



For the Attention of all personnel involved in the ASD units of St. Ailbe's NS, Emly.

As part of our recent child protection risk analysis process we are issuing these clear guidelines covering the dropping/Collection of pupils to the school by DES sanctioned Taxi Service (these guidelines cover all children travelling to St Ailbe's both those in ASD units and those on concessions)

- Arrangements for collection and dropping of Children are made with the school, the school will advise teachers, SNA'S, escorts and Bus Company of these arrangements.
- Taxis will call to the agreed collection point every morning irrespective of whether a child is travelling or not. Parents do not need to contact the school office early in the morning as the phones may not be manned.
- Any change to the agreed collection/drop off arrangements has to be communicated directly to the school only, allowing the school sufficient notice to implement these changes. In the event of an **emergency** please telephone 086 8207568. Changes to collection arrangements are not to be relayed to escorts, SNA's or teachers but directly to the school office where these changes can be officially recorded in line with our school policies.
- In the event of a child being collected from school early or dropped late he/she must be signed in/out in the book at the office door.

These guidelines are in place to ensure the safety of the pupils attending St Ailbes, we expect that these guidelines are adhered to.