
 - **2:20 p.m.** – Third Class (main yard door)
 - **2:30 p.m.** – First, Second, Fourth, Fifth & Sixth Class (main yard door or designated lines)
- Ensuring children arrive on time and are not left before 8:40 a.m. or after dismissal.
- Ensuring bicycles, scooters, and flickers are **wheeled**, not ridden, on school grounds.
- Signing children out at the office if collected early.

Pupils:

- Arrive punctually and line up in assigned areas.
- Do not enter the school building without a teacher.

- Always wheel bicycles or scooters on school property.

Teachers:

- Supervise safe and orderly arrival and dismissal.
- Contact parents if a child is uncollected.
- Enforce all safety procedures and communicate collection times clearly.

The School Day

Time	Activity
8:40 a.m.	Yard supervision begins (Principal, Deputy Principal, SNAs)
8:50 a.m.	Lessons begin
10:30–10:40 a.m.	Morning Break
12:15–12:45 p.m.	Lunch
1:30 p.m.	Junior & Senior Infants dismissal
2:30 p.m.	1st–6th Class dismissal
10:15 a.m.	Roll call completed

Arrival and Assembly

- Gates open at **8:40 a.m.**; pupils line up in their designated yard areas.
- The Board of Management **accepts no responsibility** for pupils on school grounds before this time.
- Parents wishing to meet a staff member must **book an appointment** through the office (01 8421614).
- On wet mornings, pupils are supervised indoors by the Principal, Deputy Principal, and SNAs.
- The gate closes at **9:00 a.m.** Late arrivals must enter via the main office entrance.

Dismissal Procedures

- Junior and Senior Infants are collected from their yard lines at **1:30 p.m.**
- Parents must inform the school if another adult is collecting their child.
- 1st–6th Classes are dismissed at **2:30 p.m.**; children leave in an orderly manner under teacher supervision.
- 1st and 2nd are collected from their lines.
- Unless a note has been given 3rd class are collected from yard.
- 4th 5th and 6th are escorted to door and dismissed. Children with particular needs will be supervised until collection.
- Pupils must walk carefully, especially on stairs and at exit points.
- The Board of Management is **not responsible** for children remaining on school grounds after dismissal.
- Uncollected children wait at the office; parents running late should inform the school promptly.
- Children may not cycle on school grounds; bicycles must be wheeled until outside the gates.

