

Reception and Dismissal of Students Procedure

Rationale:

The formulation of a new Procedure was deemed necessary due to the relaxation of Covid-19 restrictions.(August 2022)

Aims/Objectives:

- To maintain organised, recorded and safe oversight of student arrival and dismissal times daily.
- To contribute towards efficient time tabling.
- To reduce congestion and minimise danger when alighting from school transport on arrival and boarding school transport on dismissal.

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 procedure contributes significantly towards those ideals.

Roles and Responsibilities:

All staff members from the principal down have an input into the co-ordination and implementation of the Procedure. On duty 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. The school caretaker oversees traffic management to ensure a safe and orderly drop off and collection of students.

Parents assist the reception and dismissal policy by:

- Parking responsibly
- Ensuring children are not dropped at the school too early or collected too late

Children conform to the Procedures by:

- Sitting in their allocated seat on school transport.
- Entering and exiting school transport in an orderly and safe manner.

Teachers contribute to the Procedures through:

- Supervising orderly dismissal and ensuring children left waiting are adequately supervised.
- Informing parents of school opening and closing times and collection times after tours/shows etc.

School Bus Drivers Contribute to the Procedures by:

- Following the direction given by the school caretaker.
- Parking in their allotted areas close to the kerb.
- Not reversing under any circumstances.
- Ensuring the students wear seat belts.
- Arriving on time.

The School Day:

9.00am	Reception
9.15am	Formal instruction commences
11.00am-11.10am	Snack
12.30am-1.00pm	Lunch break
2.00pm-2.05pm	Afternoon break
2.55pm	Dismissal

Roll is called by 10.25am.

Arrival and Assembly:

Students enter and exit through one of three designated doors. At each of three entrances, students are supervised and their arrival is documented by a teacher and SNAs. Students proceed to their class along a designated route. Students are supervised in their class from 9.00-9.15am when formal lessons begin.

Dismissal: Students wait in their classroom until teacher receives a phone call to say their school bus transport/parent is there. Students then make their way to their designated exit door where they are supervised by a teacher and SNAs and their exit from the school is recorded.

Success Criteria

- Safe arrival and dismissal of students daily
- Positive feedback from all stakeholders
- Regular monitoring and evaluation of procedures
- Regular consultation
- End of year school review.

This procedure has been in operation with Board approval since 2010, was updated in November 2020 and again in September 2022.