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**Arrival and Dismissal of Pupils Policy**

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## School Details:

Name: Castaheany Educate Together National School

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Email: office@castaheanyetns.ie

Roll Number: 20186F

Principal: Sheila Gaughan

## Background to the Policy

Department of Education and Science position:

Under the provisions of the Education Act 1998, and the regulations of the Department of Education and Science, the Board of Management is the body charged with the direct governance of a school.

The overall responsibility for the day to day management of school supervision rests with the Principal teacher. The terms of Circular 16/73, which issued to all primary schools, provide that the Principal Teacher of primary schools should organise supervision for the order and general behaviour of the pupils during school hours. In particular, s/he should organise and participate in the effective supervision of the pupils during breaks, lunch breaks, assembly and dismissal.

*Circular 18/03: “Rules 121(4) and 124(1) of the Rules for National Schools and Section 23(2) of the Education Act 1998 oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on school premises, during school time and/or on school activities. Accordingly, the responsibility of all teachers individually and collectively to provide a duty of care at all times towards the children in the school in which they teach, including periods of supervision, is not changed.”*

Schools should also refer to Circulars 11/51, 11/68, 24/71 and 11/95

The duty of care to pupils applies not only in school but also, for example, on school tours and on other occasions when the children are in the care of a teacher. On the issue of supervision before and after school, advice was given some years ago by Eoghan Fitzsimons, SC. The essence of that advice was that it was unreasonable to restrict supervision of children to the classroom hours; that children required a reasonable amount of time before school and after school to come and go into the school building, and that the school could reasonably be expected to supervise children for that reasonable period before and after school. A period of 30 minutes at either end was discussed. He also felt that it was prudent to advise parents as to when children would be supervised and when they would not be supervised, and that, outside of supervision times, children would be on the school premises at their own risk. The practice of parents leaving children at a school at, say, 8.00 am, might be seen as being unreasonable.

For the purposes of this policy a duty of care is defined as follows

## Duty of Care:

All schools must take reasonable care for the safety of pupils when the pupils are under their charge. This applies not only to periods during break or playtime but also to the periods between the pupils' arrival at school and the start of the school day and from dismissal in the afternoon until, for example, the school bus leaves where the pupils remain on school property. (Primary Education Management Manual – Round Hall - 3:2.7, See also Leadership+, May 2007 and Solas, Summer 2007) and is as cited in Greene v Mundow (Circuit Court - January 20th 2000) ‘The duty to supervise primary school pupils began once they arrived on the school premises and was not confined to the “official day” but spilled over for a short period before and a short period afterwards’.

## Rationale:

* To ensure the safety of the arrival and dismissal of our pupils
* To encourage confidence and independence in every pupil
* Relationship to the characteristic ethos of the school: In Castaheany Educate Together National School we value a safe environment and work towards providing that for the entire school community
* The duty of care to pupils applies not only in school but also, for example, on school tours and on other occasions when the children are in the care of a teacher.
* Duty of Care: The school must take reasonable care for the safety of pupils when pupils are under their charge. This applies not only to periods during break or playtime but also to the periods between the pupils’ arrival at school and the start of the school day and from dismissal in the afternoon. (Ref: Primary Education Management Manual 3:2.7).

## Legislative Context:

* Under the provisions of the Education Act 1998, and the regulations of the Department of Education and Skills, the Board of Management is the body charged with the direct governance of a school.
* The overall responsibility for the day to day management of school supervision rests with the Principal teacher. The terms of Circular 16/73, which issued to all primary schools, provide that the Principal Teacher of primary schools should organise supervision for the order and general behaviour of the pupils during school hours. In particular, s/he should organise and participate in the effective supervision of the pupils during breaks, lunch breaks, assembly and dismissal.
* Circular 18/03: “Rules 121(4) and 124(1) of the Rules for National Schools and Section 23(2) of the Education Act 1998 oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on school premises, during school time and/or on school activities. Accordingly, the responsibility of all teachers individually and collectively to provide a duty of care at all times towards the pupils in the school in which they teach, including periods of supervision, is not changed.”
* Schools still refer to Circulars 11/51, 11/68, 24/71 and 11/95

## Supervision before and after school:

On the issue of supervision before and after school, it was decided that pupils required a reasonable amount of time before school and after school to come and go into the school building, and that the school could reasonably be expected to supervise pupils for a period of 10 minutes at either end of the school day.

Parents are advised that outside of these times pupils would be on the school premises at their own risk. And that the school does not accept responsibility for children before their entrance into the school grounds at 8.20am or after their exit at 1.10pm for children in Infants, 2.10 pm for children in 1st to 6th class.

## Morning Arrival

* School gates will open at 8.20 am
* Children should arrive at school between 8.20 and 8.30am each morning.
* Once pupils enter the school yard they should line up on their designated area and wait to be collected by their class teacher.
* They will then be permitted entry and make their way to their classrooms following their assigned entrance routes and through their assigned entry door.
* Any pupil who arrives later than 8:30am must enter the school by the main door
* Late arrival will be noted by the office/class teacher on Aladdin which is the admin system for recording attendances and absences.

## Afternoon Dismissal

**Junior and Senior Infants**

All classes finish at 1.10 pm. We appreciate your prompt collection at dismissal time.

* **Junior Infants Room 1** - Collect at the door to the right of the main school door
* **Junior Infants Room 2** - Collect at the main school door
* **Senior Infants Room 3** - Collect at the door to the rear of the school walk down by the astroturf pitch.
* **Senior Infants Room 4** - Collect at the door to the left of the main school door near the P.E. Hall.

**First to Sixth Class**

All classes finish at 2.10pm. Students walk to the yard with their class teacher. Depending on permissions given via the Aladdin app, students may leave the schoolyard or wait to be collected. We appreciate your prompt collection at dismissal time.

* It is the policy of Castaheany Educate Together National School to only release pupils into the care of adults who are known to the school i.e. parent, child carer or another adult appointed by the parent. Parents may amend the permission to collect list by emailing the school office.
* If a dismissal arrangement is to change the school must be informed either in person, by telephone call or in writing, otherwise the pupil will not be allowed to go until a telephone call has been made to the parent to confirm the identity of the adult collecting them.
* Children in 3rd class upwards will not be permitted to walk home unless a written permission by the parent/guardian stating that the child may be released unaccompanied has been completed on Aladdin.
* Ten minutes after dismissal i.e. 1.20 pm or 2:20pm respectively, all remaining pupils must be brought from their collection area to the school office.
* The class teacher will then make a telephone call to the parents of the children to inform them their child has not been collected and to ask them to arrange for them to be collected as soon as possible by an adult.
* All teaching staff will remain on the premises until 2.10 and 2:20pm respectively as part of a collective response to supervision.
* Contact numbers for parents are available to all class teachers and a phone is available in the office.
* All late pickups must be logged in the late arrival/dismissal section on Aladdin.
* If a pupil is not collected and contact cannot be made with the parents/guardians of the pupil, the teacher will contact Túsla and Blanchardstown Garda Station who will be asked to take the pupil into their care. All parents will be made aware of this practice.
* It is the responsibility of the parent to provide a valid and current contact number upon which they can be reached in the event of non-collection.

## Attempted collection by a parent who has been denied access in a Court Order

* A person who has been denied access to a child through a court order will not be permitted on to the school premises. (A copy of a Court Order currently in place must be shown to the Principal). Where a court order is in place denying access to one of the child’s parents, it is the responsibility of the primary custodian to provide evidence of a court order to the school at the earliest possible opportunity.
* If the parent who has been denied access becomes threatening and insists on attempting to remove a child from the school, the principal or deputy principal in her absence will call An Garda Síochána

## Early Leavers

* If a parent wishes to collect his/her child early from school they must notify the school in advance; in person, by telephone call or by writing via email or the Aladdin App. They must provide a reason for their early departure, and the time they wish to collect their child.
* In the case of an appointment, e.g. dental/doctor appointment, an appointment letter should be provided.
* The parents must sign the pupil out from the office.

## Other considerations:

* All students are covered by Allianz 24 hours personal accident insurance cover
* If pupils are required to be on the school premises before official starting time e.g. for school tours / choral work etc., written notification is sent via email or the Aladdin App to the parents in advance and a teacher must be on site.
* If pupils are required to be on the school premises after official closing time e.g. for school tours/ choral work, sports events, training etc., written notification is sent to the parents via email or the Aladdin App and a teacher must be on site.

## Ratification, Communication and Review

This policy was ratiﬁed by the Board of Management on the 05/03/2022.  It is scheduled for review in 2024.

This policy has been made available to school personnel, published on the school website and provided to the Parents Association.  A copy of this policy will be made available to the Department of Education and Skills and the Patron, if requested. Hard copies of this, and all school policies, are available at the school on request.

This policy and its implementation will be reviewed by the Board of Management biannually.

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

            (Principal)                                                      (Chairperson, Board of Management)

Date: \_\_\_05/03/2022\_\_\_\_\_\_\_\_\_\_