

Collection Policy

Signed: _____
(Principal)

Signed: _____
(Chair of Board of Governors)

Date: _____

Collection of Children

It is important that each child reaches and leaves Naíscoil & Gaelscoil Éadain Mhóir safely. Regulations require that there is restricted access to the areas where the children are being cared for. This is to ensure that no adult has unrestricted access to children in our care. This means that it is important that you stick to the set collection times that can only be changed in emergencies and with notification.

Procedures

- Parents should collect children at agreed times.
- Parents should state on the relevant form who will collect their child. If someone else has your permission to collect the child we need his or her details as well.
- **No one under 16 years of age is legally permitted to collect a child.**
- No child is permitted to leave the school on their own unless parent's have given written permission.
- If a child is to leave Naíscoil & Gaelscoil Éadain Mhóir early or alternatively arrive at school in the morning late, please inform the school's secretary (028 71 268020) as soon as possible.
- If someone other than the named persons on the data collection form is collecting your child, please inform the school as early as possible.
- Child must be collected at the school hall entrance at 2.15pm / 2.50pm. **No child will be allowed to walk across the car park without an adult with them.**