



## Policy on Arrival and Dismissal of Pupils

### Start of School Day

- The official start time of the school day is 9.20am.
- The school grounds are not accessible to pupils as there is a perimeter fence.
- The school gate is opened at 9am each morning and locked at 3.10pm
- Pupils arrive on foot, bicycle, car or by bus after 9am. Parents/guardians are advised yearly of the official opening and closing times of the school and gates.
- The school yard is supervised by the teacher with the Post of Responsibility for supervision from the gate opens at 9.00 am until the teachers take in their lines at 9.20 am. He/she also ensures pupils are safely off the premises at three o'clock and locks the gates.
- If it is raining in the mornings pupils can stand in the shelter or remain in their cars with their parents/guardians. The bell will be rung 5 minutes early and pupils will be taken into classrooms.
- Pupils are escorted to their classrooms at the beginning of the school day by the class teacher.
- Parents are notified by the Board of Management each year of the times at which the school will accept responsibility for pupils.

### End of School Day

- The school day ends for infants at 2pm and for the rest of the classes at 3pm.
- When the bell sounds pupils line up and exit the building in an orderly fashion. They walk through the yard and exit the grounds either to the front and then via the lollipop lady or into the car park to get bus or meet parents/guardians car.
- Where an infant is not collected at the end of a day the teacher takes the pupil to the office and phones the home or second contact person to make arrangements for the child to be collected.
- All infant pupils are collected at 2pm and do not remain in school until 3pm.
- Where a pupil is not collected at the end of a day, the teacher takes the pupil to the office and phones the home or second contact person to make arrangements for the child to be collected. The teacher or principal waits with the pupil until collected.
- Where busses are delayed or breakdown, pupils remain in school until parents have been phoned and arrange collection.



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## Other Issues

- The BOM organises the Personal Accident Insurance scheme and all parents are encouraged to avail of same.
- If pupils are required to be on the school premises before/after official starting time e.g. for school tours/choral work, a note informing parents about the change of arrangements is sent out in advance so families have an opportunity to make alternative arrangements.
- Where pupils are to be taken off the premises for an activity, the school has a procedure regarding these activities
- No pupil is permitted to leave the school premises during the school day unless collected by parent or guardian. The pupil is signed out by the collecting adult at the office.
- Perimeter gates are closed during the day to ensure the safety of pupils.
- Pupils arriving to school by bus come directly into the school yard from the car park and do not leave the school premises to go to the shop.

Signed on Behalf of the Board of Management:

Chairperson : \_\_\_\_\_

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



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