

**DROM NATIONAL SCHOOL
SCHOOL POLICY PLANNING**

**RECEPTION,
ASSEMBLY &
DISMISSAL POLICY**

RECEPTION, ASSEMBLY AND DISMISSAL POLICY

INTRODUCTION

The policy was drafted by the whole staff in consultation with the Board of Management of Drom National School to conform to legislative requirements and the provisions of Circular 11/95 and to clarify the arrangements and procedures in relation the reception, assembly and dismissal of pupils.

AIMS/OBJECTIVES

- To clarify the arrangements and procedures in relation to the reception, assembly and dismissal of pupils in Drom National School.
- To ensure that adequate supervision is provided to ensure the safe reception, assembly and dismissal of pupils.
- To facilitate the efficient delivery of whole school instructions/announcements etc.

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

STAFF

- All staff members have an input into the co-ordination and implementation of the policy.
- Supervision is provided on the yard from 9.10am to 9.20am. by an assigned member of the teaching staff.
- Each class teacher oversees the reception of pupils in their class in the mornings and their supervised dismissal in the afternoons. Teachers are discouraged from crossing individual students across the road at dismissal.
- Special Needs Assistants also participate in class reception and dismissal routines, particularly when a child in their specific care is in a mainstream placement.

PARENTS / GUARDIANS

Parents assist the policy by:

- Parking responsibly
- Ensuring students do not enter the school premises prior to 9.10am.
- Ensuring students are collected promptly at 2pm (Junior and Senior Infants only) and 3pm (all other students).
- Dropping and collecting younger students on the school side of the road.
- Assisting students to cross the road.

STUDENTS

Students conform to the policy by:

- Not boarding buses until they are stationery and the doors have been opened
- Lining up at the designated area for their class grouping for reception and dismissal.
- Using the designated walkways.

- Not walking across the road unsupervised at reception or dismissal

CLASS TEACHERS

Teachers contribute to the policy through:

- Supervising orderly reception and dismissal.
- Ensuring that students left waiting at dismissal are adequately supervised until collected. Class teachers should contact the parent / guardian of a student who has not been collected no later than 10 minutes after dismissal.
- Ensuring safety procedures are implemented.
- Informing parents of school opening and closing times and collection times after tours/shows etc.

BUS DRIVERS

Bus Drivers contribute to the policy by:

- Parking in their allotted area close to the kerb
- Not reversing under any circumstances
- Ensuring the children wear seat belts
- Arriving on time.

THE SCHOOL DAY

9.10am – 9.20am	Arrival of students. Supervision is provided by a designated member of the teaching staff
9.20am – 9.30am	Reception of students by class teachers
9.30am	Formal instruction begins
11.00am – 11.10am	SOS
12.30pm – 12.35pm	Students eat their lunches in their classrooms supervised by their classroom teacher.
12.35pm – 1.00pm	LUNCH
2.00pm	Dismissal for Junior and Senior Infants
3.00pm	Dismissal for all other students

Roll is called by 10.10 am.

ARRIVAL AND ASSEMBLY

- The school opens at 9.20a.m. Teachers assume a duty of care at 9.20am. Supervision is provided on the yard from 9.10am to 9.20am. as part of the Croke Park Agreement Provision. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.10am. In cases of adverse weather conditions, the person charged with supervising the children between 9.10a.m. and 9.20a.m. will take the children into a classroom and supervise the children until 9.20a.m. at which time, each individual class teacher will then assume responsibility for the children. Due regard is given to Child Protection. No adult will supervise an individual child. Children will be requested to stand in a sheltered area until such time as a number of children are present to be supervised.
- When the bell rings, 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.

DISMISSAL

- Dismissal commences at 3pm except in the case of infant classes for whom the school day finishes at 2pm. At dismissal time, each teacher is responsible for ensuring that his/her class leaves the classroom in an orderly fashion. Students from Junior Infants to 3rd Class will exit through the main school gate. Students in 4th, 5th & 6th Class will exit through the bus gate. Students travelling on the bus will exit through the bus gate.
- 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 allowed to mount the bicycle inside the school gate. The school accepts no responsibility for bicycles left on the school grounds.

SCHOOL BUS

- In the case of children travelling by school bus, the school does not accept responsibility for escorting them between the school and the bus at reception and dismissal. Infants travelling on the bus are accompanied to the bus by senior students at dismissal.
- Parents who feel that their children need to be escorted should make suitable arrangements.

WHOLE SCHOOL ASSEMBLY

Whole School Assembly occurs at the start of each term in the senior room when the Principal and Deputy Principal makes announcements and deliver instructions. A prayer service may sometimes be part of the termly assembly. Individual classes are assigned a particular area of the room for termly assembly.

SUCCESS CRITERIA

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

RATIFICATION:

This policy was ratified by the Board of Management on 6th June 2017_____.

The policy will be available on the school website and through the office.

It will be reviewed every 3 years and amended if necessary.

IMPLEMENTATION

This policy will be implemented following ratification by the Board of Management.

Date of next review: September 2020