**St. Mary’s No.2 N.S. Nenagh**

**Policy on Reception, Assembly and Dismissal of Pupils**

**Introductory Statement:**

This policy has been drafted as a consequence of the change in school times made to our school in September 2017 and defines the time schedule in which the school has a duty of care.

**Rationale:**

The formulation of a new policy was deemed necessary due to the following factors;

* Pupils being dropped off earlier than was required outside the school building
* To conform to legislative requirements and the provisions

**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 minimise danger when boarding school bus 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 our 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 pf 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 a mainstream placement.

**Internal School Procedures**

**Assembly:**

The children congregate in the designated area, outside the entrance doors. Children are admitted from 8.50 a.m. and file into their classrooms in an orderly manner. The Assembly bell sounds at 9.00 a.m. A Whole School Assembly occurs each Friday in the school G.P. Room. Individual classes are assigned a particular area of the G.P. Room for assemblies.

**The School Day:**

8.50 a.m. Gate open’s for reception of pupils

9.00 a.m. Reception

9.20 a.m. Formal Instruction Commences

11.00 a.m. – 11.10 a.m. Break

12.30 p.m. – 1.00 p.m. Lunch Break

1.40 p.m. Infants go home

2.40 p.m. Dismissal

**Roll is called at 10.00 a.m.**

**Class contact time is 5 hours (including assembly and roll call)**

**Dismissal:**

Dismissal commences at 2.40 p.m. except in the case of infant classes for whom the school day finishes at 1.40 p.m. Dismissal is carried out in a staggered manner – Health and Safety grounds. Parents collect children at the front entrance to the school.

**Roles and Responsibilities:**

Parents assist the dismissal policy by;

* Parking responsibly
* Collecting younger children personally
* Ensuring children are not dropped at the school too early or collected too late
* Not driving into the staff car park

Children conform to the policy by;

* Not boarding the school bus until it is stationary and the doors have been opened
* Lining up at the school gate
* Using the designated waiting area
* 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 Driver contribute to the policy by;

* Parking in their allotted areas close to the kerb
* Nor reversing under any circumstances
* Ensuring the children wear seat belts
* Arriving on time

**Success Criteria:**

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

**Implementation:**

This policy was discussed and ratified by the Board of Management and communicated to the school community.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_