St. Francis Xavier Senior School
Arrival and Dismissal Procedures

Arrival at School

- Pupils arrive at St Francis Xavier Senior School via one of the following entrances:
    1. Main School Gate
    2. Delwood Gate
    3. Tesco Gate

- On arrival onto the school grounds, pupils must go directly to their designated class waiting area until the supervising teacher signals that it is time to move to their classroom.

- Pupils travelling to school by bicycle or scooter must dismount before entering the school grounds.

- Supervision commences at 8.35am in the main school yard where pupils will gather on their lines

- Pupils attending our ASD Class 'Sonas' arrive by bus and are met at the bus area by their SNAs. The Bus Escort waits with the children until all pupils have disembarked.

- All staff in the yard will be wearing hi-viz jackets.

- Teachers will collect their pupils from the schoolyard at 8:40am.

Collection of Children during the School Day

If a parent/guardian needs to collect a child during the course of the school day, the following arrangements will apply:

- Parent/Guardian notifies the school in advance that their child will be collected early.

- Parents/Guardians must collect their child from the secretary's office in the school building. Pupils are not permitted to leave the school grounds without their parents/guardians. Children should not be collected directly from the schoolyard by parents during the school day.

- Parents/Guardians should call into the school reception and sign the visitor's book. The school secretary will then notify the class teacher of the parent/guardian's arrival.

End of School Day

When the school day ends, the following procedures will apply:

1. The school bell will indicate the end of the school day.

2. Before leaving the classroom, all desks and chairs are to be left completely clear for cleaning. Classrooms to be left tidy.
3. Teachers organise each group/table to exit the classroom separately and in an orderly manner.

4. SNAs will assist their pupils to exit the classroom and school grounds safely where needed.

5. Where a pupil/s parent/guardian has not arrived to collect their child, pupils must return directly to the School Reception and notify the School Secretary, Parents/Guardians will then be contacted by the Secretary/Teacher.

Ratification and Communication

The Board of Management of St. Francis Xavier Senior School ratified this procedure in August 2021. Revised by Staff and the BOM May 2024.

These procedures will be reviewed by May 2026, unless there is a change to procedure which will result in an earlier review

The Arrival and Dismissal Procedure is communicated to teaching staff via the shared drive and to the SNA team and Ancillary Staff in their policy folder. It will be shared with parents via the school website.

Signed _____ Date 26/06/2024
Chairperson

Signed _____ Date 26/06/2024
Principal