

## **Policy on Reception, Assembly and Dismissal of Pupils**

### **Rationale**

The formulation of a new policy was deemed necessary to ensure the implementation of the Child Safeguarding Policy.

### **Aims/Objectives**

- To respond to a risk as outlined in our Child Safeguarding Policy, Risk Assessment
- To implement the Child Safeguarding Policy
- To reduce congestion and minimise danger when boarding buses on dismissal i.e. Health and Safety/Duty of Care issues

### **Relationship to School Ethos**

The fostering of a safe, stimulating 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. Class teachers oversee the reception of pupils in the mornings from when they line up at the classroom door and their supervised, staged dismissal in the afternoons from their classroom. The teacher supervising yard in the morning/evening has a special responsibility to ensure the smooth reception and dismissal of children

Parents assist by:

- parking responsibly in the set down area.
- collecting younger children promptly at 2:00p.m
- ensuring children are not dropped at the school too early or collected too late

The infant children who use the after - school service and who travel home on the second bus, will be escorted back to the school premises by the after - school staff to wait in the school yard. All children are supervised by the teacher on duty.

Children conform to the policy by complying with the following staged - approach:

1. Children walk promptly to the school bus at 3:00p.m
2. Children who are going to the after – school, get into line quickly to be escorted to its premises by the after – school staff.
3. Children awaiting lifts or walking, assemble at the grass verge to the front of the school. They leave the school yard after the teacher on duty has ensured they are being collected by a designated person known to the school.
4. The children, awaiting the second bus, line up and walk to the bus at the direction of the supervising teacher.

Teachers contribute to the policy through:

- supervising orderly dismissal and ensuring children left waiting are adequately supervised
- ensuring safety procedures are implemented
- informing parents of school opening and closing times and collection times after tours/shows etc.

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Bus Drivers contribute to the policy by:

- parking in their allotted areas outside the school
- not reversing under any circumstances
- ensuring the children wear seat belts
- arriving on time.

### **The School Day**

9.05 a.m.	Reception.
9.20 a.m.	Formal Instruction Commences
10.50 a.m. - 11.00 a.m.	First Break
12.30 a.m. - 1.00 p.m.	Lunch Break
2.00 p.m.	Dismissal of Junior and senior Infants
3.00 p.m.	Dismissal of all other classes

**Roll is called by 9.45 a.m.**

### **Arrival and assembly**

The school opens to receive pupils at 9:05 am. No responsibility is accepted for pupils arriving before that time. Any playground supervision provided before school is provided without prejudice or acceptance of liability in the event of an accident.

When the bell rings, each class lines up in their designated area of the yard and waits for their teacher to collect them. The same system prevails after morning and lunch break.

*The playground is supervised by a teacher from 9:05 a.m – 9:20 and from 3:00 to 3:20 p.m or until the last bus leaves*

On wet mornings the hall is opened at 9:05 am and the children are supervised by the teacher on duty until the bell rings. The class teacher collects their class then and lead them to their classrooms.

### **Dismissal**

Dismissal commences at 3:00 pm except in the case of infant classes for whom the school day finishes at 2:00pm. When the bell rings at dismissal time, each teacher is responsible for ensuring that his/her class leaves the classroom in in the order mentioned above.

### **Whole School Assembly**

Whole school assembly occurs on Monday of each week in the hall. The classroom teacher leads their class to and from the hall.

### **Success Criteria**

- Positive feedback from all stakeholders
- Regular monitoring and evaluation of procedures
- Regular consultation
- Reflection and informal review at teacher meetings

**Ratification and Review**

This policy was written in response to our policy on Child Safeguarding in June 2018 and was ratified by the Board of Management on \_\_\_\_\_ It is implemented forthwith.

Signed: \_\_\_\_\_ Chairperson, Board of Management

Date \_\_\_\_\_

**Review** September / October 2020 (*or as necessary*)

**Communication** This policy is available on the school's website. It is also available on request from the Principal / Secretary