

Arrival and Dismissal Policy

- ❖ The school opens at 8.50 a.m.
- ❖ Formal teaching begins at 9:00 a.m.
- ❖ The school day finishes at 1:40 p.m. for the Infant classes and 2:40 p.m. for all other classes.

Supervision of pupils

The aim of our school is to provide care of the pupils “in loco parentis”. We aim to provide care for and supervision of the pupils at all times to the best of our ability and resources.

Outside of school hours:

The school will be open to receive pupils from 8:50 a.m. No responsibility is accepted for pupils who arrive before that time. Classes will commence at 9:00 a.m. and no pupil should arrive after that time.

Pupils must be collected promptly at the end of the school day and no responsibility will be accepted for the supervision of pupils on the premises after 2:50 p.m, except in the case where there has been an afterschool activity organised by a member of staff.

Pupils in Junior and Senior Infants will access their own classroom through their external fire door. Pupils from 1st – 6th will access their own classroom through the main school door and sit in their place until formal instruction begins at 9:00am.

Supervision at breaktimes.

Break from 11:00 to 11:10 a.m.

Lunch Break from 12:30 to 1:00 p.m.

Yard Supervision is done by teachers in rotation and assisted by the Special Needs Assistant. There is always at least one adult supervising the yard at any time. During the Winter months children are not allowed to play on the grassed areas. There is a rota system for which classes use the basketball court on each day. When break is over pupils from 1st – 6th must line up quietly in their designated area at the main school entrance. The infant room will return straight to their room. On wet days all children will remain in their classrooms. All classrooms are supervised by the teacher and SNA on rota duty.

Dismissal from School

At 1:40 p.m. pupils from the Infant classes are released to their parents, or a person notified to the class teacher by the parent, who wait for them at the stile. No child is allowed near the gate unless in the company of an adult.

When the bell rings at 2:40 p.m. the children are released from their class in an orderly fashion. Parents/authorised adult wait at the school gate to meet their child. **At the discretion of the parents** some children deemed responsible enough, walk down to the church car park to meet their parents. Children will be escorted to the church car park by their class teacher.

If a child is being collected before formal teaching ends they must be signed out at the office by a parent/guardian.

Note: Regulations governing teachers' responsibility to the supervision of their pupils as set out in D.E.S. circulars 19/03 and 16/73 will be observed by all members of staff:

Circular 19/03 May 03

Rules for National Schools - School Day

<i>Latest time for opening</i>	<i>9.30</i>	Rule 55
<i>Latest time for commencement of formal instruction</i>	<i>9.50</i>	Rule 55
<i>Staff attendance</i>	<i>20 minutes before formal instruction or 9.30 a.m. whichever is earlier</i>	Rule 124
<i>Length of school day/secular instruction</i>	<i>4 hours 10 minutes – may be reduced by one hour Infants to first class</i>	
<i>Religious instruction</i>	<i>30 minutes</i>	
<i>Lunch break</i>	<i>30 minutes</i>	Rule 56
<i>Roll call</i>	<i>10 minutes</i>	Rule 55
<i>Short break</i>	<i>2x5 mins. deducted from secular instruction</i>	Rule 56
<i>Total</i>	<i>5 hours 40 minutes</i>	

Rules 121 (4) and 124 (1) Rules for National Schools 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 to 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

Circular 16/73 overall responsibility for the day to day management of the school supervision rests with the principal teacher

This policy was ratified by the Board of Management on 14/6/23

Signed: Eileen Byrne
Chairperson of Board of Management

Date: 14/6/23

Signed: P.J. Nuhn
Principal/Secretary to the Board of Management

Date: 14/6/23

