

DROP OFF AND COLLECTION PROCEDURES 2019-2010

At St. Brigid's PS / Bunscoil Naomh Bríd, the children's safety and welfare are of paramount importance to us. The beginning of the school day is a busy time and our aim is to ensure that all children arrive promptly and safely. Likewise, the end of the school day is equally busy and our aim is to ensure that children leave carefully under supervision, are collected on time and arrive home safely. Whilst continuing to maintain our school as a welcoming environment for all, we ask that you drop your child (ren) off at the school gate or door at front reception. The following arrangements have been put in place to ensure Safe Guarding responsibilities are met for all our pupils. Funding from the Department of Education has enabled the school to provide a **single point of entry** for all pupils to the various buildings via the front door at reception.

The school day begins for all pupils at **9.00 a.m.** Pupils in **Year 1 and 2** finish at **2.00 p.m.** each day. All other pupils finish at **3.00 p.m.**

The school day ends at **12 noon** for all **Year 1** pupils until **Friday 20th September 2019**. They will remain in school until **2.00 p.m.** for the remainder of the school year.

Safe arrival

- The gates at the front of the school and beside An Carn will be open each morning from **8.45 a.m.**
- Access to the school reception will be available throughout the day using the front pedestrian gate or via the gate beside An Carn.
- At least one member of staff will be at the front of the school each morning
- Another member of staff will supervise pupils in the assembly hall until they are collected by a teacher or classroom assistant or sent to their classroom
(FIRST WEEK ALL PUPILS TO GO STRAIGHT TO THEIR CLASSROOM ON ARRIVAL)
- If your child arrives late for school i.e. after **9.00 a.m.** they must sign in at the office where the time of arrival is recorded and a reason for lateness

Safe Collection

- At the end of the school day teachers and classroom assistants will bring all pupils to the front of the school. Those travelling by bus will be escorted to the bus and all others will be handed over to parents or designated adults.
- Pupils will not be handed over to other adults unless the school has been informed by a parent/carer that they have made this arrangement.
- If there are changes to collection arrangements e.g. playdates, birthday party parents / carers should notify school staff at drop-off (a letter or note works

best) or make contact by telephone at least 30 minutes before the usual pick-up time to enable the school clerical officer to inform staff handing children over at the end of the day of the change to arrangements.

Arrangements for Year 1 pupils September 2019

You may wish to accompany your child into school for the first few days until they are comfortable and familiar with their new classroom. From **Monday 9th September 2019** we ask that you drop your child at reception, or the school gate and school personnel will then escort them to their classroom.

When children are not collected

Sometimes in exceptional circumstances, a child may not be collected on time.

- Any pupil remaining outside after 3.10p.m. will be taken to the school / Principal's office from where he/she should be collected by a parent / carer
- A member of staff (usually the child's class teacher or a classroom assistant) will ring parents and / or emergency contacts to collect child
- After pupils leave, staff attend meetings, training, carry out essential marking, lesson preparation and other key tasks to ensure high quality lessons and provision for the children in their care. Completion of these tasks is dependent upon the timely collection of pupils. This is vitally important especially at the 2.00 p.m. pick up time for Year 1 and 2 pupils. Year 1 and 2 teachers are deployed to work with other pupils at this time.

Arrival and collection of children during the school day

- All adults bringing pupils to school or collecting them must report to the school office to sign the child in or out, stating time and reason for absence