



CANAL WAY ETNS

EARLY/LATE COLLECTIONS POLICY

EARLY COLLECTIONS FROM SCHOOL

Children are expected to attend for the full school day.

8.30 am - 13.10 (Infants)and 14.10 (1st-6th)

In exceptional circumstances a child may need to leave early. Please inform the class teacher in writing with as much notice as possible so that the child is ready to leave at the appointed time.

Children will not be permitted to leave school without a parent/guardian present to sign them out. This includes children who have agreed permission to leave school unaccompanied at regular dismissal times. Please refer to the supervision policy.

In these instances a parent or nominated adult must come to the office and complete the sign out book. This must be signed by a member of staff prior to dismissal of the child.

1. Write a note to the class teacher with date and time
2. Fill out early collections book in office
3. Staff member to sign Early Collections book
4. Child released from school

Principal will be informed of persistent early collections which may result in being reported to the National Education Welfare Board in relation to school attendance.

Late collections from school

Late collections to be recorded by a member of school staff in the office.

Member of staff to supervise late collections

After ten minutes where children are not collected they are brought to the office and a phone call is made. If there is a delay of more than 30 minutes the principal or deputy principal must be notified.

This will be recorded and reported to the principal at regular intervals.

Parents may be reminded about collection time via letter or meeting.

In exceptional circumstances Support services such as TUSLA and Gardaí may be contacted for assistance.

Principal will deal with persistent late collections, which may result in being referred to the Board of Management.