Kilsheelan NS

Kilsheelan, Clonmel, Co.Tipperary
Roll No: 18486F
www.kilsheelanns.com

Arrivals and Dismissals Policy

Introduction
Kilsheelan NS opens to welcome children at 9.00am with children admitted to the school building at 9.10am. The Board of Management does not accept responsibility for pupils arriving before this time. Children are allowed to assemble inside the gates before this time but must wait in the area designated to their class. Parents/Guardians are reminded that if they do send children into Kilsheelan NS before it opens that they do so at their own risk.

All parents are regularly notified about this arrangement and new parents are made aware of this arrangement too.

Parents and children are advised that children are not allowed to play on the yard prior to school opening.

Arrival and Dismissal Times
Classes begin at **9.10am**
Junior and Senior Infants go home at **1.50pm**
1st – 6th Classes go home at **2.50pm**

It is important that you make arrangements to have your children to be collected at these times as the school cannot take responsibility for them outside of these times.

The roll book is utilised through the Aladdin system and is called daily at approximately 9.50 a.m. and records attendances and absences. It also records the time missed due to being late. A record of this can be shown to parents on request.

If you arrive after 9.10a.m. or wish to sign your child out early, then please notify the school via the Aladdin Connect app.

Please inform the school prior to collecting early and the Secretary will call your child to the office for collection. Children are not allowed to leave the school premises without written permission of parents/guardians or if parents come in person to collect them. Under no circumstances will children be allowed to go home unaccompanied during the school day

Bad Weather
When the weather is very bad, children are admitted into the school building at 9.00am and are asked to go straight to their classrooms. Parents are informed that the school is not responsible for the children until 9.00a.m., but school staff do monitor the hall during this period and on these mornings the Special Needs Assistant should be available to supervise the children in their care from 9.00a.m.

Late Arrival

Children arriving after 9.10 a.m. must provide notification via the Aladdin Connect app as previously mentioned. A record is kept in each class of late arrival and loss of class time and attention is drawn to this if a persistent pattern emerges. This is recorded on Aladdin.

Kilsheelan NS stresses the need to develop the habit of punctuality both for each individual child and for the efficient running of the classroom and respect for all the other children in each class. Punctuality and arriving to school with all requirements is the responsibility of parents/guardians.

Dismissal
In Kilsheelan NS classes finish each day at 2.50p.m. Each class teacher monitors the dismissal of the children to ensure safety and an orderly exit. Parents must make their own arrangements to have children collected and the person to escort them should be at the school no later than 2.50p.m.

The Board of Management cannot take responsibility for children after that time. Children should leave the school promptly at 2.50p.m. unless they are involved in an after-school activity.

If children are not collected on time they are advised to return to the office where efforts will be made to contact parents. Parents are advised that advance warning of delays etc. can make everything much easier to deal with and avoid unnecessary anxiety for children.

We stress the importance of providing the 3 contact numbers at the beginning of each school year and remembering to update these if there are changes during the school year.

As a matter of safety, parents/guardians are advised to establish a safe routine with their children re going home by telling them

- to leave promptly after school or after-school activity ends
- not to walk home alone, if possible
- to follow a route advised by parents/guardians •
- to cross the road at the pedestrian crossing
- to avoid speaking to people they don't know and to shout for help if approached by someone that makes them feel uncomfortable
- to avoid approaching cars or vans they don't know

After School Activities
Children who attend after school activities leave their classrooms and go directly to the place of the activity in which they are taking part. This is usually the pitch. The relevant teacher now takes responsibility for those children during the session and ensures that the children leave at the end of the activity in a safe and orderly fashion. Children walk to the school gates and are not allowed to remain on the school premises. In the event of extra-curricular activities etc. being cancelled, a text will be sent to parents notifying them of same.

Review
This policy has been reviewed and updated in October 2024. This policy will be reviewed every three years or as the need arises as per DES guidelines and circulars.

Signed: _____ Date: 09/10/24
Chairperson Board of Management

Signed: _____ Date: 9/10/24
Principal