

Shanbogh National School

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Arrival, Dismissal and Supervision Policy

Introduction

This policy was reviewed in April 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

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.

The rules for National Schools 121(4) and 124(1) oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils during school time and during all school related activities.

The school day in Shanbogh N.S. is from 9:20am to 3pm (2pm for Infants).

Duty of Care: The school must take reasonable care for the safety of pupils when pupils are under their charge. This applies not only to periods during break or playtime but also to the periods between the pupils' arrival at school and the start of the school day and from dismissal in the afternoon. (Ref: Primary Education Management Manual 3:2.7). While careful supervision is undertaken at all times during the school day, all members of the school community must be aware that no arrangement exists for the supervision of pupils who arrive at the school before 9.05am or who remain in the vicinity of the school after school hours awaiting collection. The duty of care to pupils applies not only in school but also, for example, on school tours and on other occasions when the children are in the care of a teacher.

Legislative Context

Under the provisions of the Education Act 1998, and the regulations of the Department of Education and Skills, 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 pupils in the school in which they teach, including periods of supervision, is not changed."

Policy Statement

On the issue of supervision before school, it was decided by the Board of Management on the advice of Allianz and CPSMA that pupils required a reasonable amount of time before school and after school to enter and exit the school building, and that the school could reasonably be expected to supervise pupils for a period of fifteen minutes before school. Parents/Guardians are advised that outside of these times pupils would be on the school premises at their own risk unless attending an activity supervised by a teacher for which prior notification has been given.

Morning Supervision Procedures

- Formal instruction begins at 9.20am. School will open to receive pupils at 9.05am. In accordance with our Child Safeguarding Statement, pupils will be supervised from 9.05am. Teachers will be present to supervise as per our supervision rota.
- Teacher on morning supervision duty supervises the designated areas to ensure the safety of the pupils until formal instruction begins.
- All doors to be closed at 9.20am. No Parents/Guardians are allowed walk through the school building.

Procedures for Late Arrivals

- Any children arriving after 9.20am must be accompanied to the front door to gain access
- Parents/Guardians should use note or email to communicate their child's late arrival to the class teacher should it be known in advance that the child will be late.

Procedures for Supervision at Mid-Morning Break and Lunch Time

The staff is organized to perform supervision duties at mid-morning break and lunch break. Each teacher is given a hard-copy of the supervision rota.

Teachers on yard-duty supervise the yard to ensure and encourage the safety and good behaviour of the pupils. Formal instruction will recommence at 11:10am after midmorning break and at 1:00pm after lunch time break.

- One teacher is on duty at all times.
- On wet days the rostered teacher supervises both classrooms.
- Teachers will bring to the attention of the principal any matter requiring corrective action. Refer to the school's Code of Behaviour for more information.
- First Aid boxes and Incident Report forms are kept as a matter of procedure. The principal must be informed in the event of a major incident and, the child's parents/guardians will be informed.

General Procedures

- All Parents/Guardians are notified by the school of the times at which the school accepts responsibility. A notice will be issued, via the school newsletter, to parents/guardians at the commencement of the school year and again in January to inform them about the arrival and dismissal procedures.

- Children excused from yard for medical reasons will sit outside in the shelter for the duration of yard time.
- Religious Ceremonies: The children of Parents/Guardians who have a fundamental objection to their children attending Mass, will be supervised by a teacher.

Dismissal of Pupils

- At dismissal the teacher on supervision duty will accompany the classes to their designated point of dismissal, the front gate of the school.
- In the event of a child not being collected at dismissal time, the teacher on supervision duty will bring the pupil to the office and will call the relevant parent or guardian and arrange for the child to be collected as soon as possible.
- Contact details for parents/guardians are available in the office. It is the responsibility of the parents/guardians to provide a minimum of two valid and current contact numbers upon which they can be reached in the event of non-collection. These details can be provided in person, over the phone, by note or by email.

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.

Teacher Absences

- In the event of a planned absence, it is incumbent upon the teacher to arrange for his/her designated yard by swapping supervision duties.
- In the event of a non-substitutable teacher absence the teacher ensures that supervision duties are delegated to another teacher.

Brief Absences During the School Day

- Teachers should not leave their class unsupervised.
- If a teacher has to leave a classroom for any reason, she/he informs the teacher next door and arranges for the supervision of their class.

Provisions for Pupils with Appointments off Campus

Parents/Guardians may request that their children be allowed to leave during the school day due to medical appointments or other essential activities. In these circumstances, the following procedure will apply:

- Where a child needs to leave school during the school day, for a dental, medical or other appointment, the child's parent/guardian or designated adult must communicate this to the class teacher in advance via either note or email. They must provide a reason for their early departure, the time that they wish to collect their child and the approximate time of return, if applicable. When the parent/guardian collects the pupil, the responsibility for the child's safety is transferred to the parent/guardian/designated adult. (Please note that pupils will only be released for appointments into the care of a parent/guardian or designated adult over the age of 18yrs.)
- The person collecting / returning the child must complete a sign out / sign in book which will be available in the foyer of the school

Other Considerations

- A 24-hour personal accident insurance cover is provided by the Parents' Association for all pupils.
- If pupils are required to be on the school premises before or after official school hours, e.g., for school tours, school team training etc., written notification is sent to the parents/guardians in advance and a teacher must be on site to supervise the activity specified.
- Where a court order is in place denying access to one of the child's parents/guardians, it is the responsibility of the primary custodian to provide evidence of a court order to the school at the earliest possible opportunity.
- If the parent/guardian who has been denied access becomes threatening and/or insists on attempting to remove a child from the school, the principal or deputy principal or next most senior teacher will call An Garda Síochána.

Roles and Responsibilities

- The principal is responsible for drawing up and updating the supervision rota.
- The effective supervision of pupils before school (9.05am to 9.20am), during breaks, lunch periods and at school dismissal is undertaken by the teachers and principal.
- Children with injuries/complaints are dealt with directly by the teacher on supervision duty.
- Effective supervision of the pupils must be maintained by all teachers during assembly and dismissal.
- Teachers supervising at break/lunch times are expected to ensure that the pupils:
 - Line up in an orderly fashion with their class
 - Comply with school and yard rules
 - Walk in the corridors
 - Enter the building with permission only.
 - Behave in an orderly manner that is unlikely to endanger themselves or others
 - Remain on the school premises
- When the bell sounds, teachers on duty leads the classes to the yard. At the end of lunchtime pupils will line up and the supervising teacher will escort them from the yard and bring them to their classrooms promptly.
- Teachers are not responsible for children on the way to or from school. Teachers are not responsible for children on school property before 9.05am or after dismissal.

Success Criteria

- Ensuring a safe child-friendly school yard
- School tours and off-site visits are conducted safely
- Yard rules are adhered to

The plan will be monitored and evaluated at regular Staff and Board of Management meetings and as necessary. This policy will be communicated to all parents / guardians via email and will also be placed on the school website.

This policy was ratified by the Board of Management in April 2026

Signed Eileen Cody Chairperson, Board of Management
16/4/2026