**Loreto Junior School**

**Policy on Arrival and Dismissal**

**Background and Context**

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, 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.”

**Rules for National Schools – School Day Time Framework**

Latest time for opening 9.00 Rule 55

Latest time for commencement of formal instruction 9.20 Rule 55

Staff attendance 20 minutes before formal instruction or 9.00. whichever is earlier Rule 124

Length of school day/secular instruction 4 hours 10 minutes – may be reduced by one hour for infants to first class

Religious instruction 30 minutes

Lunch break 30 minutes Rule 56 Roll call 10 minutes Rule 55

Short break 10 minutes deducted from secular instruction Rule 56

**Total** 5 hours 40 minutes

**Rationale** All schools must take reasonable care for the safety of pupils when the 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.

**Relationship of this policy with the ethos of the school**

• Child centred: The primary focus of this policy is the safety of all pupils in our school with relation to arrival and dismissal.

**Policy Content**

**Arrival Procedure**

* The official staring time of school is 9.00am each day.
* The school doors will open at 9.00am each day and pupils will line up at their classroom and walk into the classroom with their teacher.
* The new junior infants may be accompanied by a parent into the school for the first two weeks in September to help them settle into their new environment.
* Children who arrive after 9 must enter through the main door at reception where they will be directed to their class.

**Dismissal Procedure**

* Classes for Junior and Senior Infants will end each day at1.40 p.m. Parents/Guardians collect them from their classroom.
* Classes for 1st and 2nd class end at 1.40 p.m. First class are collected from their classroom while 2nd class are collected from their yard line.
* Children may only be picked up from school by the Parent/Guardian or other authorised adult (by the Parent/Guardian).
* **Any change to the daily pick-up must be communicated in writing to the class teacher or in emergencies a phone call to the school. Parents/guardians/ are responsible for ensuring that their children are collected at school on time.**

**Further Important Information**

• From time to time, the school will open/close earlier than the above times. On these occasions, the Principal will give prior notification to parents/guardians.

• The supervision of children is the responsibility of Parents/Guardians before 9.00 a.m. and after 1.40 p.m. for children in Infant classes and 2.40 p.m. for children in all other classes. The Board of Management assumes no responsibility for children before or after these times. This also applies when the school, for whatever reasons, closes earlier than outlined above. Parent/Guardians must remain on the yard with their children each morning before school opens until they are collected by their teacher.

• No responsibility is accepted for pupils on school grounds outside of official school hours. Board of Management informs parents/guardians providers of official school hours on an annual basis.

This policy was ratified by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson Board of Management