

# PRIMROSE HILL NATIONAL SCHOOL

## ARRIVAL AND DISMISSAL OF PUPILS POLICY

### **Background**

The duty of care to pupils applies not only in school but also, for example, on school tours and on other occasions when the children are in the care of a teacher.

Circular 18/0-3: Rules 121(4) and 124(1) of the Rules for National Schools oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils while the pupils are on school premises, during school time and/or on school activities. Accordingly, the responsibility of all teachers, individually and collectively to provide a duty of care at all times towards the children in the school in which they teach, including periods of supervision, is not changed.

Circular 16/73: Overall responsibility for the day to day management of the school supervision rests with the principal teacher.

### **Duty of Care**

The school must take reasonable care for the safety of pupils when pupils are under their charge. This applies not only to periods during break or playtime but also to the periods between the pupils' arrival at school and the start of the school day and from dismissal in the afternoon until, for example, the school bus leaves where the pupils remain on school property. (Ref: Primary Education Management Manual 3:2.7).

### **Supervision of Pupils Outside Official School Opening Hours**

Regarding pupils who travel to school by bus, and the fact that the children are conveyed to or from school by bus does not impose an additional obligation on the school. The school is not responsible for children who arrive at school before 8.30am.

### **Guide to Insurance Safety and Security in the School**

The school will open to receive pupils at the hour of 8:30am. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 8:50am. No pupils should arrive later than 8:50am.

Classes will end each day at 2:15pm (and 1:15pm for Infants). Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate and the person to escort them should be at the school gate not later than 2:15pm, as the school cannot accept responsibility for looking after the children after this time.

### **Start of School Day**

- The official starting time for school is 8:30am. Whilst the front of the school is accessible to pupils before this time, the school does not accept responsibility for those arriving before this time.
- There is over head shelter at the front door for use in inclement weather.
- On opening the doors, parents are asked to allow their children to proceed to their classrooms on their own. Allowances are made for Junior Infants at the beginning of the school year.
- All parents are notified by the BoM at the times at which the school accepts responsibility.

- Any pupil who arrives later than 8:50am must be signed in by a parent/guardian stating the reason for their late arrival.
- Any pupil who arrives later than 9.30am that is 40 minutes after commencement of instructions will be marked absent in the roll book.

**End of School Day**

- The school day ends for Infants at 1:15pm and for other pupils at 2:15pm. All Infants are expected to be collected at 1:15pm.
- Each class teacher lines up their pupils and walks in an orderly fashion to the front of the school, to the top of the steps. Whilst walking to the front of the school, each teacher observes to see if the way is clear for them to proceed.
- At the end of the school day, each class teacher takes responsibility for the safe collection of all of their pupils. Each teacher ensures that their pupils are supervised until they are collected. A delay in collecting may facilitate the need to telephone the parent. Parents normally collect pupils at the end of the steps to keep the area clear.
- Parents who wish to allow their children to leave school premises independently, should inform the school of this in writing. Parents/Guardians fill out permission form.

**Late Arrival / Departure of pupils**

- Pupils arriving to school after 08.50am (class start time) will have their name recorded in the Late Book and their end of year report.
- Pupils who are not collected on time (1.15pm for Infants and 2.15pm for older classes) or on half days, will have their name recorded in the Late Book and their end of year report.

Signed

Signed

---

**Chairperson, Board of Management**

---

**School Principal**

Issued: February 2008  
 Updated: February 2017