



ARRIVAL AND DISMISSAL POLICY AND **PROCEDURES** **PRIMARY SCHOOL**

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| Owner | Head of Primary |
| Authorised by | Headteacher and Governors |
| Dated | September 2018 |
| Review | September 2019 |

Primary Procedure for Arrival and Dismissal of Pupils at the start and end of the day

Arrival

Pupils may arrive at school for 8.00am. Junior pupils wait in the entrance lobby until 8am, then the teacher on duty takes the pupils outside (weather permitting) until the bell rings at 8.30am. Pupils then line up and enter the school a class at a time.

The Primary pupils use the appropriate playground from 8.00am, unless it is very cold, wet or dark then the halls are used. Staff are on duty for supervision from 8.00am. Parents can leave the pupils at anytime between 8-8.30am. For Health & safety reasons parents are asked not to remain on the playground once they have dropped off their child. Staff on duty monitor the gates and the playground. We request that parents do not engage in conversation with the staff on the gates as this distracts them from supervising the pupils sufficiently. Any messages for staff should be placed in book bags or phoned in to the school during the day.

Dismissal

In the Infant/nursery there are 5 exit doors used at 3.30pm to ease congestions. The class teacher or classroom assistant takes the pupils to the designated door and allows a pupil to leave when the correct parent can be seen. In the Junior school, Y5 and Y6 pupils have the responsibility to look for their own parents. The children must wait for collection in the entrance hall until they can see an adult waiting for them. There will be a teacher on duty responsible for Y5 and Y6 each evening from 3.30-3.45pm to ensure the pupils remain in the building and only leave once an adult arrives for them. Any Y5/6 pupils using the school bus will walk to the buses and wait with the Senior girls. If any younger pupils need to use the school bus, they go with an older pupil. (Where possible a Senior collects the younger pupil from the Juniors.) The Y3 and Y4 teachers will dismiss their own classes and supervise pupils until 3.45pm. At 3.45pm the duty teacher will take any remaining pupils to Primary Extra Time and parents will be charged accordingly.

On Tuesdays and Wednesdays late waiting takes place until the Senior School finishes at 4.00pm. A teaching assistant dismisses late waiting pupils at 4pm. Any pupil waiting for the school buses will be in late waiting.

Any child attending an extra-curricular club after school will be released to the approved adult at the end of the session by the person running the club. Any pupils left at the end of any activity will be taken to Primary Extra Time.

During the day phone messages are taken notifying us of changes in arrangements for collection, or messages are placed in book bags by parents for the attention of the class teacher. These are immediately passed to the relevant teacher and the child informed. Messages are often given to Primary Extra Time about children attending for the evening and Katrina Smith, who runs the Primary Extra Time, passes those to the relevant teacher. Junior pupils are collected for PET from the Junior entrance area and taken to Nightingales.

Where messages are received later in the day it is important to ensure that these have been received by the relevant teaching staff.

If a parent volunteers to take their child's friend, they need to inform the teacher and if in doubt the teacher needs to contact the parent to clarify the arrangement, as there have been cases where late parental arrivals have led to confusion.

In the case of a supply teacher or student teacher dismissing a class, a classroom assistant or another teacher will normally be present to clarify the identity of parents.

The KS1 and KS2 classes are reminded at regular opportunities the importance of staying safe, not wandering off from parents into the car park and to return to the teacher to wait if no one has arrived for them.

Parents are asked to ensure that their children are picked up promptly at the end of the school day. If no message has been received to indicate that parents will be late then at 3.45pm the children will be taken to PET and charged accordingly.

Once parents have collected their children it is their responsibility to supervise their children. The school cannot be responsible for accidents which happen to children after they have been collected by parents.

Emergencies:

If a parent is unavoidably delayed in picking up their child they are asked to contact school to inform them as soon as practicable. If the member of staff is unable to wait with the child they will be taken to PET and the parent will be charged accordingly.

If there is a child left by 6pm and we have had no communication from parents to explain the situation we will have no option but to contact social care.