



Scoil Chaoimhín Naofa

St. Kevin's Primary School

Gleann dá Loch, Co. Chill Mhantáin
Glendalough, Co. Wicklow
Tel: (0404) 45460

Admissions & Dismissal Procedures and Supervision Policy

Admission Procedure

- Children are allowed on to the playground at 8.40am each morning. The children make their way to line up in their designated area. No running or playing of games is permitted at this assembly time.
- Each class teacher will see the children to their class at 08.50am.
- The In-School Management Team along with SNAs supervise the students.
- Teachers assume a duty of care at 08.50am. On wet days teachers are asked to be in their classroom at 08.40 to supervise children. Parents are informed that the school does not accept responsibility for pupils dropped off earlier than 08.40.

Pupils who are late for school

- Although it is often factors outside their own control that causes children to be late it is important that they are encouraged to be punctual.
- When pupils are frequently late for school, parents will be contacted.
- When a child is late for school, their parent is asked to notify the school and give a reason for their lateness.

Dismissal Procedure

- Junior Infants and Senior Infants are collected at the top playground by their parents and guardians at the end of their school day (13.30). In the event of a change of person designated to collect your child, the child's teacher should be informed.
- All others (1st – 6th Class) are dismissed from the front door at 14.30.
- No child is allowed outside the school gates during break periods.
- If a parent/guardian is late collecting their child(ren), their class teacher will phone to make contact with the parent/guardian.
- Details affecting the guardianship/custody of a child must be given immediately to the Principal.
- Responsibility cannot be taken for pupils outside of the daily school hours.

Supervision Rota

Playground Break Time

- There are two breaks in Scoil Chaoimhín Naofa
10.20 - 10.30
12.30 – 13.00
- Playground supervision in Scoil Chaoimhín Naofa allows 2 teachers to supervise at each break time. Each teacher does one-day per-week supervision on the playground.
- SNAs also assist with supervision at break times.

End of Play Time

- When the bell goes, children must join their line.
- If children misbehave in the playground the teacher on playground duty will speak with the child and if necessary will speak to their class teacher.
- The class teacher will meet their class once the bell rings and walk with them to their classroom.
- The method of supervision detailed above fulfils all adequate supervision needs as outlined by Board of Management and Insurance Company.

Indoor Break Times

The supervising teachers decide when the weather is too inclement or the playground too unsafe for the children to go outdoors. All children remain in their classrooms. The supervising teachers move around the classrooms and an SNA remains in each classroom. The classroom teacher may set aside specific activities for these periods. For all classes children are expected to play/chat quietly. Movement around the classroom is to be kept to a minimum and only when necessary. Running is not permitted. All classroom doors remain open.

After School

- Each class teacher will see the children from their class at 13.30 (JI & SI) or 14.30 each day.
- School staff does not have any responsibility for children after 14.30.

Ratified by

Chairperson BOM:



Date:

14th September 2022

Review Date:

This policy will be reviewed in November 2024 or sooner if deemed necessary.