

Scoil Chormaic
COMMUNITY NATIONAL SCHOOL
SCOIL NAISIÚNTA POBAIL



Stephenstown, Balbriggan, Co. Dublin
Baile Stiofán, Baile Brigín, Co. BÁC

Arrival and Dismissal Policy

2022-2023 onwards

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Introductory Statement

Scoil Chormaic CNS was established in 2010. It is under the patronage of Dublin Dún Laoghaoire Education and Training Board. This policy outlines the school's measures to ensure appropriate and safe arrival and dismissal of pupils. This policy has been updated to reflect changes in practice in the 2022-2023 school year.

Rationale

The staff and management of Scoil Chormaic CNS acknowledge the importance of providing a safe and secure environment for all of the children in the school. Every effort is made to ensure that the children are adequately supervised while they are arriving and being dismissed from school. This document provides guidance on how supervision will be organised and maintained during arrival and dismissal. The policy outlines the *procedure* that should be followed with regards to the arrival and dismissal of pupils.

Context

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 pupils in the school in which they teach, including periods of supervision remains.

Circulars 16/73 and 29/03 stipulate that the overall responsibility for the day-to-day management of school supervision rests with the Principal teacher. In Scoil Chormaic CNS *administrative* functions relating to arrival and dismissal are delegated to the In School Management Team.

The school must take reasonable care for the safety of pupils when 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. (Ref: Primary Education Management Manual 3:2.7).

Aim

The aim of this policy is to ensure the safe arrival and dismissal of every pupil in the school.

Arrival and Dismissal of pupils

Beginning of the school day

The official opening time for school is 8:45am. Whilst the reception of the school is accessible to pupils before this time, the school does not accept responsibility for those arriving before this time. The school will open to receive pupils at 8:45am. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 9.00am.

Arrival

- Pupils arrive through one of three entrances and make their way to their classroom between 8:45am and 9:00am
 - Main front door - Infants - 1st class
 - Gate beside office: 2nd, 3rd & 6th Classes
 - Playground gate: 4th & 5th Classes
- The entrance gates and the gates to the playground are opened by the caretaker by 8:45am
- Arrival entrances are supervised by the Principal and Deputy Principal
- If necessary, SNA staff meet pupils with additional needs at their designated entrance and assist them in walking to their classroom
- School staff supervise corridors and classrooms between 8:45am and 9am.
- Class teachers arrive to classrooms at 9am

- All parents are notified by the Board of Management and Principal of the times at which the school accepts responsibility for pupils. *A letter will be issued to parents at the commencement of the school year, the arrival and dismissal procedure will be a part of parent information booklet, and general reminders will be extended to the parents during school year.*
- Any pupil who arrives later than 9:00am will be allowed to enter the building through the main doors.
- Late arrival will be noted by the class teacher on Aladdin.

End of the school day

Classes will end each day at 2:40pm and 1:40pm for Junior and Senior Infants. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school playground. The person to escort them should be at the school playground gate not later than 2:40pm, as supervision ends at this time.

Pupils from Junior Infants - 2nd Class must be collected by a person over the age of 18. Pupils in 3rd, 4th, 5th and 6th Classes may walk home from school unaccompanied, providing they have written permission to do so (Appendix 1)

Dismissal

- All pupils Junior Infants - 2nd Class are taken to the playground & line up
- 3rd - 6th pupils who walk home exit through the side playground gate at 2:40pm
- 3rd - 6th pupils who do not have permission to walk home unaccompanied wait to be collect in the main playground

- Junior and Senior Infant dismissal: When all classes are present in their line-up area, once the last teacher arrives, a staff member opens the gates and allow the pupils to walk to the adult collecting them. Pupils should raise their hand to let the teacher know that an adult has arrived to collect them and the teacher will dismiss the pupil. Pupil's should not leave the playground without informing the teacher for safety reasons. The small gate is opened first for the Senior Infant classes, followed by the large gate for the Junior Infant Classes.
- In the event of wet dismissal, Junior and Senior Infants are dismissed from the hall.

- 1st - 2nd Class dismissal: When all classes are present in their line-up area a staff member will open the gates. Pupils should raise their hand to let the teacher know that an adult has arrived to collect them and the teacher will dismiss the pupil. Pupil's should not leave the playground without informing the teacher for safety reasons. Teachers then allow the pupils to walk to the adult collecting them.

- It is the policy of Scoil Chormaic Community National School to only release pupils into the care of adults who are known to the school i.e. parent, child care provider or other adult appointed by the parent.
- If a dismissal arrangement is to change the school must be informed either in person, by telephone call or in writing, otherwise the pupil will not be allowed to go until a telephone call has been made to the parent to confirm the identity of the adult collecting them.
- Ten minutes after the dismissal bell has rung all pupils must be brought from the front playground to the reception area by their class teacher.
- The class teacher will then make a telephone call to the parents of the child to inform them that their child has not been collected and to ask them to arrange for them to be collected as soon as possible by an adult.
- A book of phone numbers for each pupil in the school is located beside the phone in the office.
- If there are pupils who have not been collected by 3pm, a member of ISLT will take over the supervision of these pupils. They will ask the class teacher for the latest update with regards to contact with the pupil's parent/guardian.

- All late pickups must be logged on Aladdin.
- *In the case of a third incidence of late collection the parents must meet with the principal in order to discuss the issue.*
- *In the case of further incidences of late collection, the matter will be referred to the Board of Management.*
- If a pupil is not collected by 3:30pm (or 30mins after the end time of an After School Club) on any occasion, and contact cannot be made with the parents/guardians of the pupil, the teacher will contact the HSE and Balbriggan Garda Station who will be asked to take the pupil into their care. (See Section 12 of the Child Care Act.) All parents will be made aware of this practice.
- It is the responsibility of the parent to provide a valid and current contact number upon which they can be reached in the event of non-collection.

Early Leavers

- If a parent wishes to collect his/her child early from school they must notify the school in advance; in person, by Class Dojo, telephone call or by writing. They must provide a reason for their early departure, and the time they wish to collect their child.
- In the case of an appointment, an appointment letter must be provided.
- The class teacher will send the pupil to the office at the appropriate time, as provided by the parent and place a note on Aladdin informing the Principal of the occurrence.
- The parents must sign the pupil out from the office in the sign in/out book.

Spraoui Pupils

- Pupils in Spraoui will have their own individual arrival and dismissal procedures, which will be agreed with the parent/guardians, class teacher and school management, in line with the best interests of the pupil.

Success criteria

This policy will be deemed to have been successful if:

- Children arrive and are dismissed safely from school

Implementation

Roles and responsibilities

- Staff: Making all reasonable efforts to ensure children's safety during arrival and dismissal, in line with agreed procedures in this policy.
- ISLT: Maintaining the morning supervision rota.
- Principal: Supporting staff in dealing with issues that may arise during arrival or dismissal.

Timeframe

This policy has been updated during the school year 2022-2023. It will be implemented in its entirety once agreed by the Board of Management.

Monitoring

Implementation of the policy will be monitored by the principal, and where appropriate, ISLT.

Review

This policy will be reviewed when necessary, it will be reviewed in light of events that may impact on its working.

Ratification and communication

This policy has been communicated directly to staff in the course of staff meetings, and will be made available electronically also. A hard copy will be available alongside other school policies.

Agreed by Board of Management:

Signed :

Colm Kilgallon

(Chairperson of Board of Management)

Signed:

Deirdre Corcoran

(Principal of Scoil Chormaic CNS)

Appendices

Scoil Chormaic CNS

Policy on Safeguarding Pupils who

Walk / Cycle To and From School unaccompanied by an adult

Introduction

This policy was devised in consultation with staff, parents and school management to ensure the safety of all pupils attending this school

Aim

Scoil Chormaic CNS is committed to the high standards of safety of all pupils. This includes the safe transfer of pupils from their teacher to their parent / guardian at hometime. This policy required the co-operation of all pupils, staff members and parents / guardians.

General Information

- There are no laws around age or distance of walking to and from school. A families' guide to the law states:

There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school.

- Parents are legally obliged to ensure that their children get to school and attend regularly, but this itself does not disallow independent travel.
- As a school, we have responsibility for the welfare and safety of our pupils. We have a duty of care to our pupils and therefore we have to consider that it is best practise in ensuring the safety of our pupils.
- The school has a duty of care by law to inform the relevant authorities should we believe a child's welfare is at risk.

Arrangements

Collection:

Junior Infants to Second Class: parents/guardians of pupils from Junior Infants to Second Class must collect their child(ren) from the teacher at the school gate on a daily basis. Pupils from Junior Infants to Second Class should not walk to or from the school unaccompanied by an adult or be left on their own on the school premises either before or after school. Please see the Arrival and Dismissal policy.

Pupils walking/cycling to and from school unaccompanied:

There is no set age on when children are ready to travel to and from school unaccompanied by an adult. It very much depends on their maturity, confidence and the safety skills taught to them by their parents. This school has decided that pupils in 3rd, 4th, 5th & 6th Class may come to and from school unaccompanied by an adult.

It is the parent/guardian of pupil in 3rd - 6th Class who decides whether or not their child is ready for this responsibility. In deciding whether their child is ready to travel to school unaccompanied by an adult, parents/guardians should assess any risks associated with the route and their child's confidence. We strongly advise the following:

- That parents/guardians work with their child on building up their independence while walking/cycling to school through the safest route,
- Pupils should wear appropriate safety clothing; helmet, high visibility jacket
- Parents/guardians should practise road and cycling safety skills with their child and ensure that their child has a general awareness of traffic
- Pupils should behave sensibly with those they walk to and from school with and should be trustworthy
- Parents/guardians and pupils should explore the possibility of the pupils travelling to and from school in groups
- Pupils should show respect to other people and property
- Pupils should be aware of what to do should a stranger approach them or if there is an incident on the way to or from school
- Parents/guardians should ensure pupils have taken part in a number of 'trial runs' of the route, where the adult has shadowed the pupil walking to/from school.

Please see the following websites for recommendations and safety skills that children should acquire before they are ready to travel to and from school unaccompanied by an adult.

http://www.hse.ie/eng/health/child/childsafety/csap_road.html

<http://www.hse.ie/eng/health/child/childsafety/cycle.html>

http://www.rsa.ie/Documents/Road%20Safety/Leaflets/Leaf_booklets/Going_to_school.pdf

If a parent/guardian is not confident about how their child would react if faced with a difficult situation while walking to or from school, then we advise that they seriously consider whether allowing them to walk unaccompanied is the safest option for their child.

If a parent/guardian decides that their child is ready for the responsibility of walking to and from school unaccompanied, then they must give written consent to their child's class teacher. If a pupil in 3rd - 6th Class does not have written consent on file, then the pupil will not be allowed to leave the school unaccompanied and the parent/guardian will be telephoned by the school to come and collect the pupil.

If a parent/guardian wishes to make changes to the arrangements that have been made, they must inform the school in writing.

School Procedures

Parents of pupils in Fifth and Sixth class wishing their child to walk / cycle to and from school, must agree to the conditions outlined in this policy and in the consent form, sign the form and return it to the class teacher

It is important to note the following:

Only pupils in 3rd - 6th Class are allowed to walk home unaccompanied.

Pupils in 3rd - 6th Class will not be allowed to collect younger siblings and walk them home. Pupils in classes Infants- 2nd Class must be collected by an adult.

The school will not telephone you to inform you your child has arrived at school.

The school will not telephone you if your child is not at school, the school will assume your child is absent and an absent note will be filled in the school journal on your child's return to school

Mobile Phones and other electronic devices:

Please note that no electronic or communication devices are permitted in school. Pupils in 3rd - 6th Class who have written consent to walk home unaccompanied from school, do not have permission to bring a mobile phone to school. Should a pupil bring a mobile phone to school with them, the following procedures will be followed;

1st instance: Principal confiscates mobile phone/electronic device and it will be stored in a locked cabinet in the office. The pupil may collect the device at the end of the day.

2nd instance: The principal will confiscate the pupil's mobile phone/electronic device and the pupil's parent will be contacted to come to the school to collect the device. Please note that the school takes no responsibility and accepts no liability for mobile phones or electronic devices brought to school by the children.

Monitoring/Evaluation and Review

Implementation of this policy will be monitored by the school principal. This policy will be reviewed annually, in consultation with parents, teachers and school management, or at any other time if deemed necessary.

Agreed by Board of Management: 29 August 2023

Signed :

Colm Kilgallon

(Chairperson of Board of Management)

Signed:

Deirdre Corcoran_

(Principal of Scoil Chormaic CNS)

Permission for pupil to travel to and from school unaccompanied

Parent / Guardian to complete and return this form to the school

Name of child (ren):

Class

Teacher

I wish to inform you that my child will now be travelling to and from school unaccompanied on a regular basis. I will notify you immediately should this arrangement change.

I have read and understand the guidelines, systems and reasonable precautions set out in the policy on safeguarding pupils walking to and from school unaccompanied by an adult.

I understand that my child cannot collect a pupil(s) from a younger class (Infants-4th Class) and walk them home.

Signed: -----

Name (please print) -----

Date: -----