

# *Scoil Náisiúnta Ghlinse*

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*Glinsk N.S.*



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## **Arrival and Dismissal Policy**

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## **Introductory Statement**

This policy outlines the school's measures to ensure appropriate and safe arrival and dismissal of pupils. This policy has been drafted to reflect changes in practice in the 2025 – 2026 school year.

## **Rationale**

The staff and management of Glinsk N.S. acknowledge the importance of providing a safe and secure environment for all of the children in the school. Every effort is made to ensure that the children are adequately supervised while they are arriving and being dismissed from school. This document provides guidance on how supervision will be organised and maintained during arrival and dismissal. The policy outlines the procedure that should be followed with regards to the arrival and dismissal of pupils.

## **Context**

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 remains.

Circulars 16/73 and 29/03 stipulate that the overall responsibility for the day-to-day management of school supervision rests with the Principal teacher. In Glinsk N.S. administrative functions relating to arrival and dismissal are equally shared among all staff.

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).

## **Aim**

The aim of this policy is to ensure the safe arrival and dismissal of every pupil in the school.

## **Arrival and Dismissal of pupils**

Beginning of the school day

The official opening time for school is 9:20 a.m. The school will open to receive pupils at 9:10 a.m. No responsibility is accepted for pupils arriving before that time.

## Arrival

- Pupils arrive through one of three entrances and make their way to their classroom between 9:10 a.m. and 9:20 a.m.
  - First set of external doors – 5<sup>th</sup> & 6<sup>th</sup> Classes
  - Doors at the ramp entrance beside the school hall – Junior & Senior Infants
  - Rear doors – 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Classes
- If necessary, SNA staff meet pupils with additional needs at their designated entrance and assist them in walking to their classroom
- School staff supervise corridors and classrooms between 9:10 a.m. and 9:20 a.m.
- All parents are notified by the Board of Management and Principal of the times at which the school accepts responsibility for pupils. *A letter will be issued to parents at the commencement of the school year, the arrival and dismissal procedure will be a part of parent information booklet, and general reminders will be extended to the parents during school year.*
- Late arrival will be noted by the class teacher on Aladdin.

## End of the school day

Classes will end each day at 3 p.m. and 2 p.m. for Junior and Senior Infants. Parents who wish to have their children escorted home must make their own arrangements to have them met at the school gate. The person to escort them should be at the school playground gate not later than 3:05 p.m., as supervision ends at this time.

Pupils from Junior & Senior Infants, 1<sup>st</sup> & 2<sup>nd</sup> classes must be collected by a person over the age of 16. Pupils in 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Classes may walk home from school unaccompanied, providing they have written permission to do so (Appendix 1)

## Dismissal

- All pupils Junior & Senior Infants are called to the exit door by the class teacher once there is an adult waiting to collect them.
- Pupils attending Glinsk Community Childcare afterschool service line up as per the collection list and walked to the exit door to meet creche staff.
- 3<sup>rd</sup> – 6<sup>th</sup> pupils who have permission to walk home exit through the main school gate
- 1<sup>st</sup> – 6<sup>th</sup> pupils who do not have permission to walk home unaccompanied wait inside the school gate until an adult arrives to collect them. Pupils must exit the gate safely and use the footpaths and pedestrian crossings as appropriate.
- 1<sup>st</sup> – 6<sup>th</sup> class going home by bus line up at the side gate under the supervision of a teacher and wait until the bus is fully parked before the teacher gives them permission to walk out to the bus.
- 1<sup>st</sup> – 6<sup>th</sup> class pupils attending Glinsk Community Childcare afterschool service line up at the side gate of the school under the supervision of a teacher. Pupils must wait until the Bus Éireann school bus has departed and Glinsk Community Childcare buses are parked before the teacher gives them permission to walk out to creche staff.
- It is the policy of Glinsk National School to only release pupils into the care of adults who are known to the school i.e. parent, childcare provider or other adult appointed by the parent.
- If a dismissal arrangement is to change the school must be informed either in person, by telephone call or in writing, otherwise the pupil will not be allowed to go until a telephone call has been made to the parent to confirm the identity of the adult collecting them.

- Ten minutes after the dismissal bell has rung pupils who have not been collected must be brought from the school gates to the school hall by the supervising teacher.
- The class teacher will then make a telephone call to the parents of the child to inform them that their child has not been collected and to ask them to arrange for them to be collected as soon as possible by an adult.
- A list of contact numbers for parents/ guardians is located in the school office and any changes or additions to this should be notified to the school promptly.
- If there are pupils who have not been collected by 3:10 pm, a member of staff will take over the supervision of these pupils. They will ask the class teacher for the latest update with regards to contact with the pupil's parent/guardian.
- It is the responsibility of the parent to provide a valid and current contact number upon which they can be reached in the event of non-collection.

### **Early Leavers**

- If a parent wishes to collect his/her child early from school they must notify the school in advance, in person, by email, telephone call or by writing. They must provide a reason for their early departure, and the time they wish to collect their child.
- The parents must collect the pupil from hallway outside their classroom door.

### **Success criteria**

This policy will be deemed to have been successful if:

- Children arrive and are dismissed safely from school

### **Implementation**

Roles and responsibilities

- Staff: Making all reasonable efforts to ensure children's safety during arrival and dismissal, in line with agreed procedures in this policy.
- Principal: Supporting staff in dealing with issues that may arise during arrival or dismissal.

Timeframe

This policy has been drafted during the school year 2025 - 2026. It will be implemented in its entirety once agreed by the Board of Management.

### **Monitoring**

Implementation of the policy will be monitored by all school staff.

### **Review**

This policy will be reviewed when necessary and it will be reviewed in light of events that may impact on its working.

## **Ratification and communication**

This policy has been communicated directly to staff in the course of staff meetings and will be made available in the school Google Drive also. A hard copy will be available alongside other school policies.

Agreed by Board of Management:

Signed:

\_\_\_\_\_  
(Chairperson of Board of Management)

Signed:

\_\_\_\_\_  
(Principal of Glinsk N.S.)

## Appendices

### **Glinsk N.S.**

#### **Policy on Safeguarding Pupils who**

#### **Walk / Cycle To and From School unaccompanied by an adult**

##### **Introduction**

This policy was devised in consultation with staff, parents and school management to ensure the safety of all pupils attending this school

##### **Aim**

Glinsk NS is committed to the high standards of safety of all pupils. This includes the safe transfer of pupils from their teacher to their parent / guardian at home time. This policy required the co-operation of all pupils, staff members and parents / guardians.

##### **General Information**

- There are no laws around age or distance of walking to and from school. A families' guide to the law states:

*There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school.*

- Parents are legally obliged to ensure that their children get to school and attend regularly, but this itself does not disallow independent travel.
- As a school, we have responsibility for the welfare and safety of our pupils. We have a duty of care to our pupils and therefore we have to consider that it is best practise in ensuring the safety of our pupils.
- The school has a duty of care by law to inform the relevant authorities should we believe a child's welfare is at risk.

##### **Arrangements**

###### **Collection:**

Junior Infants to Second Class: Pupils from Junior Infants to Second Class should not walk to or from the school unaccompanied by an adult or be left on their own on the school premises before 9:10 a.m. Please see the Arrival and Dismissal policy.

###### **Pupils walking/cycling to and from school unaccompanied:**

There is no set age on when children are ready to travel to and from school unaccompanied by an adult. It very much depends on their maturity, confidence and the safety skills taught to them by their parents. This school has decided that pupils in 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Class may come to and from school unaccompanied by an adult. Pupil should not arrive before 9:10a.m. and should leave promptly at the end of the school day.

It is the parent/guardian of pupil in 3<sup>rd</sup> - 6<sup>th</sup> Class who decides whether or not their child is ready for this responsibility. In deciding whether their child is ready to travel to school unaccompanied by an adult, parents/guardians should assess any risks associated with the route and their child's confidence. We strongly advise the following:

- That parents/guardians work with their child on building up their independence while walking/cycling to school through the safest route,
- Pupils should wear appropriate safety clothing; helmet, high visibility jacket
- Parents/guardians should practise road and cycling safety skills with their child and ensure that their child has a general awareness of traffic
- Pupils should behave sensibly with those they walk to and from school with and should be trustworthy
- Parents/guardians and pupils should explore the possibility of the pupils travelling to and from school in groups
- Pupils should show respect to other people and property
- Pupils should be aware of what to do should a stranger approach them or if there is an incident on the way to or from school
- Parents/guardians should ensure pupils have taken part in a number of 'trial runs' of the route, where the adult has shadowed the pupil walking to/from school.

Please see the following websites for recommendations and safety skills that children should acquire before they are ready to travel to and from school unaccompanied by an adult.

[http://www.hse.ie/eng/health/child/childsafety/csap\\_road.html](http://www.hse.ie/eng/health/child/childsafety/csap_road.html)

<http://www.hse.ie/eng/health/child/childsafety/cycle.html>

[http://www.rsa.ie/Documents/Road%20Safety/Leaflets/Leaf\\_booklets/Going\\_to\\_school.pdf](http://www.rsa.ie/Documents/Road%20Safety/Leaflets/Leaf_booklets/Going_to_school.pdf)

If a parent/guardian is not confident about how their child would react if faced with a difficult situation while walking to or from school, then we advise that they seriously consider whether allowing them to walk unaccompanied is the safest option for their child.

If a parent/guardian decides that their child is ready for the responsibility of walking to and from school unaccompanied, then they must give written consent to their child's class teacher. If a pupil in 3<sup>rd</sup> – 6<sup>th</sup> Class does not have written consent on file, then the pupil will not be allowed to leave the school unaccompanied, and the parent/guardian will be telephoned by the school to come and collect the pupil.

If a parent/guardian wishes to make changes to the arrangements that have been made, they must inform the school in writing.

### School Procedures

Parents of pupils in 3<sup>rd</sup> – 6<sup>th</sup> class wishing their child to walk / cycle to and from school, must agree to the conditions outlined in this policy and in the consent form, sign the form and return it to the class teacher

It is important to note the following:

- Only pupils in 3<sup>rd</sup> - 6<sup>th</sup> Class are allowed to walk home unaccompanied.
- Pupils in 3<sup>rd</sup> - 6<sup>th</sup> Class will not be allowed to collect younger siblings and walk them home. Pupils in classes Infants- 2<sup>nd</sup> Class must be collected by an adult.
- The school will not telephone you to inform you your child has arrived at school.
- The school will not telephone you if your child is not at school, the school will assume your child is absent and an absent note must be completed on the school website on your child's return to school.

**Mobile Phones and other electronic devices:**

Please note that no electronic or communication devices are permitted in school. Pupils in 3<sup>rd</sup> – 6<sup>th</sup> Class who have written consent to walk home unaccompanied from school, do not have permission to bring a mobile phone to school. Should a pupil bring a mobile phone to school with them, the following procedures will be followed;

1<sup>st</sup> instance: Principal confiscates mobile phone/electronic device, and it will be stored in a locked cabinet in the office. The pupil may collect the device at the end of the day.

2<sup>nd</sup> instance: The principal will confiscate the pupil's mobile phone/electronic device and the pupil's parent will be contacted to come to the school to collect the device. Please note that the school takes no responsibility and accepts no liability for mobile phones or electronic devices brought to school by the children.

**Monitoring/Evaluation and Review**

Implementation of this policy will be monitored by the school principal. This policy will be reviewed annually, in consultation with parents, teachers and school management, or at any other time if deemed necessary.

Agreed by Board of Management on the 1<sup>st</sup> of July 2026

Signed:

Signed:

\_\_\_\_\_  
(Chairperson of Board of Management)

\_\_\_\_\_  
(Principal of Glinsk N.S.)

***Permission for pupil to travel to and from school unaccompanied***

Parent/ Guardian to complete and return this form to the school

***Name of child (ren):***

***Class***

***Teacher***

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I wish to inform you that my child will now be travelling to and from school unaccompanied on a regular basis. I will notify you immediately should this arrangement change.

I have read and understand the guidelines, systems and reasonable precautions set out in the policy on safeguarding pupils walking to and from school unaccompanied by an adult.

Signed: \_\_\_\_\_

Name (please print) \_\_\_\_\_

Date: \_\_\_\_\_