

Scoil Shinsireach Naomh Athracht, Cluain Ghlaise, Áth Cliath 16

Procedure for Arrival & Dismissal of Pupils

St. Attracta's Senior National School, Meadowbrook, Dublin 16.

Arrival of Pupils

St. Attracta's Senior National School opens to receive pupils at 8:50a.m. each morning. The Board of Management does not accept responsibility for pupils arriving before this time. The children are allowed into the school yard before this time because it is considered unwise to leave them outside on public footpaths and near car parks. However, the Board of Management does not take responsibility for supervision and the children are on the premises at their own risk. All parents/guardians are regularly notified about this arrangement and new parents are made aware of this arrangement too.

Children gather outside external classroom doors before school opens and are instructed that no running, games or play is permitted at this time. When the school bell rings at 8:50a.m. children line up outside their classroom door and are then welcomed by their class teacher.

During inclement weather children are admitted into the halla from 8:30a.m.

Children are not allowed into classrooms. Although parents/guardians are aware that the school is not responsible for the children until 8:50a.m., school staff monitor the halla during this period.

In Saint Attracta's Senior National School, classroom doors are locked once the children have entered the classroom. This is for important health and safety reasons. Our school is located along a public walkway between Ludford Road and Broadford Road, and all classrooms have external doors that open directly onto this public space. In addition, at any given time we have several children in the school who are considered flight risks, meaning an open-door policy is simply not feasible from a safeguarding standpoint.

If a classroom door is locked, it is always opened by the class teacher if a child is late, and every child is welcomed into the classroom. The intention of locking classroom doors is not to prevent entry, but to ensure the safety and security of all pupils once the school day begins. For children who are significantly late due to unforeseen circumstances or appointments, we encourage parents/guardians to drop children at the school office as there is a possibility that the child's class may not be in the classroom at that point. A record is kept

in each class of all latecomers on our Aladdin Schools system and parents'/guardians' attention is drawn to this if there is a persistent pattern. We emphasise the importance of the time a child spends in school and punctuality is paramount as it helps develop the habit of a lifetime. We also advise that it is the responsibility of parents/guardians to ensure that children are in time for school with everything they need.

Classes finish each day at 2:30p.m. Each class teacher ensures that the children leave the classroom in a calm and orderly fashion. Parents/guardians who wish to have their children escorted home should make their own arrangements to have them collected and the person to escort them should be at the school no later than 2:30p.m. as the school can accept no responsibility for looking after the children after that time.

Children should leave the school premises immediately, unless involved in extra curricular activities. However, children not collected within ten minutes of dismissal time are advised to return to the school where efforts will be made to contact parents/guardians.

Parents/guardians are advised that in unforeseen circumstances, children should know exactly what procedures to follow, where to go after school and where to meet parents/guardians if being collected. In the unusual circumstances of a child being left waiting, they are told to return to school so that somebody in authority can try to make contact with parents/guardians. It is imperative that all contact details are updated regularly by parents/guardians.

In our newsletters each year, particularly as the evenings grow darker, parents/guardians are advised to tell children:

- to leave promptly after school ends
- not to walk home alone, if possible
- to follow a route approved by parents/guardians
- to cross public roads with the lollipop lady where such is available
- to avoid speaking to people they don't know
- to avoid approaching cars or vans they don't recognise

After School Activities

Children who attend after school activities leave their classrooms and walk through the corridor and/or halla to their activity. For safety reasons they walk in single file on the right hand side. Once in the relevant classroom, children are not permitted to return to

their own classrooms.

The relevant teacher accepts responsibility for those children during the session and ensures that the children leave the classroom in a calm and orderly fashion. Children walk to the school gates and are not allowed to remain on the school premises.

In the event of extra-curricular activities etc. being cancelled, children are encouraged to use the school phone to contact parents/guardians.

Children Leaving School During School Hours

As an increased safety measure, if a child needs to go home early for any reason (illness, dental visits, etc.) s/he must be collected from the classroom and signed out at the office. Children are not allowed to leave the school premises without written permission of parents/guardians.

If a child needs to leave school early for an appointment elsewhere, parents/guardians must write a note to that effect to the teacher, collect them from the classroom and sign them out at the office. Under no circumstances will children be allowed to go home unaccompanied during the school day.

Pupil Insurance

In September each year parents/guardians are given the opportunity to purchase additional Personal Pupil Insurance for their children which covers them throughout the day. This scheme is administered annually by St. Attracta's Parents' Association.

Monitoring/Evaluation/Review

These procedures will be reviewed occasionally and as deemed necessary. The views and opinions of the partners in education are welcome at all times.