

Reception, Assembly and Dismissal Policy

Rationale

The formulation of a new policy was deemed necessary in order to:

- To conform to legislative requirements and the provisions of Circular 11/95

Aims/Objectives

- To contribute towards efficient time tabling
- To ensure structure is added to the school day
- To reduce congestion and minimise danger on entering, exiting and movement within the school.

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:

- All staff members have an input into the co-ordination and implementation of the policy.

Parents assist the policy by:

- Parking responsibly

Daily Admission:

- Pupils are supervised from 8.50am to 9am
- The bell rings at 9am.
- All pupils walk to their classrooms on supervising teacher's direction.
- They line up outside classroom until their teacher arrives.
- They then enter the classroom.
- The bell rings again at 9.10am. Official tuition begins.
- The outside school door is locked at 9,10am.
- After this time, any late pupil will have to ring the bell to gain entry to the school.

Daily Dismissal:

1. Procedure for Infant Classes:

- The bell rings at 1.40pm.
 - The children line up and walk to the main school door accompanied by their teacher.
 - The children are met by their parent/guardian.
 - The school accepts no responsibility for children on the premises after 1.40pm.
 - Children are not permitted to run around or play on the school premises after 1.40pm
- For any child attending afterschool care:
- Any child attending after school care walk towards the afterschool care classroom where they are met by the relevant afterschool care staff member.

In exceptional circumstances:

- Should a parent/guardian be late, the teacher will bring the relevant child back into the classroom.

It is school policy that the Infant teacher does not mind any child from 1.40pm until 2.40pm on any school day.

2. Procedure for First to Sixth Classes:

- The bell rings at 2.40pm.
- The children line up in their classrooms.
- The class teacher walks the children to the front door of the school and the children are dismissed.
- Should any child not be collected, the class teacher or other member of staff will contact the parent by telephone.
- These children remain inside the school front door until their parent/guardian arrives.
- Children must inform a member of staff when their parent/guardian arrives that they are now leaving.

Ratification and Implementation

This policy was ratified by the Board of Management on

Date: _____

Review

The policy will be reviewed by the Board when and if deemed necessary

Signed: _____

Chairperson BOM