



Arrival and Dismissal of Pupils Policy

Aims/Objectives

- To facilitate the safe arrival and dismissal of all students
- To create a safe and calm environment for students when arriving to and leaving the school
- To provide clarity for students, staff and parents regarding the doors and access routes to be used.
- To take into account the relocation/repositioning of particular classes within the school from year to year.

Relationship to School Ethos

The fostering of a safe, welcoming and structured learning environment is central to the mission statement of the school and this policy contributes significantly towards those ideals.

Roles and Responsibilities

All staff members from Principal down have an input into the co-ordination and implementation of the policy. Teachers and management oversee the reception of pupils in the mornings and their supervised dismissal in the afternoons. Special Needs Assistants also participate in class reception and dismissal routines, particularly when supporting children with additional needs.

Children conform to the policy by:

- lining up safely and following staff instructions
- using the designated footpaths and walkways and the designated entry and exit points
- waiting in their line until they are dismissed by a member of staff
- taking extra care after leaving the school grounds (e.g. in the church car park).

Parents assist the Arrival & Dismissal policy by:

- driving and parking responsibly
- ensuring adequate supervision of their child(ren) before 9.10am
- dropping children to the designated drop-off collection points
- collecting children from the designated collection points
- ensuring children are not dropped at the school too early or collected too late

Teachers contribute to the policy through:

- ensuring safety procedures are implemented
- supervising orderly dismissal and ensuring children left waiting are adequately supervised
- informing parents of any changes to the normal arrangements (e.g. arrangements for school tours/excursions etc.)

The School Day

9.10 a.m.	-	Reception of Pupils
9.20 a.m.	-	Formal Instruction Commences
2.00 p.m.	-	Dismissal of Junior and Senior Infants
3.00 p.m.	-	Dismissal of 1st-6th Class
4.00 p.m.	-	Collection / Dismissal of students from After-school Activities

Arrival & Assembly of Pupils

- The school opens to receive pupils at 9.10am, at which time a member of staff opens the black school gates. No responsibility is accepted for pupils arriving before that time.
- The playground is supervised by the in-school management (ISM) team and other designated staff between 9.10am and 9.20am.
- Parents are asked to note that staff are not in a position to discuss matters of concern with parents before school, as staff are responsible for welcoming and supervising pupils at this time. Parents are kindly invited to make an appointment for a meeting or request a phone call with the teacher at a more suitable time.
- On very wet mornings, the school gates are opened at 9.10am and all children are allowed to go straight to their classrooms. They are supervised from 9.10am by the ISM team and other designated staff. Class teachers assume responsibility when the bell rings at 9.20am.
- The arrangements for morning assembly / drop-off are flexible and are under regular review, to ensure the safe arrival of students and to promote a calm and welcoming environment. Any changes will be communicated directly with the relevant families.
- External doors and gates are locked daily after the morning assembly / drop-off period. The main black school gate will be kept closed over, but not locked during the school day.

Current arrangements for morning assembly / drop-off (May 2025)

- J1-2nd Class line up on the Junior Yard
- 3rd-6th class line up on the Astro
- Supervision is provided by the ISM team and other designated staff between 9.10am and 9.20am.
- At 9.20am, class teachers collect their class from the Astro and assume responsibility for their students.

Late Arrivals

- Any pupils who arrive at the school after 9.20am should go to the front door of the school, where a member of staff will be available to bring them safely to their classroom.

Breakfast Club

- Arrangements for Breakfast Club will be communicated directly with the relevant families.

Dismissal / Collection of Pupils

- Dismissal commences at 3pm except in the case of infant classes, for whom the school day finishes at 2pm.
- Arrangements for dismissal are under continuing review and any changes will be communicated with the relevant families.
- When the bell rings at dismissal time, each teacher is responsible for ensuring that his/her class leaves the classroom in an orderly fashion and that school safety procedures are followed.
- Children who cycle or scoot to school are not allowed to mount their bicycle or scooter inside the school grounds at any time. This is particularly important at dismissal time when there are large numbers of children exiting the school.

Current arrangements:

- At 2pm, J1 and S1 pupils will be collected from their classroom door.
- At 3pm, 1st and 2nd Class teachers will accompany their classes to their designated point of dismissal (the black gates). Pupils will be handed over to a parent/guardian at this point.
- If parents wish for children in 1st and 2nd class to be allowed to leave the school grounds independently, or to be collected by older siblings, this must be submitted to the school in writing (see Appendix A and Appendix B).
- At 3pm, 3rd-6th class students are walked down to the black gate by their teacher and are allowed to leave the school grounds independently / unaccompanied.

Late Collections

- If children remain uncollected after 2pm / 3pm, the school will ensure that a duty of care is provided until a parent/guardian arrives.
- In the event of a child from J1-2nd Class not being collected on time, a member of staff will bring them to the office and arrange for a phone call home. Parents and guardians are required to make arrangements for the child to be collected from the secretary's office as soon as possible.
- In the event of students from 3rd-6th Class not being collected on time (e.g. parents are not waiting at the expected meeting place), students should return to the school office, where a staff member can arrange for a phone call home. This will be communicated to senior students and their families at the beginning of each school year.
- Contact details for parents are available in the secretary's office. 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, as well as an emergency contact.

After-School Activities

- Children and facilitators will adhere to the school's After-School Activities Policy.
- Children will remain under the supervision of the relevant facilitator or staff member throughout the activity period and until dismissal / handover.
- The same general principles, as laid out above, will apply to after-school activities - junior pupils will be handed over to a parent/guardian and senior pupils may leave the grounds independently.
- If parents wish for junior pupils to leave the school grounds independently or with an older sibling, this must be communicated in writing to the facilitator.
- The designated collection point for after-school activities will be outside the front door of the school. Parents are kindly asked to wait outside in the sheltered Reception area and not to enter the school for the purpose of collection.
- In a small number of exceptions, facilitators may make other arrangements for the collection and dismissal of pupils. Any such arrangements will be agreed with management and details will be communicated directly with the relevant families.

Arrival & Dismissal for the Silver Birches class

- Arrangements for Silver Birches pupils are to be confirmed at the beginning of each school year, following discussion and agreement between staff and parents. Arrangements will be reviewed and adjusted throughout the year, as deemed appropriate.
- *Morning Assembly / Arrival of Pupils:* This may include children being dropped directly to the classroom door, lining up with their link class or being dropped to the front door of the school, as deemed appropriate for each pupil's needs and age.
- *Collection / Dismissal of Pupils:* This may include children being collected from their classroom door, from the office or from the black gates.

Success Criteria

- Positive feedback from all stakeholders
- Observation of a safe and smooth-running morning and afternoon routine
- Regular monitoring and evaluation of procedures
- Regular consultation
- End of year school review.

Ratification & Review

This policy will be in operation from September 2025 and will be reviewed as deemed necessary.

Signed by Judy O'Toole (Chairperson) _____

Date: _____

Signed by Mark Sheekey (Acting Principal) _____

Date: _____

Appendix A

Permission for 1st & 2nd Class pupils to leave the school grounds **unaccompanied** at the end of the school day.

Child's Name:	
Class:	
Teacher:	
Parent/guardian declaration:	<i>I hereby give permission for my child to leave the school grounds unaccompanied at the end of the school day.</i>
Parent/guardian name:	
Parent/guardian signature:	
Date:	

Appendix B

Permission for 1st & 2nd Class pupils to be collected **by an older sibling** at the end of the school day.

Child's Name:	
Class:	
Teacher:	
Parent/guardian declaration:	<i>I hereby give permission for my child to be collected by an older sibling at the end of the school day.</i>
Parent/guardian name:	
Parent/guardian signature:	
Date:	