**Appendix 6**

**Arrival and dismissal from school (As part of safety statement for Esker ETNS)**

**Ratified by BOM on 18th November 2010:
Revised and updated in conjunction with the revision of the health and safety statement December 2014 and Ratified April 2015**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date 14th April 2015**

**Peggy Masterson**

**Chairperson BOM**

This policy was revised following a Health and Safety audit in the school on November 21st 2014 which was conducted by Colette Kavanagh (Principal), Marie Reilly (Safety Officer on the BOM) Barry Molloy (school caretaker). The policy was discussed with the staff safety officer Tom Costelloe. Safe practices which were identified and already in place are included in this policy.

**Arrival time:**

School starts at 9:20 am each morning. The gate to the yard is opened at 9:10 am by the principal. The children line up in their class lines and are supervised by the principal until 9:20 am at which time teachers come to collect the children from the yard and bring them to their classes. In the absence of the principal, this supervision is done by the Deputy Principal or the Assistant Principals. The Principal will inform these members of staff if she will not be available for this duty. It is important to note that parents are responsible for their children until 9:10am.

The parents are notified in the welcome pack (New Parents Information Pack) and at the new parents information evening held annually that children are not supervised before 9:10 and children should not be dropped off to school before that time. They are reminded that children remain the responsibility of their parents until 9:10, ten minutes before school begins. Existing parents are reminded of this on annual basis (at a minimum) through the school newsletter and more frequently (if deemed necessary) by the principal.

On wet days, the caretaker places mats at the doors of the hall. The children are brought into the hall by the principal (or deputy) at 9.10 am. Teachers collect their children form the hall before 9:20 am and bring them to their class.

**End of School Day:**

**The Infant day**

School finishes for infants at 2:00 pm. Parents/child minders of infants collect their children from the classroom door. The school front door is opened at 1:55 pm to allow for parents to go to the infant classroom door to collect their children.

One teacher/SNA remains in the classroom with any uncollected child until all children have been collected.

Infant children are not allowed to remain until the end of the senior school day at 3:00 pm unless in extreme cases where permission has been given by the principal and the class teacher who has agreed in advance to supervise.

**First class to 6th class**

School finishes for children from 1st class to 6th class at 3:00. Teachers accompany their classes to the yard. Children who walk or cycle home on their own are permitted to leave. Children in first and second classes remain with their teacher until they are collected, unless they have permission to walk home. Class teachers remain with any uncollected child (or make an arrangement with another teacher/principal to do so) until the child is collected.

**Other issues:**

Personal accident Insurance for school hours is purchased for every child in the school through Brennan’s Insurance.

Children attending Extra Curricular Activities are supervised by the teacher/ provider of the ECA. Junior ECAS generally run from 2:00 pm to 3pm. ECAs generally run from 3. 00 -4:00 pm. ECA provider remains with any uncollected child until that child is collected (or makes an arrangement with another teacher to do so).