

## **Reception and Departure of Pupils**

### **Rationale**

The formulation of a new policy was deemed necessary due to a number of factors:

- Additional classes in the school
- Relocation of the new school
- To conform to legislative requirements and the provisions of Circular 11/95

### **Aims/Objectives**

- To contribute towards efficient time tabling
- To ensure structure is added to the school day
- To reduce congestion and minimise danger on entering, exiting and movement within the school and boarding of the bus at the end of the school day.

### **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 have an input into the co-ordination and implementation of the policy. Class teachers oversee the reception of pupils in the mornings and their supervised departure in the afternoons. Special Needs Assistants also participate in class reception and departure routines, particularly when a child in their care is in a mainstream placement.

### **Parents assist the policy by:**

- Parking responsibly
- Collecting younger children from the rear of the school
- Ensuring that children are not dropped at the school too early or collected too late
- Ensuring children are in school by 8.30am, latecomers must be signed in on arrival on individual late arrival forms available in reception and handed to the Secretary or person in the school office by an adult after 8.45am.
- Pupils who arrive late on a regular basis after 8.45am, parents will receive notification via letter with the amount of teaching time that has been missed due to repeated late arrival
- It is the responsibility of parents to supervise their children if they are on the school grounds before the commencement of official supervision at 8.25am.

Children are supervised by staff in the basketball courts (3<sup>rd</sup> - 6<sup>th</sup> Classes) and in the Assembly Hall (Junior Infants to 2<sup>nd</sup> Class) from 8.25am each morning.

Pupils on the school grounds after departure times must be supervised by their parents or responsible adult.

### **Children conform to the policy by:**

- Not boarding the bus until it is stationary and the doors have been opened
- Lining up in designated areas
- Not walking across the staff car park

### **Teachers contribute to the policy through:**

- Supervising orderly reception and departure and ensuring children left waiting at collection time are adequately supervised by the class teacher until the child/children have been collected
- Ensuring safety procedures are implemented
- Informing parents of school opening and closing times and collection times after tours etc

### **Bus Drivers contribute to the policy by:**

- Parking in the allotted area
- Ensuring the children wear seat belts
- Arriving on time

## **The School Day**

8.25am-8.30am	Supervision of children who arrive early
8.30am – 8.50am	This is an important time for preparation of the school day to develop social skills and includes Assemblies which provides whole school information.  Children participate in the following curricular activities: <ul style="list-style-type: none"><li>✓ Hearing individual reading</li><li>✓ Handing up and writing down Homework. Explanation of Homework.</li><li>✓ Mental Maths</li><li>✓ English in practice</li><li>✓ Organisation for the day</li><li>✓ Aistear for all Infant classes.</li></ul>
8.50am	Teaching begins
9.15am	Roll Call
10.45-11.00am	Sos (Small break)

12.30-1.00pm	Lón (Lunch break)
1.15pm	Infant Departure
2.15pm	Classes 1 <sup>st</sup> to 6 <sup>th</sup> Departure

## **Arrival and Assembly**

The school opens to receive pupils at 8.25am. No responsibility is accepted for pupils arriving before that time. Supervision provided before school is provided without prejudice or acceptance of liability in the event of an accident.

Some bike racks are provided. Children must walk into the school grounds with their bicycle and park it in the designated area. Children must not cycle bicycles on the school premises.

When the bell rings, each class lines up in a designated area of the basketball courts or Assembly Hall and waits for their teacher to come and collect them. After morning and lunch breaks, children line up in their respective play areas and are collected by their Teacher.

## **Departure**

Departure commences at 2.15pm and is normally completed by 2.30pm except in the case of Infant classes for whom the school day finishes at 1.15pm and departure is normally completed by 1.25pm. When the bell rings at departure time, each teacher is responsible for ensuring that his/her class leaves the classroom in an orderly fashion. Departure is carried out from 2 exit doors. Children from Junior Infants to 3<sup>rd</sup> Class must be collected at the basketball gates.

Children should be collected promptly.

Teacher contacts parent by phone if child is late being collected.

Children attending Stay and Play will be supervised as per their own policies.

Children attending the Homework Club/Music Club/Lego/Drama/Art Clubs will be supervised from 2.15pm to 3.15pm. Children attending French class are supervised from 2.15pm until 2.50pm. Children attending After School Club are supervised from 2.15pm to 5.30pm or 6pm. Children attending these clubs will be collected by the various staff members at the basketball post in the playground at 2.15pm each day.

## **Whole School Assembly**

Whole School Assembly occurs on Tuesday and Friday each week in the school hall. Individual classes are assigned a particular area of the hall for morning assembly. Individual classes are also assigned designated routes back to their respective classrooms to alleviate congestion in the corridors as much as is possible.

One 4<sup>th</sup> class, both 5<sup>th</sup> classes and 6<sup>th</sup> class return to their classrooms via the long corridor and up the back stairs located past the Senior Infant classrooms.

Both 3<sup>rd</sup> classes and the other 4<sup>th</sup> class return to their classrooms via the middle staircase.

2<sup>nd</sup> Classes return to their classrooms via the stairs beside The Orchard.

Infants and First Classes return to their classrooms via the Ground Floor corridor.

### **Success Criteria**

- Positive feedback from all stakeholders
- Regular monitoring and evaluation of procedures
- Regular consultation
- Yearly review

### **Implementation**

This policy has been approved by the Board of Management on \_\_\_\_\_

St. Andrew's National School, Lucan.

January 2019