

POLICY STATEMENT

ON

SUPERVISION
ARRIVAL & DISMISSAL OF PUPILS

Of

Board of Management

Kilchreest NS

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SCHOOL POLICY ON SUPERVISION ARRIVAL & DISMISSAL OF PUPILS

OF

KILCHREEST NS

- **Introductory Statement**

The following is a Policy Statement of Kilchreest NS, formulated following discussion by the school staff in consultation with the Board of Management.

- **Rationale**

A School Policy on Supervision Arrival & Dismissal of Pupils is a requirement laid down in the Guidelines of Curaclam na Bunscoile.

- **Relationship to Characteristic Spirit of the School**

Our school cherishes all children equally and to aid them in achieving their true potential this policy is being formulated with a view to ensuring that pupils are received safely at school each morning and are adequately supervised to ensure their safety until they are entrusted to the care of their parents / guardians again after school has finished in the evening.

- **Aims**

1. To ensure that each child arrives safely to school.
2. To ensure that each child leaves safely from school.
3. To ensure that each child is adequately supervised during school hours.

- **Guidelines:**

School Opens at 9.20 a.m
School Closes at 3pm.-2pm Infants

1. Arrival of Pupils: / All Pupils:

- School Opens at 9.15 am. From which time the pupils are supervised on the yard by a teacher.
- The school doors are locked and no child is permitted to enter the school building or school grounds prior to 9:15am
- Formal Instruction commences at 9.20 a.m.
- 9.20 – 9.30 is regarded as Assembly Time.
- Teachers will be in attendance when the school opens at 9.15 a.m
- Teachers will not be in a position to supervise pupils who arrive before 9.15 a.m.
- On wet mornings the children will remain in their classrooms and are supervised by their class teacher until the bell rings at 9:20am for the commencement of classes.

2. Dismissal of Pupils:

Infants:

- The School Day for Infants finishes at 2.00 p.m.
- Infants are picked up by parents / guardians at 2.00 p.m.
- If somebody else besides the person who regularly picks up the child is to pick him / her up on any day, the teacher/s should be notified of the change of person.

First – Sixth Class:

Departure of children who go home by car

- Pupils that go home by car are dismissed by their class teacher and the children go into the car park to find their parents/guardians. If the parent/guardian is not there the child returns to the school to wait until the parent/guardian arrives. If after a period of between 5-10 mins the parent hasn't arrived a member of staff will call the parent to see what has delayed them.
- In the event of a parent / guardian being unable to pick up pupil/s as usual, the parent / guardian should make alternative arrangements to have the pupil/s picked up.
- The school should be notified by phone of the failure of the regular arrangement and of the alternative arrangement being put in place on the day.

Departure of pupils who avail of bus service

- Pupils who avail of the bus service must wait in their respective lines until dismissed by their class teacher.
- When the bus door is opened the pupils then walk carefully to the bus which they then board.

- **Success Criteria**

The implementation of this policy is constantly monitored.

Roles and Responsibilities

It is the responsibility of the Principal Teacher to ensure that parents / guardians are notified of the terms of this school policy.

It is the responsibility of each designated teacher to ensure that the supervision / care of the children is provided both morning (from 9.15a.m.) and evening (until collection).

It is the responsibility of parents / guardians to ensure that children do not arrive too early at the school or be left unsupervised before the arrival of the teacher. Parents must also be in time to collect their children at **3.00pm sharp**.

- **Timeframe for Review**

This policy is to be reviewed at the beginning of each school year.

- **Ratification and Communication**

This policy was presented to the Board of Management of Kilchreest NS and made available to parents after that meeting.

Any changes to the policy following a review will be communicated to parents as soon as possible after ratification by the Board of Management.

- **This Document was ratified by the Board of Management of Kilchreest NS, at its meeting on _____**

Signature: _____