



Reception, Assembly and Dismissal of Pupils

Rationale

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

- The move to the new school building in April 2018
- additional classes in the school – namely the 2 classes for children with Autism, Stepping Stones- which may bring buses to the school
- The possibility of school buses now bringing pupils to school as organised by the PAC
- relocation/repositioning of particular classes within 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 facilitate the efficient delivery of whole school instructions/announcements etc.
- To reduce congestion and minimize danger on reception of pupils in the morning
- 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 and their supervised dismissal in the afternoons. Special Needs Assistants also participate in class reception and dismissal routines, particularly when a child in their specific care is in either a mainstream placement or Stepping Stones placement.

Parents assist the dismissal policy by:

- parking responsibly, away from the school (Belarmine Vale) as there is no parking on or near school grounds
- Having children in the school yard/hall between 8.20am-8.30am
- collecting children promptly from the rear of the school

- ensuring children are not dropped at the school too early or collected too late
- not driving into the staff car park.
- From 4th class upwards- signing permission/refusal for pupils to be dismissed without a parent/nominated adult present

It is not the policy of the school to allow infant children remain on the school premises until 2.10pm to be with older siblings.

Children conform to the policy by:

- not boarding buses until they are stationary and the doors have been opened
- lining up in the school yard
- using the designated red walkways
- not walking across the staff car park.

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 their allotted areas close to the kerb
- not reversing under any circumstances
- ensuring the children wear seat belts
- arriving on time.

The School Day

| | | |
|-------------------------|---|--|
| 8.20a.m. | - | Children can assemble in the yard |
| 8.30 a.m. | - | Reception. Pupils are walked from yard to class |
| 8.50 a.m. | - | Formal Instruction Commences |
| 10.05 a.m. - 10.15 a.m. | - | Break |
| 12.05 p.m. - 12.25 p.m. | - | Lunch Break |
| 1.10 p.m. | - | Infants dismissal time |
| 2.10 p.m. | - | Dismissal of all pupils from 1 st class upwards |

Roll is called by 9.30 a.m.

Pupils in Stepping Stones may operate different arrival and dismissal times which are agreed between staff and parents depending on the needs of the child

Arrival and assembly

The school opens to receive pupils at 8.30am. No responsibility is accepted for pupils arriving before that time. Playground supervision provided before school from 8.20am is provided without prejudice or acceptance of liability in the event of an accident.

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

In the case of children travelling by school bus, the school does not accept responsibility for escorting them between the school and the bus. Parents who feel that their children need to be escorted should make suitable arrangements (with the exception of pupils attending Stepping Stones who may have bus escorts in place). Some pupils from Stepping Stones may line up in yard at this time and some may come directly to the Stepping Stones central activity area instead depending on their needs- this will be agreed between staff and parents of the child.

The playground is normally supervised by the Principal and Deputy Principal, SNA's and one class teacher for the ten minutes before school begins in the morning.

On wet mornings the school hall is opened at 8.20am and children are allowed in to sit in their line until the teacher collects them at 8.30am.

Dismissal

Dismissal commences at 2.10pm except in the case of infant classes for whom the school day finishes at 1.10 pm. When the bell rings at dismissal time, each teacher is responsible for ensuring that his/her class leaves the classroom in an orderly fashion.

Parents who wish to have their children escorted a short distance from the school (within Belarmine) by an older sibling should make arrangements to have them meet in the yard. The younger child must be in at least in 1st class or upwards and the older sibling must be in 4th class or above. In these instances written consent will need to be handed to the class teacher in advance of this arrangement commencing. The class teacher can provide you with a consent letter, see appendix A.

Pupils enrolled in Stepping Stones may be dismissed from the yard with all other pupils or may be dismissed directly from the Stepping Stones central activity area, depending on the child's needs. This will be agreed between staff and parents.

Children who cycle to school must mount the bicycle at the bicycle rack. Similar for scooters.

Whole School Assembly

Whole School Assembly occurs on a Friday in the school hall when the Principal makes announcements and delivers instructions. Teachers award the 'Golden Rules Superstar'/'Gaeilgoir na seachtaine' and line of the week. Classes take turns to present an overview of what they have been learning about particularly in ethical education. Individual classes are assigned a particular area of the hall for assembly. The school will have a senior and junior assembly time as the school grows.

Pupils from Stepping Stones will be invited to join the assembly as often as their teacher considers it appropriate.

Success Criteria

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

- Regular consultation
- End of year school review.

Implementation

This policy has been in operation with Board approval since April 2018.

Signed: _____
Aidan Gallagher, Chairperson of the Board of Management

Date: _____

Appendix A: Reception, Assembly and Dismissal of Pupils policy



I give my consent for my child:

Name of child

Class level of child (1st class & above)

to walk my younger child:

Name of child

Class level of child (4th class & above)

from the school yard each day to an agreed meeting point nearby the school (within Belarmine) and I acknowledge that signing this consent letter relieves Stepaside Educate Together National School of any responsibility for my children once they leave the school grounds under this arrangement.

Signed: _____
Parent/Guardian 1

Date

Signed: _____
Parent/Guardian 2 (as applicable)

Date

**A copy of this will be kept on the pupil's file and a new consent form will need to be signed each school year.*