

# Reception, Assembly and Dismissal of Pupils



Scoil Náisiunta Cill Richill  
Kilrickle N.S.  
Roll No: 16293H

## Rationale

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

- Risks of harm to children as identified by a recent risk assessment taken by Kilrickle National School.
- Compliance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements.

## Aims/Objectives

- To ensure structure is added to the school day
- To facilitate the efficient delivery of whole school instructions/announcements etc
- To reduce congestion and minimise danger when arriving to and departing from school 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 and their supervised dismissal in the afternoons. Special Needs Assistants will also participate in class reception and dismissal routines, particularly when a child in their specific care is in a mainstream placement, when applicable.

Parents assist the dismissal policy by:

- parking responsibly
- collecting their children from the school gate
- ensuring children are not dropped at the school too early or collected too late
- not driving into the staff car park.

It is not the policy of the school to allow infant children remain on the school premises until 2 pm to be with older siblings.

Children conform to the policy by:

- not boarding cars/busses until they are stationary and the doors have been

- opened • lining up at the school door
- not walking across the car park or road without adult supervision and/or consent.

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.

Bus Drivers contribute to the policy by:

- parking in an appropriate drop off and pick – up area
- not reversing under any circumstances without assistance and supervision • ensuring the children wear seat belts
- arriving on time.

## **The School Day**

9.10 a.m. - Reception.

9.20 a.m. - Formal Instruction Commences

11.00 a.m. - 11.10 a.m. - Break Time

12.30 a.m. - 1.00 p.m.- Lunch Time

3.00 p.m. - Dismissal

## **Arrival and assembly**

The school opens to receive pupils at 9:10am. 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 school's front door opens pupils proceed to their classrooms. Parents who feel that their children need to be escorted should make suitable arrangements.

*The classrooms are supervised by school teachers on a rotational basis for ten minutes before formal instruction begins in the morning.*

## **Dismissal**

Dismissal commences at 3:00pm except in the case of infant classes for whom the school day finishes at 2:00pm. Each teacher is responsible for ensuring that his/her class leaves the classroom in an orderly fashion.

Dismissal is carried out in a staggered manner on health and safety grounds. Pupils line up at the front door and do not leave until an adult known to the teachers are present at the school gate to receive the child(ren).

Parents who wish to have their children escorted home should make arrangements to have them met at the school gate. The school cannot accept responsibility for caring for children after that time.

Children who cycle to school are not allowed to mount the bicycle inside the school gate. This is particularly important at dismissal time when there are large numbers of children exiting the

school. Children cycling home require parental permission including which includes an acknowledgement that the school accepts without prejudice no liability for any child cycling without adequate safety gear e.g. a helmet and high-vis jacket.

Admission and dismissal of children is done solely via the main front door. At break and lunch times children use the yard door unless instructed otherwise by school staff.

### **Mass Servers**

Occasionally, the school is requested to provide mass servers for wedding, funerals, etc ... that occur during the school day. In these instances, parents of these pupils must be informed and arrangements made for requested children to be escorted to and from the church by the relevant parent or an adult who is garda vetted by the school and/or the church.

### **Success Criteria**

- Positive feedback from all stakeholders
- Regular monitoring and evaluation of procedures
- Regular consultation
- End of year school review.

### **Ratification of Policy**

This policy will be reviewed by the Board of Management once in every school year. This

policy was adopted by the Board of Management on 13.07.2022

Signed: Paul Rogers  
Chairperson of Board of Management

Date: 13.07.2022

Signed: Colm Gibbon  
Principal

Date: 13.07.22

Date of next review: July 2023