



# **SCOIL CARMEL JNS**

## **Arrival & Dismissal Policy**

[www.scoilcarmeljns.com](http://www.scoilcarmeljns.com)

01 – 4514151



## 1. Arrival and Dismissal Policy

It is the policy of Scoil Carmel JNS that the following arrival and dismissal procedures are in place, to ensure a calm and safe space to receive and dismiss the pupils in school. Class teachers and assigned SNAs oversee the reception of pupils in the morning and their dismissal in the afternoons.

## 2. Arrival Routine

At the 9a.m. bell, each class teacher collects his/her class from their respective yard and leads them into their assigned entrance door and into their classroom. The last teacher to enter the building will shut the door after them.

Parents/guardians are asked not to enter the school building at this time unless a prior arrangement has been made with the principal. Any latecomers are requested to enter through the main front door, by ringing the bell and being admitted by a member of staff.

## 3. Dismissal Routine

At the 1.40p.m./2.40p.m. bell, teachers lead their classes out to their lines in their respective yards. They are brought to the line and dismissed one by one to their parents/guardians/designated collector, to ensure that each child leaves with the appropriate adult. If the usual person is not collecting a child, parents/guardians are asked to notify the school as soon as possible.

## 4. Pupil Leaving Outside Normal School Hours

- When a pupil is leaving school outside of normal hours, a member of the school staff is required to sign them out in the book in the Secretary's office to ensure all attendance records are up to date
- Parents/ guardians are asked to arrange collection times, where possible, outside of break times i.e., **between 9a.m. and 10.45 a.m., 11.15a.m. and 12.00noon, 1.00p.m. and 2.40p.m.**
- If a collection is necessary, outside of these times, we will accommodate the parent/guardian as far as possible
- When a parent/ guardian is contacted to collect a pupil early, due to illness, accident or other reason, the school secretary will collect the pupil from class and bring him/ her to reception, once the parent/guardian arrives
- If the school secretary is not available, the principal, an SNA or an SET will assist with bringing the pupil to meet his/her parent/guardian to be signed out and leave the school
- If a pupil is late getting collected, the teacher will bring the child to the secretary and contact will be made with the parent/guardian

## 5. The Board of Management Requests That Parents and Guardians Assist us by:

- Parking responsibly outside the school grounds



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- Lining children up in their class lines for 9a.m. and stepping back to develop independence and a safe line for all (standing in the line, independently at 9)
- Collecting children from their class line promptly at home time
- Not driving into the staff car park, unless arrangements are in place with the principal to use the wheelchair spaces
- Exiting safely, taking care not to walk through class lines
- Inform the principal and class teacher, in writing, of any changes to custody arrangements or who is designated to collect their child
- Inform the After School activity provider, if using, of the dismissal times and locations for their child

### 6. The staff contribute to the policy by:

- Supervising orderly dismissal and ensuring pupils left waiting to be collected, are adequately supervised by a member of teaching staff
- Informing parents and guardians, in ample time, of any changes in school opening /closing times due to school tours/ in-service days etc.
- Ensuring the yard doors are properly secured by a hook and safe to pass through
- In so far as is possible, staff are requested to have parked their car by 8.50a.m. and wait until 2.50p.m. to exit the car park

<b>Arrival and Dismissal Routine</b>				
<b>Arrival Time</b>	<b>Dismissal Time</b>	<b>Class</b>	<b>Yard</b>	<b>Doors to Enter/ Exit</b>
9a.m.	1.40p.m.	Junior Infants	Room 1 & 2 Junior Infant Yard	1 <sup>st</sup> Class Yard Doors
			Room 5 & 6 2 <sup>nd</sup> Class Yard	2 <sup>nd</sup> Class Yard Doors
9a.m.	1.40p.m.	Senior Infants	Room 17 & 18 Senior Infant Yard	Junior Infant Yard Doors
			Room 19 & 20 Senior Infant Yard	Senior Infant Yard Doors



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9a.m.	2.40p.m.	1 <sup>st</sup> Class	Room 16 Astro in the 2 <sup>nd</sup> Class Yard	P.E Hall Doors
			Rooms 7, 11, 12 1 <sup>st</sup> Class Yard	1 <sup>st</sup> Class Yard Doors
9a.m.	2.40p.m.	2 <sup>nd</sup> Class	Rooms 8, 9, 10 2 <sup>nd</sup> Class Yard	2 <sup>nd</sup> Class Yard Doors
			Room 21 Senior Infant Yard	Senior Infant Yard Doors

### 7. Weather Contingency Plans

In times of inclement weather, changes to the above routine will be implemented as per our wet day/ icy weather policy.

**Wet Day:** On the rare occasions of very heavy rain, entrances will be open from 8.50a.m., to allow pupils to enter the school and avoid getting too wet. Members of the ISM team will supervise the entrance of pupils. Teachers who are on the premises at this time, are respectively requested to help out with supervision in the classrooms, if they are available to do so.

**Icy /Snowy Weather:** In icy and snowy weather, the surface of the Junior Infant yard is too slippery and dangerous for parents/ guardians and children to walk on. Contingency measures are put in place and all school community are made aware of the following:

- The Junior Infant yard is cordoned off and out of bounds until announced otherwise
- Children from Room 1 and 2 line up by the green fence in the 1st class yard and enter/exit by the 1<sup>st</sup> class doors
- All Senior Infant classes in Room 17, 18, 19, 20 will enter and exit through the Senior Infant doors

**Ratified by Board of Management: March 2023**

Signed: *Mary C Drake*