

Belgrove Infant Girls' School
Seafield Road West
Clontarf, Dublin 3
D03 XK27
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Scoil Eoin Baisde Cailíní Naoidh
Bóthar Ghort na Mara Thiar
Cluain Tarbh, Baile Átha Cliath 3
D03 XK27
Principal: Dearbhla O'Driscoll
Roll No: 19007S

Supervision Policy

Safe Reception and Dismissal

Introductory Statement

The aim of this document is to set in place a framework for the implementation of a routine to be followed by all members of staff at entry and dismissal times and during breaktimes. School starts at 8.35 am. Dismissal time is 13:15 for Infant classes and 14:15 for 1st Class.

Routine

- The school opens at 8.35am and the pupils enter the school via the side gate.
- The Board of Management does not take responsibility for pupils before 8:35
- Pupils are expected to walk in an orderly fashion into their classroom.
- Pupils arriving after 8.55am must go through Reception, to their classrooms. Lateness is recorded on Aladdin.
- Parents of pupils who are persistently late will be asked to meet with the Principal.

Dismissal

- Parents are asked to complete Appendix 1 in September every year detailing their child's collection arrangements. Parents should notify the school in writing, by emailing secretary@belgrove.ie, if somebody different is collecting their child.
- Each teacher accompanies her class to their designated dismissal area.
- If the child is not collected, the teacher will bring her to the Principal's office and every effort will be made to contact the child's family through emergency telephone numbers. No responsibility is accepted for children left on school premises after the dismissal time.

Parked cars, either in the morning or afternoon, should not block the entrance gate to the school. Dogs are not to be brought into the school at any time (Assistance dogs excepted).

Withdrawing Children from School

Parents/guardians should let teachers know in advance if they are collecting a pupil early from school. This can be done through Aladdin. The child will be sent to Reception for collection. In the case of emergency, parents/guardians/relations should call to Reception should they wish to withdraw children from the school.

Access Prohibited

Access to the school is prohibited to any person whose presence may be detrimental to the safety or wellbeing of a pupil(s)/staff. The Principal may enlist the help of the Gardaí where such a person refuses to leave.

Mid-Morning and Lunchtime Breaks

1. The Principal has delegated the organization of the yard duty roster to the Deputy Principal.
2. The mid-morning break is from 10.35am to 10.55am.
3. Supervision of the children is arranged in rotation. A list of the teaching staff to cover this supervision is displayed on the staff room notice board. Two teachers will supervise at a time. If the staff includes SNAs, they will also do yard supervision.
4. The lunchtime break is from 12:15 to 12.35.
5. The duty roster is displayed in the staffroom and is available on Teams.
6. It is the obligation of each teacher to check this roster.
7. If a teacher knows in advance that she will be absent, she will arrange a direct swap with another teacher.
8. Teachers not available due to school duty should inform the Deputy Principal and she must alter the roster accordingly.
9. The teachers on duty will walk around the yard separately and will generally stay at opposite ends of the yard from one another. The teachers on duty will refrain from using their mobile phones while supervising the yard.
10. Class teachers will not leave their classes unsupervised in the yard and will wait with their classes until the teachers on duty come out.
11. Two children from First Class will be helpers and stay at the door.
12. If a parent or guardian wishes his/her child to remain indoors, a letter of request stating reason is required. Children with minor injuries will sit outside the staff room door.
13. Children going to the toilet will be admitted one at a time.
14. Children will not leave the yard without the teacher's permission.
15. If a child is to be collected during yard time they should sit at the main entrance with their belongings.
16. If the teachers on yard duty need assistance, the two helpers will knock on the staff room door and get someone.
17. Noteworthy incidents relating to accidents or behaviour should be recorded in the Yard Incidents' Book
18. On showery days, the teachers on duty may use their discretion and keep the children in the shelter until the end of break. In case of heavy rain, the children will return to their classrooms in the normal way. All staff will assist. Teachers on duty will supervise as outlined below.
19. Children will stay in on wet days. One teacher will supervise upstairs and one teacher will supervise downstairs, with the help of the Special Needs Assistants. When supervising indoors, teachers are required to walk through each classroom. All classroom doors will remain open. Children are required to stay sitting and are not permitted to move around the classroom without the permission of the teacher on duty.

20. When the bell rings for the end of a break, the duty of care reverts to the class teacher.

Reviewed and updated by the Board of Management 27.03.2026

A handwritten signature in black ink, appearing to read 'P. Gallagher', written in a cursive style.

Chairperson, Board of Management

Appendix 1

COLLECTION ARRANGEMENTS XXX

Date: _____

In the interest of health and safety, could you please detail below your child's collection arrangements for the school year XXX.

Child's Name: _____

Teacher: _____

	Collected by:	Relationship to Child:	Contact Details:
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

****If there are any changes to these arrangements, you must let your child's teacher know in writing by emailing secretary@belgrove.ie***

Signed: _____
Parent/Guardian

Date: _____

