

POLICY ON ARRIVAL AND DISMISSAL OF PUPILS

Star of the Sea BNS

Arrival

1. Each class teacher will be at entrance door at 8.40a.m. to receive pupils and accompany them to the classroom.
2. At 8.40 a.m. Ms. Finnerty will open the senior door and Ms McCarthy will open the junior door. Both entrances will be supervised by a member of staff on opening and closed at 9.00am. Ms. Walsh/Foley will open the middle yard door and ensure it is closed once the pupils in first class have entered.
3. If a teacher is absent a member of the allocated SET team will take over the supervision of the class and divide between the classes after 9.00 a.m. A neighbouring teacher will supervise the class until SET teacher arrives. Junior Infant classes will be divided up as far as the middle corridor. All other classes will be divided between all classes Junior Infant – 6th classes.
4. Entrance doors are closed at 9.00 a.m. Pupils arriving to school after 9.00 a.m. must gain access by main door and **class teachers will keep a record of late arrivals.**
5. On wet days Ms. Finnerty will open the front door, Mr. Walsh will open the junior door no earlier than 8.30am. Principal and DP will supervise the corridors until 8.40am.

Dismissal

1. Each teacher brings his/her class to the door to be collected by parent/guardian.

At 1.20 p.m.

Junior infants x 2 will be dismissed at the junior school entrance door.

Senior Infants x 2 will be dismissed at the middle yard door of the school.

At 2.20 p.m.

1st class x 2 will be dismissed at the middle yard door of the school.

2nd class x2 will be dismissed at the junior school entrance door.

3rd, 4th x2, 5th, 5th/ 6th, 6th class will be dismissed at main entrance door.

2. Parents/Guardians of pupils in junior infants will collect them from the classroom for the month of September and then thereafter will be collected at the junior school entrance door.
3. Children who are not collected by a parent/guardian will be brought to the school secretary who will ring their Parents/Guardians.
4. Parents/Guardians who collect their children early from school must **first report** to the secretary's office and sign the **"Early Leaving" book.**

Procedures on arrival of visitors

1. All parents/visitors will be admitted to the school at the main entrance by the school secretary.
2. All visitors must sign the visitor's book.
3. It is essential that all visitors close the main door securely when leaving the school building.

Reviewed on 30.08 .18