



Clogheen Kerry Pike NS

Kerry Pike. Cork.

office@ckpns.ie

www.ckpns.ie

Annette Golden, Principal

Tel: 021 4873241

Policy Summary Details:

Policy Title	Arrival and Departure of Children Policy
Written by:	Board of Management & Staff
Date Shared with Staff:	11 th April 2024
Date Ratified by BOM:	29 th April 2024
Date Reviewed by BOM:	
Review Date	

Introduction and Background

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 Board of Management of Clogheen Kerry Pike NS recognises its responsibility for ensuring appropriate supervision levels. To this end the teachers will take all reasonable precautions to ensure the safety of pupils. This policy applies to all staff and children and parents at times of school arrival & departure.

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.

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."

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.

Rationale

The health, safety and well-being of our pupils is a daily priority. This policy is to ensure that children arrive and leave school on time and that their safety is protected during this arrival and departure. This policy is in keeping with the school ethos of providing a safe and secure environment for all pupils and the wider school community.

School Hours

School hours are from 9:00a.m to 2:40p.m. and 1:40p.m for Infant Classes.

Morning Procedure

Staff will greet pupils on the school pathway from 8:50 a.m. Children can walk up the path to the prefab yard where they will be supervised from 8:50 a.m. onwards. School staff will supervise the disembarkation of pupils from taxis ensuring that pupil safety is priority.

The Board of Management accepts that it is not possible for all children to arrive at 9:00 a.m. The children may assemble in the side yard beside the prefab from 8:50-9:00 a.m. The Board of Management accepts no responsibility for pupils prior to 8:50a.m and pupils are not allowed to be present in the school yard before this time. School officially opens to receive pupils at 9:00 a.m. Children enter the school grounds through the school gate and staff will be positioned on the pathway to welcome them into school. Parents are welcome to accompany their children walking up to the school. Children are not allowed to play games at this time but should gather around their designated line area, unless otherwise directed by staff.

On mornings where the supervising teachers feel the weather is too inclement to be outside there is an organised supervision arrangement to allow children to go to their classroom (or other designated area) where they will be supervised from 8.50a.m onwards. Children will wait for instruction to enter the school from the supervising teacher on front yard.

Classes are collected from their yard by their class teacher or another staff member at 9.00a.m.

If, for any reason, children are late for school they should enter the school as usual by walking up the path and continuing to the top yard or to their usual assembly point. If children arrive later than 9.05a.m, they may enter through the main front school entrance where they will be taken to their class by the secretary or another staff member, if necessary.

Parents are not permitted to drive onto the school grounds, with the exception of parents of children arriving by taxi and parents of children in the Special Classes.

Finishing Time Procedure

- Junior and Senior Infants finish at 1.40p.m. They are walked to the front door of the school by a teacher or staff member where they are collected by parent or designated adult. If they are to be collected by a person different to the norm, this information should be given to the class teacher or through the school office.
- 1st – 6th Classes finish school at 2.40p.m. Children will be brought to the prefab area at the front of the school under the supervision of their class teacher. They will then walk in an orderly manner to the gate along the path where they should be collected by their Parents.
- **N.B.** There is no supervision of children outside the school gate and there is no supervision of children crossing the road. Parents should be at the gate to meet their child or make a suitable arrangement to meet their child at a predetermined spot.
- Pupils who cycle to school should walk with their bicycle until they are outside the gate away from where people are gathered.
- The school cannot accept responsibility for looking after the pupils after school finishing time.

Early Leavers

- If, in exceptional circumstances, a parent wishes to collect his/her child early from school they must notify the school in advance; This can be done via email to the teacher or by telephone call to the office on office@ckpns.ie or 021 4873241. A reason must be provided for their early departure, and the time given at which they wish to collect their child.
- The person collecting the child should call to the office at the appropriate time and the secretary will ring the class teacher then to request them to send the child down to the main office.
- Parents and Guardians will be asked to sign the 'Sign Out Book'.
- All early leavers & reason is noted on our school system Aladdin.

OTHER ISSUES

- If pupils are required to be on the school premises before official starting time e.g. for school tours /matches etc, written notification is sent to parents/guardians and a teacher must be on site at the arranged time.
- If pupils are required to be on the school premises after official closing time e.g. school tours, sports events etc. written notification is sent to parents and a teacher must be on site.

Circulation:

This arrivals & departure policy will be available in the school office for parents/guardians should they request to view or obtain a copy. The policy can be communicated by providing a written copy if requested, or by e-mail. The policy will also be published on the school website.

Implementation/Ratification and Review

This policy was reviewed and approved by the Board of Management on 29th April 2024

Signed:

Chairperson

Principal

Board of Management

Date:_____

Date:_____

Implementation/Ratification and Review

This policy was reviewed and approved by the Board of Management on 29th April 2024

Signed:

Mary Mc Swiney

Annette Golden

Chairperson

Principal

Board of Management

Date: 29th April 2024

Date: 29/4/24

