



Arrival and Dismissal of Pupils Policy

Reviewed December 2019

Reviewed September 2020

Re-drafted October 2024

Introduction

The staff of Scoil Íosagáin were involved in formulating this policy in conjunction with the Board of Management and in consultation with the Parents Association of our school.

Rationale

The Board of Management of Scoil Íosagáin has formulated this policy to comply with their statutory obligations in relation to the Health and Safety of their pupils.

Relationship to the Characteristic Spirit of the School

Scoil Íosagáin Ballybunion operates within the context of the religious and educational philosophy of the Catholic Church, under the patronage of the Bishop of Kerry. All policies designed and implemented in Scoil Íosagáin are in line with our Catholic Ethos.

Department of Education and Science position

Under the provisions of the Education Act 1998, and the regulations of the Department of Education and Science, 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 children in the school in which they teach, including periods of supervision, is not changed."

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

Procedures in Scoil Íosagáin

Arrival of Pupils

1. School Opening Time:

- The pedestrian gate will be open from **8.40am** each morning. Pupils are **not to arrive on school grounds before this time** as supervision will not be available.

2. Orderly Arrival:

- Upon arrival, children will **walk in an orderly fashion** from the pedestrian gate to the main school building.
- Pupils will enter through their designated doors, depending on their class level, and proceed directly to their classrooms.

3. Supervision:

- School staff, typically Special Needs Assistants (SNAs) and the Principal or Deputy Principal, will be **on duty from 8.40am** to assist with the safe arrival of pupils and monitor the flow of children into the building.

4. Late Arrivals:

- The **official start time** for classes is **8.50am sharp**. Pupils arriving after this time must be **accompanied by an adult** and signed into the school office by the adult. This ensures the school is aware of all late arrivals and can maintain accurate attendance records.
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Dismissal of Pupils

1. Junior and Senior Infants:

- Junior and Senior Infants finish school at **1.30pm**.
- Parents/guardians must collect children from the **front yard**. No pupil in infant classes will be allowed to leave without being handed over to a responsible adult.

2. 1st, 2nd, and 3rd Classes:

- Pupils in 1st, 2nd, and 3rd classes finish school at **2.30pm**.
- These children will line up **in an orderly fashion** in the **front yard** under the supervision of an adult.
- Pupils will only be allowed to leave once they have been seen by a parent/guardian or have **written permission** to leave on their own via the **church car park**.

3. 4th, 5th, and 6th Classes:

- Pupils in 4th, 5th, and 6th classes will also finish school at **2.30pm**.
- These pupils are expected to **walk out to the front gate** by themselves. If no one is there to collect them, they must return to the school to notify staff.

- Pupils with written permission to walk home are responsible for making their way home safely once they leave the school premises.
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Supervision and Safety Responsibilities

- **Before and After School:** The Board of Management provides supervision from **8.40am** until the official start of classes at **8.50am**, and from dismissal at **1.30pm or 2.30pm** until the pupils leave the school grounds. **The Board of Management accepts no responsibility for pupils before or after these times.**
 - **Once pupils leave school grounds,** the school is no longer responsible for their safety. Parents/guardians are expected to ensure that appropriate arrangements are made for the safe collection of their children.
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Legal Considerations

- This policy is in compliance with all relevant legislation, including child safeguarding regulations, and the **Education (Welfare) Act 2000** regarding pupil supervision.
 - Parents are responsible for ensuring their child is dropped off and collected safely at the designated times. Any changes to these arrangements, such as permission for a child to walk home, must be provided to the school **in writing.**
 - Scoil Íosagáin Ballybunion shall **not be liable for any incidents or accidents** occurring after a child has left the school premises.
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Communication with Parents

- Parents are encouraged to discuss any concerns or special arrangements for their child's arrival and dismissal with the school office.
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Signed: 
(Principal)

Date: 26.11.2024

Approved by the Board of Management:

Board Chairperson: 

Date: 26/11/24
