St Joseph's National School Rehins, Ballina, Co. Mayo

Assembly and Dispersal/Dismissal Policy

Introduction:

This policy was formulated in Autumn 2025, in compliance with Circular 11/'95, to ensure all staff, parents and members of the school community, both current and new, are aware of the procedures in operation in St Joseph's National School with regard to the reception and dismissal of pupils.

Rationale:

The formulation of a new policy was deemed necessary due to a number of factors:

- additional children/ adults at drop off and pick up time
- to conform to legislative requirements and the provisions of Circulars 24/71, 16/73 and 11/95
- assembly of pupils in the yard at a busy time.
- A safe and ordered dispersal of children at the end of the school day.
- to ensure that all staff members and parents are clear on the procedures.

Aims and objectives of the policy:

- Our aim is to provide a safe place for all the children in our care. In St Joseph's National School we value a safe environment and work towards providing that for the entire school community.
- Pupils thoroughly enjoy assembling in the yard in the morning to meet and play with their friends. Teachers have noted that pupils present ready to learn following the period of fresh air and exercise. We want to implement very clear safety measures to allow for continued success of this assembly type.
- To ensure maximum compliance with Health and Safety and Duty of Care issues at both reception and dismissal times.

Relationship to school Ethos:

The fostering of a safe, stimulating and structured learning environment is central to the Mission Statement of the school and this policy contributes significantly towards those ideals.

Roles and Responsibilities:

All staff members from Principal down have an input into the co-ordination and implementation of the policy. The teacher on supervision duty oversees the assembly of pupils in the mornings and their supervised dismissal in the afternoons. Special Needs Assistants also participate in class assembly and dismissal routines, particularly when a child is in need of additional support.

The school Day:

09:00 -09:10	Assembly
09:10	Formal instruction begins
11:00 - 11:20	Break Time
13.00 - 13:20	Lunch Time
13:50	Infant Dismissal
14:50	School Dismissal

Arrival and Assembly:

The school opens to receive pupils at 9:00 am for assembly. No responsibility is accepted for pupils arriving before that time. The child comes into the yard and puts their school bag in their designated class line and goes to their designated class yard. The morning club pupils will be released from their class at this time and are to do the same.

While there is an expectation that pupils come into school independently; there may be some cases where a parent feels that their child is a flight risk or the child may have additional needs, in this case the parent should approach the class teacher to develop a support plan for the individual child.

The bell will ring at 9:10 am and the teachers on duty will organise the children to head to their classes in a safe and orderly manner. If the teachers on duty deem the weather is not suitable for outdoor assembly they will ring the bell and all students will proceed to their classroom where they will be supervised by the teachers on duty. One teacher on duty will remain at the back door to ensure that all students are in the building. The external door beside the infant classrooms will be opened to allow the bus children entry to the school. The bell will ring at 9:10 and formal instruction will commence.

Bus:

Morning: Children who arrive at school by bus will be left off at the bus section in front of the school. A teacher will be on duty in the infant yard to ensure they make their way to their designated yard.

Evening: When the bell rings at 14:45 all students who get the bus will assemble in the hall. They can walk down with their class and class teacher as they exit the building. There will be a designated teacher and SNAs on duty in the hall to supervise and to organise the students into their bus lines. The teacher will then lead the line out to the front gate of the school where they will safely get on the bus. Children from the afterschool that go home on the bus will be escorted up to the hall. A copy of all children getting the bus will be displayed in the hall.

Infant Dismissal:

At 13.50pm the bell will ring. A member of the after school will collect the infants for after school at the back door, next to the infant classes. The teachers will then escort their classes to their pick up points. Junior infants will assemble at the back bus shelter. Senior infants will assemble at the front bus shelter. Teachers wait until all pupils have been picked up.

14:50 Dismissal:

Children will be escorted to their designated collection points by their class teacher. 4th, 5th and 6th class students will assemble at the bus shelter at the side of the school. Younger siblings will join them there and they will wait beside each other. 1st,2nd and 3rd class students will assemble at the bus shelter behind the school. Please see the diagram below of how traffic will flow:

Parents are respectfully requested to:

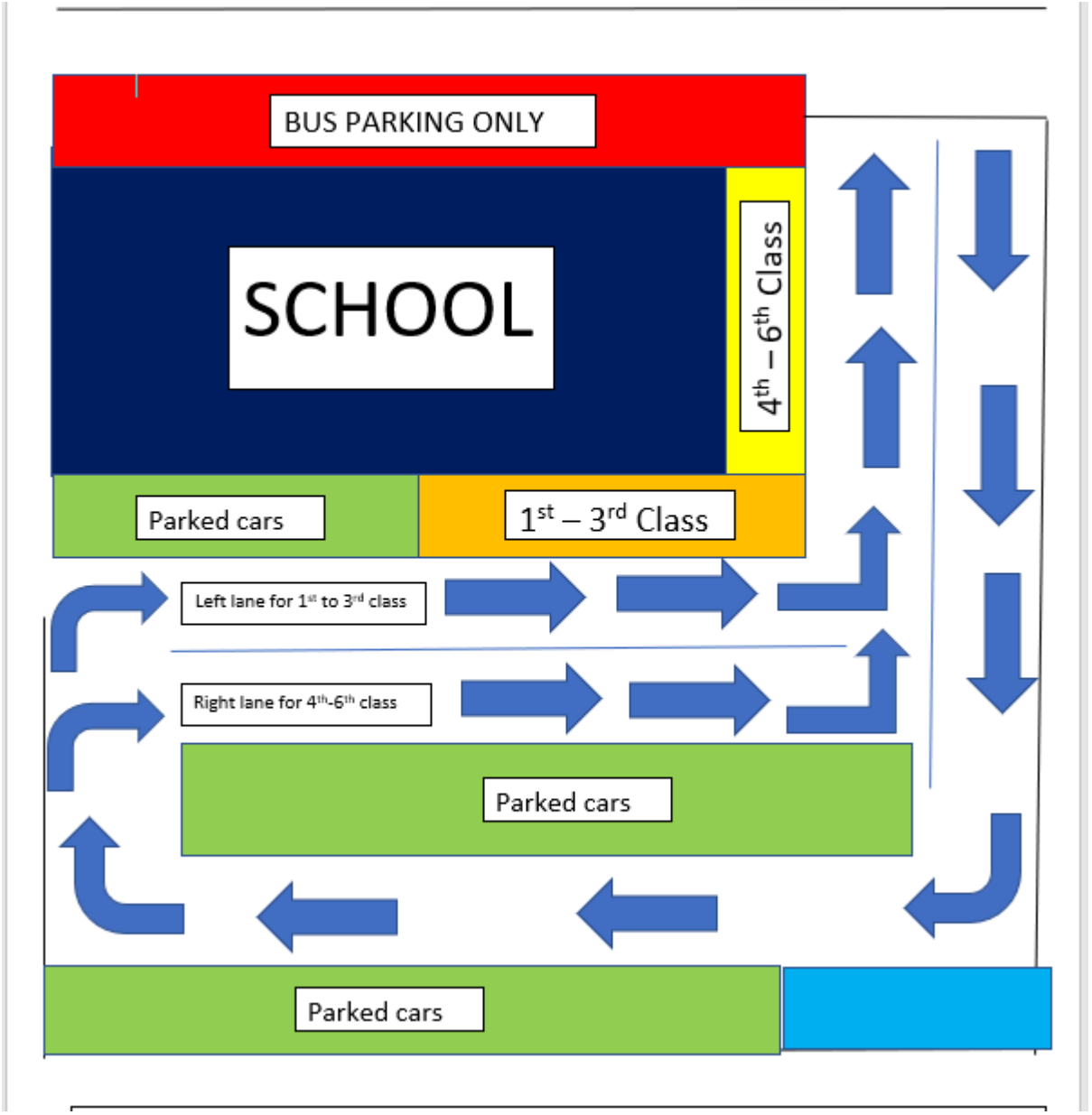
- Know their children's pick-up points.
- Ensure children are not dropped off at school too early or collected too late.
- Park responsibly and do not abandon their car in a lane of traffic.
- Remain in their car, only leaving their car to help children get safely into the car.
- Not arrive too early for collection.

Staff are respectfully requested to:

- Accompany their class to their pick up points.
- supervise orderly dismissal and ensure children left waiting are adequately supervised.
- ensure safety procedures are implemented.

Children are respectfully requested to:

- Stay beside siblings or people they car pool with.
- Be alert and ready for when their car arrives.
- Have schoolbags and belongings organised.
- Ensure they are at the correct collection point.



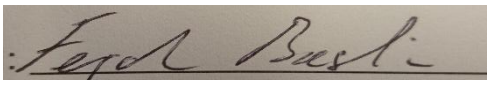
Review:

This policy will be reviewed as necessary but no later than 2027/2028.

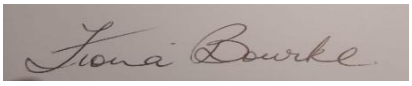
Ratification and Communication:

This policy will be in operation in October of the school year 2026/2027, having been ratified by Staff (27th September 2025) and BOM (16th October 2025). All staff will be emailed a copy of this policy and it will be available on the school website, school shared drive and on request from the school office.

This policy was ratified by the Board of Management on 16/10/2025

Signed:  Date: 16/10/2025

Chairperson of the board

Signed:  Date: 16/10/2025

Principal