

Children should not arrive before the gates are opened at 8.20am.approximately. School doors open at 8.30am.

All children (except for junior infants at the start of the school year) line up each morning when the bell goes and are taken to their classroom by teachers. Infant classes and first class line up on the staff room side of the building. Second – sixth class children line up at their designated class line on the basketball court side of the school.

Doors will be closed once the classes have left the yard.

Children (2nd – 6th class) who arrive between 8.30 and 8.50 should enter the school via the Diswellstown Door, which remains open until 8.50am. Infant and first class children should use the Carpenterstown Door which remains open until 8.50am.

Children who arrive later than 8.50am must enter through reception. Their names are entered into a 'late book.'

All adults must be signed in at reception before entering the classroom blocks (except for Junior/Senior Infant / First Class parents between 8.30 and 8.50am)

Line up in the morning

Junior Infants –	Blanchardstown
First Class –	Carpenterstown Door
Senior Infants –	Coolmine Door
Sixth class – lines 17,18,19,20 –	Luttrellstown Door
Second Class and Fourth Class (Olive Block) on lines 13,14,15,16 –	Porterstown Door
Third Class and Fourth Class (Red Block) on lines 9,10,11,12 –	Strawberry Beds Door.
Fifth, Sixth Class and Fourth Class (Red 7) on lines 1,2,3,4,5,6,7,8 –	Diswellstown Door

Exit In the Evening

Junior Infants	Blanchardstown Door
Senior Infants	Coolmine Door
First Class	Carpenterstown Door
Second Class	Porterstown Door
Third Class	Strawberry Beds Door
Fifth Class	Carpenterstown Door
Sixth Class	Coolmine Door
Fourth class Red 4 and 7 ,	Carpenterstown Door
Fourth Class Olive 4	Coolmine Door

Restricted access in the event of inclement weather

On icy mornings

All children walking or using bicycles should enter the school grounds via the new pedestrian gate (Cyclists must walk with their bicycles.) All gritting is concentrated on the new pedestrian entrance, the pathway from the car drop off area/car park, the pathways around the building and the line-up areas.

Snow

Children are asked not to arrive into school until after 8.30.

All **Infant and First Class Children** will enter via the Luttrellstown door and go directly to their classrooms.

All **Second to Sixth Class Children** will enter via the Coolmine Door and go directly to their classrooms.

Exit Arrangements

Normal doors unless advised otherwise by text.

Procedure for collection at 1.10pm/2.10pm

Infants (1.10pm)

The class teacher hands over all infant children to the care of an adult at home time. He/She should be informed in writing of any changes to the collection arrangements. It is important to remind your child to give the note to the class teacher.

First to Sixth Class (2.10pm)

There are two collection options for children from **first class up**

(1) you and your child may choose a meeting point anywhere on the school grounds **or**

(2) children may make their own way to/from school.

If you choose option 2, please put a note to this effect in your child's school journal at the start of each school year. Please instruct your child to go straight home/to minders and not to congregate in groups in the local shops or at Tir na nOg park.

The school's duty of care ends at 2.10pm. However, please instruct your child to return to Reception;

- **if he/she is in any doubt about collection arrangements**
- **if the collector is late**
- **if he/she is in any doubt regarding attendance at an after school activity.**
- **if there is nobody to meet him/her at the designated meeting point.**

If any of the above arises, the school will contact a parent or guardian. The child will remain at reception / foyer area until such time as he/she is collected.