



# Arrival & Dismissal of Pupils

March 2022

North Dublin Muslim National School

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## **Introduction**

This document outlines the procedures in place for the daily arrival and dismissal of pupils and aims to outline to all stakeholders the procedures in place to allow for safe entry and exit from school.

## **Arrival of Pupils**

The North Dublin Muslim National School opens to receive pupils at 8:50am each morning. The Board of Management does not accept responsibility for pupils arriving before 8:50am. Pupils, who come to school by bus, are expected to remain on the school buses until received by staff members.

Pupils who do not travel to school by bus are allowed wait outside the school building before this time because it is considered unwise to leave them out on the main avenue. However, the Board of Management does not take responsibility for supervision and the children should be supervised by their parent/guardian at all times.

Anybody who enters the school grounds (as outlined in figure 1) before 8:50am is on the premises at their own risk. A notice to this effect is displayed in the school. Entrances to the school are opened at 8.50am and children walk to class at this time.



*Figure 1: Outline of School Grounds*

## **Late Arrival to School**

All pupils are expected to be on time for school. The school will contact parents in the event of pupils being consistently late. The principal is obliged under the Education Welfare Act to report pupils who are persistently late, to the Educational Welfare Board.

Any pupil who arrives to school after 9:00 am is required to sign the late book. This book is stored in the secretary's office. Parents must send in a note to explain the reason for the late arrival or accompany the pupil to do so. A record of all late arrivals is kept and parent's attention is drawn to it if there is a persistent pattern.

## **Early Collection from School**

Pupils are expected to attend school for the full school day. There may be exceptional circumstances (medical appointments, family emergencies etc.) where a pupil needs to be collected from school

early. In these instances, a parent or nominated adult (see appendix 1) must come to the office and sign the early leaver's book. This book is stored in the secretary's office. The pupil can then be collected from class by a member of staff.

### **Dismissal of Pupils**

Junior and Senior Infants finish school at 1:30pm daily. Pupils who avail of the Bus Éireann School Transport Scheme are entitled to remain in the school until 2:40pm. Any pupil who does not avail of this scheme must be collected promptly at 1:30pm. If a pupil is not collected by 1:35pm, the class teacher will phone the parents or emergency contact. It is up to individual parents to make arrangements for their child to be collected on time.

First to Sixth Class finish school at 2:45pm daily. If a pupil is not collected by 2:50pm, the class teacher will phone the parents/ emergency contact. It is up to individual parents to make arrangements for their child to be collected on time.

### **Vehicular Access to the School**

Given the nature of access to the school's temporary location, and to allow for safe operation of the school transport scheme, vehicular access to the school for parents and guardians is restricted to 09:15 to 14:00 each day. Parents and guardians may not enter the Dominican campus by car before 09:15 or after 14:00.

### **Communication**

These procedures are available to parents and guardians on the school website. They are also available on the staff shared drive.

### **Ratification, Implementation and Review**

These procedures were agreed and approved by the Board of Management in March 2022 and will be implemented immediately. They will be reviewed in the 2026/2027 school year, or sooner if deemed necessary.

Signed: \_\_\_\_\_ Date: 28.03.2022  
Chairperson

Signed: \_\_\_\_\_ Date: 28.03.2022  
Principal

**Appendix 1**

**PERMISSION FORM TO COLLECT PUPILS FROM SCHOOL**

Please complete one form per family

**Section A: Family Details**

- Please write down the names and dates of birth of all your children in the school.

Surname:		
	Pupil's name	Date of birth
1		
2		
3		
4		
5		
6		

**Section B: Nominated Adults**

- Please list the name of any adult, other than the child's parents, that you allow to collect your child from school.
- The nominated person must be over 18 years old.
- If there are any court orders in place, which prevent a parent from collecting their child, a copy must be provided to the school.
- It is your responsibility to inform the school of any changes to this list.

Adult's name	Contact number	Relationship to your child

Signature: \_\_\_\_\_

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