



Policy on the Acceptance and Handover of Children

The school's Mission Statement says the children can expect a safe and caring place to come and learn, and in line with this statement, a policy on the acceptance of children into the school's care and the handover of children back into the care of their parent/guardian has been drawn up with the greatest emphasis on the safety of the child at all times. A representative of each of the following - the Board of Management of the school, the teaching staff and the Parents Association - have worked together to draw up this policy.

Parents/ Guardians will be reminded to read this policy at the beginning of term 1, and submit any relevant paperwork. A copy of this paperwork, if signed, will be kept on the pupils class file.

1. Admitting children into the care of the school at the start of the day.

The school day begins at 8.30am and all children should enter the school using their class assigned door and proceed directly to their classrooms. Each class will be assigned an entrance and exit door at the beginning of the first term (or end of previous term) and will use this door for the year, unless advised otherwise.

A member of staff will be present in the classroom from 8.20am, but the responsibility of the school for its students will not commence until 8.30am.

It is important that pupils arrive in time for the 8.30 bell. However, doors will remain open and staff will be on hand to escort any late-comers to their class until 8.40am. After this time all entry doors will be closed and all children arriving after that time must enter through the front door of the school.

Parents/guardians are reminded that if they need to speak to the teacher, an appointment should be made, as anything other than a brief issue (for example, reminding of a child's appointment or other minor matter), is not appropriate at dropoff or collection.

2. Releasing children back into their family's care.

When school finishes, children will be brought out to each relevant door by their teachers and handed over to their parent/guardian/childminder.

Kelly's Bay, Skerries, Co. Dublin. Tel: 01 8494050. Fax 01 8494058.

Roll No:203070.

www.skerrieseducatetogether.ie

Email:admin@skerrieseducatetogether.ie Registered

Charity Number 20119546



Parents/guardians/childminders are encouraged to wait at their child's assigned door for collection. Parents are encouraged not to wait on the school ring road/set down area as vehicles may pass through during collection time. Parents/guardians must wait for the teacher to send their child over to them, rather than calling the child over, as the teacher must keep track of all handovers.

After-school clubs are run by the Clubs Committee and responsibility for children is handed over to the Clubs Committee/club leaders, who collect the children from each class/ line and bring them to their club, and then hand over the children at the end of the club in the yard, or, in the event of rain, from either the Hall or one of the doors onto the yard (depending on whether there is a club using the hall, and where the club is taking place).

3. When a child has to leave school during the day.

If a child has a necessary appointment during the school day (such as doctor/dentist/hospital), then the parent/guardian must advise the school in advance, and, on the day, the parent/guardian must collect the child and sign the child out.

To advise the school that your child has an appointment during the school day, please either drop a note with the relevant details (your child's name, class and the date and time of the appointment) into the school office, email the details to admin@skerrieseducatetogether.ie or phone the office with the details.

If a child becomes ill during the school day, the school will contact the parent/guardian at the phone number provided, and the child must be collected from school by the parent/guardian. If the parent/guardian is not available during school hours, then an emergency contact number must be provided to the school and arrangements should be put in place for someone to collect the sick child. Sick children will not be permitted by the school to make their own way home.

4. Children walking home from school alone.

It is the policy of the school that children will not be allowed to make their way home from school alone until they are in 2nd class. Once children are in 2nd class, it shall be the decision of the individual parent/guardian as to whether to allow the child to make their own way home. If the parent/guardian decides that their child may make their own way home, then the parent/guardian must advise the school of this decision in writing.

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5. Children being allowed to leave the school in the company of older siblings.

It is the policy of the school that all children in Junior Infants and Senior Infants must be collected by a parent/guardian/childminder.

For children in 1st - 6th classes, children will be allowed to leave school at the end of the school day in the company of an older sibling if the parent/guardian advises the school in writing that this is acceptable. However, where the older sibling is ill or absent, the younger child/children will only be released into the care of a parent/guardian/childminder.

6. Persons permitted to collect children

Parents/guardians will be asked to provide the school with a list of named people who have permission to collect their child - such as grandparents or other relatives, childminders, or other parents of children in the school. If it is necessary at any stage for someone other than the persons on this list to collect a child, the parent/guardian must let the school know in advance, by phone if necessary. If your child will be going home with another child's parent, please contact the office to let the school know (either by note in advance or by email or phone).

If there is a custody order in existence in respect of any child, please provide a copy to the school, so the school will understand who will be responsible for the drop-off and collection of the child.

It is important that you share this policy with any person who will be dropping off or collecting your child from school.

7. Ratification and review

This policy was ratified by the Board of Management at its meeting on 11th June 2025 and will be reviewed by the end of June 2028.

Signed:

David Carroll, Chairperson

Conor D'Arcy, Principal

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Permission for children to make their way home alone.

If your child is in 2nd-6th class, please fill out the form below, and draw a line through whichever does not apply to your child (do/do not give permission).

This record of permission, in accordance with section 4 of the Policy on Acceptance and Handover of Children, will be kept on file and if you wish to change your decision about whether or not your child may make their way home from school alone, please fill out another form and give it to the school office.

Name of Child _____

Class child is in [2nd-6th]_____

Name of Parent/Guardian_____

I do give permission for my child to make his or her way home alone

I do not give permission for my child to make his or her way home alone

Date_____



Permission for your child to make their way home with an older sibling

If your child is in 1st-6th class, they will be allowed to make their way home with an older sibling. For this to happen, permission from parents/guardians is required. If this applies to your child, please fill out the form below and return it to the school.

This record of permission, in accordance with section 5 of the Policy on Acceptance and Handover of Children, will be kept on file and if you wish to change your decision about whether or not your child may make their way home from school with an older sibling, please fill out another form and give it to the school office.

Name of Child _____

Class child is in [state teacher and level] _____

Name of older sibling _____

Class older sibling is in _____

Name of Parent/Guardian _____

I do give permission for my child to make his or her way home with an older sibling.
(Delete if appropriate).

I do not give permission for my child to make his or her way home with an older sibling.
(Delete if appropriate).

Date _____



Parent/Guardian list of persons who may collect their child

Name of Child _____

Class Child is in _____

List of persons who may collect the child (with contact number)

1. _____

2. _____

3. _____

4. _____

5. _____

Is there a custody agreement/order in relation to this child? (If yes, please attach a copy)

Yes / No

Name of Parent/Guardian _____

Date _____