



Morning Supervision Procedures

- School will open to receive pupils at 9:05am where staff will be at their designated points to guide and greet pupils as they make their way to their classrooms.
- In accordance with our supervision procedures pupils will be supervised in their classrooms from this time 9:05. Class assembly and morning greeting begins at 9:10am.
- All doors will be closed at 9:20am where access to the school building will be granted via the main office

Dismissal of Pupils

Junior and Senior Infants

At 1.50pm, class teachers will accompany their classes (Junior and Senior Infants) to their designated point of dismissal:

- **Junior Infants:** Outside school P.E hall in the Junior Playground
- **Senior Infants:** Green gate at the back of the infant classes and adjacent to the graveyard.

In the event of a child **not being collected on time**, a member of staff will bring the pupil to the school office. The staff member will call the relevant parent or guardian and arrange for the child to be collected from the secretary's office as soon as possible.

1st – 6th class

At 2.50pm, class teachers will accompany their classes (1st -6th class) to their designated gate of dismissal:

- **1st class:** Church gate near graveyard
- **2nd- 6th class :** School gates (2nd, 3rd & 4th large car park gate and 1st, 5th & 6th small pedestrian gate)

In the event of a child not being collected on time, a member of staff will bring the pupil to the office. The staff member will call the relevant parent or guardian and arrange for the child to be collected from the secretary's office as soon as possible.

Contact details for parents/guardians are available to the secretary. It is the responsibility of the parents/guardians to provide a minimum of two valid and **current** contact numbers upon which they can be reached in the event of non-collection.

IMPORTANT NOTICE ABOUT DISMISSAL TIMES

The Board of Management of Bennekerry N.S do not take responsibility for the children who walk home or walk to Palatine GAA club for collection. We advise all parents to familiarise their child/ children with the road safety procedures if they are not being met at the school gate by an adult. If you feel your child is unable to walk without a supervising adult please ensure that you collect your child directly from the **designated dismissal gates.**

In unexpected cases where you child is not collected on time please remind your child to return to a member of staff who will remain inside the school gates until 3pm. A phone call will be then be made to arrange collection.

It is important to note that it is a parent's responsibility to assist their child to cross the road at the zebra crossing. Staff members will remain inside the school gates and **are not** responsible for assisting children to cross the road during dismissal times. If you feel your child is unable to cross the road without a supervising adult, please ensure that you meet your child at the dismissal gate and cross the road with them.

If, due to a court order or protection order, access to a particular pupil or pupils is denied to another person, the school **must** be informed of this situation and furnished with a copy of the court order or protection order. In this case the pupil or pupils can remain with a staff member at the school gate until collected.

On behalf of the Board of Management of Bennekerry N.S

Chairperson Phyllis Daly Date: 15 Jan 2026

Principal Julie Fitzmaurice Date: 15-01-26