



Pelletstown Educate Together National School

Arrivals and Dismissals Policy

Date of Ratification: August 2020

Date for Review: August/September 2021

Introductory Statement

This plan was formulated by the staff of Pelletstown Educate Together National School, in consultation with the Board of Management in August 2020.

Rationale

- To ensure the safety of the arrival and dismissal of our pupils
- To encourage confidence and independence in every pupil
- Relationship to the characteristic ethos of the school: In Pelletstown Educate Together National School we value a safe environment and work towards providing that for the entire school community
- While careful supervision is undertaken at all times during the school day, all members of the school community must be aware that no arrangement exists for the supervision of pupils who arrive at the school before 8.30am or who remain in the vicinity of the school after school hours

Legislative Context

- Under the provisions of the Education Act 1998, and the regulations of the Department of Education and Skills, the Board of Management is the body charged with the direct governance of a school.
- The overall responsibility for the day to day management of school supervision rests with the Principal teacher. The terms of Circular 16/73, which issued to all primary schools, provide that the Principal Teacher of primary schools should organise supervision for the order and general behaviour of the pupils during school hours. In particular, s/he should organise and participate in the effective supervision of the pupils during breaks, lunch breaks, assembly and dismissal.
- Circular 18/03: "Rules 121(4) and 124(1) of the Rules for National Schools and Section 23(2) of the Education Act 1998 oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on school premises, during school time and/or on school activities. Accordingly, the responsibility of all teachers individually and collectively to provide a duty of care at all times towards the pupils in the school in which they teach, including periods of supervision, is not changed."

Schools still refer to Circulars 11/51, 11/68, 24/71 and 11/95

Duty of Care

The school must take reasonable care for the safety of pupils when pupils are under their charge. This applies not only to periods during break or playtime but also to the periods between the pupils' arrival at school and the start of the school day and from dismissal in the afternoon. (Ref: Primary Education Management Manual 3:2.7). The duty of care to pupils applies not only in school but also, for example, on school tours and on other occasions when the children are in the care of a teacher.

Arrival of staff

All staff should arrive to school 20 minutes before teaching begins and sign in at the school office. All class teachers should be in their classrooms 5 minutes prior to teaching time. All Support staff and SNAs should assist the ISM team in supervising the arrival of pupils at the gates and/or directing them to their classrooms.

Arrival of children

The school gate will open at 8.25am and all children should arrive at their staggered time listed below. Siblings can arrive together at the later staggered start time. Children should enter the school grounds independently and walk straight to their classroom where they will be greeted by their teacher. Junior Infant parents may drop their child to the classroom door for the first week of school (September 1st-4th).

Junior and Senior Infants - 8.50am

First and Second Class - 8.30am

Third and Fourth Class - 8.40am

All late comers should go directly to their class where their teacher will sign them in late on Aladdin which is an admin system for recording absenteeism and punctuality. The school gate will be locked at 9.00am. Any entry after this time should be arranged with the office/Principal.

Dismissal of children

Pupils will be dismissed one by one while parents adhere to social distanced markers and a one way system in place. Parents must wear face coverings and leave the site promptly after collection.

Junior and Senior Infants - 1.30pm

First and Second Class - 2.10pm

Third and Fourth Class - 2.20pm

In the event of a child not being collected on time, the child will proceed to the office accompanied by a teacher. The secretary will call the relevant parent or carer and arrange for the child to be collected as soon as possible.

Contact details for parents are available to the secretary. It is the responsibility of the parents to provide a minimum of two valid and current contact numbers upon which they can be reached in the event of non-collection.

Children who are attending after school-activities will adhere to the After School Activities Policy and will remain under the supervision of the teacher until dismissal.

Early Leavers

If a parent wishes to collect his/her child early from school they must notify the school in advance; by telephone call, email or by writing. They must provide a reason for their early departure, and the time they wish to collect their child.

In the case of an appointment, e.g. dental/doctor appointment, an appointment letter should be provided.

The teacher will record early leavers on Aladdin which is an admin system for recording absenteeism and punctuality and an arrangement will be made to release the child to their parent/carer.

Attempted collection by a parent who has been denied access in a Court Order

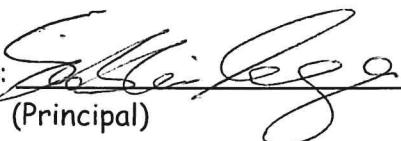
- A person who has been denied access to a child through a court order will not be permitted on to the school premises. (A copy of a Court Order currently in place must be shown to the Principal). Where a court order is in place denying access to one of the child's parents, it is the responsibility of the primary custodian to provide evidence of a court order to the school at the earliest possible opportunity.
- If the parent who has been denied access becomes threatening and insists on attempting to remove a child from the school, the principal or deputy principal in her absence will call An Garda Síochána.

Ratification, Communication and Review

This policy was ratified by the Board of Management on the 20/8/20. It is scheduled for review in June 2021.

This policy has been made available to school personnel, and will be published on the school website.

This policy and its implementation will be reviewed by the Board of Management biannually.

Signed: 
(Principal)

Signed: 
(Chairperson, Board of Management)

Date: 20/8/20