



St. Louis National School - Rathkenny

School Road, Rathkenny, Navan, Co Meath. C15 PH60

E-mail: rathkennyschool@gmail.com Phone: 046 9054417

Registered Charity No.: 20131036 School Roll No. 15483H

School Website: <http://stlouistrathkenny.scoilnet.ie/>

ARRIVAL AND DISMISSAL OF PUPIL POLICY

Introduction

This policy was initially formed in October 2009 and revised in September 2011. There has been a lot of change since 2011 and therefore this updated policy was ratified by the Board of Management in January 2024.

Aims

This policy outlines the procedures for the arrival of pupils to school and the dismissal of pupils each afternoon to ensure safety of all pupils.

Start of School Day

The official start time of the school day is 9.00am. The school gate is open for staff to drive in so the school is accessible to pupils before this time. However, the school yard gate is not opened until 8.50am each morning and therefore no student is permitted to be on school grounds before 8.50am.

Pupils arrive on foot or by car after 8.50am.

Parents/guardians are advised yearly of the official opening and closing times of the school and gates.

At 8.50am, the pupils are welcome to enter the school where they are supervised by school staff. The school yard gate is closed by 9.05am. Any pupil arriving late will have to come to the front door and ring the buzzer to gain access. If they are arriving late, they should be accompanied to the front door by a parent or guardian.

Parents are notified by the Board of Management each year of the times at which the school will accept responsibility for pupils – 8.50am. The school Board of Management does not accept responsibility for pupils before this time.

End of School Day

The school day ends for infants at 1.40pm and for the rest of the classes at 2.40pm.

When the bell sounds, pupils line up and exit the building in an orderly fashion. They walk through the yard and exit the grounds via the school yard gate, accompanied by school staff. Once the pupils are off school grounds they are the responsibility of their parent/guardian.



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If there is a someone else collecting a child other than their parent/guardian or usual child minder, it is the responsibility of the parent to inform the school in advance.

Where an infant is not collected at the end of a day, the teacher takes the pupil back to the classroom and then goes to the office and phones the home or second contact person to make arrangements for the child to be collected.

All infant pupils are collected at 1.40pm and do not remain in school until 2.40pm.

Where a pupil is not collected at 2.40pm, the teacher takes the pupil back into the school where they are supervised. The class teacher/Principal goes to the office and phones the home or second contact person to make arrangements for the child to be collected. The teacher or principal waits with the pupil until collected.

There should always be two adults with a child while they are waiting to be collected.

Other Considerations

If pupils are required to be on the school premises before/after official starting time e.g. for school tours, a note informing parents about the change of arrangements is sent out in advance so families have an opportunity to make alternative arrangements.

No pupil is permitted to leave the school premises during the school day unless collected by parent or guardian. The pupil is signed out by the collecting adult at the front door. Perimeter gates are closed during the day to ensure the safety of pupils.

This policy will be reviewed if circumstances change in the school.

Signed: Gery Boyle

Date: 31 January 2024