

**ST BRIGIDS BOYS SCHOOL
MART LANE
FOXROCK**

**ARRIVAL AND DISMISSAL
OF PUPILS POLICY**

POLICY ON ARRIVAL AND DISMISSAL OF PUPILS

Start of School Day

- The official start time of the school day is 8.55am. Drop off is from 08.45 – 09.00 each day. Pupils will be supervised in their classroom for this 15 minute drop off period of time.
- The school gate is opened at 08.00 a.m. each morning to allow staff on to the premises. Morning supervision begins at 08.45 am each day. **Pupils are not permitted to enter the school grounds prior to 08.45.**
- Pupils proceed directly to their classroom via the entrance gate and door outlined in the COVID-19 Logistics Plan.

End of School Day

The school day ends at:

- Junior Infants and Senior Infants 1.35 p.m.
- 1st Class 2.30 p.m.
- 2nd and 3rd class 2.35 p.m.
- 4th, 5th and 6th class 2.35 p.m.
- When the bell sounds, pupils line up and exit the building pod-by-pod in an orderly fashion.

Infants:

- All boys from Junior Infants and Senior Infants must be collected from the school by an adult e.g. parent, guardian, minder, crèche etc. If there is a change in collection arrangements any day e.g. grandparent, play date etc. please inform the class teacher of this in writing.
- Where an infant is not collected at the end of a day, the teacher takes the pupil back to their classroom and contacts the office to phone home to make arrangements for the child to be collected. Once the parent arrives outside the school gate, they phone the school office on 012893199 and their child will be sent to the designated collection point for pick-up. **Please note: Parents must ensure their child is collecting from school promptly each day.**
- All infant pupils are collected at 1.35 pm and do not remain in school until 2.35 pm.

1st class:

- Boys from 1st class must be collected from the school by an adult.
- If there is a change in collection arrangements any day e.g. grandparent, play date etc. please inform the class teacher of this in writing.

2nd – 6th class:

- Pupils from 2nd to 6th class will exit the building and proceed to their designated gate. They may walk/cycle home or to a designated collection point. If any parent wishes to collect their son they may wait at a designated point in the proximity around their sons exit gate to collect him. Adults must not block the school gates or footpath around it. Pupils can stand inside the gate if the adult has not arrived.
- Teachers will follow the last pod out to their designated gate and see all children in their class off the school grounds.
- Support teaching staff and management will monitor the doors and gates to ensure all children exit the premises in a timely manner.
- Where a pupil is not collected at the end of a day, the teacher takes the pupil back to their classroom/waits outside the building. The teacher informs the office. The office and phones the home or second contact person to make arrangements for the child to be collected. The teacher, principal or school secretary waits with the pupil until collected. Once the parent arrives outside the school gate, they phone the school office on 012893199 and their child will be sent to the designated collection point for pick-up. **Please note: Parents must ensure their child is collecting from school promptly each day.**

Miscellaneous

- The BOM organises the Personal Accident Insurance scheme and all parents are obliged to avail of same.
- If pupils are required to be on the school premises before/after official starting time e.g. for school tours/ choral work, a note informing parents about the change of arrangements is sent out in advance so families have an opportunity to make alternative arrangements.
- Where pupils are to be taken off the premises for an activity, the school has a procedure regarding these activities.
- No pupil is permitted to leave the school premises during the school day unless collected by parent or guardian.

Signed on Behalf of the Board of Management:

Chairperson:



Date: 24th August 2020