

HOLY SPIRIT BNS BALLYMUN

Policy on Reception, Assembly and Dismissal of Pupils

Rationale:

The formulation of a new policy was deemed necessary due to a number of factors:

- Additional children with special needs in the school
- Relocation/Repositioning of particular classes within the school
- The provision of a large assembly hall in the school facilitating whole school assembly on certain mornings
- To conform to legislative requirements and the provisions of Circular 11/95 (Time in School) and define the time schedule in which the school has a duty of care.

Aims/Objectives:

- To contribute towards efficient time tabling
- To ensure structure is added to the school day
- To facilitate the efficient delivery of whole school instructions/announcements etc
- To reduce congestion and minimise danger on dismissal i.e. Health and Safety/Duty of Care issues

Relationship to School Ethos:

The fostering of a safe, stimulating and structured learning environment is central to the mission statement of the school and this policy contributes significantly towards those ideals.

Roles and Responsibilities:

All staff members from Principal down have an input into the co-ordination and implementation of the policy. Class teachers oversee the reception of pupils in the mornings and their supervised dismissal in the afternoons. Special Needs Assistants also participate in class reception and dismissal routines, particularly when a child in their specific care is in a mainstream placement.

Internal School Procedures

Assembly:

The Assembly bell sounds at 8.55am. The children congregate in their designated lines, which are clearly marked on the yard. (They will be shown each year by the class teacher where to line up)

Infant children are admitted to the class by their teachers opening the doors at 8.55am and classes from 1st-6th are admitted by their teachers at 8.55 am and file into their classrooms in an orderly manner. Pupils must walk in single file on the stairs and corridor.

Pupils who arrive to school after the line has entered the building must walk to their classrooms in an orderly manner entering through the main doors if other doors are closed.

The School Day:

8.55am	Reception.
9.15am	Formal Instruction Commences & outside doors are closed.
10.50am - 11.00am	Lunch Break
12.00pm-12.30pm	Yard break - Infants -2 nd
12.40pm-1.10pm	Yard break - 3 rd -6 th
1.35pm	Dismissal - Infants
2.35pm	Dismissal - 1 st -6 th

Roll is called at 10.00 a.m.

Class contact time is 5 hours (including assembly and roll call)

Dismissal:

Dismissal commences at 2.35 p.m., except in the case of infant classes for whom the school day finishes at 1.35 p.m.

Infant dismissal:

- Infant children must be collected from the classroom.
- Parents collecting children enter the building at the red and orange entrances to the school (infant wing).
- Infant parents must form an orderly line when collecting children from class.
- As teachers cannot monitor all children safely and talk, parents are asked to collect children, and leave directly. If there is a need to discuss something with the class teacher, parents are asked to wait until all other children have been collected.
- Children are not allowed to re-enter class to collect forgotten items until all other children have been collected (health & safety - to avoid confusion).

Roles and Responsibilities:

Parents assist the reception & dismissal policy by;

- Parking responsibly
- Ensuring children do not come to school before 8.55am
- Leaving buggies outside main doors
- Ensuring children are not dropped at the school too early or collected too late
- Not driving into the staff car park
- Standing outside the doors
- Requesting an appointment to see a teacher in the office

It is not the policy of the school to allow infant children remain on the school premises until 2.35pm to be with older siblings.

Children conform to the policy by;

- Lining up and walking in single file down stairs with school bags and coats on backs
- Not walking across the staff car park

Teachers contribute to the policy through;

- Supervising orderly dismissal and ensuring children left waiting are adequately supervised
- Ensuring safety procedures are implemented
- Informing parents of school opening and closing times and collection times after tours/shows etc