



*St. Vincent de Paul Infant School,  
Griffith Ave,  
Dublin 9.  
Roll No: 16754 R  
Telephone: (01) 8334538  
Principal: Mrs. Leanne Drought*

September 21<sup>st</sup>, 2023

Dear parents and guardians,

The Board of Management of the above-named school has been advised by our Insurance Company to send the following notice to parents:

**The regulations of the Department of Education and Skills** envisage a teacher being in attendance at the school **from twenty minutes before the beginning of class until the end of class hours.**

**Regulations 124 (I):**

“In order to maintain effective supervision over the pupils from the time of their arrival at the school the staff is required to be in attendance at the school twenty minutes before the time fixed for the commencement of formal instruction”

Accordingly, while school grounds will open at 8.40am, **the school cannot accept responsibility** for the children arriving before the official opening of the school or remaining on the school grounds after school has ended.

**The Timetable:**

The school will open to receive pupils at 9.00am via the back door.

**Classes (formal instruction) will commence at 9.20am.**

No pupils should arrive later than 9.15am.

Classes will end each day as follows:

- Junior Infants at 1.50pm
- Senior Infants at 1.55pm
- First Class at 2.00pm

Parents/Guardians should collect their child from the class teacher in the school yard at their class spot at the time appropriate to their class. **Please also bear in mind that the Girls' School use the yard in the afternoon, so parents/guardians must leave the yard as soon as they collect their children.**

With kindest wishes on behalf of The Board of Management.

Yours Sincerely,

Chairperson, Board of Management.