



Arrival & Dismissal of Pupils

Rule 121 of the Rules for National Schools obliges teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on school premises, during school time and or on school activities (see Supervision of Pupils Policy).

School Day - Dunderrow National School

The school is officially open for 5 hours and 40 minutes.

9.00 am – 2.40 pm 1st to 6th
 9.00 am – 1.40 pm Infant hours

The Breakdown is as follows –

<i>Latest time for opening</i>	<i>9.00 am</i>	<i>Rule 55</i>
<i>Latest time for commencement of formal instruction</i>	<i>9.20 am</i>	<i>Rule 55</i>
<i>Staff attendance</i>	<i>20 mins before formal instruction or 9.00 am</i>	<i>Rule 124</i>
<i>Length of school day/secular instruction</i>	<i>4 hours 10 minutes – may be reduced by one hour for Infants to first class</i>	
<i>Religious instruction</i>	<i>30 minutes</i>	
<i>Lunch break</i>	<i>30 minutes</i>	<i>Rule 56</i>
<i>Roll call</i>	<i>10 minutes</i>	<i>Rule 55</i>
<i>Short break</i>	<i>10 minutes</i>	<i>Rule 56</i>
Total	5 hours 40 minutes	

In Dunderrow National School custom and practice allocate the 20 mins assembly time into normal day. This time is used for –

1. Assembly for the whole school on one day each week.
2. Collecting & correcting homework
3. Informal appointments with parents etc.
4. Organising school activities between staff/pupils

Start of School Day

The Board of Management recommends that children should be dropped to school 10 minutes (see Supervision Policy) prior to the official school opening time of 9.00 am and collected from school within 10 minutes after 2.40 pm. The Board of Management cannot be responsible for children's safety other than for a reasonable period 10 minutes before and after school.

It is the duty of all parents to encourage their children to obey school rules and procedures before, during and after the school day while on school premises.

School Bus

Pupils travelling on Bus Eireann school transport should at all times be –

- Respectful to the driver.
- Observe school bus rules.
- Embark and disembark from the bus at the allocated area outside of the school front gate within 10 minutes of home time (2.40 pm).
- The school has an arrangement with the bus service that they will inform the school of any impending delay and a teacher will remain on the school premises until children are collected either by the school bus or by parents if the need arises.
- No child is allowed to leave the school premises unaccompanied.

Children, on entering the school premises can access their classrooms. Principal will circulate to ensure smooth entry of all concerned.

Children enter school at a designated point of entry and enter school building by entry doors allocated to their particular class.

See Appendix 1

End of School Day

Infants School Day: 9.00 am to 1.40 pm

For the first two weeks of September/as agreed by Management 9.00 am to 12.00 pm

Children are escorted from classrooms to the front of the school where teachers will remain with them until they are collected by parents/guardians or others made known to the school i.e. childminders, grandparents, etc.

No child will be allowed to leave the school premises unaccompanied at any time during school hours.

All Infant children go home unless attending After School Care (Sherpa Kids) at 1.40 pm.

All Infant children are collected at the Main Gate – designated area.

Parents must ensure at all times that a designated person collects their child/ren.

The school should be contacted if there is any change that the child will need to be made aware of.

The school must be notified by parents/guardians if there are persons that they do NOT wish their child to be collected by. (Family Law Order etc.)

All other children must leave school premises in a respectful and co-ordinated manner but parents must be mindful that all children are familiar with collection arrangement at home time.

Any child who for whatever reason does not know or is unsure about collection arrangements at home time should check with the class teacher/principal or with any teacher and the parents/guardians will be contacted.

After School Activities

The Board of Management has ensured that the school's Insurance Company – Allianz, will provide cover for all situations where ***school related activities*** are carried on outside of regular school hours e.g. sports activities, French lessons, music lessons, school tours/field trips outings etc. (see Tours & Outings Policy) Parents and children are made aware that school rules and procedures apply. Dropping off times and collection times will be made known in writing to all. Teachers assigned to these activities whether from immediate school staff or other teaching staff i.e. Music teacher, French teacher etc. are also aware of school rules, procedures and their "responsibilities" to the children in their care.

Use of school premises outside of school hours contracts are in place for personnel involved in the provision of after school activities within the school grounds.

Roles & Responsibilities:

- The Board of Management, parents, children and staff in supporting this policy are maintaining the principal of safety for all members of the school community before and after the official school day and comply with the schools Child and Adult Safeguarding Statement.

Success

The policy is subject to continual review under the following

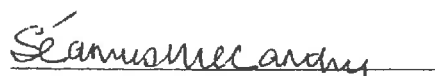
- Maintaining a happy school atmosphere.
- Staff and parental satisfaction.
- Improvement in pupil attainment in social areas.
- Prevention of incidents of bullying/racist incidents.
- Parental satisfaction with the values being promoted in the school.

Review

This policy will be reviewed in line with any changes in legislation.

Ratification

This policy was ratified by the Board of Management on April 2018 and reviewed on May 2021 and updated on 9th December 2022



Chairperson B.O.M



Principal

Date: 9/12/22

Appendix 1

Junior Infants, Senior Infants – Side Doors

3rd & 4th Class - Entry Door off the Basketball Yard (lower yard)

1st Class & 2nd Class – Side Door off the Courtyard.

5th Class, 3rd Class and Autism Class – Door at Rear of School.