



**Cloontuskert N.S.
Cloontuskert,
Lanesboro,
Co. Roscommon.
N39 AT80.
Roll No. 18116S**

**Cloontuskert N.S.
Arrival, Dismissal & Supervision
Policy**

Drafted: January 2026

Arrival, Dismissal and Supervision Policy

Introduction

This policy was drafted in January 2026. It applies to all staff and children during school hours, break times, and on all school related activities. This policy is in keeping with the school ethos of providing a safe and secure environment for all pupils and the wider school community.

Rationale

The Board of Management of Cloontuskert N.S. has formulated this policy to comply with their statutory obligations in relation to the Health and Safety of their pupils

Our aim is to provide a safe place for all the children in our care. In this school, we value a safe environment and work towards providing that for the entire school community.

Legislative Context

Under the provisions of the Education Act 1998, and the regulations of the Department of Education and Youth, the Board of Management is the body charged with the direct governance of a school.

The overall responsibility for the day to day management of school supervision rests with the Principal teacher. The terms of Circular 16/73, which issued to all primary schools, provide that the Principal teacher of primary schools should organise supervision for the order and general behaviour of the pupils during school hours. In particular, s/he should organise and participate in the effective supervision of the pupils during breaks, lunch breaks, assembly and dismissal.

Circular 18/03: "Rules 121(4) and 124(1) of the Rules for National Schools and Section 23(2) of the Education Act 1998 oblige 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. 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."

Schools should also refer to Circulars 11/51, 11/68, 24/71 and 11/95

Procedures in Cloontuskert N.S.

Arrival of Pupils

- The school doors will be opened at 9.05 am each morning. Pupils are not to arrive on school grounds before this time as supervision will not be available.
- Upon arrival, children will walk in an orderly fashion from the gate to their designated line up area outside of the school building.
- Once the doors have opened, the children will walk directly to their classrooms.

Dismissal of Pupils

Junior and Senior Infants

- Junior and Senior Infants finish school at 1.50pm.
- The children will be brought in line to the front gate by their teacher .
- Parents/guardians must collect children from the front gate.

1st - 6th Class

- Pupils in 1st - 6th Class finish school at 2.50pm.
- These children will be brought in line to the front gate by their teacher .
- Pupils will only be allowed to leave once they have been seen by a parent/guardian.
- Pupils with written permission to walk home are responsible for making their way home safely once they leave the school premises

Pupils arriving late or departing early are expected to provide their class teacher with a written parental note.

Supervision and Safety Responsibilities

Before and After School

- The Board of Management provides supervision from 9.05am until the official start of classes at 9.10am, and from dismissal at 1.50pm or 2.50pm until the pupils leave the school grounds. The Board of Management accepts no responsibility for pupils before or after these times.
- Once pupils leave school grounds, the school is no longer responsible for their safety. Parents/guardians are expected to ensure that appropriate arrangements are made for the safe collection of their children.

Mid-Morning Break (11am) and Lunch Time (1pm)

- A Supervision Rota is developed at the start of each academic year and is displayed in the Staffroom . Each teacher also receives a copy.
- Teachers on yard-duty supervise the yard to ensure and encourage the safety and good behaviour of the pupils.
- Formal instruction will recommence at 11:20am after midmorning break and at 1:20pm after lunch time break.
- The teacher on yard duty organises for the bell to ring to signify the end of break. On hearing the bell, the children line up in an orderly fashion outside the main door of the building.
- On wet days the rostered teacher supervises all classrooms and corridors.
- While SNAs provide individual supervision for designated children with SEN at lunch and break times, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty.
- First Aid boxes and Incident Logs are kept as a matter of procedure (see Accident and Injury Policy).

Student Teachers, Visiting Teachers, Instructors and Facilitators

Class teachers are responsible for the supervision and oversight of the children in their class at all times. When visiting teachers, instructors and facilitators (such as GAA, Rugby, instructors) come to work with the class, teachers are to remain with the class.

Legal Considerations

- This policy is in compliance with all relevant legislation, including child safeguarding regulations, and the Education (Welfare) Act 2000 regarding pupil supervision.
- Parents are responsible for ensuring their child is dropped off and collected safely at the designated times.
- Any changes to these arrangements, such as permission for a child to walk home, must be provided to the school in writing. Cloontuskert N.S. shall not be liable for any incidents or accidents occurring after a child has left the school premises.

Communication with Parents & Safety Issues

- Parents are encouraged to discuss any concerns or special arrangements for their child's arrival and dismissal with the school Principal.
- All parents are requested to speak to their children about their personal safety. Similar talks will be given to pupils in school where safety, bullying, substance abuse etc will be discussed as per the Social Personal Health Education Curriculum in an age appropriate manner.

In relation to safety issues, the B.O.M. wishes to highlight the following and request your cooperation.

- Responsibility for pupils entering and exiting the school rests with the parents.
- Please talk to your child regarding road safety – In school, we are doing likewise.
- When collecting or dropping off pupils please do so at the side of the road nearest to the school. If you do park across the road, please do not allow your child/ren to cross by themselves.
- Please drive with extreme caution around the school and park carefully.

Communication and Implementation of the Policy

This policy will be communicated to all parties and will be published on the school website. The Principal in conjunction with the BOM will be responsible for the implementation of this policy.

Signed:

Chairperson of the BOM

Principal

Date: _____

