

# MOVEMENT AND SUPERVISION

2025/2026

(Updated August 2025)

- 1. Parent parking:** There is extensive parking available off the Castlecoole Road where an in/out system operates (with directional and restricted speed signage present). At peak times, members of staff man this area – who monitor traffic flow and encourage pedestrians to use footpaths and zebra crossings. The Wickham Place entrance can also be used but only for drop offs and disability/authorised access. The school has a policy that kerbs are not to be mounted when parking. Parking is at a parent's own risk.
- 2. Staff parking/entry and exit:** Parking is available off the Dublin Road (restricted spaces), off Wickham Place and in two designated areas off the Castlecoole Road. The school has a policy that kerbs are not to be mounted when parking. **Entry and exit is always via the main office door where an electronic sign/in system is located.**
- 3. Before school:** There are staff on duty to guide pedestrians to use the zebra crossings and footpaths within the site.

8.30a.m. – bell rings to authorise entry to the school. There are currently two designated entry points, 1 and 2 (all manned by staff who greet and meet) - to the left of the school's main entrance and off the large playground.

9.00a.m. – one bell will ring for all classes to start.

Late arrivals enter through access doors 1 and 2 which remain supervised until 9.05a.m. After that, the only authorised access is via the main office door.

Older children (KS2) who are allowed to walk/cycle unaccompanied to school: This is the decision of parents and no responsibility is taken by staff prior to them entering the school grounds. Reminders about safe movement are occasionally sent home to all parents and addressed in assemblies, including the correct use of the school's adjacent traffic lights.

- 4. During school:** A spreadsheet rota is available and this is updated termly – including break and lunch times, play areas, designated staff on duty (often listed). The children are never in the playground without adults being present.

The younger children play in the inner courtyard area (on occasions) or in the main playground. They never play on the Dublin Road/Wickham Place side due to the proximity to the busy road or in the area between the P3 classrooms and Celtic Park. Access to these areas is allowed but only for supervised class-based learning. Celtic Park is used but again is always supervised and staff are responsible for ensuring this area is safe to use (machinery, dog dirt etc.)

- 5. End of school:** Once the end of school bell rings, the children are escorted to a designated pick-up area and supervised until collected. P1 and P4 and up children who are to attend the After School Club (Dining Hall/ICT Room) go directly at 2.15/3.15p.m. P2 to P3 children not collected after 15 minutes (i.e. by 3.00p.m. are taken to the After School Club (Dining Hall). This facility is manned by school staff until 5.30p.m. everyday.

Due to the potential volume of children leaving at 3.15p.m. a P4 to P7 EXITING PLAN operates. The P4 children come to this area before the bell sounds. When the 3.15p.m. bell has gone the order in which children leave (only in this order) is:

1 – Children in your class you know are going to clubs (homework or after school activities) – in most instances leaving directly from the classroom (as directed/supervised).

2 – Those children authorised to walk/cycle home/Tesco car park etc. – two routes from the large playground only (behind the kitchen and towards the large car park). All leave as soon as the playground is reached (useful to know who these children are beforehand). A member of staff is on duty in these areas.

3 – Those whose parents/authorised pick-up are already waiting for them on the playground.

4 – Those whose parents/authorised pick-up are in proximity/visible e.g. at the fence close to where several staff do duty (staff here help buffer movement)

5 – Those not picked up quickly or those unsure about the location of parent/authorised pick-up remain with the person on duty and are then taken to the After School Club. This includes those pupils of parents who may not have arrived or those who remain in their cars/out of sight after arrival. For the latter, the staff on duty will be able to help.

- THE SAME POINTERS (2 to 5) APPLY FOR PICK-UPS AFTER ORGANISED CLUBS/ACTIVITIES HAVE ENDED.

- THE PLAY TRAILS ARE ONLY ACCESSIBLE AFTER PICK-UP HAS TAKEN PLACE AND A PARENT/ AUTHORISED PICK-UP IS LOCATED BESIDE THE PLAY TRAIL. **STAFF ARE NOT RESPONSIBLE FOR ANY INCIDENTS AT THIS TIME.**

- SMALL PLAY EQUIPMENT IS NOT USED AT HOMETIMES – the area should be kept free of balls etc. This includes items that parents may have brought to school.

- PLEASE ALSO REINFORCE IMPORTANCE OF ALWAYS USING FOOTPATHS AND ZEBRA CROSSINGS.

Older children (KS2) who are allowed to walk/cycle and meet parents elsewhere: This is the decision of parents and no responsibility is taken by staff after they leave the school playground. Reminders about safe movement are occasionally sent home to all parents and addressed in assemblies, including the correct use of the school's adjacent traffic lights.

There are staff on duty to encourage pedestrians to use the footpaths and zebra crossings within the site and to ensure that children are being collected in a safe manner or are authorised to walk off site.

6. **Break and Lunch patterns:** The two breaks are 30 minutes long and classroom assistants oversee the outside play – these are currently staggered. SLT members are always at hand and occasionally visit the playgrounds.

All teachers remain in their classrooms for the first 15 minutes of the 45-minute lunch break and oversee packed lunches. Classroom assistants/supervisors oversee school dinners in the dining hall and the outside play. Packed lunch children join the other children in the playground. Lunches are currently staggered and there are two lunch breaks.

7. **Wet Play:** If declared wet play, the assistants will supervise the children inside.

A decision to have 'wet play' will be determined by the SLT in consultation with those on playground duty. This will be communicated through a verbal message or by ringing the bell (depending on the time). If in doubt, contact the office or a member of the SLT. **The two assistants in charge of each break/lunch time also have clearance to act promptly and declare a wet play.**

Children stay in their classroom if wet or report to their own classroom if declared wet (i.e. when they are already outside or in the dining hall). Children should be briefed about what they can/cannot do in the classroom.

8. **Early Exit:** Pupils leaving school early due to a pre-arranged appointment, illness or other reason must be signed out at the office. Parents are asked to use the 'Signing out' system giving time and reason for early exit. **The office need only be informed if a parent is required due to an accident occurring at school.** All parents should inform the school (i.e. speak in person to or write a note in the child's diary to the class teacher) if an early exit is planned. The class teacher should inform any afternoon cover staff where relevant. In an emergency, parents/authorised pick-up should ring the school, if possible, to inform staff of their arrangements.

Pupils will be called to the foyer area after the arrival of the adult or in some cases the pupil may wait in the foyer or medical room e.g. lunchtime/illness pick-ups.

If the authorised adult (approved to collect pupils) is not doing so, the school must be informed to comply with Safeguarding and Child Protection guidelines. **A member of the SLT must be consulted if an issue arises.**