

# SUNCROFT NATIONAL SCHOOL

## Policy Number: 14 - ASSEMBLY AND DISMISSAL PLOICY REV:1

### Policy on Assembly:

- School starts promptly at 9.20 a.m.
- The school doors are opened at 9.15 a.m.
- Children will walk to their classrooms in an orderly fashion.
- Parents are requested not to leave their children unsupervised at the school before that time.
- A number of staff will oversee the arrival of children from 9.15 a.m. onwards.
- Children will be dropped by their parents/guardians at the school gate, or at the shelter outside the school's main door.

### Policy on Dismissal:

- School finishes for Junior and Senior Infants at 2.00 p.m.
- Their class teacher then lines the children up at the classroom door. When the bell rings the children leave the classroom in an orderly fashion. They meet their parents in the shelter outside the classroom, or at the school gate.
- No child will leave the school grounds without a parent/guardian.
- School finishes for children from First to Sixth classes at 3.00 p.m.
- The class teacher escorts children to the classroom door.
- The children leave their classes in an orderly fashion.
- The children will continue to maintain dignity and manners while on the school ground, after the bell at 3.00 p.m.
- If a child is not collected on time he/she can report to the class teacher, who will then make contact with the child's parent/guardian/minder.
- A list of parent's names and contact phone number will be kept by each the secretary. Should there be any change the teacher should be notified, in writing, by the parent/guardian.

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REVISED AND UP-DATED: 14<sup>TH</sup> February 2011

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