



Carnaross National School, Kells, County Meath

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## **Policy on Arrival and Dismissal of Pupils.**

**Background:** The following information was used as a guide in the formulation of this policy

### **Department of Education and Science position:**

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 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. In particular, s/he should organise and participate in the effective supervision of the pupils during breaks, lunch breaks, assembly and dismissal.

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 pupils in the school in which they teach, including periods of supervision, is not changed."

Schools should also refer to Circulars 11/51, 11/68, 24/71 and 11/95

The duty of care to pupils applies not only in school but also, for example, on school tours and on other occasions when the pupils are in the care of a teacher. On the issue of supervision before and after school, it was decided on the advice of Allianz and CPSMA that pupils required a reasonable amount of time before school and after school to come and go into the school building, and that the school could reasonably be expected to supervise pupils for a period of 10 minutes at either end of the school day. Parents are advised that outside of these times pupils would be on the school premises at their own risk.

- School opening hours are from 9am until 2.40pm (1.40pm for both Junior and Senior Infants.)
- School door will open at 9.00 am and supervision is provided from 8.50 am onwards on school grounds.
- Classes will end each day at 2.40 pm and supervision will be provided until 2.50pm.
- As the official school opening time is 9.00 a.m. parents are advised that pupils should not be left off before 8.50 am or collected after 2.50 pm as the school cannot accept responsibility for pupils outside of these times. Pupils who are left unsupervised outside this time are at a great risk especially as we are adjacent to a very busy road. It is the responsibility of parents/guardians to ensure that pupils are escorted to and from the school grounds safely.
- The space along the front wall is designated for buses only and people are requested not to park there at any time.
  - Parents and pupils are advised not to access the school through the staff car park at any time.
  - The school grounds are accessible to pupils but the school can not accept responsibility for them outside of the above times.
  - Pupils are supervised from 8.50 a.m. on the school yard.
  - In inclement weather the pupils are supervised from 8.50 a.m. in the school hall.
  - Parents are notified regularly by the Board of Management of the times at which the school will accept responsibility.
  - Pupils are accompanied to the doors of the school by their teacher at dismissal.
  - When buses are delayed the Principal/Deputy or teacher supervises pupils.
  - Parents/guardians collect pupils at the front wall

Other issues:

- A personal accident insurance cover (24 hours/other) for all pupils is available to all students through the school.
- If pupils are required to be on the school premises before official starting time e.g. for school tours / choral work etc., written notification is sent to the parents and a teacher must be on site.
- If pupils are required to be on the school premises after official closing time e.g. for school tours/ choral work, sports events, training etc., written notification is sent to the parents and a teacher must be on site.

This Policy was reviewed and ratified by the Board of Management on 17th day of February 2020.

Signed *Paddy Keegan*  
Chairperson Board of Management

Signed: *Derwilla Finnegan*  
Principal