**Procedures for Arrival and Dismissal of Pupils**

**Scoil Cholmcille Junior,**

**Ballybrack**

**Roll No: 19641T**

**Arrival of Children**

Safety is of paramount importance in Scoil Cholmcille Junior. The entrances to Scoil Cholmcille Junior are:

* The lower pedestrian gate at Coolevin
* The gate at Ashlawn
* The pedestrian gate at the top of the car park, leading to the Main Entrance.

When coming to school in the morning all children should come into the yard through these gates and **not through the car park.**

**Daily Routine**

The children line up and wait for their teacher to collect them at **8.50 a.m.**

The Class teacher collects the class from the yard and escorts them to the classroom as a group. It is unnecessary for parents/guardians to accompany the children to the classroom. Brief messages from parent and teacher are acceptable at this time, provided that it does not take too long. If a parent needs to discuss something in private or in greater detail, an appointment can be made with the teacher.

Children should not come into the school by the main door of the school unless the doors onto the yard are locked. These doors will be left open until **9.15am**

Pupils who arrive after 9.15am may enter the school through the main door, which operates on a buzzer system. Pupils who are inside the school may not admit pupils who arrive late as the main door is only opened by the staff.

**If parents bring a dog onto school grounds, it must be on a lead. If they use the flexible leads, please have it on a short lead and locked. Under no circumstances should a child be left to hold the dog on the lead.**

**Rain and Bad weather**

On wet or extremely cold mornings, the Principal and Deputy Principal will open the doors at 8.40 a.m. The children enter the school through the Junior school yard. **Under no circumstances should any child or parent enter the school building before 8.40am by walking through the Senior school.**

The children will come into the **first classroom** just inside the door to the yard. There is no room, and no need for parents to stay in these classrooms as they will be supervised by the Principal and Deputy Principal. The Class teacher collects the children from the Principal or Deputy Principal at 8.50am. Parents are encouraged to drop their **child and leave immediately.** If parents feel that the supervision on these mornings does not suit their child, they will be asked not to **arrive until the official opening time of 8.50am.**

**Dismissal of Pupils**

When exiting the school at 1.30 p.m. / 2.30 p.m. children should also use the gates on either side of the school yard. The Class Teacher will bring the class to the Yard. Junior and Senior Infants are to be escorted to the yard at 1.30pm by the teacher who supervises the pupils until each child has been collected. First and Second classes are escorted to the yard at 2.30pm by the teacher who supervises the pupils until each child has been collected. Parents collect children in the Yard as usual on wet days. If a child is not collected the teacher phones the parent/guardian to alert them that their child is in school after official closing time. The child waits outside the office for the parent/guardian. The phone number supplied should be current and be answered if the school makes contact during the school day. Parents/guardians are requested to alert a change of number during the school year.

At a parent’s/guardian’s discretion, a pupil from 1st or 2nd is allowed to go home on his/her own at the official closing time. However, the parent must write to the school, stating this request. This letter is kept in the office and the name of the child allowed to leave without an adult must be left in a prominent place so that a substitute teacher is aware of the arrangement.

**Early Start**

Early Start children are to be seen out of school by the teacher and/or the childcare assistant.

The Morning Group enters the school through the yard and leaves using the main door.

The Afternoon Group enters and leaves the school through the main door.

The parents/guardians wait outside the front entrance door. The children are brought out in an orderly way and they line up against the wall. The children are called by name and allowed out to their parent.

If raining or snowing, the parents can enter the school and collect children from the classroom. They wait outside the classroom door and the children are handed out one by one.

The usual school policy of signing out children applies for the children in Early Start if a parent wants to collect their child early. Parents are asked to ensure that the teacher knows beforehand if a different person is collecting child.

**Collecting children before school finishes**

Children may be collected from the school by a parent/guardian or person authorised by the parent/guardian. If a the parent/guardian needs to collect a child before the official closing time, the school must be notified in writing, by phone or in person. The adult who collects the child early must sign a form, available at the Secretary’s office before leaving the school with the child. A record of this is kept on file in the office.

**Unplanned Closures**

Every effort is made to ensure that the school remains open, and closure will only occur in the event of severely bad weather. If weather conditions are particularly bad, a text will be sent out early in the morning or the day before advising parents/guardians to keep children at home until 10.00a.m.

The reasons for opening at 10am are

* To allow children and staff to get to school safely.
* To ensure that all teachers are present in order to adequately supervise the children
* To assess whether the school should open or not.