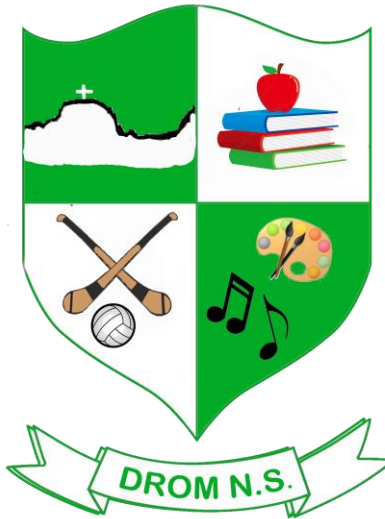


DROM NATIONAL SCHOOL
SCHOOL POLICY PLANNING



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 8.50am to 9.00am. 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 8.50am.
- Ensuring students are collected promptly at 1.40pm (Junior and Senior Infants only) and 2.40pm (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

8.50am – 9.00am	Arrival of students. Supervision is provided by a designated member of the teaching staff
9.00am – 9.10am	Reception of students by class teachers
9.10am	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
1.40pm	Dismissal for Junior and Senior Infants
2.40pm	Dismissal for all other students

Roll is called by 10.00am.

ARRIVAL AND ASSEMBLY

- The school opens at 9.00a.m. Teachers assume a duty of care at 9.00am. Supervision is provided on the yard by a member of teaching staff from 8.50am to 9.00am 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 8.50am.
- Upon arrival in the school grounds, students must line up in a designated area of the junior yard in their class groups. Interaction between class groups is not permitted.
- When the bell rings at 9.00am, each class teacher must collect the students in their class from the junior yard and enter the school through the Student / Teacher entrance ensuring adequate distance is kept between class groups.
- In cases of adverse weather conditions, the person charged with supervising the children between 8.50a.m. and 9.00a.m. will stand the children in their class groups in their classroom. Insofar as it is possible, the supervising teacher will seek to ensure that adequate distance is kept between class groups. S/he will supervise the children until 9.00a.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 at morning and lunch break, each class lines up in a designated area of the yard and waits for their teacher to come and collect them.

DISMISSAL

- Dismissal commences at 2.40pm except in the case of infant classes for whom the school day finishes at 1.40pm. 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 in the bicycle shelter. 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 bus and the school at reception. Infant students travelling on the bus are accompanied to the bus by the Infant teacher at dismissal.
- Infants travelling on the school bus remain in the Infant classroom under the supervision of the class teacher between 1.40pm and 2.40pm.

WHOLE SCHOOL ASSEMBLY

Whole School Assembly normally 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. It was reviewed on 16th November 2023.

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

It will be reviewed every year and amended if necessary.

IMPLEMENTATION

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

Date of next review: September 2024.

Signed: _____ Date: 16th November 2023
Fr. Martin Murphy
Chairperson, Board of Management.

Signed: _____ Date: 16th November 2023
Ms. Amadean Moore-Walsh
Principal