



Polasaí Tógála 2017-18

Collection of Children Policy 2017-18

Your child's welfare, well-being and safety are our most important priority. Therefore, it is our policy only to release children to parents / guardians or persons who have been nominated by the child's parent/guardian and who are known to us and the child. This policy will affect both the daily collection of a child at the end of the school-day and also any occasion where a child becomes ill or injured at school and needs to leave early, but where the child's parent is unable to be contacted.

New Traffic Arrangements

Parents of children in **Ranganna 1&2** are welcome to continue to drive into the school grounds to drop off / collect children, in accordance with the '**adult to adult**' handover procedure. Please drive carefully in and around the school grounds and 'reverse into a parking space', as opposed to reversing out, with children and parents walking behind you.

Parents of children in **Ranganna 3-7** are asked to drop their children at the gate on the main Donaghmore Rd, where a classroom assistant will meet them and supervise them on the walking track path down to their classrooms. Parents who wish to continue to accompany their child down to the class-room are asked to park in the hurling club car-park to the rear of the new pitch.

In anticipation, we thank you for your co-operation on these matters, in light of the limited space around the school grounds. These arrangements may change when our new mobile accommodation arrives and we will update you accordingly.

Please observe the following guidelines with regards to collection of children:

- We operate an '**adult to adult**' handover of children and ask that parents, child-minders and taxi / bus drivers deliver the children safely into the hands of the staff member on duty at the gate (8.45-9.10am) or directly to the classroom door if outside of these times. Please ensure that all persons with responsibility for leaving your child to school or collecting them in the evenings are aware of these health and safety arrangements.
- If your child is to be collected by someone other than a parent, grand-parent or person whom you have nominated on your child's registration form, it is essential that you notify the class-teacher / ring the office to inform us.
- If a taxi service is used, we recommend that the same driver / company is used at all times and that we are notified of such arrangements.
- If your child is to travel on the Ace Coaches service, please inform the school in writing, detailing the days on which they will use the service. We also remind parents that this is a private service arrangement between parents and the bus company and the school is not responsible for making arrangements pertaining to the service.

- Children will not be released to persons **under the age of 16** under any circumstances or to anyone who shows sign of being under the influence of alcohol or drugs.
- Please notify us as soon as possible, if family circumstances change and a certain individual(s) is/are no longer permitted to collect your child.
- We encourage parents and all nominated persons to be punctual when collecting their children as children become uneasy when they see the other children leaving.
- If your child has to leave school early, because of illness or for any other reason, please call into the office to 'sign out' with the school secretary.
- If you need to make a last minute change of arrangements, please phone the school during the school day to inform us on 028 877 53762.

Please return the slip below with the names of 3 people who will regularly collect your child from school and their contact numbers, in case of an emergency, where we are unable to contact a child's parent/guardian. If your child is to be collected by a taxi, please give details of the name of the firm and their phone number, in the box below. We also ask parents to ensure that the school hold your correct contact details and telephone number and we ask you to inform us of any changes to these details at your earliest convenience.



Name of child

Parental signature

Date

Names and contact numbers of 3 nominated persons permitted to collect above child from school:

Name and Relationship to child	Contact Number

Please tick the box below if you would like to meet with the teacher with responsibility for Child protection, to discuss family circumstances or cases where certain individuals are not permitted to collect your child.

