

Wicklow Educate Together National School Drop off, collection and supervision policy

Dear parents/guardians

We are fortunate to have an extensive set-down facility for our school. However, we have noted a significant increase in the number of queries and complaints received by phone and email in relation to both morning drop-off and afternoon collection arrangements.

It is extremely important that you read carefully the information below to ensure you are aware of the procedures for our school.

DROP OFF

8.40 school opens, all pupils must arrive at this time

This is a hugely important part of the school day for children. They settle, organise their day ahead, take down homework (age dependent) and participate in activities that help settle them into their school day ahead.

Pupils arriving after 8.50am are recorded as late.

In order for our set down morning drop off to run smoothly and safely for all children please observe the following rules

- ✓ There is NO PARKING on school grounds
- ✓ If you are driving and you wish to walk your child to the school door/s YOU MUST PARK YOUR CAR OFF-SITE and accompany them on foot onto the school premises.
- ✓ There is an extensive set down area that car users dropping to school can use. This is for set down only, not parking. If you wish to drive on to school grounds, please pull in safely in this area marked as set down. Your child should exit the vehicle and walk to the nearest pedestrian crossing. Once your child has left the vehicle, please move promptly to allow the next person to access the set down.
- ✓ Set down is the only area designated for children to exit from cars. If the set down is busy, please be patient and do not let your child out in traffic.
- ✓ Many parents and caregivers have contacted us to report a large volume of cars arriving at the school very early for our 1.20pm and 2.20pm collection times and using the set-down as a car parking area. Please refrain from doing so as parking in the set down area is not permitted.
- ✓ Please continue to observe the 10km speed limit while accessing the school grounds and while driving on school grounds
- ✓ Please be extremely mindful of children walking at pedestrian crossings

COLLECTION

1.20pm is collection time for Junior and Senior Infants

2.20pm is collection time for 1st to 6th class

*Pupils on Bus Eireann School Transport (School Buses) presently depart at the slightly earlier time of 2.15pm daily. All other pupils depart at the end of the school day, 2.20pm. **This includes pupils attending after-care services that collect by bus.**

The reason for the slightly earlier departure of school buses (all large vehicles) is due to the volume of vehicles accessing school grounds at the end of the school day

Accessible Parking Bays

At Wicklow Educate Together NS, there are currently 3 Blue Accessible Parking Bays at the front area of the school. These are assigned to specific students on application to the Board. The vehicle of the parent/caregiver of a student with these identified needs has been given a blue sticker to display in the front windscreen. **We will be in touch before the end of term with all of those with blue stickers to carry out a review.** We regularly receive complaints that the vehicle owners with blue stickers cannot set down in this area. To this end the school asks that:

- ✓ The blue accessible parking bay is for the sole use of the student passenger it has been issued to.
- ✓ Accessible Parking Permit holders are requested to use accessible bays only when necessary and are encouraged where possible to utilise the school's set down arrangement
- ✓ We would kindly ask those with other Accessible Parking Permit to utilise the school's main set-down arrangement wherever possible

Staff Car Park Reminder the staff car park is for staff members only

Our neighbours If parking in neighbouring areas please be extremely mindful of residents safely accessing their homes and driveways. Similarly, please adhere to the rules of the road if parking on a road. We have received many complaints this term alone and have referred onto our local Garda Síochána.

Important supervision notice-all parents please note

The School will open to receive pupils at 8.40 a.m. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at this time.

Classes will end each day at 1.20/2.20 p.m. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school and the person to escort them should be at the school not later than 1.20/2.20 p.m. as the school cannot accept responsibility for looking after the children after that time.

Ratified by the Board of Management 27 November 2025

Reviewed annually

Next Review Date November 2026