

# **SUPERVISION PROCEDURES & ARRIVAL IN/DEPARTURE FROM GLASHEEN BOYS' N.S.**

While school starts at **8.50 a.m.**, supervision is provided by staff members from **8.30 a.m.**, Monday to Friday. Parents are reminded on a regular basis, through newsletters/notice boards /other informal contacts, that **supervision does not begin until 8.30 a.m.** and that **children should not enter the yard, until they are called by the supervising teacher.** School finishes at **1.30 p.m.** for infants and **2.30 p.m.** for all other pupils. The above details are displayed on our school information circulars throughout the school, as well as our website.

## **PROCEDURES/POINTS TO NOTE**

1. **Junior & Senior Infant Pupils** assemble at the coloured circles, near the infant gateway and are collected by their teacher, being brought to their classroom, through the rear doorway. On wet mornings they assemble in the corridor. They are supervised by a teacher and an S.N.A.
2. **1<sup>st</sup>. – 6<sup>th</sup>. Class Pupils** assemble in the school yard from 8.30 a.m. and are supervised by a member of staff. In the event of wet weather, these pupils are brought inside to the Halla and supervised there.
3. From **11.00a.m. – 11.10a.m.**, pupils break for lunch.
  - (a) Pupils from **Junior & Senior Infants** play in the infant playground, under supervision, weather permitting. In the event of wet weather, pupils are supervised in their classrooms.
  - (b) Pupils from **1<sup>st</sup>. – 6<sup>th</sup> Classes** play in the main playground, under supervision, weather permitting. Otherwise, they are supervised in their classrooms.
4. At **1.30 p.m.**, **Junior & Senior Infant pupils** finish classes. They are **escorted by their teacher** to the back door of the Junior Building. Here, parents/guardians are asked to collect their son from the relevant class teacher, at the gate leading to the infant playground. For safety reasons, also, parents are asked to ensure that young children do not run ahead, unaccompanied on to School Avenue.

In the event of an **infant pupil not being collected/being collected late**, the pupil is brought back inside and supervised by a member of staff. If there appears to be a long delay, parents are alerted by telephone.

Meanwhile, **if a parent/guardian is delayed and will not be on time to collect their son, she/he is asked to contact the school immediately, so that staff can reassure the child.**

5. From **12.30 p.m.–1.00 p.m., all pupils break for lunch**, with 15 minutes to eat lunch and 15 minutes in the playground (weather permitting). Groups alternate, as half of the classes will be in the school playground at any one time, while the remaining children from other classes will be supervised indoors. On wet days children are supervised in their classrooms.
6. At **2.30 p.m.**, pupils from 1<sup>st</sup>. – 6<sup>th</sup>. Classes finish school. They are dismissed from their classrooms and parents/guardians/older siblings may collect younger children from their classrooms or the playground.

3 senior staff members supervise, as the pupils exit their classrooms at 2.30 p.m.. Particular attention is given to safety on the **stairs** and safety as the pupils leave the school grounds at the **stepped entrance**.

In the **early weeks of 1<sup>st</sup>. Class**, teachers may **accompany pupils to the door** to meet their parents as they did in infant classes. Most children, if not collected at the door of the school **meet** their parents/guardians/older siblings **at a prearranged meeting point**.

Several pupils walk to/from school unaccompanied or with friends. Parents and children are reminded regularly that pupils may only cross Glasheen Road at the pedestrian crossing with the traffic warden, when she/he is on duty.

In the event of a child **discovering that a parent/guardian/older sibling has not arrived to collect**, as arranged, the child can return to the classroom or the office, where a member of staff will endeavour to make contact with home. **The onus, at all times, however, is on the parent/guardian to ensure that she/he will notify the school immediately, in the event of any delay.**

7. The complete **supervision rota** for morning, mid-morning and lunch-time supervision is updated at the start of each school year (September).  
Details of the supervision rota are posted in the principal's office, the secretary's office and the staffroom.
8. **Signing Out Procedure - For safety and security reasons, any child who leaves the school before 2.30 p.m. must be collected and signed out by a parent.** (This procedure applies before 1.30 p.m. in the case of infant pupils).

It is the responsibility of the **parent to go to the secretary's office to sign the "Signing Out File"**, giving the reason for the early collection. This procedure has been communicated to parents and pupils in various newsletters and at the start of the school year. If the child returns to the school during the school day he must be **signed in again** before returning to class.

9. The majority of pupils travel **to/from school** on foot/by car. A few pupils travel by bus, while a handful of senior pupils travel by bicycle. **Road safety** is emphasised to all school pupils throughout the school year.

Any pupil wishing **to cycle to/from school** must have **written permission from his parents**. Parents must also **speak to the principal, in advance, regarding all safety procedures when arriving in/departing from school and travelling to/from school.**

Teachers, parents and pupils must note that once the pupil arrives on the school grounds, he is not allowed to cycle and must walk his bicycle to/from the school gate.

10. Pupils who wish to play football in the school playground are permitted to do so on some days, only under supervision, from 12.30 – 12.45 p.m. or 12.45 p.m. - 1.00 p.m. **The onus is on the pupils to provide the footballs** which must be (a) **small** (b) **soft** (c) have the **name of the owner clearly printed** on the football. For safety reasons, unsuitable footballs will have to be confiscated by the teacher on supervision duty.

These procedures were last reviewed in October 2013 and ratified by the Board of Management on 16<sup>th</sup>. October 2013. They are in place for the benefit of all members of the school community of Glasheen Boys' National School.

Signed: *Máire Calnan*  
(Chairperson Board of Management)

Date: (Last Revised September 2016)