

# Traffic Management Policy

## Arrival and Dismissal

### Introduction

The safety, health and welfare of students, staff and visitors in Scoil Mhuire B&C 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, taxis 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, taxis and visitors must follow the procedures and protocols outlined in this policy.

### Rationale

The Board of Management of Scoil Mhuire B&C 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

- To ensure that SEN students travelling on the school bus 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:

“To realise, as far as possible, each child's full potential in a consistent and secure environment, encouraged by an active, motivated and co-operative staff.”

### Aim

The aim of the policy is to ensure that the teachers, SNAs, parents/guardians, students, bus escorts, taxi drivers and drivers of the school transport scheme operated by private companies 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 **9:00a.m** each day the school is in operation. The pedestrian gate is **unlocked at 9:00a.m.** and students are allowed access to the school grounds.

We urge parents not to drop off pupils before 9.10 a.m. Our official opening time is 9.20a.m.

**No responsibility is accepted for students arriving before 9:00a.m.**

Classes commence each day at **9:20 a.m.and finish at 3:00 p.m (Infants 2:00p.m).**

Parents are asked to collect their children promptly at **2.00p.m and 3.00p.m.**

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

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

Students not travelling by car or bus 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 teacher on duty, SNAs and/or Supervisors.

Students cross at the pedestrian crossing when is safe to do so and/or as directed by member of staff.

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 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 at the designated area.

The bell rings at 9.20 a.m to signal the start of the school day. 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 9.20.

Pupils must follow the instructions of staff at all times.

The gate to the playground is closed **at 9.20 a.m.** by a member of staff. The area is regularly checked by the caretaker during the day.

Students arriving later than **9.20 a.m.** must be brought to the school reception by a parent/guardian.

### **Wet Day**

Pupils enter school through the main door only and proceed in an orderly manner to the classrooms. Pupils will be supervised by teachers on duty and SNAs 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 school gates.

Pedestrians shall not use the vehicle entrance gate to enter the school grounds.

Pedestrians walk along the pedestrian path and cross at the pedestrian crossings only

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 8 km per hour in the school grounds and in the staff car park.

Drivers are expected to adhere to the speed limit of 8 km per hour in addition to other site rules and drive appropriately, taking into account pedestrians as well as local weather conditions and other site traffic.

The staff car park is for staff parking only.

Parents/ Visitors are not encouraged to park on the school grounds during the school day as children will be playing in this area.

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

Drivers of the school transport using the **Set Down Area** must follow the instructions of staff on duty.

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

Drivers are expected to act responsibility 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 Bus Set Down Area or 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.

### **Smoke-Free Workplace Policy**

Smoking is not permitted in the school building or in the grounds in compliance with the Public Health (Tobacco) (Amendment) Act 2004

Vaping is also prohibited on the school grounds.

### **General Supervising 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.

- 2.00p.m – Junior and Senior infants
- 3.00p.m – 1<sup>st</sup> class – 6<sup>th</sup> classes
- Time adapted for special classes.

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

## **2.00p.m Junior Infants and Senior Infants**

- The class teacher/SNA will escort his/her pupils to the school buses
- A class teacher will escort her/his pupils to the exit door  
( Main door for Senior Infants / Side door close to basketball courts for Junior Infants)
- Parents who are collecting their children should wait an appropriate distance across from the designated exit door for their children
- The teacher will release the children into the care of the adult who is there to collect them.
- When the bell goes, please come forward to collect your child.
- Please be mindful that there may be children doing sports in the school grounds at this time,

## **3.00p.m 1<sup>st</sup> class to 6<sup>th</sup> class**

- Pupils travelling by bus exit through the fire exit door next to the Main Door
- The class teacher/SNA will escort his/her class to the school buses
- Pupils in 1<sup>st</sup>,4<sup>th</sup> and Ms McGarrigle's 5<sup>th</sup> Class will exit the side door.
- Pupils in 2<sup>nd</sup>,3<sup>rd</sup>, Mr Cape's 5<sup>th</sup> class and 6<sup>th</sup> Class will exit the Main Door, in that order.
- Parents who are collecting their children should wait an appropriate distance across from the designated exit door for their children.
- We encourage parents who drive, to park at a safe and appropriate place that does not obstruct students accessing or exiting the school grounds.
- Parents are not permitted to obstruct the Staff Car Park or park at the front of the school.
- Staff members will supervise dismissal time.
- Parents of pupils who are walking home or being collected outside the school grounds must notify the class teacher at the beginning of the year.
- The class teacher must be notified of any change of arrangements by 10.00 a.m. via Aladdin. Phone calls to the school office should be discouraged.
- The bus escort will be positioned at the vehicle to supervise and assist the special needs students getting onto the vehicle.
- Buses/ Taxis/Cars must not overtake each other when leaving the school grounds and keep the speed limit of 8 km per hour.

## **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 Secretary'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 engage with the parents prior to making a referral to Tusla.
- We discourage the practice of young children walking home alone.

## **Procedure for Refusing Authorisation**

Scoil Mhuire 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, bus operators 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

**Updated September 2024**