



Shronell NS Assembly and Dismissal of Pupils

Rationale

The formulation of a new policy was deemed necessary due to a number of factors:

- additional children/ adults at drop off and pick up time – namely the preschool on our premises
- assembly of pupils in the yard at a busy time
- to conform to legislative requirements and the provisions of Circulars 11/51, 11/68, 24/71, 16/73 and 11/95

Aims/Objectives

- Our aim is to provide a safe place for all the children in our care. In Shronell National School we value a safe environment and work towards providing that for the entire school community.
- Pupils thoroughly enjoy assembling in the yard in the morning to meet and play with their friends. Teachers have noted that pupils present ready to learn following the period of fresh air and exercise. We want to implement very clear safety measures to allow for continued success of this assembly type.

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. The teacher on supervision duty oversees the assembly of pupils in the mornings and their supervised dismissal in the afternoons. Special Needs Assistants also participate in class assembly and dismissal routines, particularly when a child is in need of additional support.

The School Day

8:40 - 8:50	Assembly
8:50	Formal Instruction Commences
10:30-10:40	Mid Morning Break
12.00. - 12:30.	Lunch Break
1:30/2:30	Dismissal

Arrival and assembly

The school opens to receive pupils at 8:40am for assembly. No responsibility is accepted for pupils arriving before that time. It is the responsibility of parents to ensure that their child formally presents themselves for school i.e. the child comes into the yard and puts their school bag in their designated class line. This is to eliminate any grey areas when children are at the school gate. At times pupils may double back to their parent because they forgot something or want to give a kiss etc. In this instance, while the parent is present, the teacher at the gate is unaware as to who is responsible for the child at this point.

Further to this, there are also a number of other children and adults arriving at the school at this time going to the preschool through a number of different entrances. To eliminate any miscommunications, parents must ensure that their child comes into the yard and puts their bag in their class line. This is a very clear indication and handover to the teacher on yard supervision duty.

While there is an expectation that pupils come into school independently; there may be some cases where a parent feels that their child is a flight risk or the child may have additional needs, in this case the parent should approach the class teacher to develop a support plan for the individual child.

When the teacher claps their hands, each class lines up in a designated area of the yard and waits for their teacher to come and collect them. The same system prevails after morning and lunch break.

On wet mornings the school will open at 8:40am and children are allowed directly into the classrooms as they arrive. They are supervised by a designated teacher in their classrooms. Pupils are expected to present to the school door where they are greeted by a teacher on duty. Parents can walk their children to the school door to ensure they go in safely.

Dismissal

Dismissal commences at 2:30 pm except in the case of infant classes for whom the school day finishes at 1:30pm. Each teacher is responsible for ensuring that his/her class leaves the classroom in an orderly fashion.

Dismissal is carried out in a staggered manner on health and safety grounds whereby the teacher allows the child to go when he/she sees the child's parent. The parents should meet their child at the school gate.

Parents support the policy by:

- parking responsibly
- walking children to the school gate
- Ensure a safe handover - the pupils puts their bag in their class line
- on rainy days ensuring the child enters the school via the main door
- ensuring children are not dropped at the school before 8:40 am or collected too late

Children conform to the policy by:

- Putting their school bag and belongings in their designated class line
- walking and not running to/from their cars
- lining up when the teacher claps their hands

Teachers contribute to the policy through:

- supervising orderly dismissal and ensuring children left waiting are adequately supervised
- ensuring safety procedures are implemented
- informing parents of school opening and closing times and collection times after tours/shows etc.

Success Criteria

- Positive feedback from all stakeholders
- Regular monitoring and evaluation of procedures
- Regular consultation
- End of year school review.

Implementation

This policy is in operation with Board approval on 13th December 2023.

Liam Vaughan
Chairperson