

Procedure for Arrival & Dismissal of Pupils Scoil Mhuire Junior School November 2017

Arrival:

The School building formally opens to receive pupils at 8.55am each morning.

To facilitate children and parents, children are allowed onto the School yard before 8.55 a.m but are on the premises at their own risk. Parents are regularly notified about this arrangement and new parents are made aware of this arrangement. Children should be supervised by an adult until 8:55am.

NOTE: The Board of Management does not take responsibility for the supervision or safety of children before 8.55 a.m. The Board of Management does not accept responsibility for pupils arriving for school before this time.

The school bell is rung at 8.55am and children will be admitted to the School building by their teachers. From 9.15a.m. onwards the outside white doors of the School building will be locked by classroom teachers and any children arriving after this time must enter the School building through the main doors.

Dismissal:

Children in Junior Infants and Senior Infants finish school at 1.40pm. Children in Junior and Senior Infants must be collected only at their white outside door. It is the responsibility of the parent/guardian/childminder to promptly collect their child at 1.40pm.

Classes end each day at 2.40pm for 1st & 2nd classes. Class teachers dismiss their students from their white door.

In the interest of child safety:

- All Junior and Senior Infants must be collected at their classroom door by an adult they know or an older sibling.
- Parents are obliged to let a teacher know if a different person is coming to collect their child with their consent (e.g. granny, grandad, aunt, uncle, older sibling etc.)
- Parents/adults/creche workers collecting Junior and Senior Infant children must introduce themselves to the teachers regularly, naming their relationship to the child [e.g. "I'm Susan, Lucy's aunt"] when at the classroom door.

There may be cases where a parent/guardian want to ensure that certain individuals do not have access to their child. It is the parent's responsibility to ensure the school is so informed in writing. This written request will only be facilitated if the request does not conflict with the terms of a Court Order or the legal rights of another parent/guardian. Note: Access cannot be denied to a legal guardian unless so directed by a Court Order.

If children are not collected by 1.50pm for Junior and Senior Infants and 2.45pm for 1st & 2nd classes the class teacher will endeavor to contact the parent(s)/guardian(s).

Children are regularly reminded to return to their classroom/office if they have any issues about being collected e.g. their parent/guardian/childminder not being at their meeting point/the bus has gone etc.

NOTE: The Board of Management does not take responsibility for the supervision or safety of children after 1.40 p.m. [Junior & Senior Infants] and 2.40 p.m. [1st. & 2nd. Class] respectively . The Board of Management does not accept responsibility for pupils not collected from the School after this time.

Ratification of Policy: This policy was adopted by the Board of Management on 9th January 2018