**Feitheoireacht sa chlós ar maidin**

Osclaítear doirse na scoile ar 8.50 a.m. agus is gá go mbeadh daltaí ar scoil ag 9.00 a.m. ar a dhéanaí. Beidh feitheoireacht sa chlós ó 8.30 a.m. ar aghaidh ach iarrtar ar thuismitheoirí gan páistí a fhágáil sa chlós roimhe sin mar nach mbeidh feitheoireacht á déanamh orthu ag an am sin.

Nuair a bhíonn tuismitheoirí agus páistí sa chlós ar maidin ag fanacht leis an gclog chun bualadh, iarrtar ar thuismitheoirí a bheith aireach maidir le páistí óga – bíonn carranna na múinteoirí ag tiomáint isteach sa chlós ag an am sin den lá agus iarrtar ar thuismitheoirí a bheith aireach.

Má bhíonn sé ag cur báistí, glactar le páistí sa halla óna 8:30 ar aghaidh. Níl spás sa halla do thusimitehoirí agus do pháistí agus iarrtar ar thuismitheoirí na paistí a fhágáil sa halla. Tugann an príomhoide aire dóibh ansin nó an Príomhoide Tánaisteach mura bhfuil an Príomhoide ar fáil. Mura bhfuil an Príomhoide Tánaisteach ar fáil, leantar ord sinsearachta na foirne le go mbeidh duine éigin ar fáil chun feitheoireacht a sholáthar. Bailíonn na múinteoirí na paistí ón halla nuair a bhuailtear an clog ar 8:50 r.n.

**Bailiú na bpáistí tar éis scoile**

Críochnaíonn na naíonáin ag 1.30 p.m. Nuair a bheidh an aimsir oiriúnach, tabharfaidh an múinteoir ranga amach go dtí an clós iad le bailiú. Nuair a bheidh an aimsir fliuch, rachaidh tuismitheoirí isteach chun iad a bhailiú ón seomra. Sa chás ina mbíonn tuismitheoirí níos mó ná cúpla nóiméad déanach tabharfaidh an múinteoir go hoifig an rúnaí an páiste agus déanfaidh an oifig teagmháil leis na tuismitheoirí.

Má tá páiste ó na naíonáin le dul go dtí Réalta Órga i ndiaidh scoile, iarrtar ar thuismitheoirí é sin a chur in iúl don mhúinteoir ranga chun nach mbeidh an múinteoir ag fanacht le duine éigin an leanbh a bhailiú.

Tugtar páistí sna ranganna eile amach go dtí an clós ag 2.30 p.m. Tá an dualgas ar thuismitheoirí iad a bhailiú in am.

**Feitheoireacht ar ranganna a thugann daoine seachtracha sa scoil**

Nuair a bhíonn ranganna ar siúl ag daoine seachtracha sa scoil le linn am scoile (damhsa, ióga srl.), beidh an múinteoir ranga leis na páistí an t-am ar fad.

**Feitheoireacht ar rang nuair atá múinteoir amuigh as an seomra**

Má bhíonn ar mhúinteoir an rang a fhágáil i gcaitheamh an lae, eagrófar go mbeidh múinteoir eile béal dorais ar an eolas agus in ann feitheoireacht a dhéanamh ar an rang. Ní fhágfar páistí gan feitheoireacht sa seomra ranga.

**Feitheoireacht ar pháistí atá istigh de bharr smachtbhanna**

Ní choimeádtar páistí sa seomra ag am sosa nó ag am lóin chun obair a chríochnú nó mar phíonós mura bhfuil feitheoireacht ann. Is faoin múinteoir ranga é an feitheoireacht seo a chinntiú.

**Feitheoireacht ag am lóin**

Nuair a bheidh na páistí amuigh sa chlós ag am sosa, beidh múinteoirí i bhfeighil sa chlós. Nuair a bheidh an aimsir fliuch agus na páistí istigh, beidh múinteoirí ag déanamh feitheoireachta sna seomraí ranga.

**Feitheoireacht ar pháistí a mbeadh orthu fanacht laistigh de bharr gortuithe**

Má tá páistí tinn, iarrtar ar thuismitheoirí gan iad a sheoladh ar scoil. Ní féidir feitheoireacht a dhéanamh ar pháiste breoite laistigh den scoil ag am sosa/lóin. I gcásanna áirithe eisceachtúla (greimeanna, cnámha briste srl. ), cuirfear *Plean Cúraim* i bhfeidhm ach ní thabharfar cead do pháistí fanacht instigh gan é a phlé leis an bpríomhoide roimh ré. Má éiríonn páiste tinn ar scoil, tabharfar aire dóibh san oifig go dtí gur féidir le duine iad a bhailiú. Iarrtar ar thuismitheoirí glaonna ón scoil a fhreagairt go pras, ar eagla go mbeadh a bpáiste tinn agus go gcaitear iad a bhailiú.

Ba chóir do thuismitheoirí a chinntiú go gcuireann siad an scoil ar an eolas faoi aon athrú a thagann ar a gcuid sonraí teagmhála.

**Feitheoireacht nuair atá turais lasmuigh den scoil i gceist**

Nuair a bheidh páistí ar thurais lasmuigh den scoil – in Draíocht, turais scoile, imeachtaí spóirt srl., beidh an líon cuí múinteoirí leo i gcónaí.

**Feitheoireacht i gcás ábhar oidí**

Bíonn múinteoir sa seomra le hábhair oidí i gcónaí.

**Áit an CRS Cúntóir Riachtanas Speisialta san fheitheoireacht**

Bíonn an CRS sa chlós ag am lóin agus ag am sosa ag faire ar an bpáiste atá faoin c(h)úram. Bíonn ról feitheoireachta acu ar an gclós go ginearálta.

Mí Dheireadh Fómhair 2016

**Supervision in the school yard in the morning**

The school premises open at 8.50a.m. and students must be at school by 9.00 a.m. at the latest. Supervision will be provided from 8.30 a.m. but parents are asked not to leave children in the school yard before then because they will not be supervised.

When parents and children are in the school yard in the morning waiting for the school bell to ring, parents are asked to be mindful of younger children – teachers will be driving their cars into the yard at this time of the morning and parents are asked to be cautious.

If it is raining, the children can go into to the hall from 8.30 a.m. There is not sufficient space in the hall for both parents and children, and parents are asked to leave their children in the hall. The principal will supervise the children, or the vice-principal if the principal is unavailable. If the vice-principal is not available, the supervision will fall to the next most senior member of the staff. The teachers will collect the children from the hall when the bell rings at 8.50 a.m.

**Collecting children after school**

The Junior infants finish at 1.30pm. When the weather is suitable, the teachers will bring the children out to the yard to be collected. If it is raining, the parents will go inside to collect the children from the classroom. In the case where the parents are more than a few minutes late, the children will be taken to the secretary’s office and parents will be contacted.

If pupils from the Junior Infants attend *Réaltaí Órga* after school, the parents are asked to inform the teacher so that the teacher is not waiting for someone to collect the child.

The children from the other classes are brought out to the school yard at 2.30pm. It is the parents’ responsibility to ensure that their children are collected on time.

**Supervision of classes provided by an external person in the school**

When classes are being given by an external person in the school during school hours (dancing, yoga, etc.) the class teacher will be with the children the whole time.

**Supervision of the children while the teacher is outside of the room**

If the teacher must leave the room during the day, it will be arranged that the teacher from a neighbouring class will be informed and will supervise the room. Children will not be left unsupervised in the classroom.

**Supervision of children that are inside/indoors because of sanction**

Children will not be kept indoors at break time or lunch time to finish work or as punishment if supervision is not available. The class teacher is responsible for ensuring supervision.

**Supervision at lunchtime**

When the children are outside during lunchtime, teachers will be in charge. If the weather is wet and the children are inside, a teacher will be supervising in the classrooms.

**Supervision of children that must remain inside due to injury**

If children are sick, parents are requested not to send them to school. Sick children cannot be supervised within the school during break/lunch time. In certain exceptional cases (stitches, broken bones etc.) a Care Plan will be actioned, but the child will not be allowed to stay inside without discussing with the principal in advance. If a child becomes sick at school, and it is not appropriate to wait in the classroom, they will be cared for in the office until someone comes to collect them. Parents are requested to answer calls from the school promptly, in case their child is sick and needs to be collected.

**Supervision during travel/excursions outside of school**

When children are travelling outside of the school premises – in *Draíocht*, on school-tours, at sporting events etc. an appropriate number of teachers will accompany them.

**Supervision in the case of student teachers**

A teacher will be present in the room with student teachers at all times.

**Role of SNA in Supervision**

The SNA will be in the yard at lunchtime and break-time taking care of the child(ren) in their care. They have a supervisory role in the yard in general.

October 2016