

Supervision Policy & Procedure

Ratified by the BOM on 25.11.08 to be reviewed annually or as necessary

Morning-time:

- School begins at 8:50am, every morning.
- The bell rings over the intercom system at 8:50am.
- Children walk to their classrooms entering the school through the rear door by the playground.
- All class teachers are in their classrooms at this time to receive the children.
- If children arrive on the school grounds prior to 8:50am, they are asked to congregate in the playground yard until the bell rings at 8:50am.
- Once all children enter the building at 8:50am the rear door will be closed.
- Latecomers will use the front door from 8:50am until 9:00am and adult supervision provided in the reception office during this time.
- At 9:00am all exterior doors will be closed and secured and anyone wishing to gain entry will be required to use the buzzer at the front door.

The school authorities accept responsibility for children at 8:50am and not before. Parents are responsible for supervision of children before 8:50am.

End of School Day – Infant Classes (Jr. Infants to 1st class):

- School finishes at 1:30pm.
- Parents / Guardians collect children at the back door to the yard at 1:30pm. No child will be given to any adult other than the designated person. Class teacher supervises this handover. In the event of a child not being collected, the teacher will arrange contact with the child's parents. Until the child is collected he/she will remain under the supervision of the class teacher. Parents, who regularly arrive late to collect their child(ren), will be contacted by the Principal regarding this. Where parents/guardians wish their child to be released to an older sibling if walking home, notification of this must be provided in writing to the school.
- After all the children have been collected or at 1:45 (whichever is earlier), the back door will be secured and remaining children will return to the class with the teacher. Late parents/guardians will be required to use the buzzer at the front door.

End of School Day - First Class to Sixth Class:

- School finishes at 2:30pm.
- Teachers supervise the children leaving their rooms in an orderly fashion. Children walk at all times on the school grounds.

The school authorities do not provide supervision after 2:30pm.

Where children are routinely late arriving in the morning or being collected in the afternoon the teacher and/or principal will address this with the parents/guardians.

Children are supervised by at least two teachers at each break. Break times are:

First Break – 10:30am to 10:40am.

Second Break – 12:00pm to 12:30pm