Arrival and Dismissal of Pupils

We take the safety of the girls very seriously and ask all parents/guardians and minders to cooperate with us during the very busy arrival and dismissal times in school.

Arrival of pupils

• School opens for the reception of pupils at 8.50a.m.and the Board of Management accepts no responsibility for pupils before this time.

• A shelter is available in the yard in case of rain, however, please make sure your child is well equipped for rainy days with a waterproof jacket (with a hood) and an umbrella.

• Parents are strongly advised not to allow their children to walk through the church grounds unaccompanied.

• Principal generally greets pupils at the door every morning until 9.00a.m.

• Principal/DP rings the ball at 8.50a.m(Junior) and 9.00am (Seniors), all teachers go to the yard to collect their classes.

• SNAs may await the arrival of pupils with special educational needs as necessary.

• Pupils who arrive after 9.10a.m. are late must be signed in by the secretary.

• Lollipop lady is on duty from 8.30a.m.

• Parents are requested not to park in the school grounds or the Church grounds.

. • Pupils are not allowed to cycle/scoot through the yard in the mornings.

- No dogs are permitted on the school grounds

Arrival: Juniors: Junior Infants to Second Class

Gates Open: Assembly: 8:40am Class teachers collect classes from yard: 8:50am

- **We respectfully ask that parents wear facemasks for their own protection and the protection of others.**
- Walking to school or parking a good distance from the school is preferable to avoid traffic congestion. **There is no parking permitted in the Church grounds.**
- Parents should wait in their cars if driving to avoid congregating too early in the school yard.
- **One parent only** is to accompany child/family at the Junior end (Junior Infants to Second class) of the school.
- Siblings of children in the junior end of the school may line up along the footprints at the back wall and remain there socially distanced until their assembly time at 9:00am. They should stay on the footprints at all times.
- Please enter the school through the main entrance gate on Homefarm Road **only.**
- The line-up area will be marked with the name of your child's class teacher.
- There will be teachers there to guide you to the line-up area.

- Please line up with your child and remain socially distanced from the family in front of you. Please make sure your child remains at your side at all times to avoid the mixing of class bubbles.
- The class teacher will collect the class from the yard line up points and bring the children into the classroom. Stay with your child until the handover has taken place.
- Parents should exit the yard immediately through the designated exit points.
- We respectfully ask parents not to linger in the yard after your child has been handed over and to avoid congregating in groups and congesting the yard areas.
- **Leaving the yard promptly is essential to ensure the children from third to sixth class have sufficient time to line up safely** Time management and following procedures is key to the smooth operation of arrival/dismissal of pupils.
- Scooters and bicycles are **not permitted** on the yard at any time, they must be left in the bicycle rack
- No adults, other than staff members, should enter the building.
- Parents should take care to ensure children have their lunch/drink with them. Forgotten lunches should be left in a plastic covered box outside the office with the child's name, class and teacher on it. There is no need to enter the building.
- Messages for teachers can be communicated by phoning the school office or secretary@corpuschristi.ie

End of School Day (Juniors)- Junior Infants to Second Class

Collection Time

1:30pm: Junior and Senior Infants finish
2:20pm: First class and Second class finish

- **One parent only** is to collect child/family at the Junior end (Junior Infants to Second class) of the school.
- **It is imperative that parents are on time to collect their child from school. Children whose parents are late will to line up in a designated area**
- The parent/guardian who is collecting their child/family from school at the end of the day, should wait socially distanced on the footprints in class line up area
- When the school day is over the following arrangements will apply –
    - Classes will exit on a class by class basis leaving a time gap.
    - From Junior Infants to Second class- the class teacher will bring the children to their designated line up area and will release the children into the care of the adult who is there to collect them. This will be done on a class by class basis. Parents should be lined up in the class line up area (socially distanced) and ready to receive their child.
- The parent must ensure their child remains at their side at all times and that their child does not interact with other children.
- We would appreciate if parents would not linger in the yard after the child has been handed over. We have a schedule to adhere to, ensuring the classes come out on a staggered basis and the yard clears quickly to facilitate the dismissal of the next class grouping
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Arrival (Seniors): Third class- Sixth class

Assembly: 8:50am Class teachers collect classes from yard: 9:00am

- **We respectfully ask that parents wear facemasks for their own protection and the protection of others when dropping off senior pupils**
- Walking to school or parking a good distance from the school is preferable to avoid traffic congestion. **There is no parking permitted in the Church grounds.**
- Parents should wait in their cars until designated assembly time to avoid congregating outside the school grounds. Parents should not enter the school grounds
- Children from third to sixth must not enter the yard before 9:00am
- Children should **only** enter the school through the main entrance gate on Homefarm Road.
- The line-up area will be marked with the name of your child's class teacher.
- There will be teachers there to guide the children to the line-up area.
- The child will line up on the footprints, socially distanced from the child in front of them. Children should stay on these footprints and not move until their teacher arrives.
- The class teacher will collect the class from the yard line up points and bring the children into the classroom.
- Scooters and bicycles are **not permitted** on the yard at any time, they must be left in the bicycle rack
- We respectfully ask parents not to linger at the school gates or on the Church grounds after your child has been dropped and to avoid congregating in groups.
- Time management and following procedures is key to the smooth operation of arrival/dismissal of pupils.
- No adults, other than staff members, should enter the building.
- Parents should take care to ensure children have their lunch/drink with them. **Forgotten lunches** should be left in a plastic covered box outside the office labelled with the child's name, class and teacher on it. There is no need to enter the building.
- Messages for teachers can be communicated by phoning the school office/email
- Parents who wish their children to go home alone, must fill in a permission slip (available on the website)

End of School Day: Dismissal (Seniors): Third class- Sixth class

Collection Times

2:30 pm: Third class and Fourth class
2:40 pm: Fifth and Sixth class

- **It is imperative that parents are on time to collect their child from school. Children whose parents are late will have to line up in the holding area**
- The parent/guardian who is collecting their child/family from school at the end of the day, should wait socially distanced outside the exit points
- When the school day is over the following arrangements will apply –
    - Classes will exit on a class by class basis leaving a time gap.

    - Third class will be brought by their class teachers to Exit point 1 (gate to church grounds) (it is labelled)
    - Fourth classes will be brought to Exit point 2 (gate to church grounds) (it is labelled)
    - Fifth class will be brought by their class teacher to Exit point 2
    - Sixth class will be brought to the Main Entrance on Homefarm Road
- The parent must ensure their child remains at their side at all times and that their child does not interact with other children.
- The parent should leave the surrounding area immediately once their child has been collected.

Collection of Children during the School Day

If an adult has to collect a child during the course of the school day, the following arrangements will apply. These collections should only be for essential purposes:

- If a child has to miss school for an essential reason, a note must be written to alert the teacher
- When the adult arrives at the school, they should phone the office and alert the secretary.
- The child will be brought from their class to the adult by a member of staff
- The adult who is collecting will be asked to sign the child out
- No adult should enter the school building, unless invited to do so or by appointment