

**THE BOARD OF MANAGEMENT**  
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**PROCEDURES FOR THE  
ASSEMBLY & DISMISSAL OF CHILDREN**

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## **PROCEDURES FOR THE THE ASSEMBLY AND DISMISSAL OF PUPILS IN ST. ATTRACTA'S J.N.S.**

As we are a Junior School we are particularly conscious of the age of the children in our care and that at all times we are "in loco parentis". The safety, well-being and happiness of the child are our primary concerns.

### **ASSEMBLY OF CHILDREN IN THE MORNING**

The school opens to receive children at 8:50 a.m. Classroom doors are not opened prior to this time as under the terms of our School Insurance Policy we are not covered to accept children in the classroom before 8:50 a.m. All parents are made aware of this fact, in writing, at the beginning of each school year and a number of times throughout the year.

Parents are advised not to send, or leave children to school before 8:40 a.m.; particularly children who are unsupervised by an adult in the ten minutes or so prior to the official opening time of 8:50 a.m.

Children who arrive in the school grounds before 8:50 a.m. are encouraged to line up outside the classroom door. Running around the outside of the building or through the school grounds is discouraged as it is unsafe with the volume of people in circulation at this time. Should any child/children engage in dangerous play or activity, or should a child receive an injury, however small, those observing, are encouraged to ring the doorbell at the main door and seek help.

In the interest of safety, any child who comes to school by bike/scooter/flicker etc must dismount at the school gate and walk the item through the yard to the bicycle racks.

When the bell goes at 8:50 a.m. all teachers open the outside classroom door through which children generally enter and exit the school. When the majority of children have arrived, the outside door is locked.

### **ASSEMBLY OF CHILDREN ON A WET MORNING**

On mornings when it is raining, the side door of the Hall is opened at 8:40 a.m. to receive children.

**CHILDREN ONLY**, enter the hall where they are received and supervised by the Principal, Deputy-Principal, Assistant Principals and the SNA cohort. The children are supervised by these personnel until the bell goes at 8:50 a.m. On entering the hall the children assemble in the section of the hall nearest their corridor. While waiting, they are encouraged to sit and chat to each other.

When the bell goes at 8:50 a.m. each class teacher comes to the hall to collect his/her class. Children are not permitted to leave the hall unless accompanied by a teacher.

In the unusual absence of a class teacher the children remain in the hall with the Principal while further arrangements are made.

### **DISMISSAL OF CHILDREN IN THE AFTERNOON**

When the bell goes at home time, the children exit through the outside classroom door. Each teacher has his/her particular routine in dismissing pupils, however, the following guidelines must be adhered to:

- ❖ Children in Junior or Senior Infants must leave the **classroom door** in the care of an individual approved by the parent.
- ❖ Junior and Senior Infant children cannot be sent to or collected at the school gates, as we believe that this is unsafe. There are too many exit gates. The children are very young and are at risk if the adult collecting them is delayed.
- ❖ Parents of children in First and Second Class receive a letter each September from the school where they are asked to tick and sign off on the collection arrangement they agree to for their child at the end of the school day. If they wish to change that arrangement a parent must either inform the teacher in person or in writing.
- ❖ If a child is usually collected at the classroom door and the individual approved by the parent doesn't arrive, the class teacher will wait for five – ten minutes and he/she will then ring the parents to inform them.
- ❖ It is unacceptable for a parent to be continually late in collecting a child as it is distressing to the child and prevents the teacher from continuing with her/his work. Should such a situation develop the Principal will speak to the parent.
- ❖ A child in Junior or Senior Infants, who is not yet collected, remains in the care of the class teacher until he/she is collected.
- ❖ A child in First or Second Class remains in the care of the Principal until he/she is collected.
- ❖ If a child is usually collected at a gate/car park but the person collecting doesn't arrive, the child is encouraged to return to the Main Door of the school and to ring the doorbell. The Principal will then contact the parents.

### **CHILDREN WHO ARRIVE LATE**

If a child arrives late for school the parent should accompany the child to the classroom door or write a note to the teacher explaining the child's late arrival.

### **EARLY WITHDRAWAL FROM SCHOOL**

If a parent wishes, for valid reasons, to withdraw a child early from school, he/she must speak in person to the class teacher or write a note. For safety reasons, the child must be collected at the classroom door by an individual approved by the parent.

## **A CHILD WHO BECOMES ILL DURING THE SCHOOL DAY**

We strongly advise parents not to send a child to school if he/she has been unwell during the night or is complaining of being unwell before school starts in the morning.

However, if a child becomes unwell or distressed during the school day, the class teacher contacts the parents and requests that they make arrangements to collect the child. The child remains with the class teacher until he/she is collected. In the event of the parent being uncontactable the teacher proceeds to contact the person/s named as emergency contacts by the parent on the Update Application Form.

## **EMERGENCY CLOSURES**

“**EMERGENCY CLOSURE**”, refers to a situation outside the control of the Board of Management, where the school cannot operate due to heavy snow, flooding, no heat, light, or water, or for other reasons of health and safety.

A decision to close the school will not be taken lightly and will only be taken following consideration of all the circumstances and following consultation with the Chairperson of the Board of Management and the Principal and Chairperson of the Board of Management of the Senior School.

Generally speaking we have no warning of such closures. If such a situation develops overnight, it is generally impossible, to give parents prior notice or an early warning of school closure.

In the event of such a closure the Principal will take the following actions:

- Inform all parents and all school Staff via “Text-A-Parent” as soon as a decision has been taken.
- If possible a message will be placed on the school’s answering machine informing parents of the situation

## **IN THE INTEREST OF SAFETY PLEASE DO THE FOLLOWING...**

### **The Broadford Road Approach**

- Parents and those dropping and collecting children to or from school are asked not to park on the yellow zigzag lines adjacent to the pedestrian crossing on the Broadford Road.
- Please co-operate with the Lollipop Person, and be courteous and polite at all times.
- Please do not park in or use the “Staff Only Car Park” on the Broadford Road as a “drop off point” for children as it is not safe.
- Please do not permit your child to enter the school grounds by walking through the staff car park on the Broadford Road, as it is dangerous to do so.

- Please encourage your child to cross at the pedestrian lights in the absence of the Lollipop Person.

### **The Ludford Drive / Acorn Road Approach**

- Never park in the School Yards / Playgrounds or use them as a drop off point or turning point
- Please park in the assigned parking spaces only. ***Do not park on double yellow lines - it is both illegal and dangerous to do so***
- **Adults:** please give the children good example and use the footpaths and pedestrian crossings provided to reach the school grounds safely.
- **Never park in the yellow box outside any of the school gates!! These are our access points for emergency services both day and night.**