Thornleigh Educate Together National School

Arrival and Dismissal of Pupils Policy

January 2026

Applewood Village, Swords, Co. Dublin
Roll Number: 20302E

Contents

Introduction....2
Arrival of Pupils....2
Late Arrival to School....2
Early Collection from School....2
Dismissal of Pupils....2
Transport Considerations....3
Communication....3
Ratification, Implementation and Review....3
Appendix 1: Permission Form to Collect Pupils from School....4

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

Thornleigh Educate Together National School opens at 8:20am. The main gates are opened at 8:18am to allow pupils to move into the yard. Parents/guardians remain responsible for their children until they have entered the school building at or after 8:20am.

- Pupils from Junior Infants to First Class line up at designated points in the yard, and are brought into the school by their class teacher.
- Pupils in the autism classes are met in the yard and brought into the school by their teachers and/or SNAs.
- Pupils from Second Class to Sixth Class enter the school independently through designated doors and make their way to their classrooms. Stairwells and entrances are supervised by Special Education teachers.

In the event of bad weather, Junior and Senior Infants line up in the hall, and First Class go straight to class through their designated doorway.

Parents and guardians should leave children at the doorway they are entering and should not enter the school building. Teachers are not available to meet parents/guardians at the start of the school day, and requests for meetings and messages for teachers should be sent through the office or emailed.

Late Arrival to School

The yard gate and lower main gate are closed at 8:30am. All pupils arriving after this time must enter the school through the main entrance. It is the responsibility of parents/guardians to ensure that their child has entered the school building.

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/guardian 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 1:00pm daily. Pupils are collected by parents/guardians from the yard gate. In the event of bad weather, pupils are collected from the school hall.

First to Sixth Class finish school at 2:00pm daily. Pupils from First to Third Class are collected by parents/guardians from the upper main gate. Pupils from Fourth to Sixth Class are collected by parents/guardians from the lower main gate.

If a pupil is not collected after five minutes, the class teacher or secretary will phone the parents/guardians or emergency contact. It is the responsibility of parents/guardians to make arrangements for their child to be collected on time.

Transport & Access Considerations

- Parents/guardians do not drop-off or park on the school premises during the arrival or collection of pupils.
- Parent/guardians are reminded that all traffic markings on neighbouring roads should be obeyed.
- It is requested that parents/guardians use the roundabouts to the north and south of the school to turn vehicles around rather than performing U-turns outside of the school.
- Pupils using bikes or scooters to travel to school should dismount at the school gate and walk to the designated parking area.
- It is the responsibility of parents/guardians to ensure that pupils are wearing appropriate protective equipment such as helmets and high-viz.
- The school takes no responsibility for loss of damage of bikes and scooters parked at the school, and strongly recommends that all bikes and scooters are secured with high-quality locks.
- The school is situated on a smoke-free campus. Parents and Guardians are asked not to smoke or vape directly outside the school gates during drop-off and collection times.

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 approved by the Board of Management in January 2026 and will be implemented immediately. They will be reviewed in the 2029/2030 school year, or sooner if deemed necessary.

Signed: _____	Date:_____
(Chairperson, Board of Management)	
Signed:_____	Date:_____
(Principal)	

Appendix 1: Permission Form to Collect Pupils from School

Please complete one form per family if someone other than a parent/guardian has permission to collect pupils.

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: _____