

Dropping Off and Collection of Children

Amended August 2020 (in light of Covid-19)

Ratified by BOM on 1st Sept 2020

- When joining the MAMJS community, an Emergency Form is given to all parents/guardians and History of the Child (Montessori and Aftercare only) form to Montessori parents/guardians
- On return of the completed forms, the school collates the information into a master document
- The Aladdin programme highlights if a child has a medical condition and the Administration of Medicine's policy is enacted
- The History of the Child form is given to the Montessori class teacher and shared with the Aftercare manager for their information
- The History of the Child form is filed by the class teacher in their individual pupil file (History of Child form is attached to Appendix 1 & 2)
- The class teacher will ensure that the relevant authorised persons collects the child from the classroom door at Montessori and Preparatory class level
- If there is a change or addition to the authorised person, it is essential that the parent/guardian informs MAMJS, this may be through the Administration Office/Welcome Office
- If for any reason, the authorised person is running late, it is important to contact the school, so the class teacher can make arrangements for supervision and reassure the child.

Drop Off and Collection Procedures (August 2020)

Official Starting and Finishing Times in MAMJS

Days	Montessori Junior and	Preparatory Junior	Preparatory Senior, 1st
	Senior		to 6 th Class
Monday	8:50am-12:30pm	8:50am-12:30pm	8:50am-3:00pm
Tuesday	8:50am-12:30pm	8:50am-12:30pm	8:50am-3:00pm
Wednesday	8:30am-12:10pm	8:30am-12:30pm	8:30am-2:40pm
Thursday	8:50am-12:30pm	8:50am-12:30pm	8:50am-3:00pm
Friday	8:30am-12:10pm	8:30am-12:30pm	8:30am-2:40pm

Drop Off (from 8am to 8:50am)

MAMJS has devised a staggered drop-off system where students have from 8am to 8:50am to arrive in their outdoor play zones (see map for class bubble play zones). MAMJS staff members will accompany each class bubble from their designated outdoor zones to their respective classroom bubbles.

Rationale

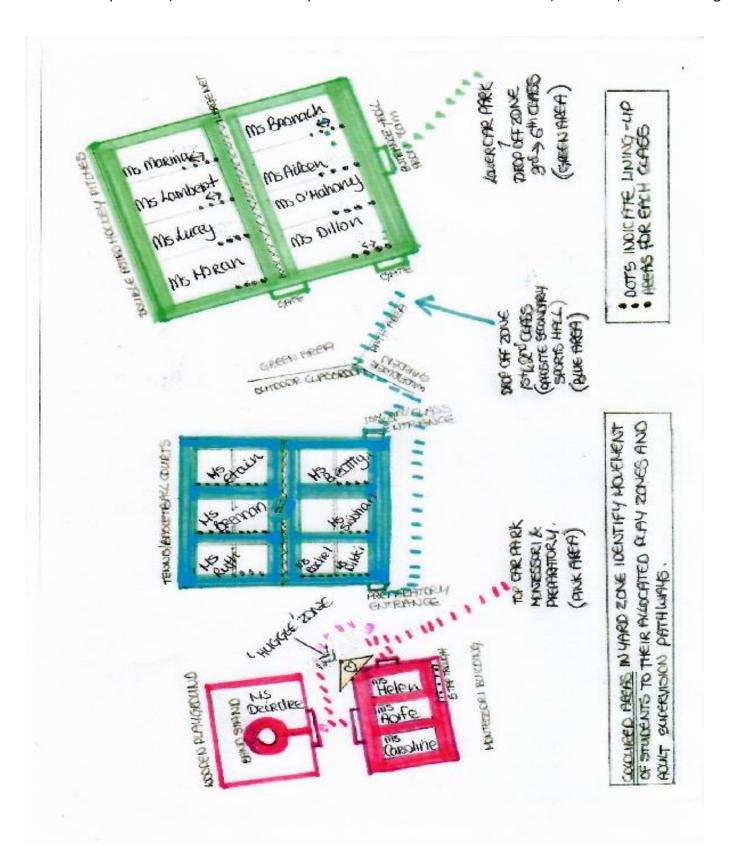
- Supports the adult to drop the MAMJS student in a timely manner for the start of school
- Outdoor socialisation is promoted in own class bubble
- Allocated play zones for students in each class bubble and identified pathways around the periphery of play zones
- As a large proportion of our families live a distance from the school and the business of traffic in the local area, it would not be possible to ensure arrival at school at a specific staggered time and the flow of traffic in and out of Mount Anville may be impeded
- With families where two of more students from the family attend MAMJS, both can be dropped off at the same time rather than having to wait for specific arrival times, also ensuring movement through the car park and freeing up of spaces quicker
- MAMJS staff members will promote and model lining up whilst supervising and supporting students
 through the Campus and corridors to the class bubble, ensuring the washing of hands before entering the
 class bubble.
- Supports adults to drop other students from the same family to their respective schools.
- MAMJS staff members will bring each class bubble through the MAMJS school gate (between the old and new Montessori building), prompting appropriate behaviours e.g. social distancing, the designated route and hand hygiene practices

Access Car Badges

The adult dropping off students to MAMJS, will receive a designed badge for display (each family will receive two) which has a colour allocated to it. If you have more than one student in MAMJS, you will received the colour badge appropriate for both students. The colour will identify which car parking zone one has access to:

- **Pink Badge:** Montessori and Preparatory adult/student can park in the top car park and drop their child to the Montessori/Preparatory play area (see pink area on map). There is a 'huggle zone' where the adult and child can share a hug and cuddle before entering the child's designated play zone where the students in the bubble with be from the same class bubble. At the gated entrance, a MAMJS staff member will mark the roll of the student's attendance and time of arrival. The student will be encouraged to join their fellow class bubble for play. There will be no access to MAMJS by the Bishop's Door (entrance at staff car park and beside Mount Anville House) entrance) in the mornings.
- **Blue Badge:** 1st and 2nd adult/student have an allocated 'drop and go' zone opposite the Secondary School Sports Hall (see blue area on map). There is a path indicated by yellow footsteps to follow to enter the blue designed play zone from the student's class bubble. On entry to the blue play zone, a MAMJS staff member will mark the roll of the student's attendance. The Preparatory students will have a separate entrance gate to the blue play zone which is indicated on the map. The adult will accompany the student to the gate and transition into the care of the MAMJS staff member. There will be no access to MAMJS by the Bishop's Door (entrance at staff car park and beside Mount Anville House) entrance) in the mornings.

• **Green Badge:** 3rd to 6th class adult/student have an allocated 'drop and go' zone at the lower car park (see green area on map). There is a path indicated by yellow footsteps to follow to enter the green designed play zone in the astro hockey pitches from the student's class bubble. On entry to the blue play zone, a MAMJS staff member will mark the roll of the student's attendance. There will be no access to MAMJS by the Bishop's Door (entrance at staff car park and beside Mount Anville House) entrance) in the mornings.



Transfer of Care of Student

At the entrance to the designed play zone for each class bubble, a MAMJS staff member will mark our students' arrival on the class roll. Over the first few weeks, each class will receive a fob to attach to their school bag to tap to register their arrival, previously all students had to register on a keypad with a four digit individual code. The student is now in the care of the MAMJS and has the opportunity to play informally with students only from their class bubble.

Drop Off to Designated Class Zone and Procedure of Entry to Class Bubble

When the MAMJS student arrives at the entrance to the designated class zone:

- Their attendance will be noted by the MAMJS staff member
- The student will proceed to their play zone along specific pathways (identified on the map by the pink, blue or green colours). This avoids a student running into another class bubble en route to their own class.
- These pathways (identified on the map by the pink, blue or green colours) allow the MAMJS staff member access around the yard for supervision purposes.
- Students will place their school bag at the designed place (identified on map by dots) with markings that are 1m apart
- When it is time to line-up, students will go to their school bag and line up there
- The MAMJS staff member will direct the students to their classes, ensuring they follow the yellow line pathways and walk 'ar chlé' through the corridors.
- The MAMJS staff member will ensure students wash their hands on entering the class bubble
- When students proceed to their allocated places in the class bubble, their teacher will call the class roll via the Aladdin Platform

Late Arrival

 If a student arrives late for school, the buzzer on the MAMJS gate should be sounded and a MAMJS staff member will open the gate for the student to proceed to the class bubble, reminding them to wash hands entering the class bubble. The adult will not be allowed to proceed beyond the MAMJS gate.

Drop Off of student items during the day

• An adult can drop items that may be forgotten, such as lunch or drink. Please sound the buzzer at the gate, the MAMJS staff member will direct you where to place the item. The MAMJS staff member will get the item outside the gated area and ensure it is given to the intended student.

Collection of Students

- Montessori to 2nd class students will be collected from their respective play zones (see map), which are the same as the morning drop off play zones. The adult will wait outside the zone (outside the fencing) and the teacher will release the student to the adult's care
- 3rd to 6th classes will be supervised to the MAMJS gate or the exit door (north aspect) to promote social distancing. It would be advisable for the parent/guardian and student to discuss a meeting point for the adult doing the collection.

Morning Sport and After-School Sport

• We will have morning sport and after school sport for 3rd to 6th class. Morning Sport will be allocated for one morning and one afternoon after school for each class from 3rd to 6th class. Morning Sport will take place in the class zone that has been allocated to you, so the PE teacher will come to you for Morning

Sport. Below are the allocated days for after-school sport for class bubbles 3rd to 6th class, such as a custody order, barring need to be provided and a copy of relevant section to keep on file.

Class	After School Sport Day
3 rd Class	Thursday
4 th Class	Wednesday
5 th Class	Monday
6 th Class	Tuesday

Attempted collection by a person who is not on the child's records:

Children should be collected only by the adult/s named on the Collection Authorisation. Should the person responsible be unable to collect the child, a letter of explanation must be presented signed and dated by the parent / guardian with a contact telephone number, the staff member will then telephone the parent prior to allowing the child leave the service. If the parent personally arranges this with the staff the telephone call may not be necessary, but signed consent will be required at all times.

If the parent has not been personally contacted to authorise the collection of their child, the child <u>will not</u> be permitted to leave the premises until an authorised collector, as recorded in the child's records is available.

Late Collection of Children:

We understand that sometimes a parent is unavoidably delayed when coming to collect their child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

Parents/guardians in this situation must contact the Manager/Supervisor (the school landline and school mobile number is given to all parents at the start of the school year) to say that they will be late and arrange with staff what to do. Children are only released from the service to individuals named by the parent.

Early Collection of Children:

We ask that parents/guardians let us know if they will be picking up their child early so that we can have the child ready and minimise disrupting the rest of the group.

Late Drop Off:

We ask parents/guardians to drop children off at the correct time to avoid disrupting the group once they have started and so that they child benefits from the full daily programme.

Separated and Divorced Parents:

Married parents are automatically joint guardians of their children. Neither separation nor divorce changes this.

- We cannot refuse either parent to collect their child unless a court order is in place.
- We ask that parents give us information on any person that does not have legal access to the child.
- Where custody of a child is granted to one parent, we would ask parents to clarify the circumstances with us.

This information will remain confidential and will only be made known to the relevant staff. Legal documents i.e. custody order, barring need to be provided and a copy of the relevant section to be kept on file.

Attempted collection by a parent who has been denied access in a court order:

- A parent who has been denied access to a child through a court order will not be permitted into the premises
- If the parent who has been denied access becomes threatening or violent and insists on removing the child from the service, this will be viewed as trespassing. The service will in this event contact the Local Garda.

Communication

- This policy is available on the school website
- Parents/guardians are reminded at our Welcome Meetings regarding this procedure at the start of the school year
- At assemblies and by their teachers, our children are reminded of their safety is optimal at drop off and collection times and the procedures to follow
- Ratified by the Board of Management 19th September 2016
- Reviewed by the Board of Management on 8th May 2017
- Reviewed Policy on 5th May 2018 and amended Confidential Information and Consent Form (Appendix 2) in line with GDPR Regulations.
- Reviewed procedures in June 2019, following Túsla Regulations 2018



CONFIDENTIAL INFORMATION AND CONSENT FORM 2019/2020

MAMJS Privacy Notice for Parents must be read prior to completing this form

Montessori Junior and Montessori Senior

Mount Anville Montessori Junior School is a Sacred Heart Catholic English speaking School

for girls from 2½ to 12 years with infant boys.

Privacy Statement

We gather and process your child's personal data for the purposes of administering the education of your child. To facilitate this, we will input your child's data into MAMJS Management Information System, Aladdin. Aladdin is a secure software as a service application which is owned and run by Cloudware Ltd. (T/A Aladdin Schools), from where the data is only processed for the above purpose.

The Information provided to us is treated as confidential to MAMJS. It is important that parents provide us with accurate details and update us in relation to any change in the information provided. Documents will be held in safe and secure storage in compliance with GDPR guidelines.

It is necessary to share <u>General Information</u> with other bodies e.g. our Bursar's Office for administration of fees, TUSLA for our annual return- see further details on permission section. In order to update our records please complete the form below and return it to the Administrator's Office @ montessori.junior@mountanvillemjs.ie as soon as possible. This is a Health and Safety requirement. All sections must be completed. Please notify us of any changes of information during the year. Please note that this information will be used to update our records, to contact you and to make contact in emergency situations. The medical information will be shared with staff members who have contact with your child in case an emergency arises and may be shared with emergency medical personnel in emergency situations.

General Information Child's Name: **Teachers Name & Class:** Date of Birth: Child's PPS No: Siblings in school **Contact Information** MAMJS assume that both parents are the legal guardians of our students unless otherwise advised. Parent/ Guardian Parent/ Guardian Surname: Surname: First Name: First Name: Title: Title: Address: Address: Postcode: Postcode: Home phone: Home phone: Mobile: Mobile: Email: please print: Email: please print:

TEXT A PARENT AND EMAIL

Please print clearly below the mobile number and email address you wish to be contacted on

Email Parent /Guardian	Text:
Email Parent/ Guardian:	Text



Emergency Contact

If my child should become sick in School and we are not contactable, I have made arrangements with the person named below to take care of him/her.

Name:	Relationship to Child:
Address:	Mobile Number:
	Home No:
Medical History	
Family Doctor	Address:
Name:	
Phone:	
Medical Conditions Please outline below any history of illness or existing	ongoing conditions e.g. severe allergies, diabetes
Medical Conditions	
If your child needs medicines administered during the Policy" Vaccinations are up to date as recommended by HSE Vaccinations are up to date as recommended by HSE	<u> </u>
Principal or designated teacher to act in "loco parenti	ble to contact any of the above named, I give permission for the is" at the doctor's surgery or hospital. I give consent to the s that have dealings with my child and to emergency medical
	Date:
PARENTAL/ GUARDIAN PERMISSION FORM Permission for Child to go on school trips and Tours I hereby give permission for my child to go on supervis and sporting, as will be detailed by email or letter during Child's Name:	ned school tours, or any school supervised excursions, e.g. musicing the school academic year 2019/2020 Signature of Parents:
	pate in certain activities. In order to cut down on paperwork and

Each year, we ask your permission for your child to participate in certain activities. In order to cut down on paperwork and simplify record-keeping, we have decided to include as many permissions as possible on one sheet. Please read carefully each of the items below. Not all occasions may be relevant to your child this year. If you have any concerns regarding any of the items below please contact the Principal.

The information collected on this form will be held by the Mount Anville Junior Montessori School in manual and/or in electronic format. The information will be processed in accordance with the General Data Protection Regulation (GDPR)



The purpose of holding this information is for administrative purposes, to organise activities, identify educational needs, engage in marketing and promotional events and to facilitate the school in meeting the student's educational needs. **Documents will be held in safe and secure storage in compliance with GDPR guidelines.**

Please note that in compliance with the Education (Welfare) Act 2000 and the requirements of TUSLA (formerly the National Welfare Education Board), the School will furnish the required attendance records and information requested by TUSLA.

I hereby give permission for my child in relation to the following activities where I have ticked the Yes box :			
If your response to any of photo/website questions is 'No', could you please discuss this with your child and inform			
your daughter/son to standout of the photo/video on such occasion.			
1.	To be included in a class photograph taken by a professional photographer which can be purchased by parents/guardians. Yes: No:		
2.	I give permission for my daughter's name to be given to the photographer engaged by the school to take class and individual photographs Yes: No:		
3.	To be included in photographs that are taken of pupil/pupils that can be displayed around the school celebrating achievements of pupils. The child's image as part of a group and the class name will only be displayed if any information is displayed with the image. Yes: No:		
4.	To be included in photographs in relation to celebrating school events and activities in our newsletter, website, campus yearbook, and Past-Pupil's magazine and similar school publications. The child's image as part of a group and the class name will only be displayed if any information is displayed with the image. Yes: Yes No:		
5.	To be included on the school's website, which may include images of your child and his/her work. The child's image as part of a group and the class name will only be displayed. It is the school's policy to celebrate your child's work and achievements Yes: No:		
6.	To be included in any formal DVD which may be organised for special occasions such as Communions, Christmas Plays and School performances. On such occasions the PCC or school hires a person to take a DVD. Yes No		
7.	To be included in <u>internal</u> publications in relation to celebrating school events and activities in other school generated publications including, school newsletter, past-pupils' newsletter, Campus publications with Secondary School The child's image as part of a group and the class name may be provided to such publications. Yes: No:		
8.	To be permitted to be photographed at school events (sports day, fun-run) by external media and included in external publications. The child's class name may be provided to such media outlets. Yes: No: No:		
9.	From time to time, third parties supporting school activities would like to use photos taken by the school on their own website, e.g. LauraLynn, UCD Science Department, Solas. To be included in group photos taken by the school and used by these third parties on their website/newsletter. Yes: No:		
10.	To provide the HSE with names and dates of birth for the School Immunisation Programme and the School Health Examination (e.g. Hearing test) Yes: No:		
11.	Administrating Assessments to your child: on occasion we administer further educational assessments (e.g. Neale Analysis, MIST, NRIT) to discover the educational progress of pupils. Yes: No:		
12.	To provide, on a pupil attending or transferring to a new school, academic, attendance and any other records relating to the child to the new school Yes: No:		
13.	To provide to Mount Anville Secondary School names of pupils in 4th, 5th and 6th classes Yes: U No: U		

Date:_



Appendix 2

Pupil Information for the Class Teacher (Montessori Class and Aftercare Level)

Child's Name:	Date Of Birth:	
Name of Montessori C	lass Teacher:	
Official Start Date:		
Child's Routine To Date	e (e.g. attended child minding etc)	
Special Requirements:		
Medical (include allerg	ies, food intolerances)	
Likes and Dislikes (e.g.	favourite teddy, hobbies)	



Per	sons Author	rised to Collect Child:		
	Name :	Name:		
	Tel Numbers:	Tel Numbers:		
	Name :	Name:		
	Tel Numbers:	Tel Numbers:		
Sleep F	Patterns:			
Data F	Privacy - Conse	ent for Collection and Usage of you an	d your child's personal data	
		nville Montessori Junior School's Priva y child's personal data in accordance v	cy Notice for Parents, and I consent to the use of with the terms of that Notice.	f m
Confid	ential Informa		mation sought about myself and my child in this to the use of same for the reasons set out in this	i
	rstand that I ca for Parents.	an request a copy of this information a	nd exercise my rights under GDPR under the Pri	vac
Parent	or Guardian's	signature (1)		
Parent	or Guardian's	signature (2)		

Designated Liaison Person's signature: ______Date: _____



Appendix 3

CONFIDENTIAL INFORMATION AND CONSENT FORM 2019/2020

MAMJS Privacy Notice for Parents must be read prior to completing this form Preparatory Junior -6^{th} Class

Mount Anville Montessori Junior School is a Sacred Heart Catholic English speaking School for girls from 2½ to 12 years with infant boys.

Privacy Statement

We gather and process your child's personal data for the purposes of administering the education of your child. To facilitate this, we will input your child's data into MAMJS Management Information System, Aladdin. Aladdin is a secure software as a service application which is owned and run by Cloudware Ltd. (T/A Aladdin Schools), from where the data is only processed for the above purpose.

The Information provided to us is treated as confidential to MAMJS. It is important that parents provide us with accurate details and update us in relation to any change in the information provided. Documents will be held in safe and secure storage in compliance with General Data Protection Regulations (GDPR) guidelines.

It is necessary to share <u>General Information</u> with other bodies e.g. our Bursar's Office for administration of fees, TUSLA for our annual return-see further details on permission section. In order to update our records please complete the form below and return it to the Administrators Office @ montessori.junior@mountanvillemjs.ie as soon as possible. This is a Health and Safety requirement. All sections must be completed. Please notify us of any changes of information during the year. Please note that this information will be used to update our records, to contact you and to make contact in emergency situations. The medical information will be shared with staff members who have contact with your child in case an emergency arises and may be shared with emergency medical personnel in emergency situations.

General Information Child's Name: **Teachers Name & Class:** Date of Birth: Child's PPS No: Siblings in school **Contact Information** MAMJS assume that both parents are the legal guardians of our students unless otherwise advised. Parent/ Guardian Parent/ Guardian Surname: Surname: First Name: First Name: Title: Title: Address: Address: Postcode: Postcode: Home phone: Home phone: Mobile: Mobile: **Email: please print:** Email: please print:



Email Parent/Guardian:	Text:
	1.5
Email Parent/ Guardian:	Text
Emergency Contact	
If my child should become sick in School and we are not	contactable, I have made arrangements with the person
named below to take care of him/her.	
Name:	Relationship to Child:
Address:	Mobile Number:
	Home No:
Medical History	
Family Doctor	Address:
Name:	
Phone:	
Please outline below any history of illness or existing one Medical Conditions	
•	hool day, please follow the "Administration of Medication
Policy" Vaccinations are up to date as recommended by HSE Yes	
Vaccinations are up to date as recommended by HSE - No	
vaccinations are up to date as recommended by H3E - No	,. <u> </u>
Principal or designated teacher to act in "loco parentis" a	to contact any of the above named, I give permission for the at the doctor's surgery or hospital. I give consent to the at have dealings with my child and to emergency medical
Signature of Parent:	Date
PARENT / GUARDIAN PERMISSION FORM	Date:
Permission for Child to go on school trips and Tours	
——————————————————————————————————————	school tours, or any school supervised excursions, e.g. music
and sporting, as will be detailed by email or letter during t	, ,
Child's Name:	Signature of Parent/Guardian:
Each year, we ask your permission for your child to participate	in certain activities. In order to cut down on paperwork and

below please contact the Principal.

The information collected on this form will be held by the Mount Anville Junior Montessori School in manual and/or in electronic

simplify record-keeping, we have decided to include as many permissions as possible on one sheet. Please read carefully each of the items below. Not all occasions may be relevant to your child this year. If you have any concerns regarding any of the items

The information collected on this form will be held by the Mount Anville Junior Montessori School in manual and/or in electronic format. The information will be processed in accordance with the General Data Protection Regulation (GDPR)

The purpose of holding this information is for administrative purposes, to organise activities, identify educational needs, and engage



Signed

in marketing and promotional events and to facilitate the school in meeting the student's educational needs. **Documents will be held** in safe and secure storage in compliance with GDPR guidelines.

Disclosure of any of this information to statutory bodies such as the Department of Education and Skills, HSE, TUSLA and/ or their agencies will take place only in accordance with legislation or regulatory requirements.

Please note that in compliance with the Education (Welfare) Act 2000 and the requirements of TUSLA (formerly the National Welfare Education Board), the School will furnish the required attendance records and information requested by TUSLA.

	by give permission for my child in relation to the following activities where I have ticked the Yes box: If your
	se to any of photo/website questions is 'No', could you please discuss this with your child and inform your
	ter/son to standout of the photo/video on such occasion.
1.	To be included in a class photograph taken by a professional photographer which can be purchased by
	parents/guardians. Yes: No:
2.	I give permission for my daughter's name to be given to the photographer engaged by the school to take class and
	individual photographs Yes: No:
3.	To be included in photographs that are taken of pupil/pupils that can be displayed around the school celebrating
J.	achievements of pupils. The child's image as part of a group and the class name will only be displayed if any information
	is displayed with the image.
4	
4.	To be included in photographs in relation to celebrating school events and activities in our newsletter, website, campus yearbook, and Past-Pupil's magazine and similar school publications. The child's image as part of a group and the class
	name will only be displayed if any information is displayed with the image.
	Yes: Yes □ No:□
5.	To be included on the school's website, which may include images of your child and his/her work. The child's image as part of a group and the class name will only be displayed. It is the school's policy to celebrate your child's work and
	achievements Yes: No: No: No:
6.	To be included in any formal DVD which may be organised for special occasions such as Communions, Confirmations and
	School performances. On such occasions the school hires a person to take a DVD.
	Yes: No:
7.	To be included in <u>internal</u> publications in relation to celebrating school events and activities in other school generated
	publications including, school newsletter, past-pupils' newsletter, Campus publications with Secondary School The
	child's image as part of a group and the class name may be provided to such publications. Yes: \square No: \square
8.	To be permitted to be photographed at school events (sports day, fun-run) by external media and included in external
O.	publications. The child's class name may be provided to such media outlets. Yes: No:
9.	From time to time, third parties supporting school activities would like to use photos taken by the school on their own
9.	website, e.g. LauraLynn, UCD Science Department, Solas. To be included in group photos taken by the school and used
	by these third parties on their website/newsletter. Yes: No:
10	
10.	Administrating Assessments to your child: on occasion we administer further educational assessments (e.g. Neale Analysis, MIST, NRIT) to discover the educational progress of pupils. Yes: No:
11.	To provide, on a pupil attending or transferring to a new school, academic, attendance and any other records relating to
	the child to the new school Yes: No:
12.	To provide to Mount Anville Secondary School names of pupils in 4 th , 5 th and 6 th classes Yes: No:
13.	To provide the HSE with names and dates of birth for the School Immunisation Programme and the School Health
	Examination (e.g. Hearing test) Yes: No:

Date:



Parent or Guardian's signature (1)

Data Privacy - Consent for Collection and Usage of you and your child's personal data

I have read Mount Anville Montessori Junior School's Privacy Notice for Parents, and I consent to the use of my personal data and my child's personal data in accordance with the terms of that Notice.

I understand the reasons for requesting the personal information sought about myself and my child in this Confidential Information and Consent Form, and I consent to the use of same for the reasons set out in this form by Mount Anville Montessori Junior School.

I understand that I can request a copy of this information and exercise my rights under GDPR under the Privacy Notice for Parents.

·		
Parent or Guardian's signature (2)		
Designated Liaison Person's Signature:	Date:	