

North Dublin Muslim National School

Ratoath Road

Cabra

Dublin 7

20152L

Procedure for the Arrival and Dismissal of Pupils

April 2014

Arrival of pupils

The North Dublin Muslim National School opens to receive pupils at 8:50am each morning. The Co-Managers do 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 this time. Pupils who do not travel to school by bus are allowed into the school yard before this time because it is considered unwise to leave them outside in the car park. However, the Co-Managers do not take responsibility for supervision and the children should be supervised by their parent/guardian at all times. Anybody who enters the school yard before 8:50am is on the premises at their own risk. A notice to this effect is displayed in the school.

The school bell is rung at 8:50 am and the pupils line up with their class. They are escorted into their classrooms by their teacher. Parents are asked not to accompany their child into school at this time.

Late arrival to school

All pupils and teachers are expected to be on time. 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 9:10 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 Eireann School Transport Scheme are entitled to remain in the school until 2:40. Any pupil who does not avail of this scheme must be collected promptly at 1:30pm. If a pupil is not collected by 1:40pm, 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.

First to Sixth Class finish school at 2:45pm daily. If a pupil is not collected by 2:55pm, 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.

Communication

A copy of these procedures will be provided to parents when their children first start in this school. These procedures are also available to view on the school website and in the office by appointment.

Ratification and Implementation

These procedures have been agreed and approved by the Co-Managers on 9th April 2014.

Signed _____ **Date** _____

Signed _____ **Date** _____

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: _____