



Reference Guide Arrival & Dismissal Junior Academy

Arrival:-

- All teachers will be on yard at 8.30am
- Once pupils arrive, they will be brought as far as the white line by parents and then placed into a line with their Teacher and class by a staff member. Parents are not allowed to cross the white line
- Teachers will escort their class into their classroom at 8.45am.
- Special Education Teachers (SETs) /SNAs will remain on yard after this time to ensure all pupils are escorted to their particular classes.

Dismissal:

- All classes will be lined up inside the buildings and escorted to the exits where they will be dismissed individually to their parents/guardians or nominated adult
- Mrs Murphy's Class will be dismissed from the Front Door.
- Mrs Boyle's Class will be dismissed from the back door of the Main Building
- Ms Lehane's parents will line up at a designated point on the yard and walk towards the bottom of the ramp once called, collect their child and escort them off the school grounds
- Mrs Spillane's parents will line up at a designated point on the yard. They will walk to the top of the Fire Escape steps once called, escort their child down the steps and off the school grounds.

**AVOID GATHERING ON/OUTSIDE SCHOOL GROUNDS.
PLEASE ASSIST US BY DROPPING AND COLLECTING ON TIME.**

