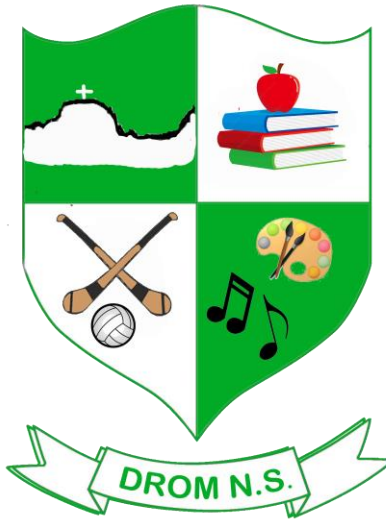


**DROM NATIONAL SCHOOL**  
**SCHOOL POLICY PLANNING**



# **RECEPTION, ASSEMBLY & DISMISSAL POLICY**

## **1. INTRODUCTION**

This policy was drafted by the staff in consultation with the Board of Management of Drom National School to conform to legislative requirements and the provisions of Circular 11/95. It clarifies the arrangements and procedures in relation to the reception, assembly, and dismissal of pupils and ensures that these are carried out safely and efficiently. It has been updated in November 2025 to align with the Department of Education's Child Protection Procedures (2023) and to reflect current supervision, communication, and safety practices within the school.

## **2. 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, and messages.
- To ensure that supervision and dismissal procedures comply with the school's Child Safeguarding Statement and Health and Safety obligations.

## **3. 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 to those ideals.

## **4. ROLES AND RESPONSIBILITIES**

### **Staff**

- All staff members contribute to the coordination and implementation of this policy.
- Supervision is provided on the yard from 8.50 a.m. to 9.00 a.m. by an assigned member of the teaching staff.
- Each class teacher oversees the reception of pupils in the morning and their supervised dismissal in the afternoon.
- Teachers remain on the premises until all pupils have been safely collected or have boarded the school bus.
- 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**

- Parking responsibly and safely.
- Ensuring students do not enter the school premises before 8.50 a.m.
- Collecting students promptly at 1.40 p.m. (Junior and Senior Infants) and 2.40 p.m. (all other pupils).
- Dropping and collecting younger students on the school side of the road.
- Assisting children to cross the road safely.
- Notifying the school office of any changes to collection arrangements or persons authorised to collect their child.

### **Students**

- Not boarding buses until they are stationary and the doors have opened.
- Lining up in their designated class area for reception and dismissal.
- Using the designated walkways and following staff instructions.
- Not walking across the road unsupervised at reception or dismissal.

### Class Teachers

- Supervising the orderly reception and dismissal of their pupils.
- Ensuring that pupils left waiting after dismissal are adequately supervised until collected.
- Contacting the parent/guardian of any pupil who has not been collected within approximately 10 to 20 minutes after dismissal, in line with the school's supervision policy.
- Ensuring that safety procedures are followed at all times.
- Informing parents of school opening and closing times and of collection arrangements after tours, matches, or events.

### Bus Drivers

- Parking in their designated area close to the kerb.
- Not reversing under any circumstances.
- Ensuring that pupils wear seatbelts.
- Arriving and departing punctually.

## 5. THE SCHOOL DAY

Time	Description
8:50–9:00 a.m.	Arrival and supervised yard time (by assigned staff)
9:00–9:10 a.m.	Reception of pupils by class teachers
9:10 a.m.	Formal instruction begins
11:00–11:10 a.m.	Sos (small break)
12:30–12:35 p.m.	Pupils eat lunch in classrooms under supervision
12:35–1:00 p.m.	Lunch break
1:40 p.m.	Dismissal for Junior & Senior Infants
2:40 p.m.	Dismissal for all other pupils

Roll call is completed by 10:00 a.m.

## 6. ARRIVAL AND ASSEMBLY

- The school opens to pupils at 9.00 a.m. Teachers assume a duty of care from this time.
- Supervision is provided on the yard from 8.50 a.m. to 9.00 a.m. as part of the Croke Park Agreement provision.
- The Board of Management informs parents that the school cannot accept responsibility for pupils arriving before 8.50 a.m.
- Pupils line up in their designated class areas upon arrival.
- When the bell rings at 9.00 a.m., each class teacher collects their pupils and enters the school through the assigned entrance.
- During adverse weather, pupils will assemble indoors under supervision in their classrooms or other designated areas.
- No adult should be alone with an individual pupil; supervision arrangements will always reflect Child Safeguarding requirements.

## 7. DISMISSAL

- Dismissal occurs at 1.40 p.m. for Infant classes and 2.40 p.m. for all other pupils.
- Each class teacher ensures that their class leaves the classroom in an orderly manner and exits through the designated gate.
  - Junior–4th Class: Main school gate.
  - 5th–6th Class: Bus gate.
  - Bus pupils: Bus gate.

- Parents collecting pupils should wait at the designated gate area.
- Teachers remain with their classes until all pupils have been collected or have boarded the bus.
- Pupils who cycle must dismount on entry to the school grounds and store bicycles in the shelter. The school accepts no responsibility for bicycles left on the premises.

## **8. SCHOOL BUS**

- The school does not accept responsibility for escorting pupils between the bus and the school at morning arrival.
- Pupils from Junior Infants to Fourth Class travelling on the bus are accompanied to and from the bus by the Special Education teacher at dismissal.
- Infant pupils who travel on the bus remain in their classroom under supervision from 1.40 p.m. until 2.40 p.m.

## **9. WHOLE-SCHOOL ASSEMBLY**

- Whole-school assemblies are held periodically (normally at the start of each term) to share information, celebrate achievements, and reinforce the school's ethos and values.
- Assemblies are led by the Principal or Deputy Principal and may include prayer, announcements, or presentations.
- Each class group is assigned a specific area in the assembly space.

## **SUCCESS CRITERIA**

- Positive feedback from staff, parents, and pupils.
- Ongoing monitoring of supervision and safety procedures.
- Annual review of implementation effectiveness.
- Inclusion of this policy in the end-of-year school review process.

## **RATIFICATION AND REVIEW**

This policy was originally ratified by the Board of Management on 6th June 2017 and reviewed on 16th November 2023. A revised draft was prepared in November 2025 to reflect current operational, supervision, and safeguarding practices. This draft will be presented for review and ratification at the Board of Management meeting on 24th November 2025. Following ratification, the policy will be reviewed annually or earlier if required by updated Department of Education guidance.

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

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

Chairperson, Board of Management

Principal/Secretary to the Board of Management

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

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