

Arrival and Dismissal Policy

Introduction

Scoil Mhuire GNS opens to welcome children at **8.50am**. The Board of Management does not accept responsibility for pupils arriving before this time. Children are allowed to assemble inside the gates but should not be left there unsupervised. It is considered to be a safer option than leaving children on Gilford Road. Parents/Guardians are reminded that if they do send children into Scoil Mhuire before it opens that they do so at their own risk.

All parents are regularly notified about this arrangement and new parents are made aware of this arrangement too.

Parents and children are advised that they are not allowed to

- Use bicycles or scooters on school grounds
- Play on the yard
- Enter the car park area

Classes begin at **9.10am**

Junior and Senior Infants go home at **1.30pm**

1st – 6th classes go home at **2.30pm**

Doors are locked at 9.10 a.m.

It is important that you make arrangements to have your daughter collected at these times as the school cannot take responsibility for her outside of these times.

(See Morning and Afternoon Care)

The roll book is now on a computer system and is called daily at approximately 10.10 a.m. and records attendances and absences. It also records the time missed due to being late. A record of this can be shown to parents.

If you arrive after 9.10a.m.then please come in at the office and sign the late attendance book.

If you have to collect your daughter early, please knock at the office door and fill in the Attendance book with the reason for leaving school early.

The Secretary will call your daughter to the office or bring her to her classroom on her return as required to avoid disturbing the class as a whole.

Bad Weather

When the weather is very bad children and/or parents and guardians are admitted into the hall before 8.50am and are asked to sit down so as to minimise movement around the hall. Children are not allowed into classrooms. Parents are informed that the school is not responsible for the children until 8.50a.m., but school staff do monitor the hall during this period and on these mornings

Special Needs Assistants should be available to supervise the children in their care from 8.40a.m.

Late Arrival

Children arriving after 9.10 a.m. must sign in at the office, and the Attendance book records name, time and reason for late arrival.

A record is kept in each class of late arrival and loss of class time and attention is drawn to this if a persistent pattern emerges. This is recorded on Aladdin. Scoil Mhuire stresses the need to develop the habit of punctuality both for each individual child and for the efficient running of the classroom and respect for all the other children in each class.

Punctuality and arriving to school with all requirements is the responsibility of parents/guardians.

In Scoil Mhuire classes finish each day at 2.30p.m.

Each class teacher monitors the dismissal of the children to ensure safety and an orderly exit.

Parents must make their own arrangements to have children collected and the person to escort them should be at the school no later than 2.30p.m. the Board of Management cannot take responsibility for children after that time.

Children should leave the school promptly at 2.30p.m. unless they are involved in Homework Club or an after-school activity.

If children are not collected on time they are advised to return to the office where efforts will be made to contact parents. Parents are advised that advance warning of delays etc. can make everything much easier to deal with and avoid unnecessary anxiety for children.

We stress the importance of providing the 3 contact numbers at the beginning of each school year and remembering to update these if there are changes during the school year.

As a matter of safety, parents/guardians are advised to establish a safe routine with their children re going home by telling them

- to leave promptly after school or after-school activity ends
- not to walk home alone, if possible

- to follow a route advised by parents/guardians
- to cross the road with the lollipop lady or at a pedestrian crossing
- to avoid speaking to people they don't know and to shout for help if approached by someone that makes them feel uncomfortable
- to avoid approaching cars or vans they don't know

After School Activities

Children who attend after school activities leave their classrooms and go directly to the place of the activity for which they have been registered.

This is usually the hall, another room, or the playground.

Once in the relevant classroom, children are not permitted to return to their own classrooms.

The relevant teacher now takes responsibility for those children during the session and ensures that the children leave at the end of the activity in a safe and orderly fashion.

Children walk to the school gates and are not allowed to remain on the school premises. In the event of extra-curricular activities etc. being cancelled, children are encouraged to use the school phone to contact parents.

Leaving Scoil Mhuire early:

If a child goes home early for any reason (illness, music exam, dental visits, etc.) she must be called from the classroom by the secretary and signed out at the office by the parent/guardian who is collecting them. The Late Book is used to record the name, time and reason for leaving. Children are not allowed to leave the school premises without written permission of parents/guardians or if parents come in person to collect them.

Under no circumstances will children be allowed to go home unaccompanied during the school day.

This policy will be reviewed on a regular basis and/or as changes arise that suggest the need for review.

Ratified by the Board of Management on the 12 February 2018

Signed : _____

Josephine Henry, Chairperson.