



Traffic Management Policy

Arrival and Dismissal

Introduction

St. Clare's Primary School is situated on a large site shared with St. Clare's Convent off the main Harold's Cross Road. There is vehicular movement throughout the day, peaking at the start and end of the school day. Vehicles present include staff cars, mini buses and taxis (*operated by Bus Éireann on behalf of the Department of Education*), delivery vehicles and contractor vehicles including for example refuse collection.

The safety, health and welfare of students, staff and visitors in St. Clare's Primary School is of paramount importance. This policy outlines the protocols and procedures in relation to the arrival and dismissal of students, drop off and pick up.

Parents, staff, visitors, operators of school transport operated by Bus Éireann on behalf of the Department of Education and contractors should familiarise themselves with the protocols and procedures.

This policy will be reviewed and changed accordingly to incorporate any new developments.

Parents, students, staff, operators of school transport operated by Bus Éireann and visitors must follow the procedures and protocols outlined in this policy.

Rationale

The Board of Management of St Clare's Primary School is committed to ensuring the safety and care of the students at arrival and dismissal times.

The purpose of this policy is:

- To ensure that students' safety and welfare are prioritised at all times
- To outline the procedures to be followed at arrival and dismissal times
- To maintain an ordered and orderly environment
- To clarify expectations of behaviour at arrival and dismissal times
- To outline the procedures to be followed by the drivers of the school transport operated by Bus Éireann on behalf of the Department of Education
- To ensure that SEN students travelling on the transport operated by Bus Éireann on behalf of the Department of Education transition safely at drop off and pick up times
- To outline the procedures to be followed when students are not collected from school
- To outline the procedures for refusing authorisation for collection

Relationship to School Ethos

This policy has been developed in line with our Mission Statement which states:

'We in St. Clare's aim to create an ordered and orderly environment in which children feel secure, in which self-esteem is fostered and in which children can make progress at their work'

Aim

The aim of the policy is to ensure that the teachers, SNAs, parents/guardians, students, bus escorts and drivers of the school transport scheme operated by Bus Éireann on behalf of the Department of Education are aware of the Traffic Management Plan and the appropriate arrival and collection procedures.

Purpose and Scope

The policy provides clarity and understanding regarding the safe movement of pedestrians, cyclists and motorists in the school grounds at drop off and pick up times.

Key Principles

The Board of Management will open to receive students at **08:20** each day the school is in operation. The pedestrian gate is **unlocked at 08:20** and students are allowed access to the school grounds.

No responsibility is accepted for students arriving before 08:20 and no student should arrive later than 08:45.

Classes commence each day at **08:50 and finish at 14:30 (infants 13:30)**.

Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate and the person to escort them should be at the school not later than:

- **14:30 1st – 6th Classes, Middle AS Class and Senior AS Class**
- **13:30 Junior Infants, Senior Infants, Junior AS Classes**

as the school cannot accept responsibility for looking after the children after that time.

Cycling or scooting is not permitted in the school grounds. Cyclists dismount the bicycle at the pedestrian entrance gate and walk along the pedestrian path with their bicycle.

Students walking, scooting or cycling enter the school grounds through the pedestrian gate, walk along the pedestrian footpath cross and stop at the end of the pedestrian path beside the staff car park and await instructions from the Senior Leadership Team, SNAs and/or Supervisors.

Students cross at the pedestrian walkway at when is safe to do so and/or as directed by member of the Senior Leadership Team and/or supervisor.

Students and staff park their scooters in the Scooter Park and the bicycles in the Bicycle Park.

Students proceed to walk to the playground and students line up in the playground and or the hall under the direction and supervision of the teachers on duty (*refer to timetable*).

Lines and line-ups should be orderly and disciplined. Line-up is according to classroom numbers.

The bell rings at 08:40 to signal the commencement of class. Teachers come to the playground on the signal of the bell.

Lines enter the school under the supervision of the class teacher in an orderly controlled manner at 08:40.

Students must follow the instructions of staff at all times.

Pupils line up in the hall for morning assembly which commences at 08.45. Specific time is devoted to prayer during morning assembly. Following assembly each teacher will escort his/her class to the classroom from the hall.

The gate to the playground is locked **at 08:45 daily** by a member of staff. The area is regularly checked by the caretaker during the day.

Students arriving later than **08:45** must be brought to the school reception by a parent/guardian.

Wet Day Assembly

Pupils should assemble in the hall on wet days and should remain there under supervision until Morning Prayer. Pupils are not permitted to leave the hall without the expressed permission of the supervising teacher on duty.

Pedestrians

Pedestrians access the school grounds using the designated pedestrian entrance.

Pedestrians must recognise that the pedestrian gate is adjacent to vehicle access gate and must exercise caution.

Students and/or parents shall not congregate near the vehicle access/egress gate.

Pedestrians shall not use the vehicle access/egress gate to enter the school grounds.

Pedestrians walk along the pedestrian path and wait at the designated area at the top of the path (*map at Appendix 1*) and await instructions from a member of the Senior Leadership Team.

Younger children who do not attend the school shall be supervised by parents/guardians at all times and not permitted to run/play on the school grounds.

Driver Guidelines

The school operates a strict speed limit of **5MPH/8KMH** on the avenue, in the school grounds and in the staff car park.

Drivers are expected to adhere to the speed limit of **5MPH/8KMH** in addition to other site rules and drive appropriately, taking into account pedestrians as well as local weather conditions and other site traffic.

The car park is for staff parking only.

Due diligence should be taken when driving on the school premises at all times.

Drivers of the school transport operated by Bus Éireann on behalf of the Department of Education using the **Set Down Area** must follow the instructions of the Senior Leadership Team and/or staff on duty.

No U-turns are permitted on the avenue and/or in the environs of the school.

Drivers are expected to act responsibly on the school grounds when parking and accessing the school building.

Care should be taken when entering and exiting the school grounds to ensure the safety of the school community.

Students should be dropped off at the **Set Down Area** and **should never be dropped off in the Turning Circle**.

All vehicles entering the school grounds for drop off/pick up must do so at the allocated **Set Down Area** in the school grounds.

In order to facilitate the smooth running of drop off/pick up – all persons driving on the school campus should park in the designated areas and vacate the area when the students have been picked up/dropped off/

Morning Drop Off Arrangements

During the morning drop off the school has 2 people carriers, 2 taxis and 1 x 20 seater bus arriving between **08:20 and 08:35**. These routes are operated by Bus Éireann on behalf of the Department of Education for SEN students enrolled in AS classes who are sanctioned transport.

When the first bus arrives the driver drives to the top of the avenue and turns in the Turning Circle. The vehicle stops in the **Set Down Area** with the vehicle facing in the direction of the main entrance. When the vehicle has stopped the Bus Escort will assist the students alighting the vehicle.

Special Needs Assistants (SNAs) meet the SEN student at the vehicle. Each student is accompanied by an SNA into the school building. Once all the students have alighted, the vehicle will be allowed to drive off site and egress via the main gate.

Staff involved in supervising will be clearly visible to traffic wearing a high visibility jacket.

If the designated supervisor is unavailable, the Principal/Deputy Principal will assign another member of staff to the duty.

General Supervisors Role

Staff must be proactive in supervising. General duties include:

- Assist with traffic management/parking to avoid congestion/hazard
- steer pedestrians away from hazard areas
- Determine when it is safe for vehicles to move
- report incidents of excessive speed to the Principal/Deputy Principal
- Report drivers and pedestrians ignoring signs, instructions and/or contravening site traffic rules and regulations to the Principal/Deputy Principal

End of School Day

At the end of the school day students are dismissed in an ordered and orderly manner.

- 13:30 – Junior and Senior infants, Junior AS Classes
- 14:30 – 1st class – 6th classes, Middle AS Class, Senior AS Class

When the school day for that class is over the following arrangements will apply –

13:30 Junior Infants and Senior Infants, Junior AS Classes

The class teacher will escort his/her class along the pedestrian path to the main gate.

- ✓ Parents who are collecting their children should wait outside the gate.
- ✓ The teacher will release the children into the care of the adult who is there to collect them.

14:30 1st class to 6th class, Middle AS Class, Senior AS Class

- ✓ The class teacher will escort his/her class along the pedestrian path to the main gate.
- ✓ The order of dismissal will be 1st class, 2nd class, 3rd class, 4th class, 5th class, 6th class.
- ✓ We encourage parents who drive, to park at a safe and appropriate place that does not obstruct students accessing or exiting the school grounds.

- Arrange a designated and agreed point with your child (3rd – 6th class) such as Mt. Drummond, Harold's Cross Bridge, the pedestrian crossing, the bus stop across the road, along Harold's Cross Road, Greenmount, Harold's Cross Park, etc. so that your child can walk a few metres to meet you.

✓ Staff members will supervise dismissal time.

Afternoon Pick Up Arrangements

At 13:30 school transport operated by Bus Éireann on behalf of the Department of Education arrive via the main entrance gate and park in the designated **Set Down Area**. If a vehicle arrives whilst students are leaving the grounds the vehicle must stop on the avenue and not move until the students have departed.

Students leave the school building from the relevant exit with an SNA or a teacher and make their way to the school transport. There shall be no traffic movement in the car park area during this period.

The bus escort will be positioned at the vehicle to supervise and assist the students getting onto the vehicle.

At **14:15** the taxis and people carriers arrive and park up in the designated **Set Down Area**.

At **14:25** students leave the school building from the relevant exit with an SNA and/or a teacher and make their way to the vehicle. There shall be no traffic movement in the car park area during this period.

Once all the students are on the vehicles with their seat belt in position, the vehicle will depart in the order in which they are parked exiting the school grounds via the main entrance.

Taxis/people carriers must not overtake each other when leaving the school grounds.

Supervisors will determine when it is safe to allow the vehicles to move from the site. This will generally be when all students are on their respective bus and the traffic route is free from pedestrians and/or other moving vehicles.

Students not collected from School

- In the event that a student is not collected by the parent or an authorised adult at the appointed time, and if it has not been possible to contact their parents or carers, Tusla and/or the Gardaí will be contacted by the school personnel.
- The school reserves the right to contact an alternative authorised contact on their child's record to collect a student, if the school personnel determines, the authorised contact who has arrived could pose a risk to the child. Refusal by school personnel to release a student without authorisation and identification is in keeping with our Child Safeguarding Statement.

- If a student has not been collected the student will be supervised by a member of staff in the area outside the Principal's Office. It is the responsibility of the school to try and contact the parent or refer the matter to Tusla/Gardaí. The duty social worker will make arrangements for the child to be looked after until the parents or carers can be traced.
- Where a student is collected late from school on a regular basis, the school will make a referral to Tusla and the matter will be followed up.

Procedure for Refusing Authorisation

St. Clare's Primary School reserves the right to refuse entry to the school of any individual if it is determined that they pose a risk of harm to the safety, health and welfare of the students and staff.

Policy Review

This policy will be reviewed regularly. Any changes made will be communicated to parents, students, staff, operators of Bus Éireann school transport on behalf of the Department of Education and the wider school community.

Link to other Policies

The policy is supported by the following policies:

- Child Safeguarding Statement
- Code of Behaviour
- Data Protection Policy
- Health & Safety Statement
- Supervision Policy

Ratification and Communication

The Board of Management adopted this policy at a meeting on 8th February 2023. A copy of this policy is circulated to the school community.

Signed:

Sr. Mercedes Boen

Chairperson Board of Management

Review Date: September 2025

Appendix 1 Site Plan